

ANNEXURE 'B'

The payment of grant is subject to the following and other conditions laid down for the purpose from time to time.

1. That the entire college teaching staff (except working in the faculties of medical, Agricultural, Engineering Veterinary and other than social science etc) is given the revised scales of pay. introduced by the Punjab Govt. w.e.f. 1-11-1966 & thereafter from the specified date.
 - (ii) That the increments to the entire staff are paid every year in full with effect from due dates regularly and in time.
 - (iii) That the entire staff is paid regularly & in time full dearness allowance (including additional Dearness Allowance) at the rate paid by the Govt. from time to time.
 - (iv) That full provident fund is paid to the entire staff w.e.f. 1-4-72 at the rate and according to the rules prescribed by the University within whose jurisdiction the college is situated.
 - (v) That all the payments of salaries, to the extent admissible under the rules, to all the members of the staff are made by cheques in full regularly and in time and no members of the staff is compelled to pay or refund directly or indirectly at any stage any part of his salary admissible to him under the rules.
 - (vi) That the fees and funds are realized in accordance with the rates and rules laid down by the University the Day Funds, are utilized strictly according to the rules laid down by the University and the fee and concessions allowed are not more than those prescribed for a non-Government college by the University within whose jurisdiction the college is situated. No student shall be directly or indirectly compelled or harassed to pay any donation or unauthorized fund to the college at any stage for any purpose and admission or attendance shall not be denied on this account.
 - (vii) The entire staff is of good character and the institution is not involved in corrupt practices or in communal, Political, antinational, antisocial, subversive activities against the State/University etc. The Management and the Principal of the college will take all necessary steps to improve the academic and other standards and also to ensure smooth working and good atmosphere and discipline in the college. The entire teaching and non-teaching staff of the college (including the Principal, and Chief Executive Officer, if any) does not directly or indirectly participate in politics, corrupt practices antinational, antisocial, subversive activities against the state etc. and it has been debarred from doing so under the conditions of the service of the employees of the college.

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- viii) that the college was in existence on 1.4.1972 and it stood, affiliated without any break, u.e.f. 1.4.72 to the University within whose jurisdiction it was/is situated and it is now affiliated to the University of the Punjab State within whose jurisdiction it exists;
- (ix) that any officer authorised for the purpose will at any reasonable time without any prior notice, be allowed by the College authorities to visit and inspect, in the manner deemed fit by him, the college and entire such office record as it deemed fit and necessary by him (including Management funds, Hys Funds college Funds Hostel Funds etc.),
- (x) that all the audit objections, requiring action on the part of the college are finally removed by the college.
- (xi) The grant is admissible after keeping in view the true picture as it actually existed on 1.4.72 in respect of (i) only all those eligible whole time regular employees in regular grade and paid entirely out of management fund, who possess the requisite academic and professional qualifications laid down under this scheme and by the University to which the college is now affiliated and whose appointments have been approved unconditionally and clearly by the University for the subject and classes/ courses taught by them and who were in position on the specified date against those whole time posts in regular grade which stood sanctioned on 1.4.72 out of management funds and thereafter did not remain unutilised for an unusual period (i.e. exceeding 9 months or more) at any stage and at any time and (ii) eligible persons appointed on regular basis against regular vacancies in regular grades and against these posts (which continue without any break) as their substitutes in the same subject from the date from which these posts became vacant. In the case of substitutes appointed (otherwise than by promotion in the same college according to the conditions laid down under this scheme) against the post admitted under the scheme, the grant is admissible on the basis of minimum pay in the minimum pay scale admissible to the employees on the date on which the respective posts became vacant and the date on which they have been appointed against such posts thereafter. In the case of those employees who have left the college but were entitled to the grant the payment is admissible only up to the date up to which they served the college. No grant is admissible twice either for the same period or for the same persons or against the same post for the same period.
- (xii) This grant is not admissible in respect of the employees:-
- (a) From the date of their attaining the age of superannuation.

