

ESTABLISHMENT (TEACHING)

Name	Designation	Contact no.
Branch Officer		
Shri R.P.Chawla	Deputy Registrar	01744-239235(O) 01744-225667(R)
Key Person(s)		
Shri Chuni Lal	Superintendent	98963 22931(M)
Shri Jaswant Rai	Superintendent	01744-293759 (R) 94163 89761 (M)

BRACH PROFILE

The Establishment (Teaching) Branch deals with all establishment matters of teaching staff and officers such as –

- Creation/abolition of posts
- Prescription of qualifications for appointments
- Advertisements for recruitment of staff.
- Holding of interviews/tests and making appointments
- Promotions of teachers under Career Advancement Schemes and officers
- Grant of Senior Scale/Selection Grade to the Lecturer under Career Advancement Scheme
- Training of teaching staff (Refresher/Orientation Courses)
- Framing of service rules & regulations
- Disciplinary proceedings
- Confirmation and regularization
- Revision of pay scales
- Retirement and grant of retiral benefits
- Transfers/resignation/termination/deputation of staff
- Fixation of seniority

ESTABLISHMENT BRANCH (NT)

Name	Designation	Contact no.
Branch Officer		
Sh.Brij Lal Munjal	Admn.Officer(Estt.) (NT)	01744-239801(O) 01744-238196- 2416(Extn.)(O) 01744-224389(R)
Key Person(s)		
Sh.Raj Rikhi	Supdt.(S-II)	01744-238196- 2415(Extn.)(O) 01744-239927(R)
Sh.S.K.Kaushik	Supdt.(S-III)	01744-238196- 2412(Extn.)(O) 01744-293584 (R)

BRACH PROFILE

Various non-teaching posts are filled up by advertising the same, inviting applications and conducting written test/interviews; On completion of probation period, work & conduct report of the official concerned from his/her Head of the Department/ Branch Officer is obtained for confirmation and he/she is confirmed on the said post on satisfactory report; Cases for crossing of Efficiency Bar & grant of ACP are processed for which also work & conduct reports are obtained; Request/appeal/complaint made by any non-teaching employee is dealt with; Disciplinary action against delinquent non-teaching employee is taken; Leave cases of non-teaching employees viz. Earned /Medical / Extraordinary leave are got sanctioned and ticked from the Audit for release of their salaries; After inviting performance reports, promotion cases are processed and after promotion the same is got ticked from the

Audit; Before six months' from the date of attaining the age of superannuation, No Dues Certificates are called from various Departments and after receipt of No Dues Certificates, leave salary/gratuity are got released on the day of retirement of employee concerned. His/her final payment of provident fund is got released. His/her Pension file duly completed is also sent to Pension Cell for release of pension; Apprentices are engaged in various trades; Departmental permission for pursuing higher studies is given; Ex-Gratia Rules and Leave Rules are also dealt with in this Branch