

# CALENDAR

## VOLUME - IV

2014

### UNIVERSITY ACCOUNTS CODE

(As amended upto 27<sup>th</sup> March, 2014)



## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University Established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

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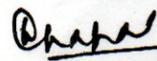
## FOREWORD

I am glad that the second issue of Calendar Volume IV: University Accounts Code (containing amendments upto 30.6.2013) is being brought out. Management of accounts is a very important public function and responsibility of the University administration. In this volume, the rules relating to financial aspects concerning all important matters have been given in a very elaborative manner for the guidance of all. The Accounts Code was developed by a Committee constituted by the Finance Department of the Government of Haryana with inputs from the Controller of Finance and Finance Officers of the Universities in Haryana. Certain modifications as approved by the Executive Council have been made in this Volume for smooth functioning of the system.

The publication of this Volume will be of great help to the faculty and ministerial staff of the university and others to acquaint themselves with the rules contained in the Accounts Code. It is expected that all those involved in the implementation of the rules given in the Volume will become well conversant with the same and apply the rules very objectively while dealing with the accounts matters.

I am told that Shri Prem Singh, Former Librarian, Shri U.S. Dalal erstwhile, Administrative Officer and Shri A.P. Jain, Deputy Registrar have put in hard work in compiling the first issue of this publication. The contribution of Shri Prem Singh in this task has indeed been very laudable. All those involved in the compilation and publication of the voluminous task deserve sincere appreciation. I thank them all.

I would request all my fellow colleagues to point out inconsistencies, mistakes, in this volume, if any, to the Registrar for corrective action.

  
(H.S. CHAHAL) 8/7/13.



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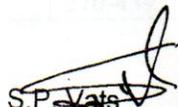
## FOREWORD

It gives me much delight in writing this preface of the updated version and acknowledging that the long term efforts of several University functionaries had taken a final shape of its earlier edition after holding much deliberation over the involved issues pertaining to Accounts Code which had finally taking a black and white shape in a consolidated manner. It gives me immense pleasure to note that our much laborious Academic Branch has managed to fill in all the subsequent amendments in the document that took place by June 2013.

The document is meant for giving a detailed knowledge to all the prospective users about entire set of financial rules prevalent in the University. It has been prepared with the intent of maintaining a complete transparency in every aspect and to provide an elaborative description of the rules. Right from the initiation of the exercise to prepare this document it was our endeavour to touch and define virtually every minute point that could have any concern with the financial matters. The obvious motive has been to make every official well conversant with the procedures that one could directly or indirectly correlate with any issue during a fiscal year and that may have any financial repercussion. Besides it shall generate awareness among the personnel and their family members about the monetary welfare schemes available in the University and the procedures using which they can be benefited without feeling dependent on anybody else to explain. I am fully confident that this University Calendar Volume – IV shall serve the very purpose with which it has been prepared and it shall act as a rulebook for all financial matters.

I thank all my colleagues, especially Shri Prem Singh, former Librarian, who have been instrumental in preparing this vast document since long and congratulate Academic Branch and University Press for the publication of this most up-to-date edition. Though the team has remained engaged in relentless efforts to ensure that no error finds place in the Calendar yet if any mistake is noticed and brought to the knowledge of the undersigned, the same shall be rectified instantaneously.

Rohtak  
July 2013

  
S.P. Vats  
REGISTRAR

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# CHAPTER - 1

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## INTRODUCTION

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### 1.1 Short Title and Commencement:

- I) These rules shall be called the University Accounts Code.
- II) It shall come into force on such date as the University may, with the approval of the Executive Council, notify it.
- III) The Finance Department, Govt. of Haryana has desired the Universities to frame these rules in exercise of the powers vested in it under the University Act and the Statute of the University, as amended from time to time. Any modification to these rules shall, therefore, be made only with the approval of the competent authority i.e. the Executive Council.

### 1.2 Definitions:

**In these rules, unless anything is repugnant to the Act or Statutes, the terms defined below have been used in the sense herein explained.**

- I) **“Act”** means Maharshi Dayanand University Act, 1975 (No. 25 of 1975) as amended by the Haryana State Assembly from time to time.
- II) **“Academic Council”** means Academic Council of the University.
- III) **“Administrative Approval”** means the formal acceptance by the Vice-Chancellor of a proposal to incur expenditure on works initiated or connected with the requirements of the University.
- IV) **“Appropriation”** means the allotment of a particular amount of money to meet expenditure on a specified object including primary unit of appropriation.
- V) **“Bank”** means any Public Sector Bank or Banks in which funds of the University may be kept in the current, savings or fixed deposit accounts, with the approval of the competent authority.
- VI) **“Book Transfer”** means the process whereby financial transactions which do not involve giving or receiving of cash, or of stock material, are brought to account. This also includes corrections and amendments made in cash, stock or book transactions previously taken to account.
- VII) **“Budget”** means the statement of estimated Receipt and Expenditure of the University for purposes specified therein during a financial year as approved by the competent authority.
- VIII) **“Cash”** means legal tender coins, currency and bank notes, cheques payable on demand, bank drafts, government drafts and revenue stamps.  
**Note:** Government securities, deposit receipts of banks, debentures and bonds accepted as security deposit shall not be treated as cash.
- IX) **“College”** means a constituent College of the University.
- X) **“Competent Authority”** means a body or an officer empowered by the competent authority through delegation of powers to exercise specified powers in respect of specified matters.
- XI) **“Contract”** means a person, syndicate or firm that has made a contract with the University and also includes contractors who have entered into an agreement with it for the execution of works or for providing certain services in connection therewith.

- XII) **“Controlling Officer”** means the Officer of the University, a Head of a Department or other officer who is entrusted with the responsibility to control the incurrence of expenditure and/or collection of revenue.
- XIII) **“Court”** means Court of the University.
- XIV) **“Drawing & Disbursing Officer (DDO)”** means an officer who has been authorized by the competent authority to draw the bills on behalf of a Department/Branch and pass the bills for disbursement of payment on behalf of the University.
- XV) **“Employee”** means an officer or employee of the University and includes a Government/other employee on Foreign Service under the University, but does not include a Government employee, who though doing work in the University, but remains under the administrative control of his parent Departmental in Government.
- XVI) **“Executive Council”** means Executive Council of the University.
- XVII) **“Finance Committee”** means Finance Committee of the University.
- XVIII) **“Financial Year”** means the year beginning on the 1<sup>st</sup> of April and ending on 31<sup>st</sup> March of the following calendar year.
- XIX) **“Governing Bodies”** means the Academic Council, Finance Committee, Executive Council, and Court of the University.
- XX) **“Government”** means the State Government of Haryana.
- XXI) **“Grant-in-aid”** means any contribution or grant, which may be paid by the Government or any other Body on such terms and conditions as it may impose.
- XXII) **“Head of Branch”** means an officer declared as such under any general or special order of the competent authority. The term includes an Incharge of a Branch.
- XXIII) **“Heads of Account”**
- (a) **“Major Head”** means the main head of account provided in the budget with the object of classifying the receipt and expenditure of the University. Major Heads of account generally correspond to ‘Functions’ of the University.
  - (b) **“Minor Head”** means a head subordinate to a Major Head. Minor Heads identify the ‘programmes’ to be undertaken to achieve the objectives enshrined under a Major Head.
  - (c) **“Sub-head”** means a head subordinate to a Minor Head. A programme may consist of a number of schemes or activities, and these shall generally correspond to a sub-head below a Minor Head under which such programme, activity or scheme has been listed.
  - (d) **“Detailed Head”** means a branch below a Sub-head. A Detailed Head indicates the object or nature of expenditure on a scheme or activity or organization in terms of inputs such as “Salaries”, Office Expenditure”.
  - (e) **“Primary Unit”** means a branch below a Detailed Head.
  - (f) **“Standard Object of Expenditure”** is a portion of supply under each Detailed Head, which is allotted to a prescribed Sub-Branch of the Head as representing one of the Standard Objects of the supply.
- XXIV) **“Joint Director (Local Audit)”** means the Joint Director (Local Audit) or an Audit Officer or a Senior Auditor performing the duties of the Joint Director (Local Audit) under the orders of the Director (Local Audit), Haryana.

- XXV) “Non-recurring expenditure”** means expenditure sanctioned as one time charge irrespective of the fact whether the expenditure is actually incurred in one lump sum amount or in installments.
- XXVI) “Re-appropriation”** means transfer of funds by a competent authority from one unit of appropriation to another to meet specified expenditure.
- XXVII) “Recurring expenditure”** means the expenditure, which is incurred at periodic intervals.
- XXVIII) “Revised Estimates”** are estimates of probable revenue or expenditure during a financial year under the various Major Heads, Minor Heads, Sub-heads and Primary units of appropriation framed in the course of the year on the basis of actual transactions till then recorded, and in the light of any facts which may be known during the remainder of the year. Additional appropriation/ supplementary grant is obtained, where necessary, on the basis of Revised Estimates.
- XXIX) “Statutes” and “Ordinance”** means the Statutes and Ordinance framed by the University under the Act.
- XXX) “Technical Sanction”** is the sanction of the competent authority to a properly detailed estimate of the cost of a work or repair.
- XXXI) “University”** means Maharshi Dayanand University, Rohtak, established by Maharshi Dayanand University Act, 1975 (No. 25 of 1975) of Haryana State Assembly.
- XXXII) “University Funds”** means the funds of the University comprising all the revenues, grants, contributions, bequests, endowments, etc. received by the university, the amount borrowed by the university and all moneys received by the university to refund the loans.
- XXXIII) “University Account”** means the Bank Account in which all the grants-in-aid and other revenues of the university are credited. It does not include current accounts maintained by the Deans/Directors/HODs in respect of Amalgamated Funds, Scholarships, Securities and the like, but includes the current and saving accounts maintained by the Engineering Unit for making payments in connection with the University works.

All the terms and expressions not defined in this code and used in the Act, Statutes, Ordinances and Regulations of Maharshi Dayanand University, Rohtak shall have the meaning respectively assigned to them in the Act, Statutes, Ordinances and Regulations.

### **1.3 Removal of Doubts.**

Where a doubt arises as to the interpretation and/ or meaning of any of the provision of these rules, the matter shall be referred to the Vice-Chancellor who, after considering the matter, may either give the interpretation and/or meaning of such provision or report the matter to the Executive Council for the purpose.

## CHAPTER – 2

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# GENERAL PRINCIPLES OF FINANCIAL MANAGEMENT AND CONTROL

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### 2.1 - General

- 2.1.1** It is the primary objective of the University administration including its financial administration to provide effective support to the teaching, learning and research programmes. This objective should throughout be borne in mind, and duplication and delays avoided.
- 2.1.2** Efficient financial administration of the University calls for a coordinated working of all its component units. **That all its components should work with a spirit of co-operation and in a co-ordinated manner, therefore, hardly need any emphasis.**
- 2.1.3** An officer mandated by Statutes or Ordinances, or other person authorized by the Executive Council or any other competent authority for the proper collection, administration and utilization of funds placed at the disposal of the Department/office, Principal School/College or other institution shall do so with utmost care and responsibility. In exercising this responsibility, the Head of Department, Principal of School/College or other institution shall keep in mind the rules and procedures contained in this Code which are intended to ensure the judicious, proper and optimal use and safeguard of the University funds against injudicious spending, wastage, misuse or misappropriation. These principles are aimed at sound financial management and control and general guidance.
- 2.1.4** All transactions involving the taking and giving of cash, stores, other properties, rights, privileges and concessions, which have monetary value, **shall** be brought to account at once under proper head. Every University Officer shall be personally responsible for the money which passes through his hands, and for the proper record of receipts and payments in the prescribed **format** as well as for the correctness of the accounts in every respect.
- 2.1.5** The financial records and accounts of the University shall be maintained separately for each financial Year.
- 2.1.6** (a) The financial records and accounts of the University shall be maintained in the prescribed forms and registers.
- (b) No addition to, alteration in or modification of any register or form prescribed in the **University** Accounts Code or introduction of any new form shall be made without the **written** orders of the Vice-Chancellor.
- (c) For administrative convenience, however, such registers as may be subsidiary to the financial records and account books prescribed in the **University** Accounts Code may be maintained but such registers will not be recognized **or substituted** as financial records and books prescribed **in this** Code.
- 2.1.7** All financial records and books of accounts and registers shall be properly bound, **neatly prepared and safely stored. No records or account shall be maintained in loose sheets or in loosely bound volumes. Computerized records/accounts in loose sheets shall be secured properly and got bound at the earliest, except where they are required to be kept otherwise.**
- 2.1.8** The pages of all financial records, account books, stock registers and such other registers shall be serially numbered. The Head of Section shall record on each book before use a

certificate **recording** the number of pages it contains **alongwith dates of its opening and closing entries.**

**2.1.9** Forms, notes, letters, etc. which are used frequently in various **offices** of the University, should be standardized and printed. **This, besides simplifying the procedures and work of the University, will lead to economy of time and effort.**

**2.1.10** **General principles of financial management and control have been described in this Chapter, but detailed rules and procedures dealing with different aspects are given in other relevant Chapters.**

## **2.2. Receipts of Money**

**2.2.1** (a) It shall be the primary responsibility of the Accounts Branch to ensure full and timely realization of all types of dues of the University. It will be ensured that these are correctly and promptly assessed, collected and deposited in the University accounts under the proper heads.

The Head of the Branch/Office shall undertake a series of surprise checks throughout the financial year to satisfy himself that the University dues are being recovered within a reasonable time and that cash has been correctly accounted for.

(b) The Accounts Branch shall ensure that the grants receivable by the University and the income accruing from investments are received **and accounted for** in due time.

(c) The Head of Branch/**Office** concerned shall satisfy himself that the system of control **over the sales** and services rendered and the subsequent payment thereof is adequate.

**2.2.2** The sums received on behalf of the University shall forthwith be deposited into the Bank in full and appropriation **of such sums to set off other** expenditure shall be prohibited.

**2.2.3** An officer or employee of the University authorized by the Vice-Chancellor to receive moneys on behalf of University **shall** give the payer a receipt **of the amount realized** duly signed by him. The receipt must be in the prescribed form and from the printed Receipt Book supplied to the employee for the issue of receipts.

**2.2.4** Where it is found to be inconvenient to put full signature, prior approval may be obtained from the Finance Officer for putting initials subject to the condition that adequate safeguards are introduced for ensuring effective control over the collection and accounting of receipts.

**2.2.5** **No duplicate receipt shall be issued on the ground that original has been lost.** If any necessity arises for such a document, a certificate may be given **stating** that on a specified day a certain sum on a certain account was received from or paid to a certain person.

**2.2.6** Money, which is not **a part of** University dues or the deposit of which **in the University account** has not been authorized under any rules or orders, shall not be accepted. Private cash or accounts of the **employee** shall not be mixed up with the University cash or account under any circumstances.

**2.2.7** **Serially numbered** Receipt Books will be supplied with **serially numbered** foils in triplicate. The receipt shall be made out with copying pencil/ball pen by using carbon paper. The original copy shall be given to the payer, first carbon copy shall be sent to the concerned Branch/Section and triplicate carbon copy shall be retained as office copy.

## **2.3. Expenditure and Payment of Moneys**

**2.3.1** No Officer shall incur expenditure or enter into any liability involving expenditure or transfer of money from the University account or **University investment in deposits**

unless such expenditure or transfer has been sanctioned by general or specific order by the competent authority.

**2.3.2** The following shall be the general principles governing all expenditure incurred from the University funds:

- (a) That there shall be provision of funds authorized by the competent authority fixing the limits within which expenditure can be incurred.
- (b) That the expenditure **shall be incurred in conformity with** the relevant provisions of the Act, Statutes, Ordinances, and Rules & Regulations framed by the various authorities of the University.
- (c) That there should exist sanction, either general or special, accorded by the competent authority, authorizing the particular item of expenditure. It must be clearly understood that mere budget provision does not automatically carry with it any authority to incur **any** expenditure, for which prior and formal sanction of the competent authority must invariably **be obtained**. The budget provision simply indicates the limit upto which expenditure is permissible under any Head of Account.

**2.3.3** **That** no authority or officer of the University **in** whom powers of financial sanction, including financial delegation, have been vested, shall exceed those powers of sanction.

**2.3.4** **That** no officer of the University **in** whom financial powers have been delegated shall incur any expenditure, which involves or is likely to involve, at a later date, expenditure beyond his power of sanction.

**2.3.5** **That sanction to incur** expenditure shall indicate the details of provisions under the relevant budget head wherefrom **such** expenditure is to be met. A sanction or order shall come into force from the date of issue unless any other date from which it shall come into force is specified therein.

**2.3.6** That no money shall be drawn from the Bank unless it is required for immediate disbursement.

### **Standards of Financial Propriety**

**2.3.7** Every officer incurring or authorizing expenditure from University funds **shall** be guided by high standards of financial propriety **and fiscal discipline. Generally, emphasis should be laid on the following principles while incurring or authorizing expenditure :**

- (a) Every officer shall exercise the same vigilance in respect of expenditure **to be** incurred from the University moneys as a person of ordinary prudence would exercise **while** spending his own money.
- (b) The expenditure should not, *prima facie*, be more than what the occasion may demand.
- (c) No authority shall exercise his powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own advantage.
- (d) University moneys should not be utilized for the benefit of a particular person or a section of the people, unless:
  - (i) A claim for the amount could be enforced in a Court of Law, or
  - (ii) The expenditure is in pursuance of a recognized policy or custom, or

- (iii) The amount of allowances granted to meet expenditure of a particular type should be so **decided and** regulated that the allowances **do not become** a source of profit to the recipients.
- (e) No officer of the University shall pass his own expenditure **unless expressly provided under rules or under the order of a competent authority.**

### **Control of Expenditure**

- 2.3.8 The Head of **Office/Branch shall be** responsible for enforcing financial **discipline** and strict economy at every step. He **shall be** responsible for observance of all relevant financial rules and regulations both by his own **Office** and by **Offices subordinate to his** and for guarding against wastage and loss of University money and property, and shall further ensure that the prescribed checks against them are effectively applied.
- 2.3.9 **The** Head of Branch shall ensure not only that the total expenditure is kept within the limits of the authorized appropriation, but also that the funds allotted are utilised in the interest of the University and only on the objects for which the money **has been** provided. In order to exercise proper control, he **shall** maintain detailed up-to-date accounts not only of what has actually been spent from an appropriation, but also what commitments and liabilities have **made and/or still remain outstanding** against it. He must be in a position to assume before the Finance Committee/Executive Council/Court etc. complete responsibility for expenditure, and to explain or justify any instance of excess **expenditure** or financial irregularity that may be brought to notice.
- 2.3.10 Every claim received in the University office shall be **meticulously** checked before **releasing the** payment.
- 2.3.11 All bills presented for payment shall be examined in accordance with the relevant provisions in the rules, and the Disbursing Officer shall, if the claim is found to be admissible, if the authority is proper, if the signature is true and in order, and if the receipt is a legal acquittance, **make an order on the bill under his signature to release the payment.** The order shall specify the amount payable both in words and in figures.
- 2.3.12 No 'claim' against the University, which is not presented within the prescribed time limit, will be entertained without a **prior** special sanction of the competent authority.
- 2.3.13 No cheque shall be signed unless required for immediate delivery to the payee or drawn in favour of a person other than the actual payee.

### **Delays in Payment**

- 2.3.14 (a) Delay in the **release of payment** indisputably due **from** the University is contrary to all the rules and the budgetary principles, and **shall** be avoided.
- (b) It is an important financial principle that the money indisputably payable should not, as far as possible, be left unpaid, and that the money paid shall, under no circumstances, be kept out of accounts a day longer than is absolutely necessary.
- (c) An officer may not, on his own authority, authorize any payment in excess of the funds placed at his disposal. If the officer is called upon to honour a claim which is certain to produce an excess over the allotment or appropriation at his disposal, he **shall obtain** the orders of the Vice-Chancellor before authorizing the payment of the claim in question.

## **2.4. Ordering and Accounting for Supplies**

- 2.4.1 The Head of **Office/Branch** or **the Officer authorized** for ordering supplies shall ensure the following :
  - (a) **That** all purchases or acquisition of stores are **made** in conformity with the procedure **prescribed for** indenting and **purchasing the stores.**

- (b) **That** all **supply** orders are made in **officially prescribed format or printed** order forms, and **are** signed by a responsible person authorized to do so.
  - (c) **That** no person **shall** sign the trader's own order form.
- 2.4.2 (a) That purchases are made in the most economical **and transparent** manner.
- (b) **That** where possible, arrangements **may be** made with other Departments/Institutions at the same station so as to obviate the duplication of costly equipment, reprographic facilities, back numbers of journals, costly books, etc.
- 2.4.3 (a) **That** purchases are not made much in advance or in excess of actual requirements resulting in locking up of capital.
- (b) **That** no equipment or machinery remains out of use for unduly long period for want of repairs.
- 2.4.4 **That** scientific instruments and equipments are exempted from custom duty. Duty exemption certificate should generally be obtained before placing orders for supplies.
- 2.4.5 **That** all stores on receipt are thoroughly examined **and checked for quality and specifications**, counted, measured or weighed, as the case may be, when delivery is taken.
- 2.4.6 That the **stores** are kept in safe custody, and suitable arrangements are made for **their proper storage** and upkeep. **Special attention must be paid to the storage of costly, combustible, radioactive and perishable stores. Responsibility for the control and safety of costly and sophisticated equipments should be assigned to a particular Officer.**
- 2.4.7 **That** the invoices are checked, signed and passed for payment by the person authorized to make the order.
- 2.4.8 **That the stores are issued as per prescribed procedure and norms against duly approved indents by an authorized Officer.**
- 2.4.9 (a) **That** proper **stock ledgers** and accounts are maintained for stores, equipments **and implements**.
- (b) **That** history sheets are maintained for costly equipments as prescribed in rules or orders **issued** from time to time.
  - (c) **That** log books are maintained to keep a record of the out turn where **equipments/implements/machines** are meant for undertaking jobs for different **Offices/Branches** or users.
- 2.4.10 (a) **That** the stores are inspected periodically.
- (b) **That the stores are physically verified once in year.**
  - (c) **That** the instructions prescribed for disposal of obsolete, surplus or unserviceable stores are duly observed.
- 2.5. **Duties Regarding Maintenance of Accounts**
- 2.5.1 The accounts and financial records of the University shall be maintained in the prescribed forms and registers. Every officer **shall be** personally responsible for the money which passes through his hands or is paid on his behalf, and for **maintaining** proper records of receipts and payments in the prescribed account as well as for the completeness and strict accuracy of the account in every respect and their submission within the prescribed **time schedule**.
- 2.5.2 It is not sufficient that an officer's account should be correct to his own satisfaction. An officer has to satisfy not only himself, but also the audit that a claim which has been

accepted is valid, that the voucher is a complete proof of payment which it supports, and that the account is correct in all respects.

- 2.5.3** It **shall be** necessary that all accounts **are** so kept and the details so fully recorded, as to afford the requisite means for satisfying any enquiry that may be made in the particulars of any case.
- 2.5.4** It is further essential that the records of payment, measurements and transactions in general **are** so clear, explicit and self-contained as to be citable as satisfactory and convincing evidence of facts, if so required, in a Court of Law.
- 2.5.5** An officer who signs or countersigns a certificate **shall be** personally responsible for the facts **stated therein, and** it is his duty to know **the facts** to the extent to which he may reasonably be expected to be aware of them. **Appendage of signature on a printed certificate** is no justification for one's signing it as it is, unless it represents true facts of the case and is entirely endorsable by him as correct. If the **printed matter** does not represent the facts, it is his duty to make necessary amendment before affixing his signature.
- 2.5.6** (a) Every correction or alteration in accounts, stock register, etc. shall be made neatly in red ink (a single line being drawn through the original entry to be corrected and attested by the dated initials of the authorized officer). All corrections and alterations in bills and vouchers shall be similarly attested by the officer drawing the bill or the person preferring the claim, while those in the pay orders shall be similarly attested by the officer signing them.
- (b) Erasures, over-writings **and blinding of existing entries** are absolutely forbidden, and shall on no account be made in bills, cheques, registers, statements and accounts of any description.

## **2.6 Contracts**

### **Elements of Contract**

- 2.6.1** An agreement is normally entered into **with** the intention to create legal obligations **to be discharged by the parties thereto**. An agreement, **which** can be enforced by law, becomes a contract.
- 2.6.2** Every contract is the result of an offer or proposal and its acceptance. The offer must be communicated and the acceptance of the offer must also be communicated. The essentials of a valid contract are:
- (a) An offer and its acceptance;
  - (b) The intention to create legal relationship thereby;
  - (c) The parties to the contract should be capable of entering into contract;
  - (d) Their consent should be free and real;
  - (e) The contract should be for an object permitted by law;
  - (f) The agreement should be supported by consideration; and
  - (g) The agreement should be capable of being performed.
- 2.6.3** The following are various types of contracts which figure in the course of the transaction of business in the University.
- (a) Contracts between the University and members of the staff:
    - Contract of service
    - Deputation contract
    - Agreement relating to special advances given to members of the staff.

- (b) Contracts between the University and outsiders:

Contract for the supply of goods

Contract for the construction of buildings, roads etc.

Contract for services like tailoring for stitching uniforms, carting goods, **housekeeping, security, electrical fittings maintenance, maintenance of sanitation, maintenance of parks, gardens and landscape, etc.**

### **Signing of Contracts on Behalf of the University**

**2.6.4** (a) The Registrar/**other officers** shall be the authorized officers to enter into agreements, sign documents and authenticate records on behalf of the University **for items operational at University/Department/Office levels, respectively.** They will act in such capacity when the appropriate authority of the University has taken a decision in the matter. They will also exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.

- (b) The limitations upon the powers of the University Officers, the conditions under which such powers should be exercised and the general procedure prescribed with regard to the various classes of contracts such as calling for and acceptance of tenders, etc. are laid down in the relevant **Chapters and Appendices of the University Accounts Code.**

**2.6.5** The University shall be made a party to every contract entered into on its behalf and the words “For and on behalf of the University” shall follow the designation appended below the signature of the officer authorized for executing the contract.

**2.6.6** All formal agreements shall be drawn in triplicate, the original being on stamp paper of **prescribed denomination.** After execution, the original **shall** be kept in safe custody, the duplicate should be given to the contracting party and the triplicate kept in the relevant file for reference.

### **General Principles**

**2.6.7** The following general principles shall be observed by all officers empowered to enter into contracts or agreements involving expenditure from the University funds:

- (a) The terms should be precise and definite, and there should be no room for ambiguity or **mis-interpretation/** mis-understanding therein.
- (b) Any contract, which if made between private persons, **and is required by the law to be registered** , shall be registered.
- (c) (i) Wherever possible, standard forms of contracts should be adopted for specific types after adequate prior scrutiny and consultation with the University Legal Adviser. The alternatives used in the standard forms, which are not applicable, should invariably be scored out in consultation with the Finance Office.
- (ii) In cases where standard forms of contracts are not used, legal and financial advice **shall** be taken in drafting the contracts and **again** before they are finally entered into.
- (d) No relaxation of specifications agreed upon in a contract or relaxation of the terms of an agreement entered into by the University, **shall** be made without proper examination of the financial **implications** involved in such relaxation. The interest of the University **shall** be taken due care of before agreeing to any relaxation of agreement or contract. The Finance **Office** shall invariably be consulted in such cases.
- (e) In selecting the tender to be accepted, the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

- (f) Save in exceptional circumstances, no University work of any kind should be commenced without prior execution of contract documents. Even in cases where a formal written contract is not made no order for supplies, etc., should be placed without at least a written agreement as to the price.
- (g) Provision must be made in contracts for safeguarding University property entrusted to a contractor and for recovery of hire charges, if any, therefore.
- (h) When a contract is likely to **endure a period** of more than five years or where the contract provides for a **definite** schedule for the **execution** of various stages of the contract, it should include a provision for unconditional power of revocation **by the University, if the contractor fails to keep such schedule without any justifiable ground by serving a notice** to that effect. The period of notice, **in such circumstances**, should not normally be longer than 3 months.
- (i) All contracts shall have a provision for recovery of liquidated damages for defaults on the part of the contractor, unless any special instructions are issued by the competent authority.
- (j) 'Cost Plus' contracts **shall** be avoided except where they are inevitable **on account of reasons to be recorded by the competent authority**.

**Explanation:** A 'Cost Plus' contract means a contract wherein the price payable for supplies or services under the contract is determined on the basis of the actual cost of production of the supplies or services concerned plus profit either at a fixed rate per unit or at a fixed percentage on the actual cost of production.

- (k) (i) The terms of contract for the purchase of perishable stores should invariably include the following 'warranty clause'. This form may, however, be modified, **if the need be**.

#### **MODEL FORM OF WARRANTY**

The contractor/seller hereby declares that the goods/stores/ articles sold to **Maharshi Dayanand University Rohtak (hereinafter referred to as Purchaser)** under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the Clause \_\_\_\_\_ **of the purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_** and the contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of \_\_\_\_\_ days/months from the date of delivery of the said goods/stores/articles to the Purchaser and that notwithstanding the fact that the Purchaser (Inspector) may have inspected and/or approved the said goods/stores/articles be discovered not conforming to the description and quality aforesaid or have deteriorated (and the decision of the Purchaser in that behalf will be final and conclusive) the Purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods/articles/stores will be at the seller's risk and all the provisions herein contained relating to rejection of goods etc., shall apply. The contractor/seller shall, if so called upon to do, replace the goods, etc./or such portion thereof as is rejected by the Purchaser otherwise the contractor/seller shall pay to the Purchaser such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchaser in that behalf under this contract or otherwise.

- (ii) It shall be ensured that in all contracts where a warranty clause is included, the position regarding delivery of goods in replacement of rejected ones is made clear beyond doubt by mentioning clearly that the University will not bear any additional expenditure like transportation, etc. as a result of rejected goods.

- (l) (i) ‘Lump Sum’ contracts should not be entered into except in cases of absolute necessity, **and the reasons should be recorded in writing**. Whenever such contracts are entered into, all **necessary** safeguards to protect the interests of the University should invariably be **specified** in the conditions of the contract.
- (ii) A schedule of quantities with **the rates of such materials as are supplied for use in the execution of the contract work shall** form an essential part of the contract. It should also contain an escalation clause pertaining to the rates of such materials the prices of which are controlled by Government, and which the contractor arranges himself so that the University may get the benefit of any saving in the quantities of the material actually used in execution.
- (m) The **issues** whether any sales tax, purchase tax, octroi and terminal taxes and other local taxes and duties are to be paid and, if so, by which party, should be settled and cleared up before entering into any contract, involving transfer of movable property, whatever its nature.
- (n) **For facilities like power and water (both treated and raw) allowed to contractors out of the University’s meters, a clause specifying the rate and mode of recovery towards cost of such facilities from the contractors shall be inserted.**
- (o) Before entering into a contract or an agreement, all pros and cons should be considered and validity of contractual documents should be ensured. In important and complicated cases, legal advice should be taken in the drafting of contracts before they are finally entered into.
- (p) No work shall be done under an agreement/contract beyond the date of expiry of its tenure. Wherever it is considered that the work has to be continued beyond the date of expiry of the tenure, timely action should be taken for renewing the contract/ agreement for the further period required, after a suitable review of the provisions of the old agreement/contract to see whether any modification therein are required.
- 2.6.8** The terms of a contract once entered into shall not be materially **modified** without the prior consent of the authority competent **to approve the contract**. No payments to contractors by way of compensation or otherwise, outside the **specified** terms of the contract or in excess of the contract rates, may be authorized without the prior approval of the competent authority after obtaining financial advice.
- 2.6.9** **No contract involving unspecified liability or any condition of an unusual character shall be entered into.**
- 2.6.10** Where escalation in respect of labour, overheads, customs duties, freight, etc., is provided for in a contract, the basis for the calculation of the same should be clearly indicated.

### **Calling of Tenders**

- 2.6.11** Generally contracts should be placed only after **open tenders have been invited**. However, where open tenders are not invited and purchase is effected by negotiation or **through** limited tenders, specific reasons for doing so should be recorded and **prior** approval of the competent authority taken in writing, unless such action is taken in accordance with **the** instructions issued by the University. Similarly, when lowest tender is not accepted, reasons should be recorded and approval in writing of the Vice Chancellor should be obtained before **placing orders**.

### **Safe Custody of Contracts**

- 2.6.12** **All contracts shall be kept in the safe custody of the Registrar or any other authorized officer to be designated by the Vice-Chancellor.**

## Register of Contracts

**2.6.13** All contracts should be entered in a register. Whenever an agreement is taken out from safe custody, a record should be made in the register showing the person to whom it was made over, under the dated initials of the officer keeping the contracts in safe custody. An acknowledgement in writing should also be obtained from the person to whom the contract is made over and this should be kept in the place in which the contract was, pending return of the contract to safe custody. When it is necessary to refer to any contract, as far as possible, the triplicate copy in the relevant file should be made use of and recourse to taking the original contract out of safe custody should be kept to the minimum.

## Verification of Contracts

- 2.6.14** (a) A periodical verification of all contracts in safe custody, at least once a year, shall be made by the Registrar/Officer in whose custody the contracts are kept and a note of the result of such verification shall be made by the Register under his dated signature.
- (b) At the time of transfer of charge, the relieving officer and the relieved officer shall both sign the Register. Any document found missing or any unusual feature noticed at the time of such handing over and taking over charge, should be clearly recorded in the Register under the dated signatures of both the officers.

## 2.7 Defalcation and Losses

### Report of Losses

- 2.7.1** (a) Wherever any loss or shortage of University money, revenue, stores or other property by embezzlement, fraud, theft, etc., or neglect of any University employee or other causes is discovered, a preliminary investigation **into the loss shall be made forthwith** by the Head of Office and the result of such preliminary investigation shall be reported to the Registrar as well as to the Finance Officer even when such loss has been made good by the Party responsible for it. **If the loss exceeds Rs. 10,000/-**, the Registrar will obtain suitable orders of the Vice-Chancellor and also report it to the Executive Council in due course,
- (b) A detailed enquiry shall forthwith be made by an officer of the University or a special Committee appointed for the purpose as may be **deemed proper** by the Vice-Chancellor. **After** the matter has been fully enquired into, taking due account of the total money lost, a report showing the circumstances in which the loss took place and the steps taken or recommended to recover the **loss** and to punish the offenders and measures taken or proposed to be taken to avoid recurrence of such loss in future, shall be submitted to the Vice-Chancellor by the **Enquiry Officer/Committee**.
- (c) Whenever embezzlement of University money is discovered, an enquiry shall at once be instituted under the orders of the Vice-Chancellor **who will place the Report of Enquiry alongwith Action Taken Report, if any, before the Executive Council**.
- 2.7.2** Depending upon the results of the enquiry, departmental proceedings and/or prosecution shall be instituted at the earliest **against the delinquents as per University's prescribed rules and procedures**.