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- (b) working against the leave vacancies or against the vacancies caused on account of suspension or deputation of any employee;
 - (c) working on part time basis, or in fixed pay/ consolidated pay or not in the grades introduced by the Punjab Govt. from time to time.
 - (d) drawing their salaries out of Boys/ college funds/ Hostel funds etc. etc.,
 - (e) working against the posts which stood vacant including posts held by superannuated or ineligible employees on 1.4.72 or have been created after 1.4.72 or have been / are converted afterwards into regular/ woletime posts or regular grades or towards management funds even from the back date or which remained unutilised for an unusual period (-i.e. 9 months or more) at any stage at any time, or are in excess of the requirements of the college or are in excess of the norm laid down either by the University or by the Government under any scheme;
 - (f) whose appointment has not been approved unconditionally and clearly by the University with which the college is now affiliated for the post held and subjects and classes taught or who do not fulfil the requisite academic and professional qualifications laid down by the University.
 - (g) whose grant has been claimed as a substitute but the designation held or the subjects taught by the substitute are different from the designation held or subjects taught by the original incumbents.
 - (h) working in college Hostel, office of the Managing Committee or office bearer of the Managing Committee/ residence of the office bearer or managing committee, or are performing the duties for which posts are created out of Boys /marginalated /Hostel funds in Govt. Colleges and in the faculties of other than social sciences or in medical Engineering, Agricultural Veterinary Science etc. in the college etc. etc.,
 - (i) for the previous years which has not been claimed or claimed less in the same year or disallowed at any stage due to the negligence the college in the annual or supplementary claim;
 - (j) who are original incumbents or substitutes of these employees whose posts/ grant was not included by the College or admitted by the Department in the annual or supplementary claim for the first year i.e. 1972-73.
 - (k) for the period for which they remained on leave without pay or absent from duty (unauthorised), or on account of reasons otherwise laid down from time to time for the purpose etc. etc.
- It in no case any irregular/ or excess grant is to be paid if allowed by the Department/ claimed by the college

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Under any circumstances, and that the college, will be entitled to the payment of grant to the extent it is actually admissible under the rules and in the case of entire payment made/ being made now and previously is subject to the adjustment.

XIV) that the entire unutilised, undischarged, irregular or excess -s grant not admissible according to the latest instructions (even if allowed by the Department) for the previous years or current year, if any has already been refunded to the Government by depositing the amount into the nearest Punjab Govt. Treasury under the head "077- Education- E- University-C- other receipts (4) recovery of over payments."

XV) That in case of any excess or irregular payment of grant to the college authorities at any stage, this department reserves the right to recover entire such amount from the college in any manner, deemed fit, and the principal of the college shall immediately refund the entire amount to the Government, out of the college management funds,

XVI) That stamped receipts actual disbursement statements and utilisation certificates & duly verified and certified as correct by Chartered accountant, on the prescribed form and in the manner laid down for the purpose, have been furnished in time to the Department in respect of all grants received by the college concerned during the previous years.

(XVII) that the utilisation certificates duly verified and certified as correct by the Chartered Accountant shall be furnished by the College within a month of the receipt of the Bank Draft & the annual accounts viz summary and disbursement statement duly verified by the chartered accountant and individual certificates shall be furnished every year by the College before 15 June, or within a month of the date of despatch of the Bank Draft of last instalment of the relevant year whichever is later.

(xviii) that the final claim (alongwith the requisite data) complete in all respects, prepared and typed to the entire satisfaction of the Director of Public Instruction Punjab, in the manner and on the forms as directed, duly verified and certified correct by the Chartered Accountant, reached/ reaches the Director of Public Instruction Punjab before or on the prescribed date.

(xix) that the Adhoc Relief, additional. D.A. etc to the entire such teaching & non-teaching staff appointed against the posts in respect of which college is not entitled to claim this grant from Govt. will be paid by the colleges themselves out of the Management funds.

(xx) that this grant can be received and utilized only if all the conditions laid down for the purpose are fully acceptable into and complied with into to in letter & spirit by the college.

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In future also and a written undertaking to abide by the same is furnished by the college as and when deemed necessary.

(xii) that separate accounts on subsidiary accounts Books (viz Bill Book Cash Book, Acquittance Roll Register, Pay Bills) in respect of all kinds of Govt. Grants, Bys/ colleges / Hostel/ sports funds and management funds shall be maintained properly and got audited yearly from a chartered accountant. All these accounts Books together with attendance registers, Teacher's time-table, college Prospectus and record connected with the appointments, promotions, termination dismissal, joining and relieving reports, creation and abolition/ conversion of posts etc etc shall be maintained as a permanent record. It shall be open to inspection and audit by any officer authorized by the Department for the purpose (as stated in the condition at Serial No. ix above.

(xiii) that as already stated in the conditions as at Sr. No. xiv to (xvii) above, the entire irregular, excess, or grant not required for disbursement shall be deposited into the Treasury immediately on the receipt of Bank Draft and in the case of disputed cases within three months from the date of despatch of the Bank Draft by the Department, and in the event of the failure to comply with this and other conditions or the / retention of any undischursed, unduly irregular or wrong grant by the college, the college will have to pay the interest as laid down for Govt. advances & loans, wherever considered necessary by the Director of Public Instruction, Punjab.

(xiv) that the entire grant received from the department shall be disbursed within one month of the date of dispatch of the Bank Draft or deposited into the Govt. Treasury unless otherwise it is specifically laid down by the Department.

