

PANJAB UNIVERSITY, CHANDIGARH

No. FC/19/10943  
Dated: 20/9/19

To,

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

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

Dear Sir / Madam,

This is in continuation to this office Circular No, 5728-5925/FDO dated 28.09.2018 regarding implementation of "Earn While One Learn Scheme. The Vice-Chancellor has constituted the Committee to revisit the existing guidelines of the 'Earn While One Learns" scheme for its effective implementation. The recommendation of the committee has been approved by the Vice Chancellor. The revised guidelines are as under:

- 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.

For those departments which want to operate their libraries or laboratories beyond the normal office hours including on holidays then the condition of availability of vacant post in such departments shall not be applicable and to such departments one slot shall be allowed for the purpose of this scheme. **(Action to be taken by concerned HOD as and when need arises)**

- 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 application 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

*Raj Manchand*

Deputy Registrar (Accounts)

20/9/19