### Responsibility for Losses

- 2.7.3** Every officer shall be fully responsible for any loss caused to the University by fraud or negligence on his part and /or on the part of any other officer subordinate to him to the extent of his contribution or facilitation or assistance or negligence in causing the loss.

- 2.7.4 (a) The cardinal principle to **determine** the responsibility is that every University employee should exercise the same vigilance **while incurring the** expenditure from University fund, as a person of ordinary prudence would exercise in respect of expenditure and custody of his own money. In all cases of negligence and lack of devotion in the discharge of duty **relating** to costly **assets** such as buildings, equipments, machinery, etc. **or their** remaining unutilized or substantially unutilized for lack of planning; infructuous, unnecessary and injudicious expenditure; delays in taking action/decisions **for** placing orders or **in** making any due payments or in execution of sanctioned schemes and projects which result in increase of cost **and/or over-runs**, responsibility for the loss suffered by the University **shall** be fixed. While the competent authority may, in special cases, condone an officer's **bonafide** errors of judgement **causing financial loss to the University**, if the officer can **satisfactorily establish** that he has acted in good faith and done his best to the limits of his ability and experience, personal liability shall be strictly enforced against all officers who are **found** dishonest, careless or negligent in **the discharge of** duties entrusted to them.
- (b) In cases where loss **has been caused** due to delinquencies of subordinate officials and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer, the latter shall also be called strictly to account and his liability in the matter **shall be** carefully assessed and **fixed**.
- (c) (i) The **desirability** of enforcing pecuniary liability **alongwith other forms of disciplinary action** shall be considered as per rules.
- (ii) **If the loss has been caused** through fraud, every endeavour **shall** be made to recover the whole amount from the guilty, and **where** laxity of supervision has facilitated the fraud, the supervising officer at fault **shall also be appropriately** penalized either directly by requiring him to make **good the loss** in sufficient proportion or indirectly by reduction or stoppage of his increments of pay.
- (iii) It should always be considered whether full or part value of University property or equipment lost, damaged or destroyed by **the extraneous considerations and/or negligence of the employee(s)** entrusted with their care, **should be** recovered from the guilty official (s). **The order of recovery should mention the amount and mode of recovery.**
- (d) Steps should be taken to ensure that the University employees involved in any loss or irregularity which is the subject of any enquiry is not inadvertently allowed his pensionary benefits while the enquiry is in progress. The Finance Officer and the authority competent to sanction pension/University's share of Contributory Provident Fund shall be kept informed so as to deal with the case as may be required under the rules.
- (e) The fact that the University employees who, **before being found** guilty of frauds or irregularities have been demobilized or have retired and have thus escaped punishment, should not be made a justification for absolving those who are also guilty but who still remain in service.
- (f) It is of the greatest importance to avoid delay in the investigation of any loss due to fraud, negligence, financial irregularity, etc.

### **Material Losses**

- 2.7.5 University Officers shall, in addition to taking action as prescribed above in this rule, follow the provisions indicated below in cases involving material loss or destruction of University property as a result of fire, theft, etc.

- (a) When material losses due to suspected theft, fraud, fire etc., occur in any Office, such cases **shall** invariably be reported to the Police through the Registrar for investigation. The Registrar shall exercise his discretion in determining the stage at which reports should be sent to the police keeping in view the fact that the police investigation will be increasingly handicapped with lapse of time.

**Note:** *A report of the loss shall invariably be made to the Insurance Company, wherever the property has been insured against such risks.*

- (b) For the purpose of the above instruction, all losses, except the losses due to suspected sabotage, **pilferage, defalcation etc.** of the assessed value of Rs. 10,000/- and more shall be regarded as 'material'. All **such** cases shall be reported to the police promptly irrespective of the value of the loss involved.
- (c) Once the matter is reported to the police authorities, all concerned **shall provide necessary information and other assistance** to the police in their investigation. A formal investigation report should be obtained from the police authorities in all cases which are referred to them as indicated above.

## Accidents

- 2.7.6 (a) Any loss exceeding **book value of Rs. 5,000/-** to an immovable property such as buildings, communication **system** or other works, caused by fire, flood, cyclone, earthquake or any other natural cause, shall be reported at once by the Officer(s) concerned to the Registrar.

- (b) **After** the full enquiry **into** the cause and extent of loss has been made, a detailed report should be sent by the investigating authority concerned to the Registrar.

### **Procedure for Accounting/Redrawal of Claims of Amount Lost Through Misappropriation, etc.**

- 2.7.7 Moneys or cheques lost or stolen from the cash balances, **permanent imprest** or remittances in transit shall be **reflected** in the accounts immediately after the loss or defalcation **has been** discovered.

**Note:** *The acceptance of counterfeit coins or currency notes (including mutilated and soiled currency notes), should be regarded as loss of cash.*

- 2.7.8 An amount lost **on account of** misappropriation, defalcation, embezzlement, etc. may be redrawn if required for disbursement of claims against the University pending **investigation and further action**, and recovery, if any, of the loss with the approval of the authority competent to write off the loss in question in terms of the delegation of powers. The amount may be drawn on a simple receipt specifically mentioning that the amount is being redrawn under the orders of the competent authority pending the write off of the loss and the amount paid will be classified as a 'Special Advance'. If any amount of the loss is subsequently recovered, it shall be credited to the above head and the balance, if any, under that head if found irrecoverable **shall** be written off with the sanction of the competent authority and adjusted as a loss under the head of account to which the expenditure of the Branch concerned is ordinarily debitable.

## 2.8 Financial Advice/Concurrence

- 2.8.1 The Finance Officer **shall be** responsible for exercising general supervision over the funds of the University. He is also to advise the University as regards its financial policy. It is necessary that:

- (a) the University decision-making authorities **shall ensure** the participation of Finance Officer **in all financial matters right** from the stage of planning a scheme;

- (b) the Finance Officer or his nominee **should have representation on various Committees constituted for devising a policy or effecting purchase of stores, equipments, implements, etc. for assistance with regard to technical procedure and financial advice.**
- 2.8.2
- (a) If a Department/Branch requires advice on any financial or accounting matter, it should be referred to the Finance Officer.
  - (b) The Internal Audit Branch **should also be** available for advice, particularly in **offices** where accounting staff is not available.
  - (c) The circumstances and organizational methods will vary with the size of individual **Office**, but where the Head of an **Office** is in doubt as to the safeguards appropriate to his **Office**, he should consult the Internal Audit Officer. Where he suspects malpractice in any accounting area, he should refer the matter immediately to the Finance Officer.
- 2.8.3 As a general rule :
- (a) In all important matters and transactions with financial implications, advice of Finance Officer should be obtained;
  - (b) All proposals for financial sanction should be routed through the Finance Officer unless exempted under delegation of powers.
- 2.8.4 University Statutes, Ordinances, Rules and Regulations, in so far as they embody orders or instructions of a financial character or have important financial bearing, shall be made after obtaining the advice of the Finance Officer. Precision and clarity being the very essence of all legal and statutory documents, drafting of notifications, etc., relation to financial matters should be given special care.

## 2.9 Extension of Time When Office is Closed

**Wherever in these rules, any act or proceeding is done or allowed to be done or Taken on a certain day, and the office is closed on that day, the act or proceeding shall be done or taken on the next working day.**

## 2.10 Finance Officer's Powers in Matters of Detail

**Any details connected with accounts, but not provided for in these Rules, the instructions and guidelines issued/to be issued by the Finance Officer from time to time shall be followed.**

## 2.11 Manners of Keeping Accounts

- 2.11.1
- (a) Books of accounts and Forms and Registers shall be **appropriately** bound and machine numbered before **these are** brought into use.
  - (b) No erasure shall be made in any account book, register, form, voucher or cheque; and if any correction has to be made, it shall be made neatly in ink and attested by the dated initials of the employee(s) concerned or, in the case of a cheque, by the signature of the officer signing the cheque, and, in the case of a voucher, by the DDO's also. **Any entry required to be substituted shall be simply crossed in red ink so that it remains legible though deleted.**

## 2.12 Destruction of Records

Vouchers, Registers and other Forms prescribed in these Rules shall not be weeded **out** or destroyed otherwise than in accordance with the directions as to the disposal of records, with the approval of the Vice-Chancellor.

Provided that no voucher, register or form, relating to an audit objection, shall be destroyed or weeded **out** until the audit objection has been **got** removed. (Refer to Chapter 21 for Details of Destruction of Records).

## 2.13 Maintenance of Suit Register

The Registrar shall maintain a Central Register of Suits in **UAC Form 1/1** in two volumes, one for suits in which the University is the Plaintiff and the other for suits in which the University is Defendant. The concerned Head of the Office/Department shall also maintain a Register of Suits in the same proforma and shall enter every case of the Office/Department in that Register indicating brief particulars of the case. After entering the Bill of Legal Advisor/Advocate's fee and other expenditure in the Suit Register, the Head of the Office/Department will get the bill pertaining to the case simultaneously entered in the Central Suit Register by deputing the concerned official alongwith the bill and Suit Register of the Department.

## 2.14 Audit of Accounts

- 2.14.1 (a) The accounts of the University shall be **regularly audited either by the Internal Audit of the University** or by the Joint Director, Local Audit on the establishment of the Director (Local Fund Audit, Haryana).
- (b) The University shall pay to Government an audit fee as determined by the Director, Local Audit, Haryana in accordance with the orders of the Govt.
- (c) No cheque shall be issued from the University Account unless **the Audit has recorded pre-audit encagements on the relevant vouchers showing the amounts admitted for payment.**
- (d) The Director or Joint Director, Local Audit, Haryana shall issue such utilization certificates in respect of grants in-aid received from State Government and other funding agencies as may be required.
- (e) The University shall deal with the Audit Notes, if any, received from the Director, Local Audit, Haryana **expeditiously** and have the objections removed without avoidable delay and Local Audit shall also **drop** the objections **as expeditiously.**
- (f) The University shall **promptly** deal with the Audit Notes, if any, received from the Accountant General, Haryana, and have the paras removed without avoidable delay.

### 2.14.2 Modification in Present Pre-Audit Scheme

The Pre-Audit Scheme given hereunder, notified by Government of Haryana vide Memo No. 14/116/09-3FA date 18.8.2009, shall be followed .

- (a) The University accounts shall be subjected to Pre-audit as per the following expenditure limits :

Sr. No.	Description of expenditure	Exemption from Pre-audit upto (Rs.)
1.	All recurring contingent expenses including stationery and consumables	40,000
2.	Expenses by teachers against Research Projects of various funding agencies.	50,000

3.	All non-recurring expenses including equipments, maintenance and repairs of building, minor construction works, etc.	1,00,000
4.	Expenses relating to conduct of examination including TA/DA	1,20,000

(b) In addition to the above, in the case of “salaries to staff and other fixed charges like dearness allowances/traveling allowance, etc., following procedure will be adopted :

(i)	Salaries and other allowances	Payment of salary of staff can be made without pre-audit except in the case of new appointments, which will be done after getting the same pre-audited. Similarly at the time of annual increment or enhancement occasioned in salary of an incumbent due to DA hike, the same will also be got checked from <b>audit</b> . However, whenever there is a clarification on pay revision/ACP/pay fixation, these cases <b>shall</b> be verified by L.A.D. by way of pre-audit.
(ii)	Government levies Electricity, Telephone and medical reimbursement.	Full exemption from pre-audit on actual amount of bill received.
(iii)	Refund against deposits	Full exemption from pre-audit

(c) The modified scheme as state above, will be introduced initially in all Universities and the Board of School Education, Bhiwani.

(d) The results of this liberalized system of pre-audit will be reviewed after one year.

(e) Accounts including income and reconciliation of four months in a year i.e. one month in each quarter of each year shall be subjected to detailed check. Selected months shall be conveyed by the Directorate through month selection memo.

(f) The daily income and receipts of the universities and Board of School Education, Bhiwani will be checked by their Chief Accounts Officers and will be post-audited by the Audit staff.

(g) From 1.4.2010, the modified system of pre-audit will be implemented in all the universities and Board of School Education, Bhiwani with following changes in the instructions issued by Finance Department vide memo non 14/116/2009-3FA dated 18.8.2009:

(i) The bills of constructions/Engineering Branch will be subject to hundred percent pre- audit.

(ii) All bills pertaining to medical reimbursement will be pre-audited.

(iii) The post-audit of expenditure made out of grants will be done on priority basis for timely issue of utilization certificate.

- (h) Audit organization will ensure that there is no splitting of bills and vouchers pertaining to the same expenditure with an aim to make use of the liberalized monetary limits of the modified Pre-Audit Scheme.

## **2.15 Books of Accounts**

The Accounts Branch of the University shall maintain books of accounts as specified in the Act, Statutes, Ordinances, Regulations and Accounts Code.

## **2.16 Inspection by Finance Officer**

- 2.16.1 (a) Notwithstanding anything contained in these rules, the Finance Officer shall have power to inspect himself or through his nominee the accounts of any University office and to conduct a physical verification of cash, property or stores in the charge of any **office of the University**. Such inspections shall not **absolve** the other employees of their responsibilities in this regard.

### **Demand of Information by Statutory Audit/Internal Audit**

- (b) All **Heads of Offices** of the University shall afford all reasonable facilities to the statutory audit/internal audit for the discharge of their functions and furnish **full** information required by them for the preparation of any official account or report.
- (c) **No Office** of the University shall withhold any information, books or other documents required by statutory audit/internal audit **for the discharge of their bonafide functions**.

**Note:** *If the information, books or other documents or a part thereof are of a secret nature, these should be sent by name of the officer concerned who will deal with them in accordance with the standing instructions for handling and custody of such documents.*

### **Prompt Disposal of Audit Observations**

- (d) It shall be the responsibility of the **Head of Office** that the replies to audit observations are furnished within the prescribed time, and no objection is allowed to remain unsettled for unduly long period.

## **2.17 Power to Amend the Rules.**

The power of interpreting, changing and relaxing these rules consistent with the Act and Statutes shall vest in the Executive Council/Vice-Chancellor of the University.

## CHAPTER – 3

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# SUBMISSION AND PROCESSING OF BILLS FOR PAYMENT

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### 3.1 Introductory

3.1.1 Bills presented to Accounts Branch/Local Audit as the case may be are required to be passed for payment after pre-audit **as provided under Rule 2.14.**

3.1.2 The expenditure shall be incurred out of the sanctioned budget and governed by the following essential conditions :

- (a) that there is a provision of funds **for the purpose mentioned in the proposal under consideration;**
- (b) that the expenditure shall be incurred **in accordance with** the financial rules and regulations framed by the competent authority; and
- (c) that there exists sanction, either general **or special for incurring the proposed expenditure.**

### 3.2 Allocation of Expenditure Between Capital and Revenue

3.2.1 The classification of expenditure as Capital or Revenue will broadly depend on the following conditions :

- (a) Capital expenditure may be generally defined as expenditure incurred with the object of either **creating physical** assets or **purchase of an object** or material of permanent character or reducing the recurring liabilities.
- (b) It is not essential that **all** the **capital** assets should be productive in character or that they should even be revenue **generating**. A productive asset may be considered as one which produces sufficient revenue to afford a surplus over all **expenditure incurred on** its functioning. It may on rare occasions be necessary and justifiable to treat as capital a scheme not commercially remunerative, but involving large expenditure e.g. the construction of a new building.
- (c) **It is inherent in the definition of capital expenditure that the assets created should belong to the authority incurring the expenditure.**
- (d) Expenditure on a temporary asset cannot ordinarily be considered as expenditure of capital nature.

3.2.2 **Having** decided that the expenditure on a scheme for creation of a new or additional asset shall be classed as 'Capital', the following main principles shall be applied for the treatment of expenditure in accounts:

- (a) Capital bears all charges for the **initial** construction of a project as well as charges for intermediate maintenance of the work while not yet opened for service including charges for such further additions and improvements, as may be sanctioned under rules made by the competent authority.
- (b) Subject to (c) below, revenue bears all subsequent charges for maintenance and all working expenses. These embrace all expenditure on the working and upkeep of the project and also on such renewals and replacements and such additions, improvements or extensions as under rules made by competent authority, and are debitable to the Revenue Account.

- (c) In the case of works of renewal and improvements which partake both of capital and revenue nature, it is impracticable to draw a hard and fast line between what is properly debitable to capital or revenue. Allocation in such cases is made by detailed rules and formulae devised by the executive authorities, which are applied in estimates and accounts to determine the allocation of expenditure between capital and revenue. These rules and formulae must necessarily be based upon some general principle of sound finance, which should aim at an equitable distribution of burdens between present and future generations.

### 3.3 General Instructions on Classification of Expenditure

**Besides proper application of** the general principles set forth above and such other general or special orders as may be issued from time to time, the main responsibility of the Accounts Branch **shall be to check and ensure that every** expenditure is classified and recorded under the grant and the sub-head under which the provision for expenditure **has been** made in the Budget Estimates.

### 3.4 General Checks to be Exercised in Respect of Bills Submitted for Pre-Audit

3.4.1 The following checks will be exercised on all classes of bills:

- (a) that the bills are prepared in the prescribed form, signatures are genuine, the bills are in original; a brief abstract is given in the official language authorised for the purpose under the signature of the Drawing & **Disbursing** Officer on all vouchers prepared in any other language, signatures, if not in the authorised script, are transliterated, and the sub-vouchers **bear** notes of dates of payment;
- (b) that the details work up to the totals, and the totals are in **written** words as well as in figures;
- (c) that they bear a 'pass order' signed by the Drawing & Disbursing Officer;
- (d) that there are no erasures, and that any alterations in the total are attested by the officer concerned as many times as they are made;
- (e) that no payment is made on a bill or order **not** signed by the Head of the Office himself or on a voucher or order **not** signed with a stamp, and **if the bill/voucher is not accompanied** by the sanction accorded by the sanctioning officer or by an authorised officer;
- (f) **that in all cases where tallying of different documents is mandatory, a note stating that the same has been done shall be recorded on both the documents, and the note shall be initialed by Accountant who does the tallying;**
- (g) **that the deductions of Provident Funds, Income-Tax, etc. have been correctly made;**

**Note:** *In respect of the pay bills of his own establishment and pension bills paid by him after pre-check, the FO/DR or AR (Accounts) acts as the officer responsible for recovering Income-Tax on the income chargeable under the head 'Salaries' and is, therefore, under a statutory obligation to deduct, at the time of payment, Income-Tax on the amount payable at the rate applicable to the estimated income of the assessee under the head "Salaries". In respect of other bills, the Accounts Branch is not responsible for checking the correctness of the Income-Tax deductions but whenever such bills come under his scrutiny in the course of audit, he should always see that deductions of Income-tax are not omitted in cases where such deductions should clearly be made*

- h) that no **bill of pay** or allowances, not claimed within two years of its becoming due, **is** admitted without the sanction of the competent authority;

- (i) that the stores are purchased as far as possible through the **Store Purchase Office**.

**3.4.2** The checks, **illustrated in the succeeding Rules**, will essentially be exercised in respect of the various categories of bills. These checks are only illustrative and not exhaustive.

### **3.5.1 Check of Establishment Pay Bills**

- (a) That the bills have been signed by Drawing & Disbursing Officer and his signature tallies with the signature in the Register of Specimen Signatures.
- (b) That the bills have been prepared **in conformity** to University Rules and Regulations.
- (c) That the arithmetical calculations of the bills are correct.
- (d) That the absentee statement, where required, is duly filled-in or a 'no leave' certificate is furnished.
- (e) That the enhanced pay of officiating university employee is in accordance with the rules.
- (f) That the dates of making over and receiving charge are stated and joining time **is certified to be** correct.
- (g) That the increment drawn is supported by an increment certificate.
- (h) That the number of persons for whom pay or leave salary has been drawn does not exceed sanctioned strength of the establishment.
- (i) That where arrears are drawn, a certificate is recorded by Drawing & Disbursing Officer stating that necessary note has been made in the original bill (s) from which the claim **was** omitted.
- (j) That the remarks **that** the claim has been effected **on account of** death, retirement, permanent transfers, or first appointment etc. are entered in detail.
- (k) That the admissibility of special pay, personal pay and **any other** allowances claimed in an establishment bill **shall be checked** with reference to the rules or orders in force. A note of special pay, **if admissible, shall be made in the red ink** against the name of the incumbent concerned. In case, the changes in pay are not properly explained in the remarks columns of the pay bill, the amount may be kept in objection and the details called for separately. The pay bill need not be returned unpassed on this count.

### **3.5.2 Check of Increment Certificates**

Increment certificates should be examined to **ensure** that the increment claimed is according to rules, and **that it** has actually accrued. It should also be **ensured** :

- (a) that the increment granted is admissible under University Rules;
- (b) that the period of suspension is not treated as duty except in the circumstances explained in University Rules; and
- (c) that a proper note of the increment is recorded in **the Service Book with red entries, duly initialed by the authorized officer**.

### **3.5.3 Check of Last Pay Certificates**

**The Last Pay Certificates should be subjected to the following checks :**

- (a) The 'Last Pay Certificate' is issued by the Drawing & Disbursing Officer in the event of transfer of a **University employee** to another post or office under the jurisdiction of another Drawing & Disbursing Officer.
- (b) In checking these certificates, it **shall be ensured** :

- (i) that the certificate is in the prescribed form and has been properly drawn up;
- (ii) that the extent of joining time availed of and the joining time pay are in conformity with **University** (Joining Time) Rules as amended from time to time;
- (iii) that pay or leave salary, if due for a period prior to joining time, is drawn according to rates noted in the Last Pay Certificate; and
- (iv) that **certificate of availing** of L.T.C. for the block is recorded on the Last Pay Certificate.

- Note:** (1) *The term 'undisbursed pay and allowance' includes nothing except pay and allowances drawn and due to an employee, but for some reasons not paid.*
- (2) *'Undisbursed pay and allowances' may be retained by the Drawing & Disbursing Officer for a period not exceeding 3 months, provided suitable arrangements exist in his office for the safe custody of the money. The 'undisbursed pay and allowance's should be refunded by short drawls from the bills and may be taken in reduction of expenditure under various detailed heads, if these are refunded in the same accounting year. Such recoveries pertaining to previous year shall be recorded under distinct minor head 'Deduct Recoveries of Overpayments' below the concerned major/sub-major head in the Appropriation Accounts. The refunds against the 'undisbursed pay and allowances should be noted against the short drawls in the original bills.*

**3.5.4** The Accounts Branch shall maintain an Establishment Check Register (**UAC Form 6/4**) separately for each DDO under **his control**. All sanctions for creation of posts will be noted in this register in the relevant columns. The confirmation is made only once in the service of an official which will be in the entry grade subject to the fulfillment of the conditions prescribed, and this issue has been de-linked from the availability of vacancies in the permanent posts in the grade. Therefore, the check to be exercised by the **authorized Officer (DR/AR/Supdt.)** may be limited to **ensure that the total number of employees does not, at any time, exceed the number of posts sanctioned for each section of establishment, and shall include those** who are (i) drawing duty pay, and (ii) are on leave including extra-ordinary leave or under suspension.

**3.5.5** The posting in the **Establishment Check Register** will include the number for whom claims have been shown as paid in the monthly bill. This is necessary to ascertain the total number of persons paid salary against **the number** of posts sanctioned during a month. When the posting of all bills pertaining to an establishment in the register has been completed, the total shall be struck against each section.

**3.5.6** Though it is the primary duty of the **Head of the Office** to obtain the sanction for extension/continuance of the temporary posts well in time, it is equally the responsibility of the FO/DR or AR to ensure that salary claims are not entertained and paid as a matter of **routine beyond** the date of expiry of the **period for which such posts have been sanctioned**. In cases where the sanction for the continuance of a temporary post **which is** otherwise a part of regular establishment and continued from year to year is not **received** even after three months from the date of expiry of the **period of sanction**, payments should be made only after obtaining the prior specific approval of the **competent authority**. In cases of posts sanctioned for a specific period, payment beyond the specific period **shall** be made only with the approval of the **competent authority**, if sanction for continuation of the post is not available. This would apply *mutatis- mutandis* to Cheque Drawing DDOs.

**3.5.7** The increments drawn or any changes in the pay as indicated in the pay bills should be noted in this register. Similarly all cases of death, retirement, resignation and permanent

transfer out of the establishment as also important events like suspension, withholding of increment etc. shall be noted in this register under the attestation of the D.R. or A.R. (Accounts).

### **3.6 Check of Pay Fixation Cases**

**3.6.1** While adopting revised pay scales, the following points must be adhered to:

- (a) All the replacement scales should be based on the functional pay scales of the categories of the posts.
- (b) The formula for fixation of pay and other related matters like categories of employees to whom these revised pay scales shall apply shall be the same as notified by the State Govt. for its employees. The option for adopting the revised pay scales shall be exercised by the employees within 3 months from the date of **notification issued by the University.**
- (c) The university **shall** adopt Haryana Civil Services (ACP) Rules, 2008 notified by the Finance Department for the employees of State Govt. **and implement the same on the same pattern as applicable to the State Govt. employees.**
- (d) The Dearness Allowance, House Rent Allowance, Conveyance allowance, Medical Allowance, Travelling Allowance and all other incentives to the employees of **University** will not exceed those admissible to the State Government employees under any circumstances, and shall not be made effective/applicable from the date earlier **than that the State Govt. has fixed for release of such incentive(s) to its employees.**

### **3.7 Check of Overtime Allowance Claims**

**Overtime Allowance Claims may be admitted only after ensuring :**

- (a) **that the Head of the Office has furnished the certificate, with the overtime bill(s) duly signed by him that ‘the employee(s) has/have performed overtime duty in the interest of the University and the purpose for which the employee (s) was/were put on overtime duty has been fulfilled’.**
- (b) that the categories of staff for whom overtime allowance is claimed, are eligible for the same; and
- (c) that the claims are made at the prescribed rates.

**Note:** *Objection should not be taken to the grant of overtime allowance for a particular item of work which has been ordered by competent authority in public interest.*

### **3.8 Check of Children Education Allowance, Tuition Fees**

**3.8.1** The instructions of the Haryana Govt. with regard to Children Education Allowance for its employees shall be followed by the University with the approval of Executive Council.

### **3.9 Check of Travelling Allowance Bills**

**3.9.1** In checking the travelling allowance bills, **it must be ensured:**

- (a) that the journey was actually performed;
- (b) that it was necessary, and authorised by general or special orders;
- (c) that no bill has been submitted **in respect of the same journey earlier;**
- (d) that the amount drawn is correct with reference to the rates and other rules. **In addition, the Controlling Officer shall, before signing or countersigning a travelling allowance bill, scrutinize carefully the distances entered therein, but the Finance Officer shall check the amount claimed for the journey**

**performed by railway and air where authorised specially by the competent authority, with the help of the Railway Time Table and the time table of the Indian Air Lines or Air Transport Company or other authentic source;**

- (e) that the bills are prepared strictly in accordance with the provision in the University Rules;
- (f) that the dates and hours of the commencement as well as end of the journeys (where necessary) and the purpose of journey are clearly stated in the columns provided for the purpose in the travelling allowance bill form;
- (g) that the bills are countersigned in all cases except where specifically authorised otherwise and that the prescribed certificates have been furnished by the **Head of the Office**;
- (h) that the instructions for preparing travelling allowance bills as printed on the form of the T.A. Bill are duly complied with and **those** irrelevant certificates scored out;
- (i) that the claims for the conveyance of motor-cycles, bicycles etc; during tour are supported by special orders of the authority competent to pass such orders.
- (j) that in case of journeys performed by road between places connected by rail, the charge for travelling allowance should be supported by an order of the competent authority **allowing travel by road by mode other than public transport.**
- (k) that the claims for travelling allowance for journeys performed to give evidence in a court are supported by the necessary certificates of (a) attendance and (b) non-payment of expenses by the court;
- (l) that in the case of bills for journeys on transfer, the claims are supported by:
  - (i) the certificates showing the members and **their** relationship **with** claimant and the age of his children;
  - (ii) the certificate of declaration of actual expenses incurred in transportation of personal effects, conveyances etc; and
  - (iii) the certificate from the Controlling Officer that the charges on account of **transportation of** personal effects have been scrutinized by him; and that he is satisfied that these are reasonable;
- (m) that the charges have been classified.

### **3.9.2 General Check Points**

The following **points will be helpful in** scrutinizing the travelling allowance bills.

#### **(A) Road Mileage**

- (i) Is **not admissible** in addition to (a) permanent travelling allowance, (b) conveyance allowance, and (c) contingent charges claimed towards taxi/scooter hire charges separately for transportation of official records.
- (ii) Short journeys within a radius of 8 kilometers of the headquarters **shall** not be added to journeys made on the same day beyond 8 kilometers radius for the purpose of **calculating** the distance travelled on that day.
- (iii) Fraction of a kilometer **shall be omitted while calculating the total distance traveled for the purpose of preparing a bill.**

#### **(B) Daily Allowance**

**While admitting daily allowance bills, it will be ensured:**

- (i) **that** the officer reaches a point outside the radius of 8 kilometers from his headquarters;
- (ii) **that** the dates and the hours of departure from and arrival at the headquarters are shown when daily allowance is claimed;
- (iii) **that the Daily Allowance is inadmissible when the employee:**
  - a. is joining **on duty on his** first appointment;
  - b. **is** on transfer;
  - c. **is** on leave;
  - d. **is getting** permanent travelling allowance **as provided under A (i)** above;
  - e. **is claiming it** in addition to railway fare or actual expenses;
  - f. **performs journey** within a radius of 8 kilometers **of his headquarters**;
  - g. halts at the headquarters.

### **(C) Conveyance Allowance**

**While admitting Conveyance Allowance claims, it shall be ensured that :**

- (i) there is a sanction of the competent authority; and
- (ii) **the claim has been made** as per specific terms of sanction, if any.

### **(D) Railway Journeys**

**While admitting claims for railway journeys, it shall be ensured that :**

- (i) **the fare claimed is not higher than that given in the fare tables in force on the day(s) of journey, and the rate claimed is not higher than what is admissible to the claimant;**
- (ii) **date and time of stoppage and resumption of a journey are stated on the bill whenever such journey is interjected by a halt (s) for which daily allowance is claimed.**

### **(E) Travelling Allowance**

**Travelling Allowance is inadmissible when the employee :**

- a. **proceeds** on leave;
- b. **rejoins** after leave;
- c. **is already** on leave of any kind;
- d. **is dismissed** from University service; and
- e. **is transferred** at the employee's own request or for misconduct.

**Note:-** *The cancellation/reservation charges on unused air/rail tickets may be preferred by the claimants in T.A. bill form and should be classified under the head "Travel Expenses". [Authority: Min. of Fin. Deptt. of Exp. O.M.No.19028/1/78-E-IV (B) dated 18.2.1981]*

### **3.10 Leave Travel Concession**

**The University has introduced New Leave Travel Concession (LTC) Scheme for its employees for visiting Home Town and any other place in India on the pattern of Haryana Government as notified by the State Govt.' Finance Dept. vide letter no. 13/19/2008-2SII, dated 5.2.2009. The current block, as notified by the Haryana Govt., shall be 2008-2011 (1.1.2008 to 31.12.2011), and the subsequent blocks shall be 2012-2015;2016-2019;2020-2023; and so on.**

The following checks **must be exercised** while **admitting the LTC** bill for payment:

- (a) That the employees, who have availed of the benefit of LTC in the current block under the **old** scheme, shall not be entitled to the benefit of this scheme for the balance period of the current block.
- (b) The University employee **will be** entitled to one month pay as defined in Chapter 17 of this Accounts Code.
- (c) **If both the University employee and his/her spouse happen to be in the University/Central Govt./ Haryana Govt./other State Govt. or institutions funded by Central/Haryana/Other State Govts., only either of them shall be entitled to the benefit of LTC.**
- (d) The authority competent to authorize **drawal** and disbursement of the pay to the University employees shall also be competent to sanction **drawal** and **disbursement** of the 'entitled amount' **under the LTC scheme.**
- (e) That no arrears **of LTC** would be admissible when the pay is revised from a retrospective date.

### 3.11 Medical Reimbursement Claims

The following checks are to be exercised by the DDO in respect of Medical Reimbursement Bills:

- (a) The bill for medical reimbursement shall be prepared in **UAC Form 6/13.**
- (b) The amount drawn in the bills must be supported by proper receipts and vouchers in all cases, submitted by the University employee along with essentiality certificates in Form 'A' and 'B'.
- (c) The DDO will examine whether the fees charged by the Authorised Medical Attendant is in accordance with the prescribed rates.
- (d) **The DDO will** examine that all the sub-vouchers **relating to** tests etc. are duly countersigned by the Medical Officer, and by **the authority competent to accept** the claim of medical reimbursement.
- (e) Special care **will** be taken in regard to the diet charges because these are normally included in the hospital bills submitted by the University employee, as these charges are not reimbursable except in case of Group 'D' **employees** who are to undergo treatment for T.B./mental diseases or leprosy, etc.
- (f) Details in regard to the dependents of the University employee and residential address must be obtained from the University employee for keeping the same in the relevant records.
- (g) **The DDO will ensure that except for the period of in-door treatment,** the University employee, whose bill is being admitted for payment, is not claiming fixed medical allowance.

### 3.12 Check of Fully-Vouched Contingencies

Payment of fully-vouched contingencies will be made on detailed bills. No registers need be maintained for the record of these bills except in cases where **the University desires the Finance Officer** to check the charges of individual disbursing officers against a lump sum appropriation placed for the purpose at the disposal of a single higher authority. The actual check should be conducted as in the case of bills countersigned before payment.

### **3.13 Contingent Charges for Wages of Mazdoors and Pay and Allowances of Staff Paid from Contingencies**

Contingent charges on account of wages of 'mazdoors' engaged for manual labour and paid at daily or monthly rates will be admitted by the Internal Audit on the authority of a certificate signed by the DDO to the effect that the 'mazdoors' were actually **engaged** and paid contingent charges. **Contingent charges** on account of pay and allowances of all other staff paid from contingencies **will be prepared on the basis of Attendance Roll and** admitted by the Internal Audit on the authority of the certificate as proof of **engagement**, disbursement etc, as prescribed in the University Account Code (Receipts and Payments Rules).

