



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ

GURU NANAK DEV UNIVERSITY, AMRITSAR

(Established by the State Legislature Act No. 21 of 1969 and
University with Potential for Excellence recognized by UGC)

No. ੩੦੧੦੦-੧੬੫/Estt.

Date ੦੨/੧੧/੧੮

1. Heads of all the teaching Departments, Guru Nanak Dev University, Amritsar.
2. Associate Dean, Academic Affairs and Students' Welfare, Guru Nanak Dev University Regional Campus, Jalandhar.
3. Associate Dean, Academic Affairs and Students' Welfare, Guru Nanak Dev University Regional Campus, Gurdaspur.
4. Principal, Bebe Nanki University College, Mithra (Kapurthala)
5. Principal, Guru Nanak Dev University College, Narot Jaimal Singh.
6. OSD, Amardeep Singh Shergill Memorial College, Mukandpur, Distt. Shaheed Bhagat Singh Nagar.
7. OSD, Guru Nanak Dev University College, Jalandhar.
8. OSD, Guru Nanak Dev University College, Patti, Distt. Tarn Taran.
9. OSD, Guru Nanak Dev University College, Verka, Distt. Amritsar.
10. OSD, Guru Nanak Dev University College, Nakodar (Jalandhar).
11. OSD, Guru Nanak Dev University College, Sujampur, Distt. Gurdaspur.
12. OSD, Guru Nanak Dev University College, Phillaur (Jalandhar)
13. OSD, Shaheed Ram Singh Pathania Memorial GNDU College, Niari (Pathankot)
14. OSD, Guru Nanak Dev University College, Chung, Distt. Tarn Taran
15. OSD, Guru Nanak Dev University College, Kalanaur, Gurdaspur
16. OSD, Guru Nanak Dev University Regional Campus, Sathiala.
17. OSD, Guru Nanak Dev University Regional Campus, Fattu DHINGA (Sultanpur Lodhi).
18. OSD, Guru Nanak Dev University College, Pathankot.
19. OSD, Shri Guru Teg Bahadur College (Located at GNDU Regional Campus, Sathiala)
20. OSD, Baba Namdev University College, Kishankot (Gurdaspur)

Sir/Madam

The UGC vide letter No. F.25-22018(PS/Misc/VIP/MHRD) PTI dated 10.09.2018 has informed that option for fixation of pay on the date of promotion is allowed. A teacher can opt either to get his pay fixed on the date of promotion or from the date of his/her increment in the old post.

The above said UGC letter has been adopted by the Syndicate in its meeting held on 15.10.2018 vide Para 2.26.

The detail regarding giving option is that in case a teacher opts to get his pay fixed from his date of next increment, then, on date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further refixation will be done on the date of his next increment i.e. 1st July. On that day he will be granted two increments, one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account.

Cont...

If date of promotion between 2nd July to 1st Jan

For example

If a teacher has been promoted on 03.08.2014 and has given option to grant him benefits of increment on the date of promotion, his pay will be fixed as under:

<u>D.O.P.</u>	<u>Benefit of one increment</u>	<u>Next increment</u>
03.08.2014	03.08.2014 with AGP	01.07.2015


If date of promotion between Jan to June

For example

If a teacher has been promoted on 03.02.2015 then he has two options

<u>D.O.P.</u>	<u>Benefit of one increment</u>	<u>Next increment</u>
I. 03.02.2015	03.02.2015 with AGP	01.07.2016
II. 03.02.2015	To club promotion increment	01.07.2015 (Two increments, One for Promotion and other as annual increment)

You are requested to kindly inform the teachers working in the department to send option in this regard within 30 days from the date of issuance of this letter to the Establishment Branch to take further necessary action in this regard.