(xv) that undischursed money out of grant received in advance on adhoc basis in quarterly/ monthly instalments shall be adjusted in the final instalment of the grant released to the college, (if and when it is due and sanctioned by the Department).

(xvi) That the requisite number of representatives of Government laid down from time to time, will be taken on the Managing Com. (a) for the recruitment (b) the committee constituted for retirement, termination of services or security service and for awarding any major or minor punishment (including suspension) to the employees of the college.

(c) Conditions and security of service and for all other purposes specified herein or otherwise and (d) grants, approval of expenditure, accounts, budget etc etc, and in order to enable them attend the meeting, the time, date and place of meeting as far possible will be fixed according to their convenience and in consultation with them. No action (including suspension also) -inst any employees will be taken by the college without the written consent/ concurrence of the representatives of the Government.

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the documents pertaining to grants, accounts, expenditure etc. and administration of Boys Funds of the college will also be approved by the representatives of the Govt.

(xvii) That the grant under this scheme also in a discretionary aid on the part of Govt. to college (which will be given only through the Principal of the college or any other person or party has no longer legal right to claim it. Government is not responsible to pay any part of the salary to any employee of a non-Government colleges. It is not obligatory for the Government to pay any grant to any college, and the Department will consider on merit according to the rules and request of the college, if and when and to the extent made by the college within the stipulated period and in accordance with the rules, instructions, and prescribed procedure only. The Government reserves the right to refuse, withhold, suspend, stop, withdraw and even recover the entire grant already paid and to disburse this grant to the staff directly or through any officer/ representative of the Department, if and when considered necessary;

(xviii) that in order to apply for the grant under this scheme also, the voluntary acceptance on the part of the college to fully adopt, enforce and defend into to properly as their own conditions, all the conditions laid down for the purpose is one of the pre-condition to be fulfilled by the college and its management.

(xix) that the Department will correspond with the college, only all the communications (except grant-in-aid claim and sanctions regarding grant) or any statement containing the particulars which shall be shown to employees concerned). The contents of all the communications exchanged between the Department and the college shall be kept strictly secret by the college (the onus to prove that any leakage of information is not on the part of the college will lie on the college and shall not be directly communicated orally or in writing or quoted in any statement made orally or communication addressed or information furnished by the college to any person/ party or authority;

(xx) that with the acceptance of aid and conditions laid down under the scheme, by the college:-

(a) all the conditions laid down under the scheme will automatically become the part of the conditions laid down by the management for its own employees;

(b) all the disputes between the employee of the college any person/ party and the college will remain an internal affair of the college principal and the management (as the managements of the colleges only are the employers of the employees of non-Govt. college, Govt. is not their employer and is no way party to any dispute) and will be settled by the College concerned immediately and amicably at their own level. All the decisions will be taken and communicated by the college without referring to any directly

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communication of the Department and without involving the Department. It shall become the exclusive responsibility and liability of and obligatory for the college (1) to meet in full all the expenses connected with the salary of all its previous and existing employees, Civil suits/ writs in courts instituted against the Govt. by any employees of the college/ party, other items & pay full salary to all its employees, and (ii) to enforce and defend fully and properly into to as its own conditions all the conditions laid down, under this scheme also at all the stages and places and in Courts in all cases instituted by any persons or party against the Government or wherein Government has been made a party or respondent;

(xxx) that in the event of any injustice to employees of the college or students on the rolls/ seeking admission, improper /misutilization of Bys/ Hostel funds, fees and funds, grants and property of the college etc, coming to the notice of department or the failure to comply with in time any condition stated therein and otherwise or instructions properly at any stage the college will not only become ineligible for all the grants under all the schemes, or given on the recommendations or through the Department, but also will refund to Government all the grants received under all the schemes from the Govt. during the period previous years, together with the interest laid down for loans & advances (if considered necessary) , if and when called upon to do so.

(xxxi) The provision of the Punjab Affiliated college (Security of Service Act, 1974 , the rules made thereunder and all the orders passed thereunder will be strictly complied within to to properly and in time at all the stages. The provisions of all the rules made under any statutory Law passed by the Legislature of the Punjab State and parliament / ordinance issued by the Punjab State or Union Govt. will be strictly complied with into to all the policies and scheme introduced and instructions issued from time to time by the Government and University in connection with the admission and welfare of the students and teaching community are strictly complied with into to properly and in time by the college.

(xxxi) That the management of the college concerned shall also pass a resolution regarding the acceptance of the conditions unconditionally and a copy of the resolution shall also be furnished to the Department;

(xxxi) Any other condition laid down from time to time.

The above conditions are accepted.