### **3.14 Telephone Call Charges**

**3.14.1** Offices/Officers having telephones with ISD/STD facilities **shall be** responsible for all calls that may be made from their telephones. If some of the items in bills, received from the Department of Telecommunications, pertain to unavoidable private calls of officials, they will have to be paid in full by the concerned official who availed of the facility. Simultaneously, arrangements must be made for recovery from the official (s) for the private calls (s), and the amounts duly accounted for.

**3.14.2** DDO shall check that the bills for phone calls are supported by the certificate **that the calls were made for official purposes**, and that in respect of exceptions mentioned therein, indication is given about the recovery thereof effected/being effected.

**3.14.3** Recoveries made from University officers on account of private calls may be adjusted in reduction of expenditure and not credited as revenue receipts in University accounts.

### **3.15 Fee for Engagement of Lawyers**

The following points may be borne in mind while passing such bills:

**3.15.1** Ministry of Law of the State Govt. should invariably be consulted by the **University in regard** to the fees of lawyers proposed to be engaged/ **empanelled at District or High Court levels** except in cases in respect of which standing arrangements have been made, and in cases where lawyers are engaged on scales of fees fixed by the High Court concerned.

**3.15.2** The expenditure on payment of legal charges either on account of fees to barristers, pleaders etc., or the institutions of law suits or prosecution cases etc. as well as in connection with arbitration cases, it **shall be ensured** that the sanctions to **incur** the expenditure on legal charges, etc. conform to the limits prescribed by the State Govt. and sanctioned by the competent authority of the University.

### **3.16 Scholarship Bills**

**3.16.1** In the case of those stipends and scholarships which are considered to be important in view of their value or governing conditions or other similar considerations, the check should be conducted by numbers only.

**3.16.2** Check by numbers will **be to ensure** that :

- (a) the sanctioned scale/**amount** is not exceeded;
- (b) there is no excess over the total amount sanctioned for the scholarship; and
- (c) the scholarships are drawn only for the period for which they are sanctioned.

**3.16.3** The bills for educational scholarships, stipends etc. should be checked with a view to see that they have been drawn in accordance with the procedure laid down in the relevant University Rules etc., and that necessary certificates showing that the prescribed conditions have been fulfilled, are furnished along with the bill or separately, as may be necessary.

**3.16.4** Scholarship bills shall be posted in the register in **UAC Form 2/6** in the same manner as the Register of Grants-in-Aid except for the column meant for watching receipt of Utilisation Certificates.

### **3.17 Loans and Advances Bills**

**3.17.1** In respect of loans and advances to University employees, the sanctions should be examined and the reasons for any unusual conditions included therein, if any e.g., remission of interest in an individual case, shall be enquired. It has to be seen that the conditions of repayment of loans and advances are complied with by the debtor, and the Finance Officer should exercise a close watch over repayment of principal and realization of interest. In reviewing the outstanding loans and advances, special attention should be directed to irregularities in payments, acknowledgement of balances and unrealizable and doubtful assets. During the pre-check of a loan or advance bill, it should be seen that :

- (a) the amount claimed is in accordance with the sanction order, and
- (b) the conditions to be fulfilled before payment, if any, are actually fulfilled and a certificate to that effect is recorded on the bill.

**3.17.2** The responsibility for calculation of interest on interest bearing advances, recoverable from the loanee University employee, will be that of the Head of Office/DDO both for gazetted and non-gazetted University employees. The Heads of Offices would, however, be responsible for obtaining mortgage bonds and agreements, and ensuring that necessary insurance, as required under the rules, is effected.

**3.17.3** The Finance Officer will be responsible for (a) checking the correctness of the interest recovered by the Drawing & Disbursing Officer, and (b) confirmation of the correctness of the balances as shown in the recovery schedules and pointing out discrepancy, if any, to the concerned Drawing & Disbursing Officer.

### **3.18 Long Term Advances to University Employees i.e. Advances Recoverable in not less than 60 Monthly Installments**

**3.18.1** Advances drawn must be checked in full. It **shall be ensured**:

- (a) that every advance has been sanctioned by competent authority in accordance with the rules governing it;
- (b) that the amount drawn does not exceed the amount sanctioned and permissible under the rules;
- (c) that it is properly recorded;
- (d) that **recoveries** are regularly made as required by rules and are duly accounted for in the books of the FO /DDO.
- (e) that the balance outstanding at the close of each financial year is communicated to the University employee. For this purpose, a statement of outstanding balances should be furnished to the DDO concerned with the observation that non-receipt of any comments within two months would be treated as acceptance of balance by the DDO/University employee concerned;
- (f) that in case the **recovery** of the advance is neglected and/or irregular, the matter is reported to the sanctioning authority; and
- (g) that the certificates regarding availability of funds have been issued by the competent authority before issue of sanction and incorporated therein.

**3.18.2** The recovery of the advances should commence with the first **release** of pay, leave salary or subsistence allowance, as the case may be, after the advance is drawn.

- 3.18.3** It should be ensured that a certificate signed by the **competent** authority to the effect that agreement/**surety bond in appropriate UAC Form** has been signed by the University employee drawing the advance, and that it has been examined and found to be in order, is attached to the bill for drawl of Motor Car Advance.
- 3.18.4** The H.B.A. Rules, **enshrined in Chapter 20**, shall govern the grant of House Building Advance .
- 3.18.5** For **monitoring** the recoveries of these advances, a Loan Register for House Building/Conveyance/other loans and interest thereon, shall be maintained by the Finance Office in **UAC Form 2/7**. Separate pages should be allotted to record loans/advances sanctioned to University employees in various offices. All the recoveries effected from establishment bills should be noted based on the schedule of recoveries in the respective pages of the broadsheet which should be totaled every month and **tallied** with the ledger figures in the Bill Section. Any discrepancy between these two sets of figures should be noted and analyzed on separate pages set apart at the end of the register, to watch that they are eventually resolved and reconciled. This monthly verification, indicating progressive differences and their reconciliation, shall be submitted to the Finance Officer every month by 20th of the second **succeeding month**. **Interest may be calculated by applying the formula given under Rule 20.3.3 of Chapter 20.**

### **3.19 Check of Contracts**

- 3.19.1** It is an important function of the Finance Officer to examine contracts or agreements for works or supplies entered into by the departmental authorities on behalf of the University.
- 3.19.2** Concerned executive authorities who enter into contracts for works or supplies will also be entirely responsible to watch their fulfillment.
- 3.19.3** The following fundamental principles are laid down by University for the guidance of authorities authorised to enter into contracts or agreements involving expenditure from Consolidated Fund of the University. These are financial rules but they also indicate the points which should be kept in mind by the Finance Officer in scrutinizing contracts :
- (a) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein;
  - (b) As far as possible, legal and financial advice should be taken in the drafting of contracts before they are finally entered into;
  - (c) Standard forms of contracts should be adopted wherever possible, the terms being subjected to adequate prior scrutiny;
  - (d) The terms of a contract once entered into **shall** not be materially **modified** without the previous consent of the competent financial authority;
  - (e) No contract involving an uncertain or indefinite liability, **and no** condition of an unusual character shall be entered into without the **prior** consent of the competent authority;
  - (f) Whenever practicable and advantageous **to the University**, contracts should be **signed** only after tenders have been openly invited and finalised, and in cases where the lowest tender is not accepted, reasons should be recorded **justifying the circumstances**;
  - (g) **Besides all other relevant factors, the financial status of the individuals and firms being considered for award of contract must be taken into consideration**;
  - (h) Even in cases where a formal written contract is not made, no order for supplies, **execution of work**, etc. shall be placed without at least a written agreement as to prices/rates **and approval of the competent authority**;

- (i) Provision must be made in contracts for safeguarding University property entrusted to a contractor;
- (j) When a contract is likely to endure for a period of more than five years, it should, wherever feasible, include a provision for an unconditional power of revocation or cancellation by the University **with a notice** of six months notice to that effect, **and a notice of three months in case of yearly contracts**; and
- (k) The Finance Officer **shall have** power to examine contracts and to bring to the notice of the proper authority any cases where competitive tenders have not been sought, or where high tenders have been accepted, or where other irregularities in procedure have come to light.

**3.19.4** Deviation from contracts requires an authority not inferior to the authority that is required for the original contract.

The Finance Officer **shall also ensure** that any payments outside the strict terms of the contract or in excess of contract rates are not made without the consent of the competent authority.

**3.19.5** When payments included in the contingent bills are made at certain contract rates which are not required to be communicated to the Finance Officer, a certificate should be obtained from the competent authority to the effect that the claim is correct with reference to such contract rates.

### **3.20 Procedural Instructions for the Check of Contracts and Agreements and Contractor's Bills**

**3.20.1** Check of Contracts and Agreements, Tenders etc.:

The general checks to be exercised are **described** in the earlier Rules. Other checks are detailed below :

**3.20.2** In scrutinizing an Acceptance of Tender, it should be **ensured** :

- (a) that the particulars regarding quantity and rates are furnished and the prices stipulated are firm. Particulars of the contracts providing **for** the price variation clause or provisional rates, should be **carefully** examined;
- (b) that there is no omission of any important clause e.g. date, place **and mode** of delivery, despatch instructions, name of the consignee, etc.;
- (c) that it is signed by an authority which is competent to enter into the contract. In case the signature on the order is that of an authority who is not competent to enter into the contract, a certificate to the effect that the purchase has been approved by the competent authority, is recorded thereon mentioning also the designation of the authority whose approval has been obtained;

**Note:** *In the copies of Acceptances of Tender, Supply Orders etc., all the sheets containing rates, prices and other important conditions should be signed in ink by the purchasing officer concerned.*

- (d) that the provision for the payment of sales tax, excise duty, **and other statutory govt. levies** should be checked with reference to the instructions issued by the University from time to time. Vague provisions, such as, "sales tax will be paid, if legally leviable" should be objected to and the contracting officer **should be** asked to state in definite terms whether sales tax, excise duty, etc. are payable, and if so, at what rate and on what amount; and
- (e) that the contract has been signed for and on behalf of the University.

**3.20.3** All contracts and agreements required to be checked should be reviewed by the DR/AR (Accounts) and submitted to the Finance Officer for further review. Before checking

purchase bills, the Finance Officer should satisfy himself that the sanctions and agreements were properly checked and bear suitable endorsement of check and review.

**3.20.4** Cases of the type mentioned below **may be scrutinized** carefully :

- (a) Inclusion of any new item of expenditure not originally contemplated in the contract.
- (b) Extension in the date of delivery in contract where higher prices have been allowed on account of early delivery of stores.
- (c) Compensation allowed to firms in respect of contracts.
- (d) Any extraordinary **or unusual** stipulation in the contract, even if it is sanctioned by University.
- (e) Any special and apparently objectionable procedure of purchase, inspection and payment sanctioned by University.
- (f) All contracts on cost plus profit basis.
- (g) All contracts with private firms to act as University stockists.
- (h) All sanctions to ex-gratia payments.

**3.21 Check of Bills for Supply of Stores Against Contracts, Purchase Orders and Agreements etc.**

**3.21.1** The following checks are prescribed in respect of bills for purchase of stores :

- (a) That there is a provision of funds authorised by the competent authority.
- (b) That there exists sanction either special or general accorded by the competent authority authorizing expenditure.
- (c) That the purchases are made economically and in accordance with the rules and orders made by competent authority.
- (d) That the rates mentioned in the bill agree with those shown in the purchase order.
- (e) That certificates of quality and quantity **of the stores being purchased** are furnished.
- (f) That the purchases have not been split up so as to avoid the necessity of obtaining the sanction of higher authority; and
- (g) That in regard to stores purchased through an agency of DGS&D, debits for which are raised by the **Stores Purchase Office**, it should be ensured by the Finance Officer that the debits accepted are proper charges against the work, office or other expenditure unit under their control and that the supply has been duly sanctioned. For debits for advance claims not supported by consignee receipt certificates, the Finance Officer should take adequate and prompt action to get the consignee receipt and settle the discrepancy or deficiency, if any, mentioned in the receipt certificate in consultation with the consignee.

**3.21.2** **As per rules contained in** Chapter 7 of GFR, the responsibility of maintaining numerical and value accounts of stores and undertaking the **annual** physical verification of stores shall be that of the departmental officers. The rules referred to above prohibit the physical verification of stores by persons not conversant with the classification, nomenclature and technique **for proper verification of any** particular classes of stores. Accordingly, the departmental accounting organization (including internal Audit) is not required to maintain the numerical and value accounts of stores or to conduct physical verification of stores and stock. During internal check, it should, however, be ensured : that a certificate of physical verification is recorded periodically by the responsible authority; that the system of

verification adopted is adequate and proper; that the staff employed for physical verification are independent of those responsible for the physical custody of the stores or for keeping accounts thereof; and that the excesses and shortages found **during** physical verification are properly investigated, **accounted for** and adjusted or written off under orders of competent authority.

**3.21.3** Where a 'period' or value' account is maintained, it will be the duty of the **Finance Officer** to **ensure**, during internal check, that :

- (a) the stores are priced with reasonable accuracy, and **that** the rates **which are** reviewed from time to time, are correlated with **prevailing market rates** and are revised, wherever necessary;
- (b) the value accounts tally with the accounts of works and of departments connected with the stores transactions, the total of the value account tallies with the outstanding amount in the general accounts, and the numerical balance of stock materials is reconcilable with the total of 'value' balances in the accounts at the rates applicable to various classes of stores; and
- (c) steps are taken for the adjustment of profits **and losses resulting from** revaluation, stock taking or other causes.

### **3.22 Post-Check of Bills Paid by Cheque Drawing DDOs.**

**3.22.1** In the case of bills paid without pre-check by the Drawing and Disbursing Officers having cheque drawing powers, in addition to the general checks mentioned under Rule 3.4 and check against provision of funds referred under Rule 3.21.1 above, the following checks will also be exercised at the time of conduct of post-check :

- (a) that the vouchers are duly supported by acknowledgement of the payees;
- (b) that they are stamped as "Paid"
- (c) that unless otherwise provided in the rules, revenue stamps are affixed to all vouchers whose net amounts exceed Rs. 5000 and the stamps are duly cancelled;
- (d) that the vouchers bear voucher nos. as given in the List of Payments.

**3.22.2** The detailed instructions explained above for the checks of various categories of bills shall also be kept in mind at the time of conducting post-check of vouchers to be received from the cheque drawing DDOs.

### **3.23 Computerization of Accounts**

With a view to deliver the processed accounting inputs to the end users and improving the **efficiency**, accuracy, completeness and other qualitative aspects of financial reporting, the **University has decided to switch over to e-Governance mode which includes computerization of entire gamut of its administrative functions, financial transactions, academic matters (admissions, examinations, class room management, etc.), stores control, implementation of RFID technology in library and all other activities. Computerization of financial operations would include budget management, cash flows, pay roll system, fees and all other types of collections, balance sheet preparation, transactions with banks, etc. The contract for switching over to e-Governance mode has been awarded to a firm. The Finance Office will switch over from the existing accounting software, COMPACT to the new system in the near future, probably by March 31, 2011. The University staff shall be imparted training in handling the new system. The firm shall make the 'Manuals' available for using the system.**

## CHAPTER – 4

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# BUDGET ESTIMATES

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### 4.1 Object of Budget

The Annual Financial Estimates also known as 'Budget', present under different heads the estimated receipts and expenditure of the University in respect of a financial year, before the commencement of that year. The Budget specifies the objects for and the limits up to which expenditure may be incurred during the course of financial year. Its object is to exercise financial control over approved items of income and expenditure – in other words, it is an instrument of financial control.

### 4.2 Classification

4.2.1 The budget estimates shall be prepared in accordance with the provisions of the Act, Statutes and other instructions laid down for the purpose. The Budget is broadly divided into five parts, viz.-

**Part I - Non-plan:** Dealing with the receipts and expenditure connected with Administration of the University including general and auxiliary services.

**Part II - Plan :** Dealing with the receipts and expenditure on development activities in the University out of Plan provision.

**Part III - Self-Financing Schemes:** Dealing with the receipts and expenditure relating to Self-Sustained/Self-Financed Courses and programmes.

**Part IV - UGC & Other Funding Agencies :** Dealing with the receipts and expenditure against Funds earmarked for specific purposes received from other funding agencies.

**Part V- Debts, Deposits, Advances, etc. :** Dealing with the receipts and expenditure relating to Debts, Deposits, Advances, etc.

4.2.2 The Budget estimates should also contain:

(a) A Budget Note or Explanatory Memorandum :

The Budget Note or Explanatory Memorandum at the beginning should explain salient features of the items provided and the important variations between the Budget Estimates and the Revised Estimates of the current year and Budget Estimates of the ensuing year. It should also consist of :

(i) Review of the fiscal administration of the past year;

The financial position for the current year;

(iii) The Budget Estimates for the ensuing year:

Each head of the account should be dealt with separately and the proposals for new expenditure should be explained clearly. The Budget Estimates as a whole must be analysed to **justify** the extra expenditure **in the next year** over the current year and striking increases should be examined and explained.

The Explanatory Memorandum should also indicate, in important cases, the actual physical achievement **vis-a-vis** expenditure actually **incurred during current year** and proposed and anticipated for the next year.

(b) Budget at a Glance:

It should show over all financial position of the University.

- (c) Abstract of Income and Expenditure :  
It should show the department-wise summary of income and expenditure
- (d) Summary of Budget :  
A summary of Budget is made up of Major Heads which are further sub-divided into Sub-Major Heads and Minor Heads. Further break-up of the provision against each Minor Head into Sub-Heads, Detailed Heads and Primary Units is also given in the Budget wherever necessary.  
  
The Major, Minor and other heads of accounts are so fixed as to facilitate financial control and to make available statistical information required by the authorities of the University. The names of heads of accounts are so chosen as to indicate clearly and briefly the purpose of the expenditure or receipt
- (e) The Budget Estimates should contain separate columns for the following :
  - (i) Heads of Account including their Sub-Branch.
  - (ii) Actuals for the previous year.
  - (iii) Budget Estimates and Revised Estimates for the current year.
  - (iv) Budget Estimates for the ensuing year.
- (f) Schedule of Construction Work:
- (g) The details of Receipts and Expenditure pertaining to UGC and other funding agencies should also be briefly included in the case of continuing schemes.
- (h) An appendix called Schedule of Departmentwise Establishment showing the scales of pay and strength.

4.2.3 The details of progressive expenditure, grants received etc., should also be briefly included in the case of continuing schemes.

#### 4.3. **Formulation of Proposal for Budget Estimates and Preparation of Detailed Schedules.**

The Finance Officer shall invite budget proposals for the next year from all the Heads of Offices of the University in the month of August each year. The Heads of Offices shall prepare detailed schedules of anticipated expenditure and receipts in UAC Forms 2/1 to 2/3. While preparing the detailed schedules, the general or special instructions issued by the Govt. or funding agencies, as the case may be, as well as actual expenditure incurred and income generated during the preceding year, should be given due consideration. Enhancements, especially extraordinary enhancements and incorporation of new Schemes/Objects of Expenditure, in the next year's estimates of expenditure and depletion in income shall be accompanied by full justification and a descriptive note to each such schedule explaining the aims and objectives and programme of work. In the case of proposed new Schemes, the consent of the body or authority who has agreed to provide funds for the purpose through necessary grant-in-aid shall be provided. All these detailed schedules shall be passed on to the Finance Officer so as to reach him not later than the 31<sup>st</sup> October or any other date fixed by him, whichever is earlier.

#### 4.4 **Scrutiny of Detailed Schemes**

The Finance Officer shall cause the scrutiny of all the detailed schedules received by him from the HODs, Directors, and other Officers of the University in the light of such information as may be at his disposal e.g. any standing or special ceilings of overall expenditure prescribed by the body or authority who is to give the necessary grant-in-aid. In case of doubt, he will consult the **HOD, Director, and other Officer** of the University

concerned for the purpose of modifying the detailed schedules received by him. After completing the scrutiny of the detailed schedules and their revision, wherever necessary, the Finance Officer shall consolidate the figures of estimated receipts and expenditure in the form of abstracts to work out the **estimates of expenditure and** income under each Major Head.

#### **4.5 Preliminary Completion of Budget Estimates**

The Finance Officer shall complete the assignment referred to above by **30<sup>th</sup> November** and obtain the orders of the Vice-Chancellor thereon in order to be ready with complete information by **middle of December**.

#### **4.6 Transmission of Proposals & Detailed Schedules to Govt. etc.**

The abstract and the detailed schedules in respect of Schemes to be wholly or partially financed by the State Govt. shall be forwarded to the Government concerned by **31<sup>st</sup> December**. Such abstracts and detailed schedules shall also be furnished to any other body which has agreed to provide necessary funds for the Schemes concerned, if so required.

#### **4.7. Final Preparation of Budget Estimates for Presentation to the FC/EC/Court**

**4.7.1** In the month of February, when the budget session of the State Legislature is about to commence, the Finance Officer shall ascertain unofficially (in case not informed officially by Govt.) the figures of the grants-in-aid recommended **for the University for inclusion in** the State Budget. On the basis of the information available with him as to the grants-in-aid and other receipts expected from the Government or other sources, the Finance Officer shall revise the detailed schedules and abstracts where necessary and to the extent possible. He shall then prepare the Summary of Estimated Receipts and Expenditure for the next financial year alongwith the other information referred to in Rule 4.2.3 and obtain the order of the Vice-Chancellor for presenting the Estimates to the Finance Committee for examination and making a recommendation to the Executive Council.

**4.7.2** The University shall furnish information for such programmes as may be required by the Government with regard to the necessity, source of funding, budgetary details etc.

**4.7.3** The procedure for framing of estimates for Receipts and Expenditure are given in subsequent sub-rules.

##### **(a) Estimates for Receipts**

**4.7.4** The estimates of receipts from Students as fees, etc. would be prepared by the Finance Officer on the basis of the anticipated number of students during the ensuing year finalized by the Registrar with the approval of the Vice-Chancellor.

**Estimates of receipts from the lands and buildings will** be furnished by the concerned Branch. Similarly, the estimates for other Heads will be prepared by the **Offices/Branches** concerned. The Estimates would be finalized by the Budget Section with reference to last year's actuals and other relevant factors affecting the receipts.

**Estimates of receipts from Self-Financing Courses** will be prepared after obtaining information from the Heads of Self-Financing Courses.

**4.7.5** In the case of Earmarked (Special) Funds, the Estimates **of** receipts will be prepared by the Branch concerned and furnished to Budget Section **of the Accounts Branch**.

**4.7.6** In the case of Deposits, Interest, etc. Heads, the Estimates will be finalized by the Budget Section on the basis of information furnished by the Branch concerned.

**(b) *Estimates for Expenditure***

**4.7.7** Both in the case of Maintenance and Development Budgets, estimates of expenditure under the various Heads will be prepared by the Branch concerned. New items of expenditure under Maintenance grant will be compiled separately for approval of the Finance Committee before inclusion in the Budget.

The estimates will be supported by the Schedule of Establishment and details of scheme-wise expenditure, wherever necessary.

In case of earmarked fund, the estimates under the various Heads under Self-Financing Scheme will be prepared and forwarded to the Budget Section.

**4.7.8** In the case of Earmarked Funds, the estimates of expenditure under the various Heads/Schemes will be prepared by the concerned Branch/Section and forwarded to the Budget Section.

**4.7.9** In the case of Deposits etc. Heads, the figures will be finalized by the Budget Section on the basis of information furnished by the concerned Branch.

**4.7.10** All new major **construction** works or schemes or projects for which provision is proposed to be included in the Budget Estimates should invariably be placed before the Building and Works Committee **for approval**.

**4.7.11** Proposals involving “fresh expenditure” will not ordinarily be considered unless exceptional circumstances exist where the expenditure is “inescapable”, and there is a strong justification to incur the expenditure. The order of preference in selection of works and schemes should be :

- (a) Development and other expenditure for which grant from the Government of India/ Government of Haryana/Other Funding Agencies is forthcoming;
- (b) Development and other expenditure which is productive and can be balanced by fees, etc., therefore;
- (c) Other Development expenditure;
- (d) Schemes of low priority which have already been held over at a convenient intermediate state or have to reach such stage.

**4.7.12** Proposals for provision needed for creation of new posts should be accompanied by full details of the existing strength of the relevant Section or Unit and circumstances justifying the creation of new posts.

**4.7.13** In the case of a proposal for increase in staff or revision of pay, the numbers, rates of pay and allowances and the period, if appointments are temporary, should be given in detail. This will be a recurrent item. The immediate financial impact in the current year should be indicated by working out the actual cost to be supported by a statement which should also specify the details of the existing establishment and its cost. A separate statement should be given showing the expenditure involved on average cost basis, if the scheme is going to be **perpetual** one. The financial **impact** of the proposal, both in the budget year in which it is proposed to give **effect and** in subsequent years, should be clearly brought out. A careful and **detailed** estimate should be made of the whole cost involved after taking into account the full implications of the proposals. The estimate should provide for other incidental expenditure e.g. traveling allowance and other allowances which are recurring items and contingencies, supplies and services which are non-recurring items

**4.7.14** In estimating the cost of the schemes in the budget year, it should be carefully considered when the scheme is likely to be implemented and a pro rata provision should be made. It may also be stated whether the scheme has received requisite administrative approval of the competent authority.

Where a new scheme is planned to be taken up in the financial year, which has been accepted in principle and for which necessary details for budget provision are not available, provision should be limited to the requirements for preliminary expenses, and for such initial outlay as, for example, collection of material, requirement of skeleton staff, etc.

- 4.7.15** Due allowance should be made for the settlement of preliminaries involving delays e.g. selection of personnel, renting or constructing a building, etc. in working out the cost in the first year.
- 4.7.16** If the Scheme involves construction of a building or other works **of capital nature**, the cost of such works should be stated.
- 4.7.17** (a) In the case of building programme, a list showing the major works proposed to be executed during the year should form part of the Budget. Provision for special repairs of buildings should be indicated separately with full justification and estimates.
- (b) The total cost of each scheme, the amount already spent and the balance required for future years should be clearly shown. If any building already in existence is to be vacated as the result of shifting to new building, it should be stated how it is proposed to utilize the building to be vacated.
- (c) Provision should be made for works of which the preliminaries such as acquisition of site, preparation of detailed plans and estimates, etc. have either been settled or are likely to be settled before the close of the year.
- 4.7.18** Shortfall or addition of revenue or savings in existing expenditure involved in the scheme should also be stated.
- 4.7.19** The following instructions should be carefully observed in the preparation of the detailed estimates:
- (a) The aim should be to achieve as close an approximation to the actuals as possible. The provision to be made will depend on the nature of items of expenditure. In the case of fixed charges or new schemes, acquisition of new assets, the provision should be based on the estimated requirements as per the existing rates and standards. In regard to fluctuating items, the provision may be based on the average of the past three years together with information and other relevant material available with the Budget Branch.
- (b) As the University accounts are maintained on cash basis, the estimates should be prepared on the basis of what is expected to be actually received or paid (under proper sanction) during the ensuing year including arrears of previous years, and not only for the demand or the liability falling within the year. In no case should merely the net receipts or net charges be entered instead of the gross transaction in full.
- (c) It is incorrect budgeting to omit or postpone charges that are inevitable, and it is worse **budgeting** to provide for receipts and expenditure that are not definitely expected.
- (d) In framing estimates for the sanctioned establishment, the full amount of pay including increments which are likely to be drawn by staff on duty during the year should be provided for. Suitable provision should be made for leave salary. Provision for those who are on deputation or otherwise absent and unlikely to return to the strength within the period of the budget should be excluded.

- (e) No provision should be made for posts which have been decided to be left unfilled. If, however, it is desired to revive any of these posts, approval of the Vice-Chancellor should be obtained before including any provision in the estimates on this account.
- (f) For fluctuating charges such as laboratory expenses, travelling allowances, contingent charges, official postage and the like, a brief explanation of any abnormal variation should be given.
- (g) The estimates of income and expenditure should be based upon a comparison of the past three years' actuals with such modification as may be necessary in view of the probable increases or decreases **due to some** special factors likely to operate during the next year.
- (h) Fixed charges are not to be taken as fixed for all times. These must be carefully reviewed, especially expenditure on supplies and services, and contingencies, as the time of preparation of the Budget is the most convenient time for suggesting economy. Fixed establishments are also not irrevocable, and should **be formally reviewed** by the Heads of Branches **periodically**.
- (i) Estimating authorities should explain clearly, material variations between the Revised Estimates of the current year and the Budget Estimates of the ensuing year. Any supplementary or additional grants sanctioned after the passing of the Budget for the current year should be indicated, quoting authority.
- (j) In case of expenditure which is met partly by Government and partly by the University or partly or wholly out of endowments, etc., the explanatory column should specify the estimates classified according to the source or sources from which the expenditure is proposed to be met.
- (k) The requests for making provision for capital works should invariably indicate, in case of each work, the total amount sanctioned, the year of commencement of work, the total expenditure incurred **upto** the end of the previous year, amount provided for in the current year's budget, the amount required for the next year, and the balance to be asked for in future years, and anticipated date of completion of work.
- (l) If any provision is considered for a fresh item of expenditure, it should be included in a separate statement. The term "fresh charges" applies not only to expenditure, which has not been previously included in the sanctioned grant, but also to additions to or extensions of an existing service, commitment or facility e.g. provision of new buildings, addition to establishment etc. The statement of fresh charges should show separately:
  - (i) Schemes which have already been sanctioned subject to provision of funds in the coming years; and
  - (ii) Schemes which **have been proposed, but are** yet to be examined.

The estimates under this head should contain full explanations with all details, and a statement of the cost (recurring and non-recurring) that will be incurred both in the budget year and later years. In the case of recurring expenditure, the estimated cost in the budget year and the ultimate recurring cost should be given. In case of non-recurring expenditure which will be spread over a number of years, the expenditure in each year should be given.

- (m) The budget estimates under detailed heads should be rounded to the nearest thousand rupees. Ordinarily, provisions amounting to Rs. 500/- and above should be rounded to next thousand and those below Rs. 500/- should be omitted.

- (n) All items should be provided under proper Heads **of Account**. Special care should be taken in classifying the Revenue and Capital expenditure.
- (o) The sub-heads of accounts should not be unnecessarily multiplied.

**4.7.20** In framing the budget estimates, the estimating authorities should exercise utmost foresight. An exhortation to show foresight is not an invitation to provide for additional items of expenditure without justification. While provision should be made for all items of expenditure that can be foreseen, it is essential that the amount of provision should be restricted to the absolute minimum necessary. The Heads of Branches **shall ensure** that the rules **and schedules** for the preparation and submission of budget are followed strictly, and they should devote their personal attention in the preparation of budget estimates.

#### **4.8 Excesses & Surrenders**

**The Finance Officer shall invite a list of Excesses and Surrenders from all the Heads of Offices in the month of October. The Heads of Offices shall assess the progress of expenditure and anticipated expenditure during the remaining months of the year, and send a list of Excesses and Surrenders to the Finance Officer in UAC Form 2/4.** The Finance Officer shall scrutinize these proposals in the light of reasons explained and put up proposals to the Vice-Chancellor for the re-appropriation of funds from one Standard Object of Expenditure to another or between Detailed Heads within the same Major Head. The Finance Officer may obtain a second list of Excesses and Surrenders in **UAC Form 2/5** in the month of February for similar action.

#### **4.9 Regularization of Excess**

When it is found after the close of the financial year that **expenditure** under any Major Head has exceeded **the budget provision**, the excess may be regularized with the approval of the Vice-Chancellor subject to the consent of the Finance Committee and the Executive Council. Excess under Detailed Heads of Expenditure **may be approved** by the Vice-Chancellor.

#### **4.10 Review of Actual Receipts and Expenditure compared with Budget Estimates**

**4.10.1** A statement called Appropriation Account of the actual expenditure of the University during the preceding financial year, as compared with the budget provisions for that year, shall be prepared by the Finance Officer in the prescribed form in the month of July and shall be submitted to the Finance Committee. A similar statement shall be submitted in the case of actual receipts of the University during the preceding financial year, as compared with the Budget Estimates for that year.

**4.10.2** The Finance Committee **will duly consider all cases where there have been large variations** and make such comments as it may consider necessary **in each case**. The statements with the comments of the Finance Committee shall **subsequently** be placed before the Court.

#### **4.11 Preparation of Revised Budget Estimates**

If unforeseen circumstances arise during the course of the year requiring large scale changes in the Budget Estimates approved by the Court, the Vice-Chancellor may direct the Finance Officer to prepare Revised Budget Estimates to be laid before the Finance Committee for recommending the same to the Court for approval.

#### **4.12 Allotments to Heads of Offices (HODs/Directors/other Controlling Officer)**

After the annual Budget Estimates **have been** approved, the Finance Officer shall work out in consultation with the **Heads of Offices** of the University who are overall incharge of the

Schemes, the allotment to be placed at **their disposal for respective Schemes**. Subject to the power **to incur** expenditure delegated to various **Officers** of the University, the **Heads of Offices** shall incur expenditure and shall be responsible for ensuring that the allotments placed at their disposal are not exceeded. The **Scheme Incharges/Principal Investigators** shall submit periodical reports to the **Heads of Offices** concerned for the overall execution of the Scheme and carry on such directions which they may issue from time to time. In case, it becomes impossible to run the Scheme within the **sanctioned** amount, the **Head of the Office** concerned may approach the Finance Officer who may consider the feasibility of making additional funds available if possible, by making re-appropriation from one SOE/Scheme to another with the **approval** of the competent authority so as to meet the situation. However, until this is done, it shall be incumbent upon **the Head of the Office** or other Controlling Officer not to exceed the allotted budget.

#### **4.13 Declaration of Unspent Funds as Non-lapsable**

Unspent amount under non-recurring Heads **of capital nature** such as buildings, land, machinery and equipment, furniture, books, motor-vehicles and other such **items**, if any, under State financed Schemes, may be declared as non-lapsable for **utilization** in the next financial year for **the same** specific items, by the Finance Officer after **satisfying himself** about the justification **thereto**. Similar unspent amount pertaining to the previous years (other than the last preceding year), may be declared as non-lapsable with the approval of the Vice-Chancellor. In regard to similar provisions in schemes financed by other **funding** agencies, the carry-over as non-lapsable may be approved likewise, but it shall be subject to approval of the concerned **funding** agencies.