Assistant Registrar(Establishment) -
for Registrar

Endst. No. 80966-77 /Estt./A-1

Date: 02/11/18

Copy of above is forwarded to the following for information and necessary action:-

1. Deputy Controller Local Audit (DCLA)
2. PA to Vice-Chancellor
3. PA to Dean, Academic Affairs
4. PA to Dean, Students' Welfare
5. PA to Dean, College Development Council
6. PA to Director Research
7. PA to Registrar
8. PA to Professor Incharge (Examinations)
9. PA to Professor Incharge (Finance & Development)


Assistant Registrar(Establishment) 02/11/18
for Registrar

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Sir/ Madam,

In Continuation of this office letter no.80966-977/Estt/A-1 dated 2.11.2018, you are requested to kindly inform teachers working in the department to send option on the prescribed proforma (which has been uploaded on the University Website in Employees proforma) with this letter. The teacher who have already sent the letter in this regard to the Establishment Branch earlier, may also send this proforma again within stipulated period.

sdr
Assistant Registrar (Estt.)
for Registrar

Endst. No.: 81626-96/Estt./A-10

Date: 20/11/18

Copy of above is forwarded to the following for information and further necessary action:

1. Deputy Controller Local Audit (DCLA)
2. PA to Vice-Chancellor,
3. PA to Dean, Academic Affairs.
4. PA to Dean, Students' Welfare
5. PA to Dean, College Development Council.
6. PA to Director Research.
7. PA to Registrar
8. PA to Professor Incharge (Examinations).
9. PA to Professor Incharge (Finance & Development)

Reem
Assistant Registrar (Estt.) *20/11/18*
for Registrar

(ਅਮਲਾ ਸ਼ਾਖਾ)

(ਆਪਸ਼ਨ ਫਾਰਮ)

ਮੈਂ _____ ਬਤੌਰ _____ ਪੱਦ

ਉਨਤ ਹੋਣ ਉਪਰੰਤ ਆਪਣੀ ਪਦ-ਉਨਤੀ ਦੀ ਤਰੱਕੀ ਲੈਣ ਲਈ ਯੂ.ਜੀ.ਸੀ, ਨਵੀ ਦਿੱਲੀ ਵਲੋਂ ਜਾਰੀ
ਪੱਤਰ ਨੰ: F.25-22018 (PS/Misc/VIP/MHRD) PTI ਮਿਤੀ 10.09.2018 ਦੇ ਆਧਾਰ ਤੇ
ਯੂਨੀਵਰਸਿਟੀ ਵਲੋਂ ਜਾਰੀ ਸਰਕੂਲਰ ਨੰ: 80966-77/ਅਮਲਾ/ਏ-1 ਮਿਤੀ 02.11.2018 ਦੀ ਰੋਸ਼ਨੀ
ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਆਪਣੀ ਆਪਸ਼ਨ ਦਿੰਦਾ/ ਦਿੰਦੀ ਹਾਂ।

ਮੈਂ CAS ਅਧੀਨ ਮਿਤੀ _____ ਨੂੰ ਬਤੌਰ _____

ਪਦ ਉਨਤ ਹੋਣ ਤੇ ਆਪਣੀ ਪਦ ਉਨਤ ਹੋਣ ਦੀ ਮਿਤੀ _____ ਤੋਂ

ਪਦ ਉਨਤੀ ਦੀ ਬਣਦੀ ਤਰੱਕੀ ਲੈਣਾ ਚਾਹੁੰਦਾ/ ਚਾਹੁੰਦੀ ਹਾਂ।

ਜਾਂ

ਮੈਂ CAS ਅਧੀਨ ਮਿਤੀ _____ ਨੂੰ ਬਤੌਰ _____

ਪਦ ਉਨਤ ਹੋਣ ਤੇ ਆਪਣੀ ਪਦ ਉਨਤੀ ਦੀ ਤਰੱਕੀ ਆਪਣੀ ਅਗਲੀ ਸਲਾਨਾ ਤਰੱਕੀ ਦੀ

ਮਿਤੀ ਨਾਲ ਲੈਣਾ ਚਾਹੁੰਦਾ/ ਚਾਹੁੰਦੀ ਹਾਂ।

ਸਬੰਧਤ ਅਧਿਆਪਕ ਦੇ ਹਸਤਾਖਰ

ਮੁੱਖੀ, ਵਿਭਾਗ