

**PANJAB UNIVERSITY CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairpersons/Coordinators of All Centres/  
Heads of the Departments/ACLA/Directors of Regional Centres/  
Principals of Constituent Colleges  
Panjab University, Chandigarh.

No. 5728-5927 | FDO

Dated: 28/9/18

**Subject: Procedure for implementation of scheme of "Earn While One Learns".**

Dear Sir/Madam,

This is to inform you that the Syndicate vide para No.10 in its meeting held on 26.5.2018, has approved the scheme namely "Earn While One Learns" with a provision for payment of Rs.100 per hour to students with condition that each student will be allowed to work for a maximum of 40 hours in a month.

While discussing the scheme, the Board of Finance in its meeting dated 16.7.2018 has approved as under:

*"Referring to the provision of Rs. 50,00000/- under the head "Earn While one learns", members discussed that this scheme was envisaged with a view that besides offering an opportunity to needy students to work in a respectable manner, the scheme shall also help reducing the requirement of manpower in various departments of the University. Therefore, members recommended that all the departments may be informed that any proposal under this scheme should invariably incorporate as to how the proposal shall reduce/offset the manpower cost of the concerned department."*

In reference to the above decision of the Syndicate/Board of Finance, the following procedure has been approved for implementation of the "Earn While One Learns" scheme:

- a) The Chairperson of the Department shall identify the number of slots (hours) for which students can be engaged for various kinds of assignments. After identifying such slots, the same shall be forwarded to the A.R. (Estt.) clearly stating therein as to how such proposal would reduce/offset manpower cost of 'B' class employees of the department. **(Action to be taken by concerned HOD as and when need arises).**

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- b) The Assistant Registrar (Estt.) shall verify the sanctioned, filled and vacant positions of class 'B' employees in the department and certify that the proposal shall reduce/offset the manpower cost of the concerned department if the student(s) in the department would be given work under "Earn While One Learns" scheme. **(Action to be taken by Assistant Registrar (Estt.) within three working days.)**
- c) After verification by Estt. Section, the Chairperson of the department shall notify the number of slots under this scheme.

The applications for the slots shall be invited by the Chairperson of the Department from amongst the students of the concerned department only. The notice inviting applications shall be uploaded on the web page of concerned Department and shall also be pasted on the notice board. Payment of Rs.100 per hour to students with condition that each student will be allowed to work for a maximum of 40 hours in a month.

**(Students who are availing any type of fellowship shall not be eligible for the scheme.)**

- d) The concerned Academic/Administrative Committee of the Department shall screen such applications and recommend the names of the student(s) for assigning work under this scheme to the office of the Registrar while considering the academic record, economic conditions and general conduct of student(s). The Academic and Administrative Committee shall send the recommendations to Assistant Registrar (Establishment). **(Action to be taken by concerned Department within three working days from the last date of receipt of application).**
- e) The A.R. (Estt.) shall get the names approved from the Registrar and issue orders for assignment of work to concerned students. **(Action to be taken by Assistant Registrar (Estt.) within three working days.)**
- f) On the basis of work assignment order issued by the Establishment Branch, the Chairperson of the department shall get the work done from the students. At the end of each month, the Chairperson shall certify that the required task/work has been completed by the student(s). A bill for payment of honorarium to the students shall be submitted with the above certification by the Chairperson of the department to the Assistant Registrar Accounts II. **(Action to be taken by the Chairperson of the Department up to 5<sup>th</sup> of each month).**
- g) The A.R.A.-II shall process the payment as per the rules given in the Accounts Manual. **(Action to be taken by ARA-II by 10<sup>th</sup> of each month).**

With regards

Yours sincerely,

  
Deputy Registrar (Accounts)

28/9/18