#### **4.14 Financial and Budgetary Control**

##### **Periodical Review and Reports**

- 4.14.1** The financial control in the University can be exercised broadly through the review of : (i) the ways and means position; and (ii) the progress of the expenditure as compared with the budget provision sanctioned by the Executive Council, and the funds provided by the concerned financing bodies. Periodical review of University revenue, expenditure, investments, property etc., and submission of reports to the Executive Council have been indicated in the relevant Chapters of this Code. These provisions should receive personal attention **of** and **follow up** action by the concerned officers.
- 4.14.2** For facilitating **effective** control, the balances of the University relating to the (i) Maintenance Grant, (ii) Development Grant, (iii) Earmarked (Special) Funds, and (iv) Debt, Deposits and Advances, etc. heads **may be** kept in separate bank accounts.
- 4.14.3** The bank balance as at the close of **every** month shall be promptly reconciled with the book balance with the minimum possible delay. The Finance Officer shall ensure that the differences, if any, are pursued and settled promptly.
- 4.14.4** Investments in respect of **each Fund** shall be **monitored** as detailed under Rules 5.16 and 5.17.
- 4.14.5** Keeping a constant watch over the progress of expenditure is **very important for fiscal management**. **To help the Heads of the Office** to discharge these duties, the Finance Office shall furnish them with a statement showing the expenditure under the respective budget heads **at the** end of each quarter or at such shorter intervals as may be fixed in individual cases. The **Heads of Office** shall reconcile the figures of expenditure appearing in these statements with their books and take prompt action to reconcile the discrepancies. The **Heads of Office** shall also take action to ensure that the expenditure is kept within the budgeted provision and, where necessary, take timely action to obtain supplementary grants or **seek orders for** re-appropriation of funds from the available savings within the concerned budget head.

## CHAPTER – 5

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# UNIVERSITY REVENUES

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### 5.1 General

5.1.1 Following are the sources of revenue of the University.

- (a) Grants from the State Government
  - (i) Maintenance (Non-plan) grants
  - (ii) Plan grants.
  - (iii) Other special grants or grants for specific purpose.
- (b) Grants from the University Grants Commission for specific purpose.
- (c) Grants for earmarked (special) **projects** and sponsored Research Schemes **from other funding agencies**.
- (d) Trusts, bequests, donations, endowments, contributions and income from investments
- (e) Fees from students including hostel fee.
- (f) Building, Lands and other properties
- (g) Income from sale of publications
- (h) Income from Self-Finances courses
- (i) Receipts of Units like University Works and University Auxiliary Services.
- (j) **Receipts in the form of inspection fee, affiliation fee, etc. from affiliated colleges/institutions.**

### 5.2 Manner of Receipt of Funds

5.2.1 Money may be received and credited to the University Account :

- (a) By direct payment into the Bank
- (b) by payment to an **authorized official/officer** and subsequent remittance **by such official/officer into the University's** Bank account.

### 5.3 Record of Grants-in-aid and Contributions

5.3.1 All the grants-in-aid received from Government **in the shape of cheques/drafts, etc.** shall be credited direct to the University Account by the Finance Officer who shall at the same time keep a note of the same in a Register **in UAC Form 3/1 for** reference and record.

5.3.2 In respect of Schemes financed by other Agencies, a separate Register of demand raised, grant received and the balance shall be maintained by the concerned **Head of Office**/Drawing and Disbursing Officer in **UAC Form 3/2 (Part A)**. This Register shall be in two parts: 'Part A' to note down the demand raised, grant received and the balance and 'Part B' to note down the sanctioned outlay separately for recurring and non-recurring Heads and expenditure **incurred** there-against from year to year. The Register in 'Part A' shall also be maintained by the office of Finance Officer. In addition to a bound Register, spare sheets to these Forms shall be added to each file and **completed so** that upto-date information is readily available in the file also. The Finance Officer may, however, **obtain** quarterly return in regard to all amounts that may have remained due for more than six months from the concerned **Head of the Office** and review the steps taken to recover the balance amount.

## 5.4 Issue of Receipts of Income

When money is received by an employee of the University authorized to do so, it shall be in the form of cash or cheque or bank draft or postal order or money order. Except in the case of payments by postal orders or where a special form of receipt has been prescribed in these Rules, a receipt in **UAC Form 3/3** shall be given to the person making the payment. When the payment is received by cheque, the words “on realization” shall be added to the receipt. The original copy of the receipt shall be handed over to the person making the payment and the carbon copy retained for record. The power to receive money may be delegated to an employee with the permission of the University Officer concerned. The employee so authorized shall also be authorized to sign the receipts”.

## 5.5 Control over Receipt Books

A record of Receipt Books, **used or unused**, shall be kept in **UAC Form 3/4**. Before bringing a Receipt Book **into** use, a certificate as to the number of receipts contained therein **shall** be recorded thereon by the Drawing and Disbursing Officer after **its physical** verification, and **it shall be** got checked from Audit. Similarly when the Receipt Book is completed, a certificate to the effect that the entire income has been credited to the University account **shall** be recorded and the completion/return of Receipt Book also recorded in remarks column of **UAC Form 3/4**.

## 5.6 Disposal of Money Received

All money received under Rule 5.4 shall be immediately entered in a Cash Book in **UAC Form 3/5 (a) and UAC Form 3/6 (b)** on the receipt side in the Miscellaneous Column. The money so received shall be credited into the University Account on every Monday or as soon as it exceeds Rs.100/- whichever is earlier. The bank ‘pay-in-slip’ in support of the credits shall be carefully preserved.

## 5.7 Disposal of Postal Orders Received

- 5.7.1 In the case of money received by Postal Orders, the Drawing and Disbursing Officer receiving the same shall enter them in a Register of Postal Orders in **UAC Form 3/6**. Where Postal Orders have **not been** crossed, these will be crossed, and whereafter all Postal Orders received during the week shall be sent every Monday to the Bank for collection.

### Receipts by Money Orders

- 5.7.2 The Money Orders shall be received by the **DDO concerned** or by an employee to whom this power has been delegated **by the DDO**. The officer receiving the Money Order will ensure that these are entered in the Money Order Register to be maintained in **UAC Form 3/7** before returning the acknowledgement portion of MOs to the Postal authorities. Before closing the cash book of the day, it shall be ensured that the money orders entered in the Money Orders Register have been duly accounted for in the Cash Book and a receipt in **UAC Form 3/3** has been issued to the payee.

## 5.8 Classified Statement of Income

At the end of **each** month, a schemewise classified Statement of Income realized shall be prepared in **UAC Form 3/8** by each employee authorized to receive money and forwarded to the Finance Officer through DDO as per provision under Rule 8.12 who shall, on receipt of the monthly Bank Statements, verify the credits thereof and investigate discrepancies, if any.

## 5.9 Withdrawal of Money

- 5.9.1 When money is to be withdrawn from the University account, a cheque shall be prepared and signed by the Finance Officer or an employee empowered in this behalf. Each withdrawal shall be supported by one or more vouchers. Before signing the cheque, it shall

be ensured that the Finance Officer/Deputy or Assistant Registrar, Joint Director, Local Audit or Internal Audit, as the case may be, has endorsed the voucher with a pre-audit stamp, for the amount which is proposed to be withdrawn unless the withdrawal represents a transfer from one Bank to another. He shall, at the same time, record and sign a certificate indicating voucher number, cheque no. and date vide which payment is being made, and that the expenditure has been classified.

**5.9.2** All cheque books shall be kept in safe custody and a record thereof kept in **UAC Form 3/4**. When blank cheque books are received from the Bank, the number of cheques in each book shall be counted and certificates printed thereon signed by an employee empowered by the Finance Officer in this behalf.

## **5.10 Numbering of Vouchers**

All vouchers shall be numbered with a suitable letter prefixed to the numbers to indicate the name of the Bank against which the cheque is to be issued. The number of the cheque should be clearly indicated on the voucher and the numbers of the vouchers on the counter-foil of the cheque.

## **5.11 Maintenance of Bank Ledgers**

**5.11.1** (a) As soon as cheques are signed, these shall be entered in Bank Ledger in **UAC Form 3/9**. Where it is necessary to issue duplicate cheques in lieu of cancelled or lost cheques, the entries in the Ledger shall be made in red ink to distinguish such entries from those representing regular withdrawals. Bank charges, if any, shall be entered at the end of the month in the Ledger.

(b) At the end of the month, the entries in the Ledger in red and ordinary inks shall be separately totalled. A reconciliation statement shall be drawn up in each Ledger after tallying the entries with the Bank statement in the following form :-

Opening balance		: Rs.
Add :		
(1) Income as per Form		: Rs.
(2) Amount in respect of cancelled cheques		: Rs.
(3) Grants-in-aid, contributions etc. credited direct		: Rs.
(4) Money received by Bank transfer		: Rs.
(5) -----		: Rs.
Total		: Rs.
Deduct		
(1) Amount paid by Bank transfer		: Rs.
(2) Amount of duplicate cheques		: Rs.
(3) Amount of other cheques issued		: Rs.
(4) -----		: Rs.
Total		: Rs.
Closing balance to agree with Ledger balance		: Rs.
Add income credited in the Bank but not included in Form		: Rs.
Add amount of uncashed cheques detailed below		: Rs.
Gross Balance		: Rs.
Balance as per Bank Statement		: Rs.
Difference to be investigated		: Rs.

## 5.12 Classification of Payments

Before a cheque is signed, the Officer signing the cheque shall also ensure that the amount proposed to be withdrawn has been duly classified under the appropriate scheme. The classification shall be done in a Classified Abstract in **UAC Form 3/10**.

## 5.13 Posting of Classified Abstract

Separate pages shall be set apart in the Classified Abstract for classifying the expenditure under different schemes. Book transfers shall also be reflected in the Classified Abstract.

## 5.14 Proving the Classified Abstract

At the end of the month, various columns of Classified Abstract (**UAC Form 3/10**) for each Scheme shall be totaled, and a consolidated schemewise classification statement **shall be** prepared and tallied with the total of the amount of cheques issued during the month.

## 5.15 Classification of Income

On receipt of classified statement of income (**UAC Form 3/8**) from the various Drawing and Disbursing Officers/creditors, the credits of the amounts shall be verified from the bank statements by the Finance Office. The Finance Office shall also consolidate the whole income schemewise in the bank ledgers.

## 5.16 Investments

The Finance Officer, may, if the position of funds permits, subject to any policy laid down in this behalf **by the Executive Council**, invest a portion of the balance in the current/saving account in such short-term deposits as may be feasible. In order to watch the recovery of the interest and the amount invested, an account of such deposits shall be kept in a Register of Investments in **UAC Form 3/11**.

### 5.17.1 Review of Cash Balance

- (a) **General :** There are two categories of investments:
  - (i) Investments relating to the various funds and finances of the University, and
  - (ii) Investments forming part of the original endowment.
- (b) At the end of each week or such other intervals as may be prescribed, the balances standing to the credit of **University in** different Bank accounts shall be called for by the Cash Section of the Finance Office, and the information received shall be passed on to the respective Section Incharges **responsible for** the maintenance of books of accounts. The Sections shall review the balances as appearing in their books of accounts, in the light of the information received from the Bank, and submit proposals to the Investment Section for investment of surplus funds, if any, or for realization of the investments already made having regard to the immediate and future commitments.

### 5.17.2 Authority Competent to Make Investments

- (a) Subject to the powers **delegated by** the Executive Council, the Vice-Chancellor or an officer authorized by him shall manage the property and have the power to invest any money belonging to the University, including the unapplied income, in such stocks, funds, shares, or securities as it may deem fit or in the purchase of immovable property in India with the power of **diverting** such investment from time to time.
- (b) There shall be an Investment **Committee constituted** by the Executive Council in this behalf to deal with matters connected with investments of the University **money**. The Committee shall perform such functions as may be prescribed by the Executive Council from time to time. The instructions issued by the Govt. of India

on the subject will also be kept in view by the Committee **while deciding the mode of investment.**

### **Securities, Shares**

- (c) In the case of investments in Govt. approved securities and shares etc., all proposals, whether for sale or purchase, shall be placed before the Investment Committee. In the case of urgency, the decision of the Investment Committee may be obtained by circulation.

### **Short-term Deposits**

- (d) Subject to general directions and policy prescribed by the Executive Council, the Vice-Chancellor may make investments short-term deposits (if the rate of interest is higher than that in the Savings Bank Account) with any of the Banks approved by the Executive Council within the maximum limit laid down by it as and when funds are available for investment. The Finance Officer may make an investment as recommended by the Committee.

## **5.17.3 Mode of Investment**

- (a) The investments of the University **money** shall be in conformity with the rules, **regulations** and Statutes of the University.
- (b) All surplus balances of various funds, which are available for investment for a short period, shall be invested in short-term deposits with the approved Banks. All sums received by way of bequests, endowments, etc. and the surplus balances standing to the credit of University **in its various** accounts which are not generally required at short notice, shall be invested on a long-term basis in securities and other approved investments.

## **5.17.4 Record-Keeping**

### **Investment Register**

- (a) A record of all investments of the University shall be maintained in a Register of Investments in **UAC Form 3/11**.
- (b) The Investment Section shall ensure that for every deposit made, the deposit receipt is received from the Bank within a reasonable time, and that the same is securely preserved after a note of it is taken in the Register of Investments. Similarly, whenever deposit receipts are sent for realization, it shall be ensured that the sale proceeds are duly credited by the Bank or that a 'pay-in-slip' for the amount is received.
- (c) The Investment Section shall also maintain other registers prescribed in the Account Code.
- (d) Detailed instructions regarding maintenance of accounts of investments are contained in the Account Code.

## **5.17.5 Physical Verification of Securities/Fixed Deposit Receipts**

There shall be an annual physical verification of Securities/Fixed Deposit Receipts as per instructions contained in the Account Code.

## **5.17.6 Periodical Reviews**

- (a) The Finance Officer shall conduct a quarterly review of all investments. A report about ascertained losses or unusual depreciation in the market price shall be submitted to the Investment Committee, Finance Committee and Executive Council.
- (b) The Finance Officer shall submit to the Investment Committee, Finance Committee and the Executive Council annually a statement **in the month of February** showing the fund-wise position of investments.

## CHAPTER - 6

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### GRANTS

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#### 6.1 General

- 6.1.1 (a) The grants-in-aid are the major source of receipts of the University. The grants are usually received from the State Government, University Grants Commission, **and sometimes** from other agencies.
- 6.1.2 Broadly speaking the grants can be divided into two categories, viz., (i) recurring and (ii) non-recurring. Recurring grants are paid for financing the expenditure on pay and allowances and other contingent expenditures, whereas non-recurring grants are received generally for expenditure on acquisition of assets like buildings, learning resources (books, journals etc.) and equipments.
- 6.1.3 The grants shall be utilized only for the activities which are duly approved by the grant giving authority.
- 6.1.4 Grants received for specific purposes are to be utilized for such purposes only within the prescribed time limit and no diversion thereof for other purpose is permissible.
- 6.1.5 No funds out of the grants shall be utilized for **any scheme or purpose** for which prior approval of the grant **giving authority** has not been obtained. Incurring of expenditure in anticipation of grants or in excess of grants is also not permissible.

#### 6.2 Maintenance (Non-Plan) Grants

- 6.2.1 The normal activities of the University are funded under the Annual Maintenance Grant system by the State Government. The grant is determined **on year-to-year basis** on the Net Deficit principle, that is, the grant is sanctioned to cover the net deficit. For this purpose, estimates or projections of the gross expenditure and the gross receipts shall be made, and grant shall be gross expenditure minus gross receipts.
- 6.2.2 The elements that **are crucial for** the assessment of the requirements of the University are:
- (a) Provision for salaries, all admissible allowances, Provident Fund, retirement benefits, etc.
  - (b) **Provision for** working expenses **of** the University as a whole. These would include:
    - (i) The requirements for items coming under the Budget head “Working Expenses” for all the Departments/**Offices**. These comprise sub-items like consumables, contingencies, postage, stationery, etc.;
    - (ii) The recurring expenses other than salaries and allowances on all centrally administered services, maintenance and amenities, water and power charges, general academic and research provisions, the library centralized technical/scientific services, etc.
  - (c) Provision for Fellowships, Scholarships and Studentships.

**Note:** (a), (b) & (c) relate to the existing activities.

- (d) Requirements for the normal growth of the existing activities to be projected for the year.
- (e) The cost of any existing activity which the University authorities **may** decide to discontinue or continue at a lower key during the period for which the assessment is being made. The cost saved **should** be deducted from the assessment under (a), (b) & (c).

- (f) Other receipts of the University on various counts during the period.

**6.2.3** Assessment of some of the above elements is made as **under** :

- (a) Assessment under 6.2.2 (a) – Salaries, Allowances, Provident Fund, etc.;

The effect of annual increments in the pay scales should be assessed. There is always a certain number of **vacant** posts. Besides, periodical directions not to fill the posts when they fall vacant, for reasons of economy or otherwise, add to the number of **vacant** posts. Since all the vacant posts cannot be filled at once, a phased release of vacant posts should be planned and the cost thereof assessed.

- (b) Assessment under 6.2.2 (b) - Working Expenses:

The projection of working expenses should be based on past experience, the normal growth of the ongoing activities, and the rise in prices of items generally coming under the category “consumables”. Due provision should be made to meet the impact of these **elements**. The University shall maintain a statement of percentage of rise in prices of broad categories of consumables from year to year. This should be referred to in projecting the requirement for consumable items. **Likewise**, any rise in the rates of “postage and the cost of travelling” should be taken note of and provided for.

- (c) Assessment under 6.2.2 (c) Fellowships, Scholarships and Studentships.

The amount required for fellowships, scholarships and studentships should be assessed under the existing approved pattern of scholarships and fellowships relating to rates, numbers, etc., and the approved strength of **beneficiaries**. The requirements of Research Fellowships and Research Associateships for post-doctoral work should also be assessed under this Head. It may be noted that the provision for fellowships and scholarships is treated as a sub-block, and any savings thereof cannot be appropriated and used to augment the provision under “Salaries” or under “Working Expenses”. Any unutilized provision would, therefore, lapse at the end of the period.

- (d) Assessment under 6.2.2 (f) - Other Receipts:

These receipts are broadly classified as indicated in Chapter 5. **Their assessment** should be based on past experience and current trends, and should take into account any special development which may have an impact on the projected receipts under any of the items.

**6.2.4** The University is paid additional maintenance grant when there is a revision of Pay Scales, Dearness Allowance, etc.

**6.3 Development (Plan) Grants**

**6.3.1** The development programmes of the University are financed generally by the State Government.

**6.3.2** The University submits proposals for the development of its activities to the State Government. These proposals called “Plan Proposals” are drawn up normally for periods coinciding with the state Plan periods. The elements of a Development Plan **are** identified in several ways over a period of time. The following examples are illustrative:

- (a) Some areas are identified internally **by** the Department/**Office** in the course of pursuing their normal activities.
- (b) Some elements may represent areas of special interest of some faculty groups, which the authorities feel should be supported as relevant and desirable.
- (c) Yet some others may get identified in the process of implementing the present approved Plan activities.

- (d) Sometimes, a new activity is phased over two or more Plan **periods**.
- (e) An activity might have been included in the previous plan. But owing to several reasons, it **might be** decided that it should be provided for in the subsequent Plan also.
- (f) There might be other **elements** which the University **may wish** to take up as items representing urgent needs.
- (g) Finally, a Plan for a subsequent period should make provision for any spillover of activities from the preceding Plan.

**6.3.3** Normally, the University receives an indication from the State Government of the approximate size of the Plan finances that might become **available during the** forthcoming Plan period. Such an indication is normally given in advance of the close of the current Plan period, and the University is **advised to work out its priorities amongst the several items in the proposals, and formulate its Plan within the anticipated Plan finances.**

**6.3.4** Based on the recommendations of the Visiting Committee where appointed for the purpose and the financial resources available for the Plan period, the State Government sanctions grants to the University **for each Plan period**. The grants mostly relate to implementation of schemes of recurring and non-recurring nature for the purpose of creation of new posts under the new Department/**Office** or for expansion of the construction of buildings. The grants are sanctioned on the specified conditions to be complied with by the University. The following conditions need a special mention.

**(a) Progress Report**

**6.3.5** The State Government ordinarily releases amounts to the University against the sanctioned grants in such installments as may be necessary for meeting expenditure likely to be incurred during a period of three or six months. For this purpose, **the Finance Officer may obtain progress reports and requirements from the Heads of Department/Offices, and prepare the demand on the basis of these reports and its own assessment.** Before, however, doing so, the Finance Officer will ensure that the requirements **received** from the Department/**Offices** are within the approved budget provision. He shall also ensure that the grants are utilized for the purpose for which they are sanctioned and according to terms and conditions, if any.

**6.3.6** The **Finance Office** shall maintain a Demand Register for watching the receipt of grants due from the State Government and other bodies. It will also maintain a Register to watch the progress of expenditure against the grants received for individual schemes.

**6.3.7** At the end of each month, the **Finance Office** shall prepare a report showing various grants-in-aid due to the University, **actual receipts, balance receivable**, date and amount of the claims submitted, and the nature of the follow-up action taken in the matter. The report shall be supported by a review indicating the probable requirements of the immediate future and suggest suitable measures for providing the required sums. These measures may include encashment of investments, if any, or proposals for transferring or temporarily advancing amounts from one account to another.

**(b) Utilization Certificate**

**6.3.8** A statement of accounts duly audited and a certificate from the statutory Auditors of the University to the effect that “the grant has been fully utilized for the purpose for which it **was** sanctioned”, **shall** be furnished to the Government, as soon as possible, at the end of each financial year. In the case of Maintenance and Development grants, the utilization **certificates may be** submitted in two stages: (i) immediately after the accounts of the year are closed ; and (ii) after the accounts of the year are audited by statutory Auditors. In case

of Maintenance grants, the certificate would **show** the expenditure against the total grant received during the year. In the case of Development **grants**, however, the certificate would be drawn up separately for each scheme.

### **(c) Maintenance of the Assets Created Out of the State Government Grants.**

**6.3.9** One of the conditions of the State Government relating to its grants is that the assets, acquired wholly or substantially out of the grant provided by it, shall not be disposed of, encumbered or utilized without prior sanction of the State Government for purposes other than those for which the grant was given, and should at any time any activity cease to function, such assets shall revert to the State Government. The University shall, therefore, maintain a register of such assets in **UAC Forms 4/1 and 4/2**. The Heads of Branch shall maintain the register up-to-date and shall furnish the following certificates to the Finance Officer every year before 15<sup>th</sup> of April.

#### ***Certificates***

1. Certificates regarding physical verification :

“Certified that all the assets/articles that were purchased out of different grants sanctioned by the State Government during the year have been physically verified and that the same were found to be in order.”

2. Certificate regarding Maintenance of Dead Stock Register :

“**Certified** that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the State Government are being maintained in the prescribed format and are being kept up-to-date.”

### **6.4 Unassigned Grants**

The Funding Agency may also give an unassigned grant for meeting the expenditure on items covered under the scheme of unassigned grant.

The University may incur expenditure on the items covered under the scheme from the unassigned grant allocated without seeking prior concurrence of the Funding Agency, except where otherwise indicated, in accordance with the priority which the University may assign to them **subject** to the general conditions prescribed by the Funding Agency.

### **6.5 University Grants Commission Grants**

The University may receive grants from **University Grants Commission for conducting research, organizing seminars, holding workshops**, etc. The University shall incur expenditure from these grants subject to the conditions laid down by the sponsoring agencies and render such statement of accounts, etc. as may be required.

### **6.6 Grants from Other Agencies**

The University may receive grants from other Agencies for sponsored research schemes, seminars, **workshops, etc.** The University shall incur expenditure from these grants subject to the conditions laid down by the sponsoring agencies and render such statement of accounts, etc. as may be required.

### **6.7 Supplementary Grants**

In addition to the grants sanctioned at the commencement of the year, it may sometimes be necessary to obtain supplementary grants. Supplementary grants may be required in the following cases:

(a) When the amount included in the original grant under the **relevant** Heads is found to be insufficient for the expenditure which has to be incurred during the year.

- (b) When expenditure has to be incurred on fresh charges, not contemplated in the original estimates for the year;
- (c) When it is desired to obtain prior approval of the Executive Council to a scheme or item involving large financial commitments for the present as well as future years.
- (d) The Executive Council shall not accept any proposals for supplementary demands unless it is convinced that if the supplementary grant is not sanctioned, serious inconvenience will be caused.
- (e) In the case of schemes which are fully financed **by other funding Agencies such as University Grants Commission, CSIR, DST, ICAR, etc.,** formal supplementary grants need not be obtained after the scheme is administratively approved by the Executive Council, and the expenditure is contained within the grants provided by the Funding Agency. A suitable explanatory note may be given with reference to the Revised Estimates in case of major variations.

## CHAPTER - 7

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### PRE-CHECK PAYMENT PROCEDURE

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#### 7.1 General

The following procedures shall be observed **for presenting**, processing and passing of claims presented to the Finance Officer/DDO for payment.

- 7.1.1 The payment procedures will be subject to provisions contained in the Act & Statutes of the University as amended from time to time.
- (a) **All payments shall be made by cheque or demand draft drawn in favour of a party, person, bank or an authorized agent, unless decided otherwise due to unavoidable circumstances.**
  - (b) **As far as possible, the cheque/demand draft shall be crossed. In case payment is made by open cheque, it will not be sent to the payee by post.**

#### 7.2 Scrutiny and Payment Procedures

- 7.2.1 Bills shall be passed for payment and cheques issued within a maximum of seven working days of their receipt. Effort should be **made to pass the bills and make the payments even** within a shorter period. **The Finance Office shall** lay down norms in this regard **and** personally monitor their compliance. In addition, the bills **with indication** as 'Immediate' by the DDO **shall** be attended to urgently so that the cheques are issued either on the same or the next day. The checks that are to be exercised on the bills by the payment Section have been **explained** in Chapter 3 **which deal** exclusively with this aspect.
- 7.2.2 The **Finance Officer** shall obtain the specimen signatures of the officers drawing pay, contingent, grants-in-aid bills etc., **and paste the same** on the pages of the payment register set apart for the purpose, duly attested in ink.
- 7.2.3 **After duly examining the bills in all aspects and recording pay order for the payment in words and figures on each bill, Assistant/Superintendent shall submit them to the DDO for his scrutiny. This shall be done along with the concerned 'DDO-wise Bill Passing-cum-Expenditure Control Register' in UAC Form 5/1. The DDO will examine the bills and satisfy himself regarding the correctness of the charges. Thereafter, he will tick off the relevant entry, affix his initials in the ECR and approve the pay orders under his full dated signature. Subsequently, the bills, so passed, shall be made over immediately to the Cheque Section.**
- 7.2.4 Payments in respect of outstation establishments will be done through bank drafts, or alternatively through direct credit to the accounts of the payees through banking channels by following the approved e-payment procedure. The provisions of paras 7.9.1 to 7.9.11 of Chapter 7 are relevant for the purpose of payments through bank drafts. **The bank drafts shall be collected from the bank** with which the University is in account, by sending a requisition in Draft Form available with the bank. Requisition for cancellation of the bank drafts obtained earlier or issue of fresh drafts in lieu of the cancelled one shall be sent separately to the banks and shall not be included in the requisition statement of fresh demand drafts. Every requisition sent to the bank shall be entered in the Register of Bank Drafts **to be maintained in UAC Form 5/2** and the Finance Officer/Cheque Drawing DDO shall watch their receipt from the bank and dispatch to the payees concerned through this Register. The bank will return one copy of the requisition statement to the PAO while issuing bank drafts. The bank draft shall be dispatched with a forwarding letter in **UAC Form 5/3** to the party concerned by Registered Post, and the receipt of acknowledgement should be watched. The details of cancellation or corrections in Demand Draft will be noted against the original entry in **Register of Bank Drafts (UAC Form 5/2)**.

**7.2.5** The cheque writer shall prepare a cheque for the net amount. When two or more bills are payable to the same person/firm, a single cheque **will** be issued for the total amount and the particulars of each bill **will be** entered separately in the register of cheques delivered. The cheque writer will note the number of the cheque prominently on the bill, enter its details in the Register of the Cheques Drawn **to be maintained in UAC Form 5/4** and submit the cheque along with the bill to the Finance Officer **or other** officer authorized to sign the cheque for payments of Rs. Ten lakhs and above, through the Superintendent/**AR (A/C)/DR (A/C)**. The Finance Officer/**other authorized** signing the cheque will tick the cheque number, **ensure** that the amount of cheque agrees with the amount passed for payment, and then sign the cheque after cancelling the pay order given earlier. The passed bill together with the cheque will be returned to the Cheque Section. At the time of its delivery, the Cheque Section will affix the date on the cheque. If the acknowledgement is received by the time of delivery/dispatch of the cheque, the Cheque Section will immediately attach the payee's acknowledgement to the bill, stamp it as paid and write the Voucher Number on the upper right hand corner of the bill. The details of payments for each day **shall** be entered in the Register of Cheques Delivered (**UAC Form 5/5**) on a separate page for each day. The register may be prepared with second and third perforated copies for each page for making two carbon copies required as "Daily Memorandum of Pre-check Payments". The acknowledgement receipt should be watched in every case and should be in the following form:

"Received Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ from the \_\_\_\_\_ in payment of Bill No. \_\_\_\_\_ dated \_\_\_\_\_ on account of \_\_\_\_\_"

If the crossed cheque/demand draft is required to be sent by post, the Cheque Section will dispatch the instrument/valuable by Registered Post along with the covering memo in **UAC Form 5/3** and a copy of the 'printed acknowledgement. The acknowledgement form is to be returned by the payee to the Finance Office on receiving the payment, and the Finance Office **will** keep a watch on the same.

### **7.3 Procedure for Issuing a Fresh Cheque in Lieu of a Lost One**

**7.3.1** If the Finance Officer or **DDO of a Department/Office** is approached with the request for a fresh cheque in lieu of the one **issued earlier** on the grounds that it has been lost, the **Finance Officer/DDO** shall proceed with such request in the manner stated below:

- (a) The **Finance Officer/DDO** shall send an intimation regarding the reported loss of cheque to the bank/branch on which the cheque was drawn by registered post (with Acknowledgement Due), and advise it to 'stop payment' if it is presented thereafter. If the currency of such a cheque has not expired in terms of Rule 45 of the C.G.A. (R&P) Rules, 1983, at the time of sending the intimation, the bank shall acknowledge in writing that it has kept a note of the 'Stop Payment Order' in the following form :

"We acknowledge the receipt of your letter No. \_\_\_\_\_ dated \_\_\_\_\_ and advice having noted to stop payment of cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ favouring \_\_\_\_\_. In this connection, it is certified that cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ reported by the drawing officer to have been drawn by him on this bank in favour of \_\_\_\_\_ will not be paid, if presented thereafter".

In case the currency of the cheque reported to have been lost has expired at the time of intimation to the bank, the acknowledgement of the 'Stop Payment Order' from the bank may not be insisted. The postal acknowledgement in such cases may be treated as sufficient for the record of the Finance Office.

- (b) The Finance Officer will satisfy himself **from the records maintained in his office, viz. the payment/error scrolls received from the paying bank, Register of Cheques Delivered, etc.** that the payment of the cheque in question has not been made. If the currency of the lost cheque expires on Saturday, the **Finance Officer** shall also verify the payment scroll for the subsequent working day of the bank.
- (c) The party requesting for the issue of fresh cheque in place of the lost one should execute an indemnity bond in the Form GAR 12. The execution of such an indemnity bond is not necessary in the case of a Government department/Public Undertaking wholly owned by Government or the bank. In these cases a fresh cheque can be issued on receipt of a certificate that the cheque alleged to have been lost was not received by them or it was lost after receiving and that it will be returned to the Finance Officer, if found afterwards.
- (d) The Finance Officer may issue a fresh cheque in lieu of the lost one under intimation to the DDO and/or payee on completion of the requirements in clauses **(a) to (c)** above. He shall also keep a suitable note regarding the issue of a fresh cheque in lieu of the lost one on the spare leaf provided in MICR cheque book, and on the counterfoil where MICR cheques have not so far been introduced, as well as on the paid vouchers and against the relevant entries in the Register of Cheques Delivered.

**7.3.2** If it is found afterwards that the original cheque has been paid, the Finance Officer will take up the matter with the paying branch **through a letter by Fax/e-mail/any other reliable mode** and place the paid amount under the **Head “Suspense Accounts (Civil)-Cheques Cancelled But Paid”**, till the matter is investigated and the amount either recovered or written off. The paid cheque till that time will be removed from the payment scroll and kept in the personal custody of the Finance Officer. In case the DDO notices such fact of payment, he will immediately report the matter to the paying branch by **Fax/e-mail/any other reliable mode** and inform the Finance Officer for further action.

#### **7.4 Procedure for Issuing Fresh Cheque in Lieu of Cancelled/Time Barred Cheque**

Revalidation of time-barred cheques by the Finance Officer/ cheque drawing **Officer** is not permissible irrespective of the date of its **drawal**. **Fresh** cheques shall be issued in all such cases.

The time-barred cheque received back by the Finance **Office shall** be cancelled under the signature of **the cheque drawing Officer** and not destroyed. The cancelled cheque **shall** be **deemed** as a voucher/sub-voucher for issuing fresh cheque in lieu thereof and the fact of issuing fresh cheque shall be noted on it. The amount of the time-barred cheque i.e. voucher **shall** be classified as (-) credit. Entries regarding cancellation of old cheque with voucher number of the fresh cheque etc. **shall** also be noted on the counterfoil/record slip of the old cheque book.

#### **7.5 Procedure for Returning Unpassed Bills**

**7.5.1** If for any reason, it becomes necessary to return a bill without passing, it should be returned to the Bill Counter with a Half Margin Memorandum in **UAC Form 5/6** stating the reasons for return of the bill. The drawer of the bill will be separately informed to collect the bill from the Bill Counter after surrendering the token. In the case of bills received through post, the same should be returned by registered post along with the Half Margin Memorandum.

**7.5.2** The bill will be passed for the admissible amount with the amounts considered inadmissible being disallowed, in case minor omissions/inaccuracies are noticed.

Simultaneously the drawer of the bill should be intimated regarding the amount disallowed and the reasons for the disallowance.

## **7.6 Closing of the Day's/Year's Transactions**

**7.6.1** The cheque drawing Officer, at the end of the day, **shall tally the Register of Cheques Drawn with the** Cheque Book and verify that **the cheque numbers are** serially entered in the register, and that cheques other than those accounted for in the register have not been removed **from the Cheque Book**. He shall also initial the spare leaf of the cheque book/counterfoil of the next unused cheque (the first to be used on the next day). Turning back to the last initial will enable him to ascertain the number of cheque forms that have been actually used during the day. At the end of the financial year, he **shall** intimate the Finance Officer regarding the total number of cheques issued on the last day, total amount thereof and the number and amount of the last cheque, under each category.

**7.6.2** The entries in the Register of Cheques Delivered shall be added up at the end of each day, and the vouchers transmitted to the Accounts Section for detailed compilation, along with the second and third perforated carbon copies of the relevant day's page of the register.

**7.6.3** On receipt of payment scrolls from the Bank regarding the cheques encashed, the corresponding cheque numbers shall be ticked off in the Register of Cheques Delivered. A list of outstanding cheques **shall also be prepared every month** from the un-ticked entries in the Register of Cheques Delivered. The total amount of such outstanding cheques at the end of the month should be reconciled with the balance outstanding under the suspense Head "**Finance Office - Cheques**".

**Note:** *If any cheque appears to be outstanding for an unduly long period, necessary enquiries should be made regarding its non-encashment. If the same cannot be traced, the payment should be stopped and the charge representing it cancelled. **The entries in the accounts books against it should be suitably revised.***

**7.6.4** The following particulars of the cheques outstanding/remaining un-encashed for more than three months should be noted in a separate register and pursued at once for tracing it.

- (i) Cheque number and date;
- (ii) Voucher number and date;
- (iii) Drawee's name;
- (iv) To whom delivered/dispatched;
- (v) Date of delivery/number and date of forwarding letter;
- (vi) Particulars of payment (HBA, GPF, Contingency, salary etc.); and
- (vi) Remarks, if any.

The pending cheques shall be referred to the concerned authority/person etc. for finding out whether the cheque has been got encashed, and if so, they shall be asked to furnish the date of encashment along with other requisite particulars.

In cases, where the party/person concerned intimates non-receipt/loss of cheque, the Finance Office shall issue duplicate cheque after following the procedure laid down in Rule 7.3.

**7.6.5** **The Check Register of Outstanding Pre-check Cheques will be maintained personally by the Finance Officer in UAC Form 5/7. This Register should** show the total daily issue and encashment of cheques and the balance of unpaid cheques at the end of each month. This should also be compared with the total of the cheques outstanding as per the list of outstanding cheques, and the balance at the end of each month **should be** independently tallied with the amount outstanding under the suspense Head "Finance Officer- Cheques"

## 7.7 Categories of Cheques and Their Use

### 7.7.1 Negotiable (Also referred to as Category 'A' cheques)

These **cheques** are used for payments on account of personal claims to the **University employees**, contractors and suppliers, and public sector companies, corporations etc. Negotiable cheques will be drawn as payable to or order of the 'Payee'. While writing cheques of this category, name of the payee should be followed by his bank account number and name of bank/branch. As a safeguard against fraudulent payment, all non-salary cheques in excess of Rs. 500 and salary cheques in excess of Rs. 1000 shall be crossed and marked 'Account Payee'. If, in exceptional circumstances, a cheque **drawn** in favour of a private person or a **University employee** including pensioners is not crossed at the request of the payee, payment will be made only to the payee or to a person holding letter of authority from the payee, on proper identification. In case of payment demanded through the messenger, **the signature of the messenger must be verified. Payment to the payee's banker shall be opted only in exceptional cases, and that too** on certifying that the amount has been placed to his credit. It should, however, be ensured that no payee makes it a practice to get uncrossed cheques in his favour as a matter of **routine**.

### 7.7.2 Cash payment of salaries and other dues to the University employees in excess of Rs. 500.00 shall not be permissible.

7.7.3 'Open' cheques will invariably be made over to the individual payees through the concerned Drawing and Disbursing Officers/bill drawing office who would be responsible for obtaining their acknowledgement in the prescribed register having following columns : (i) date, (ii) name of the officer, (iii) number of the cheque, (iv) amount (v) bill number and date against which amount received, and (vi) acknowledgement.

7.7.4 **The Finance Office will make payments to the University employees either by account payee cheques or by crediting the due amount directly to their bank accounts through ECS or other modes of e-payment, wherever such facilities are available, through the accredited bank. In the case of e-payments, the Finance Officer will advise the bank directly under intimation to the employee as per the procedure laid down for e-payments by the CGA, at least as many days in advance as required under the mode of e-payment used. This will enable the bank to credit the amount to the respective accounts of the employees on due date. Clear cut instructions shall be issued to the bank that the amount is neither credited to the beneficiary's account prior to the date on which payment is due, nor delayed.**

7.7.5 Acquittance for payments made to University employees should be obtained in accordance with the provisions of University Rules and Regulations. However, where payment is made by direct credit to individual's bank account, acquittance will not be required. In such cases, the acknowledgement of the bank about getting the advice will be sufficient.

### 7.8 Non-Transferable Cheques (Also referred to as Category 'B' cheques)

These **cheques** are meant for payment to the payee who is a University officer for disbursement of **payments of amounts Rs. 500 or less** etc., and payments pertaining to office establishment and office contingencies. These cheques will be drawn in favour of the Payee by his official designation, and will contain the superscription 'Not Transferable' on the top. **These cheques shall** be drawn as payable to the payee only and not 'to order'. These cheques are not negotiable and payments will be made only to the Payee or to his messenger holding a letter of authority on proper identification. In such cases of cheques drawn in favour of the University **officers**, the specimen signatures of these officers will be supplied to the bank in advance and care will be taken by the bank to see that the signature given as discharge on the cheque agrees with the specimen signature on record.

## **7.9 Bank Drafts**

**7.9.1** Payment by bank drafts to outstation payees by Finance Office is permissible in the following types of cases:

- (a) All cases where payment has to be made by bank drafts either under the provisions of any law, or other legal or contractual obligations;
- (b) Payments to semi-Government/private institutions/private companies/individuals, etc. not covered under (a) above and located at outstations may be made through crossed bank draft or direct credit to their bank account through the mode of e-payment as per the prescribed procedure.

## **7.10 Payment by Mail Transfer**

**7.10.1** In order to enable the Finance Officer to arrange remittance by Mail Transfer, the DDO will submit the bill with an endorsement that the payment may be arranged by Mail Transfer. He will also indicate the account number and name of the Bank Branch through which the payment is to be remitted. The Finance Officer will intimate the particulars of cheque number and date **to the DDO** to enable **him** to complete his records and watch the acknowledgement from the grantee institution.

**7.10.2** This facility will be available only for Autonomous Bodies/Public Sector Undertakings and Grantee Institutions for payment of grant-in-aid, and will not be applicable for suppliers and other private parties.

**7.10.3** In addition to mail transfers, electronic modes of payments available with the banks may also be utilized to the extent possible in accordance with the prescribed procedures.

## **7.11 Payment By Order**

In case, payment by order is required to be authorized by the paying authorities, the **Finance Office** shall draw the pay order to transfer the funds from the Collection Account of the University to other University Account for utilization and requirement of the University.

## CHAPTER – 8

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# UNIVERSITY ACCOUNTS

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### 8.1 General

The following shall be the authorities of the University, namely:-

- (i) the Court;
- (ii) the Executive Council,
- (iii) the Academic Council;
- (iv) the Finance Committee;
- (v) the Faculties;
- (vi) the Academic Planning Board; and
- (vii) such other authorities as may be declared by the Statutes to be the authorities of the University.

#### **Court**

**8.1.1 The Court will consider and pass resolution on the annual report, annual budget, the annual accounts and the audit report of the accounts of the University.**

#### **Executive Council**

**8.1.2 The Executive Council, shall manage and regulate the finances, accounts, investments and property of the University in accordance with the rules contained in the University Accounts Code framed by it in consultation with the Finance Committee.**

#### **The Finance Committee**

**8.1.3** The Finance Committee, as provided in the Statutes of the University, shall exercise the powers and perform functions as under:

- (i) It will examine the accounts and scrutinize the proposals for expenditure, and submit the annual budget to the Executive Council for approval.
- (ii) It shall examine and recommend to the Executive Council the creation of teaching and other post.
- (iii) It will fix the limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the resources and income of the University. **The University shall not incur any expenditure in excess of the limits so fixed. The University shall also not incur any expenditure for the purposes other than those provided in the budget without the prior approval of the Finance Committee.**
- (iv) The annual account and the official estimates of the University shall be placed before the Finance Committee for its consideration and comments thereon and thereafter submitted to the Executive Council for approval.

#### **The Finance Officer**

- 8.1.4** (a) The Finance Officer of the University shall:
- (i) exercise general supervision of the University funds and advise the University authorities with regard to financial policies; and

- (ii) perform such other financial functions as may be assigned to him by the Vice-Chancellor/Executive Council or as may be prescribed by the Statutes or the Ordinances.

Provided that **he** shall not incur any expenditure or make any investment exceeding **Rs. 1.00 lakh** without the prior approval of the competent authority.

- (b) Subject to the control of the Vice-Chancellor and the Executive Council, the Finance Officer shall:
  - (i) hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University;
  - (ii) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for the financial year are not exceeded, and the money is expended or spent for the purposes for which it was granted or allotted;
  - (iii) be responsible for the preparation of annual accounts and budget of the University and for presentation to the Executive Council after it has been considered by the Finance Committee;
  - (iv) keep a constant watch on the cash and bank balances and investments;
  - (v) watch the progress of collection of revenue and advise on the collection methods;
  - (vi) ensure that the registers of properties of the University are maintained properly and that stock checking of equipments and other materials are conducted **annually** in all the offices of the University including Regional Centres, Study Centres and other institutions maintained by the University;
  - (vii) bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities and suggest appropriate action against persons at fault; and
  - (viii) call from any office of the University, including Regional Centres, Study Centres and other institutions maintained by the University, any information or reports that he may consider necessary for **discharging his responsibilities**.

## **8.2 Objectives of Financial Information and Accounting Systems**

- 8.2.1 (a) The University shall develop a responsible information system to meet its complex financial information needs. The basic objectives of the University accounting, financial information and reporting systems are to:
  - (i) compile and generate fund accounts exhibiting true and fair view of the University affairs;

- (ii) develop a broad-based classification of data to enable its effective application for operation of multi-purpose sub-systems needed for financial planning and management;
  - (iii) generate monthly Account of Receipts and Payments with progressive figures upto the end of the month as also consolidated accounts at the end of the year in the pre-determined format;
  - (iv) provide meaningful information for preparation of Budget Estimates, provide concise budget and control reports to all levels of University Management as also identify the heads of accounts showing wide fluctuations;
  - (v) provide tools and procedures for regular and co-ordinated review of schemes and projects, as also critical analysis, evaluation and appraisal of performance of all the University services;
  - (vi) generate financial reports (such as various types of receipts and expenditure for a programme or a course thereunder, components of course development and printing costs, Branch-wise/Region-wise analysis, and the like) which would assist the university management to review various university activities, schemes and programmes to attain the approved educational objectives within the expenditure plans; and
  - (vii) provide reports necessary for proper fund utilization and ensuring an efficient financial management and control.
- (b) The University shall computerize all its financial operations such as receipts, payments, transfers, journals, bank statements/scrolls, pay roll system, stores accounting, etc.
  - (c) The University accounting is more akin to Government accounting system than that of a commercial organization, as it is not run on commercial principles. The Accounts of the University shall, therefore, be maintained on cash basis, which is more suitable for recording its transactions as well as presenting the true state of affairs of the University. **The University may change over to accrual system of accounting as per directions of the Government.**

### **8.3 Form of Accounts and General Classification**

#### **Book of Accounts**

**8.3.1** All Departments/Offices of the University shall maintain books of accounts as specified in the University Accounts Code.

#### **Form of Accounts**

**8.3.2** The accounts and registers shall be maintained in such form and according to such general principles and methods as may be prescribed from time to time by the Executive Council.

#### **Main Branch and Structure of Accounts**

**8.3.3** The accounts shall be exhibited in the same **Heads** as in the Budget for facilitating financial and accounting control.

#### **Major, Minor and other Heads of Account**

**8.3.4** “The major, sub-major and minor heads of accounts **together with sub-heads/detailed heads etc.** shall be decided by the University keeping in view the codification required for computerization of accounts. **Their nomenclature** shall follow the pattern in the Budget from time to time.

## **Purpose of Heads of Accounts**

**8.3.5** The Major, Minor and other heads of account are so fixed as to facilitate financial control and accounting and to make available statistical information required by the Authorities of the University and Government. The names of the heads of accounts shall be chosen as to indicate clearly and briefly the purpose of the expenditure of receipt.

## **Recording of Classification**

**8.3.6** The classification on bills should be recorded by the DDOs. Officers responsible for the collection of University dues shall record the classification on challans.

## **8.4 Classification of Expenditure as Revenue and Capital**

### **Capital Expenditure**

**8.4.1** Expenditure of a capital nature may broadly be defined as expenditure incurred with the object of either increasing concrete assets of a material and permanent character or of extinguishing or reducing recurring liabilities.

## **Principles for Allocation of Expenditure between Capital & Revenue**

**8.4.2** **The following main principles will govern the allocations of expenditure between Capital and Revenue in the Budget Estimates and Accounts:**

- (a) Capital should bear all charges for the first construction and equipment of a project as well as charges for intermediate maintenance of the work while not yet open for service and bears also charges for further additions and alterations as may be sanctioned by competent authority.
  - (b) Subject to Sub-Rule (c) below, revenue shall bear all subsequent charges for maintenance and all working expenses. These **charges** embrace all expenditure on the working and upkeep of the project, and also renewals, replacements, additions, improvements or extensions as may be sanctioned.
  - (c) In the case of works of renewal and replacement, which partake both of a capital and revenue nature, the allocation of expenditure should be regulated by the broad principle that revenue should pay or provide a fund for the adequate replacement of all wastage or depreciation of property originally provided out of capital grants, **while** the cost of genuine improvements will be debited to capital. **The sanctioning authority shall determine the expenditure on account of reparation or damage caused by extraordinary calamities such as fire, floods, earthquakes, etc., and charge it to Capital or Revenue in such a way as decided by the competent authority.**
- 8.4.3**
- (a) As a general principle, lands, buildings, vehicles, machinery, tools and appliances, apparatus, non-consumable stores, all books, journals, office equipments, scientific apparatus, furniture and fixture, purchased whether from Maintenance Grant or from Development Grants, shall be treated as capital and shown as assets in the Balance Sheet.
  - (b) Recurring expenditure (such as the expenditure on staff required for processing the books and servicing of equipment within certain limits of percentage) met out of non-recurring grants should be classified as revenue expenditure.
  - (c) Expenditure like customs duty, clearing charges, transport and freight charges, loading and unloading charges, installation charges paid on imported equipment and books may be treated as capital expenditure and added to the cost of equipment and books.

- (d) As regards the classification of works expenditure (maintenance and minor repairs, special repairs, additions and alterations, minor and major works), the principles prescribed by the Government of India for guidance of the Central Public Works Department shall be followed.

### **Capital Receipts**

- 8.4.4** Capital receipts **related** to expenditure previously debited to Capital, accruing during the process of construction of project, should be utilized in reduction of capital expenditure. Thereafter, their treatment in the accounts will depend on circumstances, but they should never be credited to the ordinary revenue account.

### **8.5 Classification of Advances**

- 8.5.1** (a) Advance payments are made for a variety of reasons e.g. for taking delivery of **the** material for which cash has been paid in advance or for payment of customs duty or for purchase of chemicals or for importing equipment and chemicals from abroad or for purchase of steel, cement and other building materials or for conducting tours or for holding of conferences, etc. Since the payment of advance is made out of the yearly grant, these advances shall be charged as final payments.
- (b) The amount of advances outstanding as on the 31<sup>st</sup> March of a year should be reviewed. The amount of advances where supplies have not been received or services have not been rendered, should be withdrawn from the final head of account and shown as “Advances Recoverable” both in the Receipts and Payment Account as also in statement of Assets and Liabilities.

### **8.6 Inter-Departmental Adjustments**

- 8.6.1** Inter-departmental adjustments **shall** be made in the following circumstances:

- (a) **When the stores are centrally purchased for reasons of economy and supplied to various Depts./Offices, but there is a separate provision for such stores in the budget of the Dept/Office.**
- (b) When the cost of a joint scheme/project initially debited against one **Dept./Office is apportioned subsequently amongst other Depts./Offices** concerned.
- (c) When an auxiliary Unit like University Press renders service to other Depts./Offices and the accounts of its output have to be kept to show the working results of the auxiliary Unit.

- 8.6.2** The procedure for the settlement of inter-departmental adjustments will be regulated by per directions contained in this Accounts Code.

### **8.7 Subsidiary Account of Auxiliary Units**

When the operations of an auxiliary Unit are of a quasi-commercial character, the **Unit shall** maintain such subsidiary and Proforma accounts as may be directed by the Finance Officer.

### **8.8 Monthly and Annual Accounts**

#### **Monthly Accounts**

- 8.8.1** The monthly accounts of the University shall be prepared in the form and in the manner indicated in the University Account Code.

## Annual Accounts

- 8.8.2** (a) The Annual Accounts comprising Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet shall be prepared in the form approved by the Executive Council.
- (b) **The Income and Expenditure account and Balance Sheet referred to above, shall be prepared on cash basis. Accrued receipts and accrued liabilities shall be reflected and explained by suitable footnotes where the amounts involved are substantial. (Needs redrafting- accrual system system)**
- (c) The Annual Accounts shall be prepared scrupulously in due time, as per the prescribed schedule, for submission to Audit. The audited accounts will then be presented to the Authorities of the University, and submitted to the State Government as provided in the University Act.
- (d) The Finance Office shall also prepare Appropriation Account and the Statement of Actual Receipts during the proceeding year as compared with the Budget Estimates for that year (Refer to Rule 4.11 of Chapter 4 for further details).

## 8.9 Arrangement for Maintenance of Accounts

**8.9.1** The arrangements for the maintenance of initial accounts will be as under:

- (a) The receipts and payments of the University will be handled centrally, either by the Finance Office or through the Bank (s). **All the** financial records and accounts prescribed in the University Account Code will be kept in the Finance Office except those indicated below:
- (b) The accounts to be maintained in other **Depts./Offices** will comprise:
- (i) Accounts of imprest and departmental advances (Refer to Chapter 12)
- (ii) Store Accounts (Refer to Chapter 17)
- (c) The **Depts./Offices/Units** like University Library, Guest House, Estates Office, **University Press,, Engineering Unit**, etc. will maintain such financial records and initial accounts as are special to their activities as indicated in the respective Chapters of this Account Code.

## 8.10 Internal Audit/Concurrent Check of Financial Transactions & Accounts

**8.10.1** **The Finance Office will make appropriate arrangements for such effective internal checks as are necessary to:**

- (a) ensure maintenance of correct accounts;
- (b) prevent and detect errors and irregularities of fraud; and
- (c) guard against wastage, loss or leakage of University money, stores or property.

**8.10.2** All other financial transactions concerning receipts and payments of the University and accounts registers shall be subjected to pre-check and concurrent audit by rotation on a suitable scale as prescribed in this Account Code.

## Objective and Scope of Internal Audit

- 8.10.3** (a) The objective of internal auditing is to assist the management in the effective discharge of its responsibilities by furnishing it with objective analysis, appraisals, recommendations and pertinent comments concerning the activities reviewed and making the whole scheme of internal audit purposeful and relevant to the present day requirements.

- (b) It is important that the internal audit should not be confined to routine checking of records. The Internal Audit Officer should, on the other hand, be concerned with a view of all operations of the University, and should aid the management by conducting **an audit known** as 'Management Auditing', or 'Operational Auditing'.
- (c) In order to measure the effectiveness of various internal controls of the **Depts./ Offices/ Centres/Units**, the Internal Audit Officer **shall**:
  - (i) undertake checks in sufficient detail to ascertain whether the records and reports do actually reflect the actual operations and the results clearly;
  - (ii) determine whether the controls established to safeguard the University's assets and to prevent fraud are effectively applied and that proper accounts and records do exist and are available for inspection;
  - (iii) check whether the policies and procedures as expressed in the Minutes of the Executive Council of the University, Office Orders, Manuals or other written instructions are complied with;
  - (iv) undertake follow-up **action in accordance with the** systems and procedures to check that they are operating properly and effectively, particularly to note any unauthorized variation, and if necessary, he would offer recommendations for improvements or necessary review; and
  - (v) serve as useful liaison officer between top management and lower levels of management.
- (d) Internal Audit **Officer** shall conduct audit of **all** sanctions **as per Rules and Orders issued from time to time**.
- (e) All the agreements relating to major works and percentage of agreements relating to minor works shall be scrutinized by the Internal Audit Officer.
- (f) The Internal Audit Officer **shall be competent** to conduct surprise physical verifications of cash and stock.
- (g) The Internal Audit Officer **shall** also function as Stores Verification Officer. He shall arrange non-custodian verification by a team of stock verifiers who **shall** conduct the verification throughout the year.

Details **regarding** quantum/extent of internal audit of various transactions, records and procedural guidelines for conducting internal audit are given in this Accounts Code.

### **Spirit of Audit**

**8.10.4** The fundamental object of audit is to ensure the value for the money spent by **ensuring** that the expenditure is not wastefully and irregularly incurred. Audit is not a mere application of rules and orders to minute details **as it** would reduce audit to a mere routine. The prescribed checks should, therefore, be observed in spirit and not in letter as opposed to spirit.

### **Audit Programme**

**8.10.5** The Internal Audit Officer **shall, at the commencement of each year, draw up an audit programme for the Audit Branch for the whole year for conducting audit of accounts of all Depts./Offices/Centres/Units, and obtain approval of the Vice-Chancellor through the Finance Officer. The audit shall be conducted in accordance with the programme so drawn up.**

## **Results of Audit**

- 8.10.6 (a) The Internal Audit Officer shall prepare a Quarterly Report of important points noticed in internal audit on which action is pending for submission to the Vice-Chancellor through the Finance Officer.**
- (b) The Internal Audit Officer shall prepare an Annual Report of important points noticed in internal audit on which action is pending for submission to the Executive Council through the Finance Committee.**

## **The Internal Audit Officer**

- 8.10.7** The Internal Audit Officer shall work under the general direction and supervision of the Finance Officer. He shall assist the Finance Officer in items of work listed in this Accounts Code in the Chapter on Internal Audit.

## CHAPTER - 9

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# SALARIES AND ALLOWANCES

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### 9.1 Categories of Employees

9.1.1 There shall be following categories of the University employees :

- (i) “Gazetted Employee” : **Gazetted Employee means** an employee working in the time scale of Superintendent & above and a teacher in Class-II **and** above.
- (ii) “Non-Gazetted Employee” : **Non-Gazetted Employee means employee working in the time scale less than that of the Superintendent** except Daily Paid Labour.
- (iii) “Daily-Paid-Labour” : **Daily-Paid-Labour means workers** paid on daily attendance rolls and part time workers even though they **are** paid on monthly rates.

### 9.2 Maintenance of Service Books of Employees

9.2.1 (a) There shall be a Service Book for each gazetted and non-gazetted **University employee** in **UAC Form 6/1**. The Service Book shall be started immediately after first appointment, and in any case before the first increment is drawn. The Service Book of an employee must be kept in the custody of the **Head of Dept./Unit/Centre/Instt./Estt. Branch** or a responsible **official** nominated by him. **The Service Book shall be** transferred with the transfer of the employee from one DDO to another, but should not be made over to the employee nor should it be given to him when proceeding on leave. It should not also be returned to the employee on retirement, resignation or discharge from service.

A certified copy of the service book may be supplied to the University employee who asks for it on quitting University service by retirement, discharge or resignation. The expenses incurred on the photo copy of the service book shall be borne by the official concerned.

- (b) The date of birth recorded in the Service Book of an employee shall be verified by the DDO from relevant State Education Board/University Certificate. **In the case** of an employee who has not passed any examination of an Indian or Foreign **Education Board/University**, it shall be verified from his School Leaving Certificate, and in the case of an altogether illiterate employee, any other reasonable evidence (to be specified) may be depended upon.

### 9.3 Posting of Entries in Service Book

9.3.1 (a) Every step in an employee’s official **career shall** be recorded in the Service Book and each entry attested by the DDO or a Gazetted employee authorized **for this purpose**. **However, the entries made in the Service Books of the DDOs shall be scrutinized and attested by the Controlling Officers authorized for the purpose, while those of the Controlling Officers shall be scrutinized and attested either by the Registrar or Deputy Registrar/Asstt. Registrar authorized by the Registrar for this purpose.**

- (b) The Service Book is a contemporary record in minute details of an employee’s official career. Every period of suspension from employment and other interruption in service shall be noted with full details of duration by entry written across the page and attested by the DDO or Gazetted employee authorized in this behalf.

- (c) Personal certificates of character must not be entered in the Service Book; but if an employee is reduced to a lower post, the cause of the reduction shall always briefly be stated. **“Reduction for inefficiency” or “Reduction owing to revision of establishment” are illustrative examples.**
- (d) The DDO shall permit an employee to examine his Service-Book, should he, at any time, desire to do so.
- (e) If any conditions are attached to the appointment, these should be entered on a separate page in half margin leaving the other half margin for indicating compliance of those conditions in due course.
- (f) When an employee proceeds on leave, suitable entries of leave showing the nature of leave should be made in the prescribed columns and entries in the leave account shall be completed.

**Note:** *HOD or Controlling Officer, as the case may be, shall record a certificate in the Service Book of the employee after every three years during the month of April, and at the time of transfer to another Dept. : “That all kinds of leaves availed by the employee during his stay in the Department of \_\_\_\_\_ upto \_\_\_\_\_ (date of relieving by the dept.), have been duly recorded in the Service Book and accounted for in the leave account maintained therein”.*

- (g) In case of an employee, if there is a broken period of revision of pay on grounds other than the grant of annual or biennial increments, the DDO shall show the revised fixation of pay to the Finance Officer/other authorized officer before attesting the entry in the Service Book.

**Note:** *Orders for appointments, grant of leave, etc. shall be endorsed to the Finance Officer only in regard to Class-I teachers and Grade A **non-teaching** employees. In respect of other categories, these may be sent only where some action is required to be taken by the Finance **Office** which should be clearly indicated. Whenever any entry made in the Service Book is to be attested, the file and the Service Book shall be sent to the Finance Officer for scrutiny and necessary attestation. The Finance Officer shall not **maintain** any Register for this purpose and the entries in the Service Book shall be sufficient for modification of entries in the Establishment Check Register (**UAC Form 6/5**).*

## **9.4 Preparation of Pay Bills**

- 9.4.1**
- (a) The pay bills shall be prepared in the **electronic UAC Form 6/2, print out thereof shall be treated as bills** and signed by the Supdt. or any other officer authorized by the competent authority.
  - (b) The separate schemewise pay bills shall be prepared for each category of the employees. **The Finance Office shall prepare Employees’ scrolls in UAC Form 6/3 and issue a single cheque for all the bills in favour of the bank accredited to the University for crediting the Bank Accounts of the employees with the amounts shown against each in the Employees’ scrolls that will accompany the cheque. Two copies each of the Employees’ scrolls will be sent to the bank with the cheque.** One copy each of the scrolls will be returned by the Bank to the Finance Officer duly certified thereon that the accounts of the employees have been credited on \_\_\_\_\_ with the amounts of their pay as indicated in the scrolls. The certified copies of the scrolls will be delivered to the concerned DDO for record in his office which will serve as APR. The DDO shall reconcile the expenditure on salary reflected in the scrolls sent to the bank with the scrolls returned by the bank. A declaration in the following form shall, however, be taken by the DDO from each employee and kept for reference when the need be.

“I hereby state that my salary may in future be deposited in my S.B. Account No.....with SBI, MDU Branch, Rohtak and the acknowledgement of the Bank of the scroll may be deemed as my receipt”.

Further, bills of pay-arrears of all employees shall be also credited to their bank accounts. Likewise bills relating to payment of salary on the occasions of removal, dismissal, resignation and transfer out of Rohtak shall be credited to the employees bank accounts and the bills prepared accordingly.

- (c) The wages bills of daily-paid labour shall be prepared on a Daily Attendance Roll of Labour in **UAC Form 6/4** by the employee under whom such establishment directly works and shall be passed on to the **DDO** for necessary action. Such bills are usually paid from the allotment of contingencies and drawn on contingent bills in **UAC Form 7/4**.

## **9.5 Establishment Check Register**

- 9.5.1** (a) In order to facilitate the check of establishment bills and to ensure that no charge is paid twice, an Establishment Check Register in **UAC Form 6/5** shall be maintained. The whole of the gazetted and non-gazetted establishment with which a DDO is concerned shall be recorded therein. Every fresh appointment, abolition or revision of establishment shall be entered as soon as **appointment made, post abolished or pay revised** and the authority **shall be** clearly indicated. Each entry shall be attested by the DDO or a gazetted **officer** authorized in this behalf.
- (b) Separate space in the Establishment Check Register shall be set apart for each employee. For each Section of the Establishment for which a separate bill is prepared, a separate page or set of pages shall be allotted.
- (c) In the case of temporary establishment or appointments for a fixed term, the period for which the appointments are tenable shall be distinctly specified. **To prevent inadvertent admission of the claim beyond that period, a horizontal line in red ink shall be drawn** in the cages of the months in which the appointments **will expire**.
- (d) When the pay of an employee **increases** on account of grant of an increment or **release of additional DA** or revision of scale, the new pay shall be entered in the column “Subsequent changes, with date, if any,” on the left of the Establishment Check Register.

## **9.6 Preparation of Pay Bills**

- 9.6.1** (a) **Separate schemewise salary bills of the employees shall be prepared by the DDO concerned in UAC Form 6/2. The number of sanctioned** posts in each scale shall be entered in red ink across the bills followed by full details or names of the incumbents of those posts, the pay and leave salary being shown separately. Held over amounts shall be entered in the appropriate columns 5, 6, 7, 8, 9, 10, 12 or 12 in red ink and ignored in totaling. In the remarks column should be recorded all unusual permanent events such as death, retirement, permanent transfer, first appointment etc. The names of employees holding permanent posts shall **as far as possible** be entered in order of seniority, and in case they happen to be on leave or officiating in a higher post, the names of the substitutes engaged, if any, shall be shown immediately below their names.
- (b) Except in the case of employees who have been dismissed or transferred or have resigned, the pay of an employee shall not be drawn before the first working day of the month following **the month for** which the pay has been earned. However, the Finance Officer may direct the payment of the salaries even before the first **day** of

the following month as and when the State Govt. takes the decision to this effect for its own employees.

- (c) **Separate Leave Registers for casual/compensatory and earned leaves shall be maintained in UAC Form 6/6 in each Dept./Office wherein entry of every spell of leave will be made and attested by the Head of the Dept./Office. The Head of the Dept./Office shall sanction the casual and compensatory leaves and maintain the records in the Dept./Office itself. In the case of Earned Leave, the Head of the Dept./Office shall sanction the earned leave, issue office order in that connection and endorse a copy of the same to the Establishment Branch concerned. It will be ensured by the Officer Incharge of the Establishment Branch concerned that the entire leave period indicated in the Office Order is duly recorded in the Service Book of the official.**

An absentee statement in **UAC Form 6/7** shall be attached to each establishment bill in which there is a case of leave, suspension or deputation and the officiating arrangement made if any, shown therein. The Absentee Statement shall be signed by the DDO or the gazetted employee signing the pay bill.

- (d) Arrear pay shall not be drawn on monthly establishment bills but on separate bills in which reference shall be given to the bill(s) from which the charge was omitted or withheld or in which it was refunded by deduction or to any special orders, granting new allowances or additions to pay.

## **9.7 Checking of Establishment Bills**

- 9.7.1** (a) **After the establishment bill has been prepared by the bill clerk, it shall be checked by another employee nominated by the DDO. Special attention shall be given to the Absentee Statement (UAC Form 6/7) to ensure that no inadmissible charge is included in consequence of any absence or leave etc.**
- (b) From the bill thus checked, the Establishment Check Register (**UAC Form 6/5**) shall be posted showing the amounts **drawn and the amounts withheld in the** appropriate monthly cage of the Establishment Check Register. The DDO or gazetted employee authorized in this behalf shall satisfy himself as to the accuracy of the entries, initial the entries in the monthly cage of the Establishment Check Register and sign the bill.
- (c) The establishment bill alongwith Establishment Check Register shall then be **forwarded for internal audit/Govt. auditors**. After the audit enforcement has been obtained, the bill shall be passed on to the **Cheque Branch** for issue of cheques.
- (d) Pay orders recorded **by Audit** shall be valid for 10 days only except in the case of re-drawal bills the pay orders of which shall be valid for 20 days for issue of cheques and shall require revalidation from competent authority thereafter.

## **9.8 Investigation of Arrear Claims**

- 9.8.1** When an arrear claim is more than a year old, it shall not be investigated and entertained without the prior sanction of the Finance Officer.
- (a) Pay and allowances can be drawn for the day of an **employee's death**; the hour at which death takes place has no effect on the claim.
- (b) Arrears of pay and allowances, payments relating to encashment of earned leave, and gratuity claimed on behalf of a deceased employee, in the event of University employee's **death** before receiving these payments, may be paid to the nominee specified by him for the purpose of Contributory Provident Fund/ General Provident Fund without the production of usual legal authority.

## 9.9 Last Pay Certificate

When an employee is transferred from the jurisdiction of one DDO to another, a Last Pay Certificate in **UAC Form 6/8** shall be prepared and got **verified** from the RSA/RAO/Joint Director (Local Audit). It will then be forwarded to the new DDO alongwith his Service Book and personal file after adjusting the outstanding **advances on the basis** of entries made in the Last Pay Certificate.

## 9.10 Redrawal of Deductions

9.10.1 (a) As pay bills are checked in the Office of the DDO, entries of deductions made in such bills which are to be redrawn, shall be made in bills in **UAC Form 6/9** which shall (at convenient or prescribed intervals) be totaled, signed by the DDO and sent for pre-audit to the Finance Office/Joint Director, Local Audit as the case may be.

(b) The deductions on account of Income Tax, Employees Welfare Fund, CTD., Electricity Charges, Community Centre/Faculty Club Membership, Life Insurance, attachments by Courts etc. shall be drawn in Redrawal Bill in **UAC Form 6/10**. The deductions on account of Contributory Provident Fund shall, however, be redrawn on the special Bill Form prescribed in these Rules. Separate cheque in respect of the entire amount of the deductions for Campus Community Centre/Faculty Club shall be drawn by the Finance Office every month and sent to the Campus Community Centre/Faculty Club, as the case may be.

Single voucher may be prepared for deductions made from pay **bills on account** of deductions made for CPF/GPF/EWF, Faculty Club, Community Centre, Income Tax, C.T.D., Electricity Charges, LIC etc. However, scheme-wise separate vouchers of pay bills shall continue to be prepared. Only the redrawal vouchers on account of deductions shall be clubbed in a single voucher to reduce the number of vouchers. However, the totals of both categories of deductions shall be worked out separately and, combined total will also be worked out for affixing one payment order by the Audit.

(c) Cheques in such cases shall not as far as possible be drawn in favour of the DDO but in favour of the Officers to whom payments are to be actually made. The DDO shall note these cheque Nos. on the office copies of the bills from which deductions were made.

## 9.11 Payment of TA Bills

**All Travelling Allowance Bills whether for Gazetted or Non-Gazetted Staff or Experts/Examiners as also for members of Executive Council/Finance Committee/Academic Council etc. shall be preferred in UAC Form 6/11 and will be submitted to the concerned Finance Branch/DDO for scrutiny such as checking of daily allowance, railway fare/air fare/own car charges/taxi charges, etc. The TA bill shall then be put up to Internal Audit/Joint Director, Local Fund Audit for pre-audit. After the audit enfacement has been obtained, the bill shall be passed on to the Cheque Branch for issue of cheques. Cheques for payment of TA/DA shall be issued in favour of University employee or DDO in case of Experts, Examiners, Members of Executive Council/Finance Committee/Academic Council, etc. so that he may arrange spot payment to them. Some important information such as rtes of daily allowance, local mileage, entitlement for travel by bus/rail/air, etc. may be printed on the back of the T.A. Bill form.**

## 9.12 TA Check Register

A Travelling Allowance Check Register shall be maintained by the **concerned Finance Branch** in **UAC Form 6/12** in which separate pages shall be set apart for employees who have to be on tour very often. In other cases, the same page can be used for each section of establishment or category of persons.

## 9.13 Re-imbursement of Medical Charges

- 9.13.1 (a) **The University employee shall have the option to claim medical charges either as Fixed Medical Allowance at the rates declared by the State Govt. and adopted by the University or submit bill for re-imbursement of expenditure incurred by him on his own treatment or that of his family members. He will submit the medical claim bill in UAC Form 6/13, with the prescribed certificate signed by the Chief/Senior Medical Officer of the University, to the concerned Finance Branch through the Head of the Dept./Office where the employee is posted. The retired University employees shall submit their Fixed Medical Allowance Bill in UAC Form 6/14 to claim fixed Medical allowance.**
- (b) **On receipt of the claim, the concerned Branch shall have the following checks while passing the bill:**
- (i) **The employee or his spouse is not getting fixed medical allowance from any other public source.**
  - (ii) **The employee received the treatment from the authorized Medical officer/Hospital.**
  - (iii) **The claim submitted by the employee bears the signature of the Medical Officer who gave treatment.**
  - (iv) **The patient is a family member of the claimant and is wholly is dependent upon him.**
  - (v) **The medicines have been purchased from the authorized medical stores.**
  - (vi) **Medicines are not in the nature of tonics or food or vitamins, etc.**
  - (vii) **Sanction of the competent authority is available.**
  - (viii) **All the columns in the bill are properly filled up.**
- (c) **When the claim for reimbursement has been sanctioned, the concerned Finance Branch shall prepare a reimbursement voucher in UAC Form 6/15. The DDO shall have an entry of the bill made in the Medical Reimbursement Check Register, to be maintained in UAC Form 6/16, initial it and submit the bill for pre-audit to the. Internal Audit or Joint Director (Local Audit) as the case may be.**

**Note:** *In case of treatment taken from a Govt. Hospital/Medical College/ University of Health Sciences functioning at the Headquarters of the employee i.e. Rohtak/any other place, the certificate given by the Medical Officer of the Hospital/College/University will suffice.*

## 9.14 Honoraria and Overtime Allowance

Claims for honoraria or overtime allowance shall be prepared in **UAC Form 6/2**. Entries of such payments shall be made in the concerned Branch, in the monthly payment cages of the Establishment Check Register (**UAC Form 6/5**) with brief indication of the nature of **payment**, which shall be initiated by the **DDO** or gazetted employee empowered in this behalf before sending the bills to the Internal Audit or Joint Director (Local Audit) as the case may be.

## 9.15 Disbursement of Dues

- 9.15.1 (a) **Salaries of all the University employees shall be disbursed by crediting salary amounts in their bank accounts in the bank (s) accredited to the University.** A claim other than Pay and TA payable to a **University employee** shall be drawn in his name unless he is on duty at a Station where there is no Bank with which the University is in account. In such case, the cheque shall be drawn in favour of the HOD/DDO who shall arrange remittance of the money through a bank draft or money-order at the expense of the University.
- (b) If a **University** employee (other than Class-IV) on leave desires payment of his dues at a station other than his normal Headquarters, the amount shall be remitted at his expense. In case of Class-IV employees, leave salary and other dues can be remitted to them by the **concerned Finance** Branch by Money Order at University expense.
- (c) A **University** employee may make arrangements with an agent to draw his leave salary or pay (if on vacation duty or out of India) by granting him a power of attorney to enable him to do so. The agent, in turn, **shall give** the University a Bond of Indemnity of Security against any loss in case of over-payment. However, in the case of such employees in whose cases the salary is disbursed through the Bank, the salary would be continued to be drawn regularly and deposited in the Bank account concerned, as usual.

**Note:** 1. *The power of attorney shall be kept by the HOD/DDO concerned in his custody.*

**Note:** 2. *The form of Indemnity Bond (which must be stamped) prescribed for use by Banks or firm authorized to draw the pay and leave salary of employee is given below for guidance:*

“In consideration of our/their being permitted to draw the pay/leave salary of \_\_\_\_\_ during his absence from the State \_\_\_\_\_, we (here inset the name of Bank) \_\_\_\_\_ hereby engage to refund to the University on demand, any over payment that may be made to us/them as his Agents/Agent.”

- 9.15.2 (a) In the case of salaries (where payment is not made through Bank) and travelling allowances of employees, on receipt of cheques from the **concerned Finance Branch**, the **DDO** shall, without avoidable delay, encash the same, disburse the amounts to the employees concerned, obtain their acknowledgements (stamped if necessary), on the office copies of the bills and make corresponding entries in the Cash-Book in **UAC Form 3/4**. Where an amount is remitted by money-order, a remark to the effect shall be recorded in the office copy of the bills and the money order acknowledgements (and the money order commission receipt if necessary) pasted therein in due course.
- (b) Towards the close of the month, the **concerned Finance Branch** shall review the position of undisbursed amounts, and in case these are not likely to be disbursed in the near future, refund the amount by short drawal from the establishment or travelling allowance bills under preparation:  
Provided that no undisbursed amount shall be retained for more than three months.
- (c) Undisbursed amounts shall not be utilized by the HOD/DDO for making payments of claims which have not been presented to the Finance Office/Joint Director (Local Audit) as the case may be or which have been sent to the Finance Office/Joint Director (Local Audit) as the case may be for pre-audit or to the Finance Office/**Cheque Branch** for issue of cheques. The HOD/DDO is also not at liberty to re-adjust the pay of employees by giving one employee more and another employee less than the amount included in the Bill.

## CHAPTER – 10

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# CONTINGENCIES

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### 10.1 Definition of Contingencies

#### 10.1.1 Contingencies shall include:

- (a) “Recurring contingencies”, viz.
  - (i) Contract contingencies i.e. expenditure **incurred** for the maintenance of an office, the annual expenditure which can be governed with reasonable accuracy, and
  - (ii) Supplies and Services i.e. expenditure **incurred** in connection with the special activities of the Dept./Office/Scheme including **casual labour charges**, purchase of consumable stores, and **expenditures other than those** classified as non-recurring expenditure.
- (b) “Non-recurring expenditure”

Expenditure required for the setting up of an office/ laboratory **and their periodic expansion and improvement, purchase of furniture/equipment/other non-consumables**, etc.

**Note:** *No expenditure on works, pay of any kind and additions to pay may be classified as contingencies.*

### 10.2 Drawl of Money for Contingencies

Subject to the sanction of the competent authority **to incur** expenditure, and to the provisions of these Rules, the HOD/Director or a gazetted Officer authorized in this behalf may draw money for contingent expenditure within the amount allotted to the **Dept./Office** in the Budget Estimates, **unless** there is something novel, doubtful or irregular in the character of expenditure.

**Note:** *The delegation will not relieve the **Head of the Dept./Office** of the responsibility of seeing that the grants placed at his disposal are disbursed in a proper manner and under due authority.*

### 10.3 Principles of Financial Propriety

#### 10.3.1 Every University employee incurring or sanctioning expenditure should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following:

- (a) Every employee is expected to exercise the same vigilance in respect of expenditure incurred from the University Account or other Funds controlled by the University as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
- (b) The expenditure should not be prima-facie more than the occasion demands.
- (c) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (d) Money should not be utilized for the benefit of a particular person or section of the community unless (i) the amount of expenditure involved is insignificant or (ii) a claim for the amount could be enforced in a Court of law (iii) the expenditure is in pursuance of a recognized policy or custom.

- (e) No authority should sanction any expenditure which is likely to involve at a later date expenditure beyond its own powers of sanction.
- (f) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not, on the whole, a source of profit to the recipients.

#### **10.4 Additional Guiding Principles**

**10.4.1** A HOD/DDO, while preparing a bill, should also ensure:

- (a) that special or general sanction of the competent authority exists;
- (b) that necessary funds to cover the charge exist, and that expenditure in anticipation of funds is incurred only in authorized cases;
- (c) that all charges incurred are drawn and paid at once, that money indisputably payable should not as far as possible be left unpaid, and that all inevitable payments are ascertained and liquidated at the earliest date;
- (d) that money actually paid is in no circumstances kept out of account a day longer than is absolutely necessary;
- (e) that no money is withdrawn unless it is required for immediate disbursement or has already been paid out of the permanent advance.

#### **10.5 Contingent Register to be Maintained**

- 10.5.1** (a) HOD/DDO shall maintain a Contingent **Budget Register** in **UAC Form 7/1**.  
 (b) The Standard Objects of Expenditure shall be noted in the columns of the Contingent Register alongwith provision made which will be entered in red ink.

#### **10.6 Posting of Contingent Register**

As soon as each payment is made, entries must be made in the Contingent Budget Register. The date of payment, the name of the payee, the number of sub-vouchers, its classification and the amount may be entered in the proper columns.

#### **10.7 Payment out of Permanent Advance (Imprest)**

- 10.7.1** (a) HOD/DDO may keep with him, if necessary, a suitable permanent advance.  
 (b) When payment is to be made from a permanent advance, a payment order shall be made by him on the Sub-Voucher relating to the charge by means of rubber stamp in **UAC Form 7/2**, the amount of the payment and the classification of the charge being inserted in ink.  
 (c) When a payment order has been made, the amount of the charge shall be paid to the payee whose receipt shall at once be taken. The Sub-Voucher shall then be stamped with a rubber stamp in **UAC Form 7/3** and details of the expenditure shall be noted in the Contingent **Budget Register (UAC Form 7/1)**.

#### **10.8 Recoupment of Permanent Advance**

**When the balance of Permanent Advance is running low, the total of the expenditure incurred out of Permanent Advance shall be posted in Contingent Budget Register (UAC Form 7/1) and a contingent bill for recoupment shall be prepared in UAC Form 7/4, duly classified with reference to the Budget Head concerned. This bill, supported by relevant sub-vouchers, shall be put up to the HOD/DDO, who, after verifying the total from Contingent Budget Register and classification, shall sign the bill, which shall then be forwarded for pre-audit. On receipt of a cheque in payment of the bill, the number and date of the cheque shall be noted against the amount in the Contingent Budget Register.**

## **10.9 Procedure in Case of Permanent Advance Held by Employees Who are not HODs.**

When a permanent advance is given to an employee who is not declared as a HOD, he shall also maintain Contingent Budget Register in **UAC Form 7/1** in accordance with the Rules prescribed in this Chapter, but it will not be necessary for him to keep a Cash Book in **UAC Form 3/5**. When the permanent advance is to be recouped, the **expenditure out of permanent advance shall be totaled, total of the expenditure shall be posted in Contingent Budget Register, a contingent bill shall be prepared in UAC Form 7/4 and put up to the HOD concerned for his signature, and then it shall be forwarded for pre-audit.**

## **10.10 Direct Payment to Suppliers etc.**

When money is to be withdrawn for direct payment to a supplier or a person who has incurred expenditure or who is to incur expenditure, entries shall be appropriately made in the Contingent **Budget Register (UAC Form 7/1)**, a **contingent bill shall be prepared and got pre-audited in the same manner as a bill for recoupment of permanent advance.** Before making such entries in the Contingent **Budget Register**, the expenditure incurred out of the permanent advance shall be totaled and carried forward if the recoupment of the permanent advance is pre-mature. The cheques issued in favour of suppliers etc. shall be crossed.

## **10.11 Expenditure by Book Transfer**

If any expenditure is debited to the allotment placed at the disposal of a HOD by the Finance Officer by means of book transfer, necessary entries shall be made in the relevant columns of the Contingent Budget Register in red ink giving reference to the transfer entry order.

## **10.12 Purchase Through a Centralised Agency**

- 10.12.1** (a) As a partial exception to the procedure laid down in this Chapter, if purchases are made by a Centralized Agency of the University for the use of more than one Department and debits are to be passed on to those Departments, it shall not be necessary for the Centralized Agency to note the allotment in the Contingent Budget Register. **However**, the Contingent **Budget Register** shall, nevertheless, be maintained **by the Depts./Offices.**
- (b) When purchases are made by a Centralized Agency of the University for the exclusive use of various Departments, the bills and sub-vouchers, after proper authentication, shall be passed on to the concerned Department for direct payment to the suppliers observing the formalities prescribed in this Chapter.
- (c) In case of purchases made for the use of more than one Department, the expenditure incurred by the Centralised Agency of the University shall be classified according to its nature under "Asstt. Registrar (P & S) Suspense Purchases" which shall be cleared in accordance with the procedure laid down in these Rules.

## **10.13 Drawl of Temporary Advance and Adjustment**

In case, a temporary advance is drawn for a specified purpose under the orders of the competent authority, an entry shall also be made in the Register of Clearance of Advances in **UAC Form 7/5**. It will be the duty of the HOD/DDO to ensure that account is rendered as early as possible and unspent balance, if any, refunded immediately after the occasion/finalization of the purchase etc. for which the temporary advance was drawn. The adjustment account shall be got audited from the Internal Audit/Joint Director, Local Audit as the case may be. All advances should be got adjusted within a month of their drawl.

## **10.14 Stock Entries to be Made**

In all cases where consumable, perishable or durable articles are purchased, entries in appropriate Stock, Property or Instrument Registers, as prescribed in these Rules, shall be made before the payment is made or an advance is adjusted or recouped. Transfer of articles from one Office to another shall be done through a Delivery Challan in **UAC Form 7/6**. The Delivery Challan will be prepared in triplicate by the Officer transferring the articles. One copy of the Delivery Challan will be retained in the Office transferring the articles and acknowledgement of the person receiving the articles will be obtained on the spot. Two copies of this Challan alongwith articles will be sent to the Officer to whom the articles are being transferred. The Officer to whom the articles are transferred will acknowledge the same and return the original copy of the Delivery Challan to the Officer transferring the articles, after showing Stock entries to the Audit, within a month positively.

## **10.15 Control over Recurring Payments**

In case of recurring charges paid out of contingencies e.g. rents of hired buildings, electricity bills, continuing variable labour etc., the payments shall be recorded in a section of the Establishment Check Register (**UAC Form 6/5**) as a precaution against admission of duplicate claims.

## **10.16 Register of Permanent Advances, Revolving Funds & Permanent Securities**

- 10.16.1** (a) All Permanent Advances and Revolving Funds given to the University Departments/Offices and Permanent Securities deposited with the State Electricity Board or other Agencies, except temporary securities for temporary connections which are to be drawn on temporary advance bills and entries recorded in Temporary Advance Register, shall be accounted for in a Register of Permanent Advances, Revolving Funds and Permanent Securities in **UAC Form 7/7** to be maintained by the Finance Office. When HOD/DDO has drawn a Permanent Advance, keep a Revolving Fund or deposit permanent security under proper sanction, he shall process the bill like other contingent bills, but before putting up the bill for pre-audit, he shall cause an entry to be made in the Register of Permanent Securities (**UAC Form 7/7**) maintained by the Finance Office. On 1st April each year, all HODs/DDOs shall send to the Finance Office a list of the Permanent Advances/Revolving Funds and Permanent Securities accountable by them.
- (b) A separate Register will, however, also be maintained by the individual Department concerned in **UAC Form 7/7** so as to keep the record of Permanent Advances/Revolving Funds and Permanent Securities as also to watch the recoveries of interest on the permanent securities, as may be admissible and refund of the securities on maturity thereof.
- (c) Before putting up the bill for such Permanent Advances/Revolving Funds/Permanent Securities for pre-audit, an entry to this effect will also be made by the Head of Department/DDO in this Register.

## **10.17 Temporary Security**

- 10.17.1** (a) Definition :

Temporary Security which includes earnest money also, means some token amount got deposited from the persons/parties, who enter into contract/agreement/auctions /bids/tenders and other business transactions with the University in one form or the other, for execution of work/supply or purchase of materials etc. as a safeguard/guarantee towards the discharge of their commitments.

(b) Mode and Manner of Deposit

All the details of such security/earnest money deposits other than those pertaining to the Engineering Unit, on their receipt in the shape of Cash/Bank Draft (but not cheques), Deposit at Call Receipts of Scheduled Banks, National Defence Certificates, Defence Certificates, National Savings Certificates and Post Office Saving Bank Pass Books duly hypothecated in favour of the Registrar shall be recorded in **UAC Form 7/8**. Earnest Money/Security received in cash prior to the date fixed for opening of tenders/quotations/auctions etc. should be brought to account in the Cash Book and returned as per Rule 10.17.1 (d) (i) below.

(c) Classification for Accounting

- (i) The Heads of Departments/Offices shall deposit the amount of such Security/Earnest Money Deposits received in the form of Cash/Bank Drafts in the Current Account of the University under the classification "Temporary Security/Earnest Money Deposits" so that it may not affect the University budget. Such transactions shall be treated as neither income nor expenditure at the time of finalization of Grant Utilization Certificate.
- (ii) Such deposits shall be shown in the income statement by showing "Temporary Security" under the column 'Nature of Receipt' in **UAC Form 7/8**.

(d) Procedure for Refund

Procedure for refund will be as under:

- (i) Deposits in the shape of Cash or Bank Drafts of all the parties concerned (successful/unsuccessful), shall be refunded after due pre-audit unless returned on the day the tenders/quotations are opened, auctions/bids etc. held.
- (ii) Deposits in the shape of hypothecated documents in respect of successful tenderers/bidders/parties etc. shall have to be refunded only after pre-audit.
- (iii) However, deposits of unsuccessful parties in the shape of hypothecated documents will be returned by the HOD/DDO without pre-audit, but against acknowledgement in the prescribed Register.
- (iv) In case where earnest money is adjusted towards security, the fact should be specifically mentioned in the Register maintained in **UAC Form 7/8** and the entries got ticked from the Audit.
- (v) Such deposits will be refunded in accordance with the terms and conditions settled with the parties. However, such deposits will lapse after three years after the due date of refund and with the prior consultation of the concerned HOD/DDO. Such lapsed deposits will be treated as University income. In case, such lapsed deposits are credited to the University income and later on, on investigation by the Finance Officer, are to be refunded, the amount on this account will then be debited to the miscellaneous income correspondingly.

(e) Annual Return and Reconciliation

At the end of each financial year and latest by 15th April each, the Head of Department/Office/DDO shall send details of unrefunded temporary securities (referred to in Rule 10.17.1 (c) above, to the Finance Officer who will have the same reconciled with reference to classified abstract which will be maintained in a separate bound Register to make it permanent record.

## CHAPTER - 11

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### EXAMINATION EXPENDITURE

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#### 11.1 Procedure for Incurring Expenditure on Examination Work

All the bills relating to Examinations **shall be first** prepared and checked by the concerned Examination Branch, and thereafter these **will be sent** to the **concerned Finance Branch** for scrutiny. After scrutiny/checking by the **concerned** Branch, the bills shall be sent to the Internal **Audit/Joint Director (Local Audit)** as the case may be for pre-audit. The **payment of bills** cleared by the Audit **shall** be released.

#### 11.2 Nature of Payments Required to be Made

11.2.1 Payments pertaining to examinations broadly fall under the following categories:

- (a) Printing of question papers and secrecy work.
- (b) Remuneration to Paper Setters.
- (c) Remuneration to Examiners and Sub-Examiners for evaluation work.
- (d) Remuneration to Examiners for oral examinations.
- (e) Remuneration to Supervisory staff i.e. Superintendents, Deputy Superintendents, Assistant Superintendents and Supervisors.
- (f) Contingent expenditure incurred by the Supervisory staff, Paper Setters and Examiners including expenditure on Class IV assistance.
- (g) Travelling Allowance to Examiners, Supervisory Staff, officials of the Registrar Office etc. in connection with work related to examinations.
- (h) Payment to Lab Staff.
- (i) Payment of Taxi Charges/TA/DA/Honorarium to Convener and Members of the Flying Squad.
- (j) Payment to scrutineers and other staff for coding/decoding of Answer Books.

#### 11.3 TA Claims

The claims for Travelling Allowance of the University employees put on official duty in connection with examinations shall be verified by the Controller of Examinations or any Officer authorized **by him** and shall be processed in the manner laid down in **Rule 9.11 & 9.12**.

#### 11.4 Expenditure on Secrecy Work

- 11.4.1 (a) Expenditure on the following payments related to examinations shall be considered as secrecy payments.
- (i) Payment to the printers for printing of question papers.
  - (ii) Payment to the translators in case Hindi version of the question papers is not received from the Paper Setter.
  - (iii) Payment @ Rs. 100/- per question paper irrespective of number of copies/pages/subject to the officials who attend the typing of question papers work under the entire responsibility and supervision of Asstt. Registrar (A)/C.P.A. in case of emergency or when the number of question papers required is very less.

- (iv) Payment of paper setting, evaluation and revaluation to the Paper Setters/Examiners.
- (v) Payment of TA bills to the officials attending to secrecy work.
- (b) (i) For meeting expenditure on items listed above, the Controller of Examinations may draw temporary advance from time to time which shall be dealt with in a manner prescribed in **Rule 10.13**. However, for the purpose of adjustment, it will not be necessary to furnish details and a certificate furnished by the Controller of Examinations will be deemed sufficient.
- (ii) The Controller of Examinations shall, however, keep detailed subsidiary accounts of such payments. These accounts shall not be auditable by the Joint Director (Local Audit), but may be audited by the Finance Office once a year.
- (iii) TA bills of the officials attending to secrecy work shall, however, be audited by the Finance Office or his representative.

## 11.5 Other Payments

**11.5.1** All payments other than those referred to in Rules 11.3 and 11.4 arising out of conduct of examinations, as and when made by the Controller of Examinations, shall be entered in the Register of Examination Expenditure in **UAC Form 8/1** and the procedure **described hereunder** shall be **followed** :

- (a) Payment to the Examiner(s) which includes contingent expenditure shall be made either in cash or by Bank Draft or by Money Order (Bank Charges if any or Money Order charges will be borne by University) as soon as the assignment is completed and submitted. **Claims for payment to the concerned to be made by the Controller of Examinations or any officer authorized by him after due scrutiny shall be preferred in UAC Form 8/2.**
- (b) In case, there is a supplementary claim on account of admission of disallowed items, omissions or any other reasons, it shall be carefully investigated and if admitted, entered in the appropriate cage of the Register of Examination Expenditure in **UAC Form 8/1** with suitable details.

## 11.6 Rates of remuneration for examination related works

**The rates of remuneration for examination related jobs shall be as under :**

S.No.	Categories of Examinations/ Staff put on Duty	Remuneration rates
<b>1. Remuneration for Paper Setting – Theory</b>		
i.	BA/B.Sc./B.Com (General & Hons. Vocational)/ B.Ed./ B.Sc. (Home Science)/ D.P.Ed. and other similar UG Exams. including OT/MIL and all Diploma Courses Exams.	Rs. 600/-
ii.	All Certificate Courses	Rs. 500/-
iii.	M.A./M.Sc./M.Com/ M.Ed/ MBA/MTM/MCA/ MBE /M.Phil/MFC/M.Sc.(Home Science)/ M.P.Ed. (Annual/Semester & Degree Courses Exams/ P.G. Diploma/ Post B.Sc. Diploma Courses	Rs. 800/-

iv.	B.Tech/B.E. (including Chem.)/ Engg./ LL.B./ B.Sc. (Nursing)/ M.Sc. (Nursing)/ B.Lib. Sc./ B. Mass Communication/ MBBS/BAMS/ BHMS/ B. Pharmacy/BDS/ B.Ph.T/ BBA and other Bachelor's level Professional Exams.	Rs. 800/-
v.	M. Tech/M.Arch (Engg.)/M.Lib.Sc/LL.M./ .Ph.T/ M. Pharma./ Mass Communication and other Master's Degree level Professional Exams.	Rs. 800/-
vi	For setting of question papers (having Multiple Choice Type Questions)	Rs. 50/- per question + Rs. 20/- per question for translation in Hindi, if required.
vii	For moderation of Question Bank	Rs. 20/- per question + Rs. 10/- per question for translation in Hindi, if required.
<b>2. Remuneration for Evaluation – Theory</b>		
i.	B.A/B.Sc./B.Com/Part-I, II, III	Rs. 12/- per answer book subject to a minimum of Rs. 100/- (Question paper wise)
ii.	Certificate course exam.	-do-
iii.	B.Lib. I.Sc./B. Mass Communication & all other Bachelor's Level Professional exams..	-do-
iv.	B.Tech./B.E. (including Chem. Engg)/ other Bachelor's level Professional Examinations	-do-
v.	BDS/B.Sc. (Nursing)/M.Sc. (Nursing)/B.Ph.T./ MBBS/B.Pharmacy/BAMS/MDS/MD/MS	Rs. 20/- per answer book subject to a minimum of Rs. 200/-
vi.	M.A./M.Sc./M.Com./M.P.Ed/ M.Ed./M.Ed. (Spl. Edu.)/ MCA/MBA/ MTM/MFC/ M.Sc. (Home Science)/ LL.M./PG Diploma Courses and other Master's Degree Examinations.	Rs. 15/- per answer book subject to a minimum of Rs. 100/- (Question paper wise)
vii.	M.Phil./M.Tech (Engg.)/M.E./ (including Chem. Engg)/ M.Lib. I.Sc/M.Tech/Pre-Ph.D.	Rs. 20/- per answer book subject to a minimum of Rs. 100/-
<b>3. Remuneration for Re-evaluation - Theory</b>		
i.	All Undergraduate Exams. including Professional Exams.	Rs. 12/- per answer book subject to a minimum of Rs. 100/-
ii.	All Postgraduate Exams. including Professional Exams.	Rs. 15/- per answer book subject to a minimum of Rs. 100/-
Note: - Persons committing 5% mistakes shall be penalised at the rate of Rs. 5/- per mistake. Persons Committing more than 5% mistake shall be disqualified for the job.		

<b>4. Remuneration for Spot Evaluation</b>		
i.	Coordinator	Rs. 250/- per day
ii.	Asstt. Coordinator	Not applicable
iii.	Clerk only	Rs. 150/- per day
iv.	Peon/other Class IV employee	Rs. 75/- per day
v.	Sweeper (1 only)	Rs. 75/- per day
vi.	Contingent expenditure (stationery etc.) for UG examinations	Rs. 500/- (lump sum)
vii.	Contingent expenditure (stationery etc.) for supplementary UG examinations	Rs. 200/- (lump sum)
<b>5. Remuneration for Supervising Secrecy Work in the Secrecy Branch</b>		
i.	Co-ordinator	Rs. 250/- per day
<b>6. Remuneration for paper setting – Practicals</b>		
i.	B.A./B.Sc./B.Com/D.S.P./ B.Sc. (Home Science)/ B.P.Ed/B.Ed/ B.Ed. (Spl. Edu.)/ and other Undergraduate Courses	Rs. 100/- for the first Question Paper if it is set in advance only, and Rs. 70/- for setting each subsequent paper  <b>Note:- No payment is to be made if question paper is set on the spot.</b>
ii.	M.A./M.Sc./M.Sc. (Home (Science) M.Ed. M.Tech. and other Master degree courses	Rs. 135/- per Question Paper
iii.	B.Lib.I. Sc./All Diploma Courses	Rs. 110/- for Setting first question paper; Rs. 70/- for each subsequent Paper
iv.	B. Pharmacy	Rs. 110/- per question paper
v.	Certificate Course in Indian or Foreign Languages	Rs. 80/- for first question paper; Rs. 45/- for each subsequent paper
<b>7. Remuneration for Evaluation – Practicals</b>		
i.	B.A./B.Sc./B.Com/D.S.P./ B.Sc. (Home Science)/B.P.Ed/B.Ed/ B.Ed. (Spl. Edu.)/ and other Undergraduate Courses	Rs. 5/- per candidate per session subject to a minimum of Rs. 80/-
ii.	M.A./M.Sc./M.Sc. (Home (Science) M.Ed/ M.Tech. and other Master Degree Courses	Rs. 8/- per candidate subject to minimum of Rs. 90/-
iii.	M.Phil. Examination	Rs. 8/- per candidate subject to minimum of Rs. 90/-

iv.	B.Lib.I. Sc./All Diploma Course Examinations	Rs. 6.50/- per candidate per session subject to minimum of Rs. 80/-
v.	B. Pharmacy	Rs. 6.50/- per candidate per session subject to a minimum of Rs. 80/-
vi.	B.A.M.S.	Rs. 6.50/- per candidate per session subject to a minimum of Rs. 80/-
vii.	B.D.S. and other Bachelor Degree Professional Courses	Rs. 6.50 per candidate per examiner subject to minimum of Rs. 50/- to Internal and Rs. 100/-to External Examiner (Applicable to Oral/ Practical clinical examination only;  Rs. 9/- per candidate per examiner subject to minimum of Rs. 50/- to Internal and Rs. 100/- to External (Applicable to both clinical/practical and oral examination.
viii.	B.E/B.Tech.  <u>Practical Exams.</u> a. Major Project  b. Minor Project  c. Other Projects	Rs. 13/- per candidate subject to a minimum of Rs. 135/-  Rs. 9/- per candidate subject to a minimum of Rs. 135/-  Rs. 6.50/- per candidate subject to a minimum of Rs. 80/-
ix.	Certificate Course in Indian or Foreign Languages	Rs. 2.50 per candidate subject to a minimum of Rs. 35/-  Note : Rs. 16/- shall be paid for dictation.
x.	Certificate Course in Music (Vocal & Instrumental) and all other certificate courses	Rs. 2.50 per candidate subject to a minimum of Rs. 35/-
xi.	M.B.B.S.	Rs. 9/- per candidate per Examiner subject to a minimum of Rs. 50/- to Internal and Rs. 100/- to External examiner (Applicable to both clinical/practical and oral exams.).

<b>8. Remuneration for Supervisory Duties/other Expenditure for Conducting Entrance Examinations</b>		
i..	Superintendent-in-Chief (One in an Institution)	Rs. 500/- (for one Centre); Rs. 250/- (for each additional Centre)
ii.	Observer	Rs. 500/-
iii.	Centre Superintendent	Rs. 500/- each Centre
iv.	University Asstt. Co-ordinator/ Dy. Centre Supdt./Security Officer <sup>#</sup>	Rs. 300/-
v.	Invigilator/ Asstt. Supdt./ Driver	Rs. 250/-
vi.	Centre Clerk	Rs. 250/-
<sup>1</sup> vii.	Daftri (One)	Rs. 190/-
<sup>1</sup> viii.	Chowkidar/Security Man*	Rs. 190/- each
<sup>1</sup> ix.	Waterman (Two)	Rs. 190/- each
<sup>1</sup> x.	Sweeper (One)	Rs. 190/-
xi.	Contingency	Rs. 150/- per Centre (This includes the charges of arranging/shifting of seats, typing of seating plan, wax, thread and needles etc.)
xii.	Refreshment	Rs. 10/- per Member (for all members including Policemen on duty)
<sup>#</sup> 2 Security Officers in an Examination <sup>*</sup> 4 Security men in one building in the Univ. Campus only		
<b>9. Remuneration to Lab Staff – Practical Examinations – UG/Engg./Professional Courses Examinations</b>		
i..	Tech. Asstt/ Sr. Lab. Asstt./ Sr. Tech. Asstt./ Jr. Tech./Gr.-I/Jr. Tech. Gr-II/Jr. Tech. Asstt./ Store Keeper/Computer Operator/Technician-C/ Technician-D/Key Punch Operator	Rs. 40/- per Session
ii.	Jr. Tech. Asstt./Jr. Tech. Gr.-III/ Lab. Asstt./ Technician-A/ Technician-B	Rs. 40/- per Session
iii.	Gas man/Mechanic/ Instrument Maker/Lab Assistant	Rs. 40/- per Session
iv.	Lab Attendant/ Plant Collector	Rs. 30/- per Session
v.	Game Boy/Ground Man	Rs. 30/- per Session
<hr/> 1. Approved by the E.C. vide Reso. No. 61 dt. 18.09.2013.		

Vi	Lab Cleaner/Sweeper	Rs. 30/- per Session
vi.	Lab Cleaner/Sweeper	Rs. 25/- per Session
<p>Note: The Technical/Lab Staff (Undergraduate Classes) will be paid remuneration at double the rates for performing practical examination duties during vacations, holidays and Sundays.</p>		
<p><b>10. Remuneration to Lab Staff – Practical Examinations – PG</b></p>		
i.	Tech. Asstt/ Sr. Lab. Asstt./ Sr. Tech. Asstt./ Jr. Tech./Gr.-I/Jr. Tech. Gr-II/Jr. Tech. Asstt./ Store Keeper/Computer Operator/Technician-C/ Technician-D/Key Punch Operator	Rs. 60/- per Session
ii.	Jr. Tech. Asstt./Jr. Tech. Gr.-III /Lab.Asstt./ Technician-A/ Technician-B	Rs. 50/- per Session
iii.	Gas man/Mechanic/ Instrument maker/Lab Assistant	Rs. 40/- per Session
iv.	Lab Attendant/ Plant Collector	Rs. 40/- per Session
v.	Game Boy/Ground Man	Rs. 30/- per Session
<p>Note: The Technical/Lab Staff (Postgraduate Classes) will be paid remuneration at double the rates for performing practical examination duties during vacations, holidays and Sundays.</p>		
<p><b>11. Remuneration to Staff –Regular courses examinations</b></p>		
i.	Convener of Flying Squad/Observer Member	Rs.135/- per Session Rs.135/- per Session
ii.	Centre Supdt.	Rs.125/- per Session (one Session for opening and one Session for winding up the Examination Centre)
iii.	Dy. Centre Supdt.	Rs.100/- per Session
iv.	Asstt. Centre Supdt.	Rs.90/- per Session
vi.	Centre Clerk	Rs.85/- per Session (one Session for opening and one Session for winding up the Examination Centre)
<sup>1</sup> vi.	Service Staff: a) Daftri b) Waterman c) Sweeper d) Security Man/Chowkidar	Rs.110/- per session Rs.110/- per session Rs.110/- per session Rs.110/- per session
<p><b>Note:</b> Teachers of Teaching Departments and affiliated Colleges and supporting staff of the University and its affiliated Colleges shall be paid remuneration at double the rates for performing examination duties during vacations/holidays/ Sundays in M.D. University, Rohtak.</p>		
<p>1. Approved by the E.C. vide Reso. No. 61 dt. 18.09.2013.</p>		

vii.	Miscellaneous. Items: a) Typing of Plans  b) Arrangements of Seats/ Furniture	Rs.15/- upto 100 candidates; Rs.30/- upto 250 candidates; and Rs.35/- above 250 candidates  25 paise per candidate subject to a minimum of Rs.25/- per Centre
viii.	Local Conveyance	Rs. 20/- per day
<b>12. Remuneration to Paper Setters/ Moderators - MD/MS/PG Diploma /MDS/ MPT/ B. Pharma./ Engg./L.L.B./ M.B.A./ B.Ed./ M.Ed. &amp; any other Entrance Examination to be added by the Controller of Examinations</b>		
i.	Setting of Question Bank with Answer-key	Rs. 50/- per question + Rs. 20/- per question for translation, if any
ii.	Moderation of Question Bank to set final question paper and to prepare the Answer-key	Rs. 20/- per question + Rs. 10/- per question for translation, if any
<b>13. Remuneration to Paper Setters/Moderators - MA/M.Sc./M. Cm./LL.M./ M.Phil./URS &amp; any other Departmental Entrance Examination to be added by the Controller of Examinations.</b>		
i.	Setting of Question Paper with Answer-key	Rs. 50/- per question + Rs. 20/- per question for translation, if any
<b>14. Remuneration to Nodal Centres' Staff for Delivery of Question Papers/Collection of Bundles of Answer Books</b>		
i.	Chief Coordinator (Principal / Director)	Rs. 250/- per day (Supdt-in-Chief and Chief Coordinator will also be entitled for both payments wherever applicable)
ii.	Asstt. Coordinator and the teachers deputed for delivery of question papers	Rs. 250/-
iii.	Clerk (2)	At par with Centre Clerk i.e. Rs.85/- per Session (one Session for opening and one Session for winding up the Examination Centre)
iv.	Peon/Chowkidar (2)	At par with Centre staff i.e. Rs.50/- per Session
v.	Contingency charges	Rs. 1000/-

<b>15. Contingent Expenditure in Practical Examinations</b>		
i.	Chemistry Practical Exam. a) B.Sc. Part-I b) B.Sc. Part-II and Part-III	Rs. 2.50 per candidate Rs. 7.50 per candidate
ii.	Botany Practical Exam. i. B.Sc. Part-I ii. B.Sc. Part-II and III	Re. 1/- per candidate Rs. 2/- per candidate  Note:- To be shared equally between the Head of the Institution and the Practical examiners concerned.
iii.	Physics Practical Exam. a) B.Sc. Part-1 b) B.Sc Parts II and III	Rs. 0.60 per candidate Rs. 1.25 per candidate
iv.	Zoology Practical Exam. A. 1. B.Sc. Part-I/II/III  B. Where Rabbits are used for Practical, the actual cost shall be met by the University on production of valid receipts.	Rs. 4.00 per candidate
v.	Geography Practical Exam. a) B.A. Part-I b) B.A. Part-II/III (Pass & Hons.)	Rs. 0.75 per candidate Rs. 1.00 per candidate
vi.	Home Science Practical Exam. a) B.A./B.Sc. Part-I b) B.A./B.Sc. Part-II/III	Rs. 4.00 per candidate (combined for papers A & B) Rs. 5 per candidate (combined for papers A & B)
<b>16. Remuneration to Chairpersons/ Members of the Unfair Means Committee and Subject Experts for Unfair Means Reports</b>		
i.	Chairpersons of the Unfair Means Committee	Rs. 350/- per day.
ii.	Members of Unfair Means Committee	Rs. 250/- per day.
iii.	Subject Experts	Rs. 7/- per answer book subject to a minimum of Rs. 30/-
<b>17. Rates of evaluation of Thesis/Dissertation/project Reports etc. &amp; conduct of viva voce</b>		
i.	Ph.D.	Rs. 1500/ - for evaluation of thesis + Rs. 750/- for viva per candidate.

ii.	M.E./M. Tech. Dissertation/ LL.M./ M.Phil.	Dissertation + Viva Rs. 400/- per candidate
iii.	MBA/M.Ed./ P.G. Diploma in Translation, P.G. Diploma in Labour Law, M.A. Term Paper, P.G. Diploma in Computer Science & Applications, Ad. Management/ Pharmaceutical Marketing/ HRM/ M.Sc.(CS)/MFC & Similar Exams./ MCA/M.Com.	Rs. 60/- for dissertation Rs. 20/- for viva per candidate to each examiner with a minimum of Rs. 300/- where the viva is held separately. For internal examiner Rs. 40/- per candidate.
iv	Training/ Project Report Evaluation & Viva in U.G. Classes	Rs. 30/- for evaluation Rs. 10/- for viva per candidate subject to a minimum of Rs. 300/-.
v	Workshop U.G. Classes	Rs. 20/- per candidate. Minimum Rs. 300/-
vi	Workshop P.G. Classes	Rs. 30/- per candidate. Minimum Rs. 500/-
vii	Comprehensive viva voce for U.G. Classes	Rs. 20/- per candidate. Minimum Rs. 300/-
viii	Comprehensive viva voce for P.G. Classes	Rs. 30/- per candidate. Minimum Rs. 300/-
<b>18. Remuneration for other Examination related Works</b>		
i	Joint paper setting	The amount payable shall be divided equally between the papers setters/examiners.
ii	Contingent charges for sending paper by post	The paper setter who send their question papers by post shall be paid Rs. 50/- as contingency charges plus actual postage charges. In case, the receipt for postal charges is not attached, minimum postal charges will be paid.
iii	Hindi translation	Rs. 100/- per question paper will be paid in addition to the remuneration for paper setting.
iv	Remuneration to moderator	Rs. 8/- per answer book subject to a minimum of Rs. 100/-
v	Handling of dissertation/project report/ summer training report/job training reports, etc.	Rs. 0.60 per dissertation /project report/ summer training reports/job training reports, etc, each to both persons in the set.
vi	Degree writing	Rs. 12/- per degree with title of thesis and Rs. 8/- per degree for other degrees.
<sup>1</sup> vii	Delivery of Answer Books packets from the local colleges to the Secrecy Branch of the University/Collection Centres	Rs. 40/- per session

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1. Approved by the E.C. vide Reso. No. 61 dt. 18.09.2013.

## CHAPTER - 12

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### STORE PURCHASE REGULATIONS

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The regulations given in this Chapter shall be applicable to the purchase of store articles :

#### 12.1 Definition of Goods

The definition 'goods' includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipments, industrial plant, etc., purchased or otherwise acquired for the use of Institute but excludes books, publications, periodicals, etc. for a library.

#### 12.2 Functions of the Store Purchase Office/Central Purchase Committee.

Store Purchase Office/Central Purchase Committee shall be responsible for purchase of store items covered by the "Definition of Goods" and will perform other duties as may be assigned by the Vice-Chancellor w.r.r.t. stores.

#### 12.3 Constitution of the Central Purchase Committee.

There shall be a Central Purchase Committee for purchase of Store Items. The Committee shall have a Chairman, six Members and a Member-Secretary. The Chairman shall be nominated from amongst the Deans/ Directors/ HODs/Professors/University Librarian/ Registrar/ any other Officer of equivalent rank, five Members from amongst the Deans/ Directors/HODs/Professors/ Univ. Librarian/ Registrar/any other Officer of equivalent rank & Finance Officer. The Asstt. Registrar (Purchases & Stores) shall act as Member-Secretary. Thus the composition of the Central Purchase Committee shall be as under :

- i. Dean/Director/HOD/Professor/Registrar/University Librarian/  
any other Officer of Equivalent rank - Chairman
- ii. Deans/Directors/HODs/Professors/Registrar/University Librarian  
/Associate Professor/any other Officer of equivalent rank - 5 Members
- iii. Finance Officer/Rep. not below the rank of Supdt. - Member
- iv. Asstt. Registrar (P & S ) - M. Secretary

The Vice-Chancellor shall be the competent authority to nominate the Chairman, Members and the Member-Secretary, and shall have the power to constitute an Adhoc Purchase Committee for specific purchases, if there is an urgency.

#### 12.4 Quorum for the Meeting.

Presence of at least 50% Members other than the Chairman will form the quorum for holding the CPC Meetings.

#### 12.5 Frequency of Meetings.

The Central Purchase Committee shall meet on 10<sup>th</sup> day of each month preferably at 3 p.m. If 10<sup>th</sup> day happens to be a holiday, the meeting shall be held on the next working day. If the need be, the Committee may meet more than once in a month.

#### 12.6 Tenure of the Central Purchase Committee.

Tenure of the Central Purchase Committee shall normally be one year. The Vice-Chancellor, if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure year by year. The Member Secretary shall submit the proposal in the first week of April to the Vice-Chancellor for constitution of the new Committee or retention of the existing Committee.

## **12.7 Stock Assessment and Collection of Requirements.**

### **i. Stock Assessment.**

Timely anticipation of requirements, estimation of demand, purchase and maintenance of adequate stock for a reasonable period are the necessary elements required to be built in the purchase system. Over-stocking and the associated loss owing to depreciation or deterioration in quality in stock must be avoided. Demands of Teaching Depts. Should be first discussed in the Departmental Committee before the proposal for purchase is submitted.

### **ii. Collection of Requirements.**

The Asstt. Registrar (P&S) shall, therefore, issue circulars to collect requirements from all the Departments/Offices in the month of April, consolidate the requirements of common items, and take necessary actions for effecting purchases or finalizing rate contracts well in time to avoid hardships to the Depts./Offices or last minute rush for purchases. The HODs/Controlling Officers, in consultation with the Departmental Committee, shall send the demands within the time frame failing which they will be responsible for delay in purchases or lapse of funds.

The indenting Depts./Offices shall submit their requirements with detailed specifications and addresses of manufacturers/distributors/dealers to the AR (S&P) in the prescribed form (**UAC Form 9/1**).

The Central Purchase Committee shall be competent to effect purchases either by itself or through Sub-Committees. The Representative of the Indenting Dept. may invariably but not necessarily, be associated with purchase as a matter of general policy.

## **12.8 Opening of Quotations/Tenders.**

The Quotations/Tenders shall be opened by the Committee entrusted with the responsibility to effect the purchase. This Committee may also authorize a Sub-Committee to open the quotations if deemed proper. **The Officers opening Quotations/Tenders shall not only append their signatures with date on the quotations and envelopes, but shall also encircle the over-writings/cuttings and shall attest the same with their signatures and by re-writing the relevant portion. Comparative statement giving details including overhead charges shall be drawn and got signed by the members.**

## **12.9 Inspection of the Material.**

The material shall be inspected by the Sub-Committee entrusted with the responsibility to purchase. The Inspection Committee shall record the following Certificates on the Invoice:

### **Certificate to be recorded if installation is not required**

“Certified that the material has been inspected and found as per specifications given in the order”.

or

### **Certificate to be recorded if installation is required**

“Certified that the material has been inspected and installed. The specifications and the quantity of the material are same as given in the order and installation is satisfactory”.

## **12.10 Sanction for Incurring Expenditure.**

The HOD/Controlling Officer shall obtain administrative approval and financial sanction of the competent authority to incur expenditure against the approved budget allocation as defined in “Delegation of Financial Powers”, **and shall invariably use UAC Form 9/1 for obtaining financial sanction of the competent authority. The same proforma will be**

sent to the AR (P&S) for processing the case for purchase.

### **12.11 Stock Entry.**

The Departments/Offices shall take all the items - purchased or received in gratis – on stock in the Stock Registers. Consumable articles shall be entered in the Consumable Stock Register (UAC Form 9/2), while articles of permanent nature shall be entered in Permanent Stock Register (UAC Form 9/3). The details such as name of the article, quantity, specifications, serial no. of the equipment, cost, bill no., date of purchase etc. shall be entered in the stock registers.

### **12.12 Drawal of Temporary Advances for Purchase of Store Items**

- i. The Finance Officer shall be competent to sanction temporary advances.
- ii. The advance shall be drawn after obtaining administrative approval and financial sanction of the competent authority for the purchase of the item (s). It shall be utilized within a month from the date of its drawal. In case the advance is not utilized within the stipulated period, it shall be deposited in the University account unless the sanction of the competent authority has been obtained to retain it beyond this period.
- iii. That advance will be utilized only for the purpose for which it is drawn.
- iv. The unspent amount of advance shall be deposited in the University account immediately after the transaction has been completed, but in no case later than seven days from the date of the last payment made.
- v. The accounts of the advance drawn shall be submitted for adjustment soon after the date of the last payment and will be got adjusted within 15 days from the date of last payment. The Officer/Official who has drawn the advance shall be personally responsible for its timely adjustment. An advance drawn for the purpose of opening of Letter of Credit in the Bank for making advance payment for import of material shall be got adjusted within one month from the date of receipt of such material in the University.
- vi. Ordinarily, not more than three temporary advances will be sanctioned until the advances already drawn have been got adjusted. The Finance Officer may, however, sanction two additional temporary advance (s) considering the special circumstances of the given case. The limit of advances in the case of Purchase Branch/Store Purchase Office shall not exceed ten. The approval of V.C. may be obtained if the no. of advances exceeds the prescribed limits. However the Vice-Chancellor shall be competent to modify this Rule.

### **12.13 Centrally Stored Items**

Some items will be required by all the Depts./Offices. It would be economical to purchase these items in bulk and maintain their stores in the Central Stores of the University. The list of such items is given below :

- i. All types of office stationery items including computer stationery such as paper, U clips, paper pins, etc.
- ii. Household spraying chemicals i.e. mosquito and fly repellents.
- iii. Soaps, detergents and other cleaning material, disinfectants such as Dettol.
- iv. Phenyl, Naphthalene balls and other deodorants.
- v. Cleaning material and Ultramarine (Neel).
- vi. Brooms, Bamboos etc.
- vii. Locks.

- viii. Hessian Cloth
- ix. Foot mats.
- x. Household plastic wares such as bucket.
- xi. Glass tumblers, tea sets, trays, etc.
- xii. Torches and Cells.

The Central Stores shall ensure the availability of all these items in abundance. The Depts./Offices shall borrow/purchase these items from the Central Stores. However they may purchase these Items from the market after obtaining NA from Central Stores. The Central Purchase Committee may add other items to or delete from the list of central stores with the approval of the Vice-Chancellor.

#### **12.14 Inspection of Central Stores and Departmental Stores.**

The Central Stores shall be inspected annually by a Committee of two Officers not below the rank of Dy. Superintendent constituted by the Store & Purchase Office with the approval of Finance Officer while the Departmental/ Office Stores shall be inspected annually by a Committee of two Officers/Officials of the Department/Office to be constituted by the HOD/Controlling Officer. The inspection reports indicating shortages/losses, surpluses, thefts, etc. shall be submitted to the Finance Officer for information and necessary action, if any.

#### **12.15 Annual Rate Contracts for Items Required by Several Depts./Offices**

Annual rate contracts shall be finalized in respect of such items as are frequently needed by the Depts./Offices. The Central Purchase Committee shall be competent to finalize the Annual Rate Contracts for such items as listed below:

- i. Laboratory chemicals and culture media (imported and indigenous).
- ii. Lab Glasswares including moulded items, glass blowing apparatus, glass distillation apparatus, cover slips/Class slides.
- iii. Lab plasticwares.
- iv. Batteries (Industrial as well as non-industrial).
- v. Filter papers (imported and indigenous).
- vi. Balances of all types including electronic balances.
- vii. Computer accessories, computer stationary including refilling of cartridges.

The Depts./Offices shall purchase these items from the appointed suppliers on the rates and terms and conditions approved by CPC without reference to the AR (P&S)/CPC.

#### **12.16 Purchase of Non-Centralized Items.**

All the non-centralized items i.e. the items other than the centrally stored items listed under Clause 12.13 shall be purchased by CPC on case to case basis by inviting quotations/tenders.

#### **12.17 Cycle of Rate Contracts.**

The cycle of Rate contracts shall, as far as possible, be for a period of one year from first day of October to the last day of September. However this cycle may change depending upon the circumstances. The CPC shall ensure that all rate contracts are in position one month before the expiry date of the existing rate contracts. All the rate contracts, finalized by the CPC, shall be circulated amongst the Depts. after verification by the Audit.

## **12.18 Transparency, Competitiveness, Fairness and Elimination of Arbitrariness in Purchases.**

The following criteria shall be followed to maintain transparency, competitiveness, fairness and eliminate arbitrariness in purchases :

- i. At least 15 (fifteen) days clear notice excluding the dates of dispatch and receipt shall be given for filing of quotations/tenders.
- ii. Quotation/Tender documents shall be self-contained and comprehensive, and full specifications/details of the goods shall be clearly spelt out without any ambiguity.
- iii. All the Quotations/Tender Notices shall be sent to the prospective suppliers/for publication in the newspaper(s) Under Postal Certificate/Registered Cover.
- iv. The dates of opening the Quotations shall be announced in the Quotation/Tender Notices.
- v. The bids should be opened in public, and authorized Reps. of the bidders shall be permitted to attend the bid opening, if they want to be present.
- vi. A Quotation/Tender Register shall be maintained in the format as per Annexure-15. As soon as a quotation/tender is received, its entry shall be made in the said Register as well as in the Diary Register of the Store Purchase Office/Department/other Office. At the time of opening, the date and time of opening of the quotation/tender should also be recorded by the Quotation/Tender Opening Committee.
- vii. All the rate contracts shall be posted on University's website after approval of CPC and verification by Audit.

## **12.19 Payments.**

As far as possible, all purchases shall be made on credit/bill basis. However payments may be made against delivery after satisfactory installation and inspection report where the supplier do not agree to make supply on credit. To ensure that the firm do not hesitate from supplying the material on bill basis, and to enlist their full cooperation and earn good will, the payment of all bills shall be made within the stipulated period failing which interest at Fixed Deposit Rates of State Bank of India shall be realized from the officer/official responsible for delay in payment and paid to the Supplier.

## **12.20 Govt. Levies**

The benefit of concessional Sales Tax, wherever available, may be availed off by issuing necessary concessional Sales Tax Certificate. Purchase shall not be made from any firm/supplier not possessing Sales Tax Number.

## **12.21 Exemption from Custom Duty/Excise Duty/Octroi.**

The University is exempted from Custom Duty/Excise Duty/Octroi. Hence the Departments/Offices shall issue Custom Duty/Excise Duty/Octroi Exemption Certificates (**UAC Forms 9/5 & 9/8**) to the supplier duly countersigned by the Registrar, M.D. University to shall avail of these benefits. Instructions to this effect shall be given while inviting quotations/tenders and placing supply order.

## **12.22 Submission of Information Regarding Custom/ Excise Duty Exemption by the Dept./Offices.**

Custom/Excise Duty Exemption reports are required to be submitted to the Dept. of Science and Technology, Govt. of India every six months failing which this facility is liable to be withdrawn. As such, the Dept./Office concerned shall submit the half-yearly Custom/Excise Duty Exemption reports to the A.R. (P & S) strictly as per **UAC Form 9/6**

& 9/9 failing which the Dept./Office shall be responsible for any delay for further transmission of the reports to quarter concerned. The A.R. (P &S) shall pass on the reports to the Dept. of Science and Technology, Govt. of India.

### **12.23 Requirement of Three Quotations/ Tenders.**

- a. Purchase on the basis of three quotations/tenders.

As a matter of general rule, there should be minimum three quotations/tenders. Every effort may be made to purchase the item (s) on the basis of lowest quotation. If it is not possible to make the purchase on the basis of lowest quotation, and the purchase is proposed to be made on a single quotation or lower of the two or on higher rates, approval of the Vice-Chancellor shall be obtained by recording reasons in writing.

- b. Purchase on the basis of less than three quotations/tenders.

The purchase may be effected on the basis of a single quotation/tender with the approval of the Vice-Chancellor under the following circumstances:

- i. If there are less than three quotations against the tender floated in the newspapers or NIQ floated amongst the prospective suppliers.
- ii. If the Item to be purchased is a proprietary item, and is available from the manufacturer only and not from any other source. A “proprietary certificate” and a certificate that “they market the item directly” shall be obtained from the manufacturer.
- iii. If the Item to be purchased is available from the sole distributor across the country, a certificate to that extent shall be obtained from the manufacturer.

The purchasing Dept./Office/Sub Committee/ CPC shall satisfy itself in this connection, and shall record a certificate to that extent.

### **12.24 Purchase of Items Without Calling Quotations (Emergent Purchases upto Rs. 3000/-).**

- i. The HODs/Directors of Institutes/Registrar/ Librarian/ COE /Finance Officer/P.I./ University Engineer (Xen)/DSW/Director of Sports/Sr. Medical Officer/ Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank shall be competent to purchase any item costing upto Rs.3000/- without calling quotation subject to “Non-Availability Certificate” from the Central Stores for the centrally stored items listed under Clause 12.13 only. No NA would be necessary for non-centralized items.
- ii. Annual monetary limit for all purchases made by the HODs/Directors of Institutes/ Librarian/Registrar/COE/Finance Officer/ University Engineer (Xen)/DSW/Director of Sports/other Officers of equivalent rank without calling quotations shall be Rs.50,000/-.
- iii. Annual monetary limit for all purchases made by the Sr. Medical Officer/ Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank without calling quotations shall be Rs.30,000/-.
- iv. Annual monetary limit for all emergent purchases for centrally stored items for the Store Purchase Office shall be Rs. 50,000/-.
- v. All Offices/Departments shall maintain a Limit Register. All purchases made without calling quotations shall be entered in this Register. The entries shall be verified by the Audit while passing the bills.
- vi. No NA would be necessary for the Outstations (ILMS, Gurgaon & PGRC, Rewari) for emergent purchases. However Heads of the Outstations will justify the

emergency for purchase. The Outstations will submit monthly report of the purchases made without quotations to the Store Purchase Office by the 1<sup>st</sup> week of every month, after making entry in the Limit Register.

### **12.25 Purchase of Items upto Rs. 10000/- Through the Department/ Office Purchase Committees**

- i. The HODs/Directors of Institutes/ Registrar/ Librarian/ COE/ Finance Officer/P.I./ University Engineer(Xen)/DSW/Director of Sports/other equivalent Officers shall be competent to purchase any item costing upto Rs.10,000/- on lowest quotation basis by inviting three quotations through Department/Office Purchase Committees to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to “Non-Availability Certificate” from the Central Stores for the centrally stored items listed under Clause 12.13 only. No NA would be necessary for non-centralized items.
- ii. Sr. Medical Officer/ Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank shall be competent to purchase any item costing upto Rs.5000/- on lowest quotation basis by inviting three quotations through Department Purchase Committees to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to “Non-Availability Certificate” from the Central Stores for the centrally stored items listed under Clause 12.13 only. No NA would be necessary for non-centralized items.
- iii. Annual monetary limit for all purchases made by the HODs/Directors of Institutes/ Librarian/Registrar/COE/Finance Officer/ University Engineer/DSW/ Director of Sports/other Officers of equivalent rank through the Department Purchase Committees quotations shall be Rs.50,000/-.
- iv. Annual monetary limit for all purchases made by the Sr. Medical Officer/ Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank through the Department Purchase Committees quotations shall be Rs.30,000/-.
- v. All Offices/Departments shall maintain a Limit Register. All purchases made through the DPC shall be entered in this Register. The entries shall be verified by the Audit while passing the bills.
- vi. No NA would be necessary for the Outstations (ILMS, Gurgaon & PGRC, Rewari) for emergent purchases. However Heads of the Outstations will justify the emergency for purchase. The Outstations will submit monthly report of the purchases made without quotations to the Store Purchase Office by the 1<sup>st</sup> week of every month, after making entry in the Limit Register.

### **<sup>1</sup>12.26 Purchase of Items Costing More Than Rs. 10000/-**

- (i) All items costing more than Rs.10,000/- and upto Rs.50,000/- shall normally be purchased by inviting quotations from minimum 3 firms after seeking approval from the Registrar.  
Provided that in case of emergency, spot purchases may be allowed by the Vice-Chancellor through Adhoc Committee(s) of 2-3 persons.
- (ii) Items costing more than Rs.50,000/- shall be purchased through the Central Purchase Committee.

### **12.27 Brand Selection.**

- a. Brand Selection of common Laboratory Equipments/ Instruments/Chemicals/ Glasswares/ Plasticwares.

The following Committee shall decide the brands of the above items :

- i. HOD, Chemistry : Chairman
- ii. HOD, Microbiology/Rep. not below the Assoc. Prof. : Member
- iii. HOD, Pharmacy/Rep not below the Assoc. Prof. : Member

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<sup>1</sup> Approved by the E.C. vide Reso. No. 49 dt. 18.09.2013.

- iv. HOD, Physics/ Rep not below the Assoc. Prof. : Member
- iv. A.R. ((P&S)/Rep. not below Dy. Supdt. : Convenor

AR (P & S) shall convene the meeting of the Brand Selection Committee in April/May to finalize the brands of items listed above.

- b. Brand Selection of Computers, Peripherals, UPSs including batteries, Softwares, computer stationery (CDs/DVDs, pen drives, cartridges, hard discs, drives, paper stationery for computers, etc.), Audio-visual aids, Cameras, etc.

The following Committee shall decide the brands of the above items :

- i. Chairman, CPC : Chairman
- ii Director, Computer Centre : Member
- iii. Head, Computer Science : Member
- iv. A.R. (P & S)/Rep. not below Dy. Supdt. : Convener

AR (P&S) shall convene the meeting of the Brand Selection Committee in April/May to finalize the brands of items listed above.

### **12.28 Purchase of Branded Equipments/ Machinery/ Other Items on Quality Basis.**

As far as possible, the tendency on the part of user Departments/Offices to recommend a single brand/make of equipment should be discouraged. In case, the Departments, for the purpose of research, need only a specific make of certain equipment, there should be clear recommendations of the HOD to this effect. In such cases, quotations should be invited from the manufacturers as well as authorized distributors/dealers/stockists. If the manufacturers insist upon supplying the material directly or through specific authorized dealer, the matter may be dealt with accordingly. In all such cases, a certificate must be obtained from the supplier that “the rates charged and other terms and conditions are not inferior to those offered to other Govt./Semi-Govt. Institutions/ Organizations/ Departments”. In other cases, the quotations should be floated amongst manufacturers and authorized distributors/dealers on the basis of complete specifications to be given by the HOD/Office concerned. Even after the receipt of quotations, if the concerned HOD/Office finds, on going through the catalogue, that a certain device/technology already in use in the University or elsewhere or some other feature of certain brand of equipment is preferred on the basis of use or any other reasons to be recorded in writing, it would be permissible to purchase such equipment on quality basis after recording the reasons in black and white. The Purchase Committee concerned may decide such cases on merits when, for reasons to be recorded in writing, the quotations are not to be invited again. If the brand decided by the Committee is available from a particular manufacturer, and is not marketed through Agents/dealers/ distributors, then the single quotation submitted by the manufacturer shall be treated as final and equivalent to three quotations. In case of items such as vehicles (tractors, cars, buses etc.) which are available from a single authorized dealer, the single quotation shall be treated as final and equivalent to three quotations. If, however, the brand is marketed through more than one agent/dealer/distributor, then the normal purchase procedure shall be followed.

### **12.29 Purchase of Items under DGS&D (Central Govt.) and DS&D (Haryana Govt.) Rate Contracts.**

The A.R. (P & S)/Departments/Offices shall collect information regarding the items available on DGS&D/DS&D (Haryana) rates and circulate the same among the Depts./Offices. While it will be the endeavour of the Store Purchase Office to make use of such rate contracts, it would not be necessary for the University to purchase all the goods on DGS&D/DS&D rates. Only such items as approved by CPC for purchase on DGS&D/DS&D rates will be purchased on DGS&D/DS&D rates. The user Depts. shall forward their demands for the items - under DGS&D/DS&D rates - to the A.R.

(P & S), who will place orders for the same subject to confirmation by the respective user Departments/Offices. The Outstations (ILMS, Gurgaon and PGRC, Rewari) shall be competent to purchase goods under DGS&D/DS&D rate contracts at their own without referring the cases to the Store Purchase Office/Central Purchase Committee. A copy of the supply order, placed by the Outstations for the items purchased under DGS&D/DS&D rate contracts, shall be endorsed to the Store Purchase Office.

### **12.30 Purchase from Govt. Organizations/ Public Sector Undertakings/Autonomous Bodies.**

The Depts./Offices shall be competent to purchase equipments and other Items from various Govt./Semi-Govt./Public Sector Undertakings/ Autonomous Bodies such as Cooperatives Stores, Khandi Bhandar, HAFED, etc. without reference to the Store Purchase Office/CPC at their rates subject to the condition that such Organizations/Undertakings would give a certificate to the effect that “lower rates and better terms & conditions have not been offered to any other Govt./Semi-Govt./Public Sector Undertakings/ Autonomous Bodies. There shall be no need to invite quotations for purchases from Govt./Public Sector Undertakings/ Autonomous Bodies manufacturers/suppliers. If the items are not available with these manufacturers/suppliers, then the purchase shall be made by following normal purchase procedure.

### **12.31 Purchase of Engineering Materials.**

All Engg. material such as electrical items, public health materials, civil works materials, etc. except those items covered under Clause 12.13, shall be purchased by the Engg. Cell/Unit of the University without any reference to CPC..

### **12.32 Purchase of Sports Materials**

The Directorate of Sports shall send the requirements for the sports material along with quantity, specifications, address of the manufacturers/authorized dealers and other necessary information to the Asstt. Registrar (P&S). The Asstt. Registrar (P &S) shall invite quotations, prepare the comparative statement of rates and other terms and conditions, and place the same before the following Sports Materials Purchase Committee for further action:

- |      |   |            |
|------|---|------------|
| i.   | Director (Sports)                             | : Chairman |
| ii.  | Finance Officer/Rep. not below Supdt.         | : Member   |
| iii. | Dean, Students Welfare/Rep.not below Class-II | : Member   |
| iv.  | AR (P & S)/Rep. not below Dy. Supdt.          | : Convener |

The Sports Materials Purchase Committee may recommend the purchase on the basis of quotations or may ask the manufacturers/dealers to display the material and then recommend the purchase. This Committee will also be competent to negotiate the rates received against the quotations. The AR (P&S) shall place the recommendations of the Committee before CPC for approval and place the order directing the supplier to supply the material directly to the Director, Sports who will be responsible for the receipt, inspection and stock entry of the material, audit before payment, final payment, etc.

### **12.33 Purchase of Medicines.**

The Sr. Medical Officer/Resident Medical Officer shall decide the brands of medicines and submit the requirements to AR (P&S), who will place the Agenda before CPC for further necessary action such as constitution of a Committee for purchase of items or approval of CPC for rates already invited by the AR (P&S). Normally the following Committee shall purchase the medicines:

- i. Sr. Medical Officer
- ii. Rep. of HOD, Pharmaceutical Sciences
- iii. Finance Officer/Rep. not below Dy. Supdt.
- iv. AR (P & S)/Rep. not below Dy. Supdt.

The SMO will coordinate the purchase subject to store purchase procedure/regulations.

### **12.34 Printing of Books, Brochures, Pamphlets, Booklets, and Other Printing-Related Jobs (Scanning, Planning and Designing).**

The University has its own Press for printing of books, brochures, pamphlets, booklets, calendars etc. As far as possible, the printing work shall be got done from the University Press irrespective of whether the funds for printing have been made available out of University budget or the funds received from any outside Agency. This Rule will, however, not be applicable in respect of Examination Question Papers and similar work, being of emergent and secret nature. However if the University Press is not in a position to execute any requisite job due to any reason to be recorded in writing, the said printing job may be got done from the open market after following the procedure of quotations, etc. with specific prior administrative approval of the Vice-Chancellor through the following Committee :

- i. Controlling Officer, University Press
- ii. Finance Officer/Rep. not below Dy. Supdt.
- iii. Press Manager

The HOD/Rep. not below Asstt. Professor concerned may be associated if the printing job pertains to any Dept./Office. The above Committee may also decide the rate contract for scanning, planning and designing for coloured printing as these are highly specialized jobs for which facilities do not normally exist in University Presses.

The Press Manager will coordinate the work of the Committee.

### **12.35 Hiring of Specialized Services.**

The Depts./Offices, after obtaining financial sanction from the competent authority, shall send their demands for the hiring of specialized/professional services like computer training, photography, coaching for civil services, communication skills development for the university employees/students, etc. to the AR (P&S)). While sending the demand, the Dept./Office shall offer comments regarding services of the firm provided during the last service contract period, if any. The AR (P & S) shall place the Agenda before CPC for further necessary action such as constitution of a Sub-Committee, obtain recommendations of a Sub-Committee, place the recommendations before for Central Purchase Committee for approval, and convey the same to the Dept./Office concerned.

### **12.36 Purchase Through Spot Purchase Committees (Ad hoc Committees).**

The CPC shall be competent to constitute Spot Purchase Committees for making spot purchases from local or outside markets for Centralized (centrally stored items) as well as Non-Centralized items.

#### **A. Circumstances for forming Spot Purchase Committees.**

Spot Purchase Committees shall be constituted under the following circumstances:

- i. When the purchase is so urgent that regular purchase procedure cannot be followed.
- ii. When the purchase has not been made earlier through regular purchase procedure and the addresses of the firms are not available.

- iii. When the specifications of the items needed, are such that these have to be explained personally to the firms concerned and the quality of the material is to be inspected on the spot.
  - iv. When the response to NIQ floated by Store Purchase Office is poor.
- B. Constitution of the Spot Purchase Committees.
- The constitution of the Spot Purchase Committees shall normally be as under :
- i. HOD concerned/Rep. not below Class-I
  - ii. Finance Officer/Rep. not below Dy. Supdt.
  - iii. One Member to be nominated by the CPC.
- C. Requirement of Quotations Needed for Spot Purchases.
- As a matter of general rule, there should be minimum three quotations before a spot purchase is made. However, subject to a maximum limit of Rs. 5000/- for each item at a time, the Spot Purchase Committee would be competent to make purchases even when the requisite number of quotations cannot be obtained. This power would be exercised by the Spot Purchase Committee when the material is needed urgently and the Committee is satisfied that the rates are reasonable. When any firm offers the lowest rates, but does not want to give quotations, the Spot Purchase Committees would be competent to make purchases, without insisting for written quotation, from the firm, and the Committee would record a certificate that the purchase has been made at the lowest market rates.

### **12.37 Repeat Orders.**

The following rules shall govern the placement of repeat orders:

- i. Repeat Order would mean the order by the same Dept./Office, who made the purchase initially.
- ii. Repeat order, if required, shall be placed within a period of three months from the date of order of first purchase.
- iii. The quantity of the repeat order shall not exceed the quantity equal to the quantity of the initial order. CPC, after ensuring the reasonableness of the rates, shall be competent to relax the provisions of this Clause.
- iv. Repeat orders shall be placed by the AR (P&S).
- v. Reasonableness of rates shall be ensured by the purchasing Dept./Office, and a certificate : “The price (s) of the good (s) has/have not reduced after the initial Order”, shall be obtained from the supplier.
- vi. No repeat order shall be placed on the basis of spot purchase.

### **12.38 Constitution of Spot Purchase Committees by the Chairman, CPC for Emergent Purchases.**

The Chairman, CPC shall be competent to constitute a Committee to effect the purchase for any emergent purchase in anticipation of the approval of CPC. All such cases shall be placed before CPC for ratification in the meeting scheduled immediately after the receipt of case, complete in all respects, in the Office of AR (P&S) from the Dept./Office concerned. Such emergent purchases shall be made within 15 days from the date of constitution of the Committee.

### **12.39 Maintenance of the Equipments Including Computer Hardware and Softwares.**

It is desirable to cover the costly equipment under service contracts. Whenever a Dept./Office sends demand to the AR (P & S) for the purchase of equipments, it must

indicate specifically whether extra accessories, spare parts and after-sale service contract would be required.

- a. Service Contract with Govt./Semi-Govt./ Public Sector Undertakings/ Institutions.  
Where service contracts are to be made with Govt./Semi-Govt./Public Sector Undertakings/ Autonomous Bodies, the Dept./Office concerned shall be competent to enter into service contracts with such Undertakings/Bodies without referring the matter to the AR (P&S)/CPC. However, the Dept./Office shall obtain a certificate from such Undertakings/Bodies that service contract rates and other terms and conditions offered to MDU are not inferior to those offered to any other Govt./Semi-Govt./Public Sector Undertaking/ Body.
- b. Service contract with Private Sector Undertakings/ Institutions/other firms.  
The Dept./Office shall send their demands to the AR (P&S)/CPC for service contracts with Private Sector Undertakings/Institutions/other firms after ensuring that funds are available for this purpose. The Dept./Office will record a certificate of availability of funds and offer comments regarding services of the firm provided during the last service contract period on the demand proforma. The AR (P & S) will process the case , obtain the approval of the Central Purchase Committee, and convey the same to the Dept./Office concerned. Order for AMC and payment thereof shall be made/placed by the Dept./Office concerned.
- c. Period of Service Contract.  
Ordinarily, the service contract shall be for a period of one year. If longer period, subject to a maximum of five years, brings substantial monetary benefits, then CPC shall be competent to enter into AMC for longer period. The AMC charges shall be paid on six monthly basis either as advance or post-service payment shall be made.

#### **12.40 Repair of Air-conditioning/ Refrigeration Equipments/Electrical Motors**

The repair of air-conditioning/refrigeration equipments and electrical motors shall be got done through the University Engineer (SE/Xen)/ Construction Branch. The Departments shall inform the Executive Engineer (Electrical) about the repairs to be got done who will depute his Rep. for the inspection of the equipment and arrange the repair Departmentally, wherever possible. If Departmental repair is not possible, the Executive Engineer (E) will get the equipment repaired from the market. If however, the University Engineer (SE/Xen)/Construction Branch issues NA, the Department concerned will get it done from the market. Repair to be got done by the Xen (E) or Department concerned shall be subject to monetary limits, repair from manufacturer/ authorized dealer and repair from sources other than manufacturer/authorized dealer as provided under Clause 12.41. The expenditure on repairs will, however, be borne by the Department concerned.

#### **12.41 Repair of the Scientific Instruments/ Equipments/ Apparatus/ Machinery/Vehicles (Excluding IT Products).**

- a. Repair of scientific instruments/equipments/ apparatus/ machinery from the Manufacturers/Authorized Dealers.

Within the following monetary limits, the repairs of the scientific instruments/equipments/ apparatus / machinery shall be got done by the Departments/Offices concerned from the respective manufacturers/authorized dealers without referring the case to the AR (P & S)/CPC subject to financial sanction of the competent authority.

Transport Officer = upto Rs. 10,000/-

Dean/Director/HOD/ Controlling Officer concerned = upto Rs. 10,000/-

Central Purchase Committee = Above Rs. 10,000/-

The above monetary limit shall include the cost of labour, spare parts, accessories etc.

- b. Repair of scientific instruments/equipments/ apparatus/ machinery from sources other than the Manufacturers/ Authorized Dealers.

Where the repair of scientific instruments/ equipments/apparatus is required to be got done from source other than manufacturer/authorized dealer, it shall be got done through the following Sub-Committee or a Committee to be constituted by the Vice-Chancellor :

- i. Dean/Director/HOD/Controlling Officer concerned/ Rep. not below Class-I
- ii. Finance Officer/Rep. not below Dy. Supdt.
- iii. AR (P&S)/Rep. not below Dy. Supdt.

The Dept./Office concerned shall coordinate the work.

- c. Repair of Vehicles (Cars, Buses, Jeeps, Tractors, etc.) including Spare Parts.

As far as possible, the vehicles shall be got repaired from the manufacturer/authorized dealer without referring the case to AR (P&S)/CPC. In case, the repair is to be got done from the source other than the manufacturer/authorized dealer, the same may be got done through the following Committee or a Committee to be constituted by the Vice-Chancellor.

- i. Dean/Director/HOD/Controlling Officer/ Rep. not below Class-I.
- ii. Transport Officer.
- iii. Finance Officer/ Rep. not below Dy. Supdt.

The Dept./Office concerned shall coordinate the work.

#### **12.42 Price List of Spare Parts.**

Whenever rate contract of spare parts is based on the price lists of the manufacturers, it is imperative to obtain the price list and verify the payment with reference to the same. However, in individual cases, the CPC may make an exception to this general principle. Where there are practical difficulties in obtaining price list along with up-to-date amendments thereto, from the manufacturer/their authorized dealer; a certificate shall be given by the supplier on the bill that the rates charged are according to the latest price list of the manufacturers. Such certificate by the supplier shall be attested by the purchasing Department and the Audit will accept the same as authentic and will not insist further for showing the price list. If such a certificate given by the supplier is found inconsistent with the price list of the manufacturer, the firm shall be liable to make the loss good and blacklisting or/and any other suitable action.

#### **12.43 Purchase from Manufacturers/ Sole Distributors/ Authorized Dealers/ Stockists.**

The purchase, as far as possible, shall be made from the manufacturers/sole (exclusive) distributors/authorized dealers/ stockists. The AR (P & S) shall maintain a list of the manufacturers/ sole distributors/authorized dealers/stockists. The exclusive/ authorized distributorship/dealership certificate, wherever required, shall be issued by the manufacturer, and not by the sole distributors/ authorized dealers/stockists.

#### **12.44 Updation of Mailing Lists of the Firms.**

The following procedure shall be adopted for up-dating the list:

- i. All the firms on DGS&D (Central Govt.) and DS&D (Haryana) rate contracts

would automatically be included in the mailing list for the Items concerned. AR (P & S) shall update the mailing lists from their websites from time to time.

- ii. All the firms, which have been granted BIS (earlier ISI) Standard would be included in the mailing list for the relevant items.
- iii. The new manufacturers/distributors/ dealers, who make applications to the AR (P & S) for enlistment, shall be asked to give their complete particulars as per Annexure-11. The manufacturers/distributors/dealers that have obtained sales tax number and income tax clearance certificate would be included in the mailing list for the items for which they are genuine suppliers. Before posting the firms on the mailing list, the AR (P & S) shall satisfy himself that the firm is the genuine supplier of the goods in question. The addition of new firms and deletion of the existing firms to/from the mailing list shall be made with the approval of the Central Purchase Committee.
- iv. The suppliers who do not respond to the NIQ for three times continuously may be brought to the notice of the Central Purchase Committee for deleting their names from the mailing lists until they make fresh request in this regard.

#### **12.45 Utilization of Funds Provided for Store Items.**

The Budget Estimates in majority of the Schemes are circulated by the Finance Office in the first week of April every year. It should, therefore, be the endeavour of all the Controlling Officers/HODs/Heads of Outstations to initiate the purchase cases immediately after the ticking of budget by the Audit. In any case, orders for all the store articles to be purchased out of funds earmarked in the Budget should be placed by 31<sup>st</sup> December. However following shall be exception to this general rule:

- i. Goods available in the Central Store/Engg, Unit Store/any other University store.
- ii. Goods on rate contract.
- iii. Goods available from the Govt./Semi-Govt./Public Sector Undertakings.
- iv. Goods for which budget is received in Dec. or later.

Relaxation to this rule shall be granted by the Vice-Chancellor.

#### **12.46 Prior Scrutiny of the Purchase Cases by the Audit.**

The following purchase cases shall be submitted to the Audit for prior scrutiny:

- i. All rate contracts approved by the Central Purchase Committee shall require prior Audit verification/scrutiny. Rate contract circulars shall be issued afterwards.
- ii. All individual purchase cases costing more than Rs.20,000/- shall require prior Audit verification/scrutiny.
- iii. Prior scrutiny/verification by Audit shall not be required in cases of purchases made through Spot Purchase Committees or goods of value less than Rs. 20,000/-.
- iv. Prior scrutiny/verification by Audit shall not be required in cases of purchases, not covered under (i) to (iii) above.
- v. Attested copy of Rates Verified/Seen by the Audit shall be circulated by the AR (P & S). This attested copy shall be accepted by the Audit for payment of bills/adjustment of advances etc.

#### **12.47 Import of Scientific Instruments/ Equipments and Chemicals.**

- i. Import of Equipments/Instruments :

The Dept./Office concerned shall submit the demand for the equipment/instrument to be imported to the AR (P & S)/CPC after ensuring that the instrument/equipment is not manufactured/assembled in India.

The A.R.(P & S)/Sub-Committee/CPC shall invite rates and other terms and conditions by floating Quotations/Tenders. The Quotation/Tender shall be evaluated by a Sub-Committee of CPC. As far as possible, payment shall be made by Letter Of Credit, if advance payment is required to be made. Other modes such as Sight Draft may be used only if it is found economical and more convenient.

ii. Terms and conditions.

The terms and conditions given in **UAC Form 9/14** shall be observed while inviting quotations/tenders for import of scientific instruments/equipments.

iii. Exemption from Custom Duty :

The University is exempted from Custom Duty. Hence the Depts./Offices shall place the orders directly to the manufacturers and issue the Custom Duty Exemption Certificate to the firm duly countersigned by the Registrar, MD University on the prescribed Proforma to avail of exemption from Custom Duty.

iv. Custom Clearance.

Consignments of foreign goods shall be got cleared from the Airport by the Dept./Office concerned immediately after the receipt of documents to avoid any demurrage

v. Import of Chemicals/Lab Products:

The University shall enter into rate contract with Indian Agent (s) for the imported chemicals/ lab products.

#### **12.48 Inviting Quotations/Tenders and Cost of Tender Document.**

- i. All the purchase of material and services (except in Clause 12.28 & 12.29) will be made through the normal purchase procedure.
- ii. Quotations/limited quotations would be invited for purchases upto Rs. 5.00 lakhs from reputed manufacturers/dealers.
- iii. Open tenders shall be invited by giving wide publicity in at least two Newspapers if the cost of the material exceeds Rs. 5.00 lakhs. The Press Tender Notice shall also be displayed on University's Website.
- iv. The cost of Tender Documents shall be as under:

Rs. 5 lacs to less than 10 lacs	= Rs. 500/-
Rs. 10 lacs to less than Rs. 20 lacs	= Rs.1000/-
Rs. 20 lacs to less than Rs. 50 lacs	= Rs.2000/-
Rs. 50 lacs to less than 1 00 lacs	= Rs.3000/-
Rs. 1 crore and above	=Rs. 4000/-

However, CPC shall be competent to relax the rules of Tender Notices depending upon the problems of purchase or emergency with the approval of Vice-Chancellor.

#### **12.49 Acceptance of Quotations.**

Quotations/Tenders should preferably be accepted by Registered Post/Courier Agency under sealed cover. The Suppliers should send quotations/tenders sufficiently well in time to ensure that the same reach the destination on or before the due date and time. The quotations/tenders received after the due date and time will be rejected irrespective of the postal delay or any other reason.

### **12.50 Earnest Money**

Earnest money @ 2% two per cent of the total cost of material/work at the quoted rates shall be insisted, which shall be refunded/released after satisfactory execution of supply order. Earnest Money shall be in the form of a Bank Draft drawn in favour of the Finance Officer, MDU Rohtak or Call at Deposit. However, in the interest of the University, the tenderers may be given an opportunity to deposit the Earnest Money even after the opening of tenders/quotations by the competent Authority in the following cases, namely :

- (i) The offer is technically valid and otherwise acceptable but for this or other minor deficiencies such tender fee or signing of schedule.
- (ii) The tenderer has referred to old deposit with relevant detail which is, however, not available as having been released in the meanwhile or is not free and the offer is otherwise technically valid and acceptable.
- (iii) The difference in rates between the two technically valid offers is considered to be substantial.

### **12.51 Penalty for Non-Execution of Order**

The Supplier/Contractor shall supply the material/execute the work within the time limit specified in the supply/contract order. The Asstt. Registrar (P & S), with the approval of CPC, may extend supply/work execution period, only in exceptional circumstances on written request of the Supplier/Contractor giving reasons/explaining circumstances due to which supply/work execution period could not be adhered to. In case, the material/work is not supplied/executed within the supply/work execution period, the Supplier/Contractor shall be liable to pay the University the compensation amount equal to 1% (one percent) of the cost of material/contract per day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply/work remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten per cent) of the total cost of material/contract. After the lapse of 15 days beyond the stipulated/extended period, it will be the discretion of the University to cancel the supply/work execution order at the risk and cost of the Supplier/Contractor. Besides, forfeiture of the Earnest Money, the University shall be at liberty to take such action as recovery of compensation to the extent of 10% of the amount of the supply/contract order, blacklisting, etc. An appeal against this penalty shall, however, lie with the Vice-Chancellor M.D. University, Rohtak whose decision shall be final.

### **12.52 Performance Guarantees/Other Securities.**

The Performance Security @ 5% of the cost of the item/contract shall be obtained from the successful bidder i.e. the bidder who has been awarded contract/supply order. The Performance Security shall remain valid for a period of sixty days beyond date of completion of contractual obligations of the supplier including warranty obligations. The Dept./Office holding Performance Security [in most of the cases AR (P & S)] shall invite comments from the user Dept./Office within the grace period of sixty days (referred to above) for releasing the Security. If no comments are received, Security Holder shall release the Security immediately, assuming that the user Dept./Office does not have any objection to its release. If any breach of contract or defect in the equipment/goods is brought to the notice of the Security Holder after the release of Security, the user Dept./Office shall be responsible for the loss which shall be made good from the pocket of the employee responsible for the loss. In case, the Security is required to be withheld, the supplier and the Bank in case of Bank Guarantee shall be informed well in time to avoid any legal implications/complications.

### 12.53 Cancellation of Orders.

The orders placed by the AR (P & S) on behalf of Indenting Depts./Offices shall be cancelled by the former on the recommendation of the latter. The orders placed by the Depts./Offices/ Committees without reference to the AR (P & S) shall be cancelled by the order placing authority.

### 12.54 Seminar on Purchase Procedure.

A copy of Purchase Procedure shall be circulated by the AR (P & S) amongst all the Deans/Directors/ HODs/Outstations/Offices for ready reference. The AR (P&S)/Chairman, CPC shall give a seminar on purchase procedure in the month of May every year to the Deans/Directors/Officers/ HODs/Officer I/C Stores/Store Keepers/Asstt. Registrars & equivalents/Supdts./Dy. Supdts./ Xens/SDEs/ JEs etc. to educate them about store purchase procedure.

### 12.55 Disposal of Old Obsolete I.T. Products/ Electronics Items/ Computer Media etc.

The old obsolete IT products/electronics items, computer media etc. may be disposed off according to the following guidelines (framed in compliance to the instructions circulated vide Letter No. 3/20/2000/3SIT/4375 dated 5.10.2007 of the Electronics and Information Technology Department, UO No.11/59/2007-5FDIII/1425 dated 30.7.2007 of the Finance Department and UO No.11/59/2007-5FDIII/1425 dated 15.3.2007 of the Supplies and Disposal Department).

1. As per Companies Act, there is a provision of 40% depreciation on IT products, 15.62% depreciation on Electronics items and 13.91% depreciation on Telecommunication and Electrical items. As per Income Tax Act (IT Act), there is a provision of 60% depreciation on IT products and 25% depreciation on Electronics items as well as Telecommunication & Electrical items. Accordingly, the depreciation details of various items are as under :

Category of Items	Depreciation per year as per Companies Act	Depreciation per year as per IT Act
IT products like Computers, Printers, Scanners, CD writers, Networking components etc.	40%	60%
Electronics Equipment Like Electronic watches, TVs, VCR, Electronic Training kits, Testing & Measuring Instruments etc.	15.62%	25%
Telecommunication products like Fax, EPABX, phones etc.	13.91%	25%
Electrical items CVT, Stabilizers, UPS (excluding SMF batteries as batteries are consumables) etc.	13.91%	25%

The reserve price of old stores shall be calculated as per Companies Act.

2. The IT products, which are lying in the stores of various University Departments/ Offices as junk, may be disposed off on highest offer by following the procedure mentioned at S.No. 4 even without calculating depreciated value, if these items were procured more than 8 years back. These items are as under :

S.No.	Item	Approx. Reserve Price (Rs.)
1.	PC with 8088 chipset with FDD (S) only with CGA monitor.	50.00
2.	PC-XT with CGA monitor	50.00
3.	PC-AT 286 with CGA monitor	50.00
4.	PC-AT 286 with VGA monitor	200.00
5.	PC-AT 386 with CGA monitor	50.00
6.	PC-AT 386 with VGA mono monitor	200.00
7.	PC-AT 386 with VGA colour monitor	300.00
8.	PC-AT 486 (PC & Server) with VGA with mono monitor	300.00
9.	PC-AT 486 (PC & Server) with VGA colour monitor	300.00
10.	Pentium MMX/Pentium (excluding P-II,P-III, & P-IV) with VGA Mono Monitor	300.00
11.	Pentium MMX/Pentium (excluding P-II, P-III & P-IV) with VGA colour monitor	400.00
12.	Magnetic Tape Drive	100.00
13.	VGA colour Monitor	100.00
14.	VGA Mono Monitor	50.00
15.	CGA Colour/Mono Monitor	25.00
16.	Computer media like defective Floppies & Tape media and used Toner & Ink Cartridges etc.	0.00

Reserve price of other items shall be calculated on the basis of depreciated amount before disposing off.

3. The approximate life of IT products has been decided to be 5 years, while that of electronics items, telecommunication products, training kit etc. approximately 7 years. The approximate life for CVT & stabilizers is fixed as 10 years. The approximate life for UPS systems is fixed as 6 years. Further, Laser Printers are now available with better speed having less running cost with 1 year/3 years warranty. The old laser printers may be replaced, in case price of the toner, drum to be replaced/repairs & estimated AMC cost are equivalent to new laser printer of equivalent or better specification or even upto the 80% cost than new laser printer. The rule for laser printers may also be adopted for other items of similar nature like scanner, photocopier, fax etc. In case, any product gives frequent problem before attaining its minimum recommended life or goes badly out of order and repair/maintenance cost is not economically viable or exceeds depreciated price) in both the cases, items may be disposed off at its depreciated value with the recommendation of Technical Committee constituted/to be constituted by the respective Department/Office having one technical expert from the University. Further, in case, any product is not used due to technological change, that product can also be disposed off or replaced by availing its depreciated value with the new product that can fulfill the requirement with the

recommendation of Technical Committee constituted/to be constituted by the respective Department/Office having at least one expert from the University.

4. The disposal of old items having reserve price upto Rs. 10,000/- may be done by inviting sealed quotations through official letters from at least 5 vendors of the field directly by the concerned Department/Office. For this purpose, at least three quotations should be obtained and sales order shall be awarded to the highest bidder. The disposal of old items having reserve price more than Rs. 10,000/- may be done by floating press tender notice in any national newspaper on the following terms & conditions :
  - a. The concerned Department/Office must ask for Earnest Money Deposit of Rs. 2000/- in form of Demand Draft payable in favour of the concerned HO, Department/Office. The EMD is refundable after expiry of empanelment period of one year.
  - b. To dispose off the store, quotations/offers may be invited from the vendors empanelled by HATRON/University from time to time. Fresh earnest money will be required @ 10% of the rates quoted by the tenderers (rounded off to Rs. 100/- or Rs. 500/- whichever is higher) in the shape of Demand Draft on any scheduled bank drawn in favour of the Registrar, M.D. University with each offer separately. The offer without Earnest Money may not be considered under any circumstances and offer may be rejected as being an invalid offer. No opportunity shall be given after opening of tenders to deposit Earnest Money under any circumstances.
  - c. The rates shall be quoted exclusive of Sales Tax & Surcharge on Sales Tax, if any. The Sales Tax & Surcharge as applicable will be paid extra by the vendor on the offered price of store to be lifted.
  - d. The rates, in each case, shall be quoted separately, itemwise unless otherwise specified.
  - e. Separate rates shall be quoted for each store/item. Tenders received for whole lot in lumpsum shall be straightway rejected, unless otherwise specified. In case, the tenderers want to offer amount over and above for the whole lot, they should divide extra amount proportionately against each store and specific rates for store should be quoted separately. These conditions are applicable only when item of stores are more than one.
  - f. Conditional tenders shall not be considered.
  - g. Offers shall be neatly typed or handwritten. There shall be no overwriting. Addition/alternation, if any, shall be attested by the tenderers.
  - h. Ten per cent Earnest Money deposited by the tenderers shall be adjusted towards security, and the successful tenderers shall have to deposit balance 90% payment alongwith Sales Tax and Surcharge, if any, within 15 days from the date of issue of acceptance/before receipt of store, failing which the Earnest Money deposited along with the offer shall stand forfeited.
  - i. Store charge @ 2% per week of the value of stores (Sales Order) shall be charged in the form of penalty, if the purchaser, fails to lift the material within the stipulated time, subject to the extension granted by concerned Department/Office on the merit of the case. After 3 weeks delay, concerned Department/Office shall be competent to dispose of the store by inviting fresh offers from the empanelled vendors.
  - j. The offer shall remain valid for acceptance for a period of 90 days from the date of opening of tenders.
  - k. The rates should be quoted both in words as well as in figures.
  - l. The tenderers shall have to lift the stores on "as it is where is" basis.

- m. The HOD concerned reserves the right to reject or accept any offer without assigning any reasons.
5. The old IT products/electronics items etc. may be offered to the staff of the Departments/Offices on the highest offer amongst the staff which should not be less than the reserve prices, only after completing minimum recommended life without going through the process of inviting offers from the empanelled vendors/press tender/limited quotations. The old items can also be donated to State/Central Govt. recognized Organizations after obtaining approval from the Head of the Department/Office. One employee shall be entitled to bid only for one complete computer system.
6. Purchase of software can be booked as one time office expenses. The old software can be upgraded into latest version by taking the benefit of old purchase, in case, scheme is available from the developer/principal party, otherwise latest software can be purchased and the value of the old software can be treated as Nil. The old software can be donated to the State/Central recognized Organizations.

### **12.56 Statutory Deduction of Income Tax at Source.**

Statutory deduction on account of Income Tax shall be made at source on the following payments and on other payments as required under Income Tax Act from time to time. The payments which are liable for deduction of Income Tax are as under :

- i. Any payment by way of rent under any lease, sub-lease, tenancy or any land or building exceeding Rs. 1,20,000/- in a financial year.
- ii. All types of contracts for carrying out work such as transport contract, service contract, labour contract, material contract etc.
- iii. On payments made for service rendered by Lawyers, Physicians, Surgeons, Engineers, Accountants, Consultants, etc., Income Tax shall be deducted at the rate prescribed by Govt. and approved by the Vice-Chancellor, if the payment exceeds Rs. 20,000/- in a financial year from time to time.

### **12.57 University Accounts Code (UAC) Forms.**

Fifteen proforma/formats, developed for the convenience of the Store Purchase Office/ Depts. /Offices., are provided in the University Accounts Code (**UAC Forms 9/ 1-15**). These may be used for obtaining administrative and financial sanction of the competent authority (**UAC Form 9/1**), for stock entry of consumable articles (**UAC Form 9/2**), for stock entry articles of permanent nature (**UAC Form 9/3**), for sending the Excise Duty Exemption Certificate to the AR (P & S) after countersignatures of Registrar (**UAC Form 9/4**), format for issuing Excise Duty Exemption Certificate (**UAC Form 9/5**), for sending the half-yearly information regarding Central Excise Duty (**UAC Form 9/6**), for sending the Custom Duty Exemption Certificate to the AR (P & S) after obtaining countersignatures of Registrar (**UAC Form 9/7**), for issuing Custom Duty Exemption Certificate (**UAC Form 9/8**), for sending the half-yearly information regarding Custom Duty (**UAC Form 9/9**), for registration of suppliers with the Store Purchase Office (**UAC Form 9/10**), for inviting offers/quotations for rate contract (**UAC Form 9/11**), for inviting quotations/tenders (**UAC Form 9/12**), for issuing supply order (**UAC Form 9/13**), for inviting quotations for importing items from abroad (**UAC Form 9/14**), and for recording of bids received from Bidders in the Quotation/Tender Register (**UAC Form 9/15**). The CPC may modify these forms as and when required.

## CHAPTER - 13

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# FELLOWSHIPS, SCHOLARSHIPS AND STIPENDS

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### 13.1 Categorization of Fellowships, Scholarships and Stipends

13.1.1 Fellowships, Scholarships and Stipends may be divided into two categories:

- (a) Those paid by the University from the University Account against funds provided in the sanctioned budget estimates. **These are called University Research Scholarships (URS).**
- (b) Those paid out of sums received from “other sources”, viz., other Governments; Union Govt. Agencies such as CSIR, UGC, ICAR, etc., Local Authorities such as Panchayat Samities, Municipalities, Zila Parishads; Autonomous Bodies; Foundations and other individuals, etc.

### 13.2 Payments to be Watched through Fellowships/ Scholarships/ Stipends Check Register

In the case of Fellowships, Scholarships and Stipends paid out of University Account, the names of Fellowship and Scholarship Holders and stipendiaries shall be noted in the Fellowship/Scholarship/Stipend Check Register in **UAC Form 10/1** giving a reference to orders of sanction and names of Schemes, showing in each case, the period for which the Fellowship, Scholarship or Stipend is tenable.

### 13.3 Drawl and Disbursement

- 13.3.1
- (a) At the end of each month where the payments are made every month, Bills for Fellowships, Scholarships and Stipends chargeable to different schemes shall be prepared by the Supdt. concerned in **Form UAC 10/2**. The certificates prescribed thereon shall be signed by the Dean/HOD/Director/other employee empowered in this behalf and bills forwarded to the Finance Office for issue of cheques after making entries in the Fellowship/Scholarship/Stipend Check Register in **UAC Form 10/1** and getting the same pre-audited in the normal way.
  - (b) If a Fellowship, Scholarship or Stipend is payable in respect of any portion of the month to a Fellowship/Scholarship Holder or a Stipendiary who, at the time of the preparation of the bill, has left the institution or is absent owing to illness or any other cause and is not likely to return before the end of the month in which the bill is paid, the amount of such Fellowship, Scholarship or Stipend, the period for which it is payable and the name shall be entered in red ink but excluded from the total of the bill. The amount to be withheld and may be paid subsequently on a separate bill in which reference shall be made to the bills from which amounts were withheld and necessary entries made in the Fellowship/Scholarship/Stipend Check Register in **UAC Form 10/1**.
  - (c) When the amount of a Fellowship/Scholarship/Stipend bill is received by the Finance Office, it shall be entered in the Cash-Book in **UAC Form 3/5(a)** and disbursed, taking acknowledgement on the office copies of the bills in **UAC Form 10/2**. The HOD may however, instead of asking for the entire amount of the bill in cash, request the Finance Office to prepare cheques individually in the names of Fellowship and Scholarship-Holders or Stipendiaries, in which case the amount shall not be brought to account in the Cash Book in **UAC Form 3/5(a)** of the HOD and cheques delivered against acknowledgements on the office copies of the Fellowship/Scholarship/Stipend bills.

- (d) If it is not possible to disburse the amount of any Fellowship/Scholarship/Stipend drawn in cash within the month, such amount shall be refunded by short drawal in the next Fellowship/Scholarship/Stipend bill drawn.

### **13.4 Cash Book and Bank Account for Fellowships/ Scholarships or Stipends Paid from Other Sources**

Each Dean/HOD/Director/other employee empowered in this behalf shall maintain a separate Current Account in the Bank in respect of amounts received from other sources. All Cheques received on this account shall be credited in the Current Account and accounted for in a Cash Book for Sundry Deposits in **UAC Form 10/3** in the Bank column. When a cheque is drawn in favour of the HOD/other employee empowered in this behalf on the basis of a pre-audited bill, it shall be entered in the Cheque register for disbursement.

### **13.5 Procedure in Respect of Fellowship, Scholarship or Stipend Paid from Other Sources**

- 13.5.1 (a) In the case of Fellowships, Scholarships and Stipends paid from sources other than University account, the names of the Fellowship holders, Scholarship holders and Stipendiaries shall be noted in the Fellowship/Scholarship/Stipend Check Register in **UAC Form 10/1** giving a reference to the orders of the sanction and names of the Schemes, showing in each case, the period for which the Fellowship, Scholarship or Stipend is tenable.
- (b) The amounts disbursed to Fellowship and Scholarship Holders/Stipendiaries, whether in cash or by cheque, shall be supported by acknowledgement on the copies of the Fellowship/Scholarship/Stipend bills which shall be pre-audited by the Internal Audit or Joint Director (Local Audit) but shall not be forwarded to the Finance Office for payment.

### **13.6 Procedure for the Institution of Gold and Other Medals**

- 13.6.1 (a) Where any individual, firm or institution etc. remits the amount for investment in fixed term deposit so as to earn adequate interest to afford cost of grant of approved Medal(s) therefrom to student(s), it should be invested in fixed term deposits with the appropriate Bank as approved by the authorities for such period as Vice-Chancellor may decide keeping in view the desire of the donor. The Registrar should take necessary action for the preparation of Medal and its award, to the candidate concerned. The Finance Office should also maintain account of receipt of interest on the investment in **UAC Form 10/4**.
- (b) The Bank concerned, where the amount stands invested, will be required to give credit of six-monthly interest. At the time of getting the Medal prepared by the Registrar/Finance Officer will arrange to withdraw the amount by raising temporary advance which should not exceed the yearly interest received on the investment.

## CHAPTER - 14

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# GENERAL PROVIDENT FUND

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### 14.1 Scope of the Chapter

This Chapter deals with the manner in which the accounts of the General Provident Fund constituted under the Act of the University are to be maintained for the benefit of the University employees.

### 14.2 Conditions of Service for Deduction

**14.2.1** Every person in permanent whole time service or a person appointed as a whole time employee for a period of not less than four years, shall as a condition of his service be required to subscribe to the Provident Fund. The Executive Council may allow, as a special case, any employee working on temporary, part time or officiating basis, to become a subscriber to the Fund. However, officials of the University holding tenure posts and entitled according to the conditions of their appointment to the benefit of the Contributory Provident Fund will be entitled to the University contribution even if they leave the service of University without completing the period of tenure.

**14.2.2** No employee of the University shall be entitled to the benefit of the Provident Fund whose service in the University entitles him to a Pension or on whose account the University contributes towards his pension or who has been appointed by the University on a consolidated salary or on special terms.

Provided that persons appointed in the University on probation or in any temporary capacity, in the regular time scale of the post concerned, if at a later stage confirmed after the expiry of at least one year of their continuous service, will be entitled to Contributory Provident Fund of the University from the date of appointment and on confirmation the University shall add its Contribution with retrospective effect.

Provided further that no person will be entitled beyond one year before the date of his confirmation and that no other person had been earning the University Contribution against that very post, during the same very period of one year.

**14.2.3** The Vice-Chancellor may, in case of a person appointed to a substantive post, permit the transfer to the Provident Fund of any money standing to his credit in any recognized Provident Fund to which he was a subscriber immediately before his appointment in the University and may with his consent, make such arrangement with the authority of that Provident Fund for the purpose of its transfer, whether in the form of cash or of securities or of both, as may be convenient.

### 14.3. Rate of Subscription

**14.3.1** The rate of subscription to the Fund shall be ten percent of the monthly salary calculated to the nearest whole rupee and the amount, thus calculated, shall be deducted from the monthly pay of the employee.

Provided that no subscription or contribution shall be made to the Provident Fund by an employee who is on leave without pay.

**Note:** *The word 'Salary' shall include the emoluments defined as 'Pay' in Clause 2.44(a) of Haryana Civil Service Rules, Volume-I, Part-I as under:-*

Pay means the amount drawn monthly by an employee as –

- (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in

an officiating capacity or to which he is entitled by reason of his position in a cadre; and

- (ii) overseas pay, special pay and personal pay; and
- (iii) any other emoluments which may be specially classed as pay by the competent authority. (Pay Band & Grade Pay)

Provided further that persons in University service who were not eligible to contribute towards University Provident Fund under Clauses (2) (i) and (ii) above shall be eligible to do so, to any extent towards Provident Fund but without the benefit of University's matching contribution.

Provided further that persons, already contributing under the relevant provisions, shall also be eligible to contribute additional amounts towards Provident Fund but without the benefit of the University's matching contribution.

**14.3.2** Every month, the University shall in the case of each employee contribute a sum equal to the amount subscribed to the Fund during that month not exceeding ten percent of the salary and place it to the credit of the subscriber.

#### **14.4 Rate of Interest**

Interest at the rate fixed for the purpose by the Executive Council from time to time shall be credited to each subscriber's account half yearly. The amount of interest will be calculated to the nearest whole rupee.

#### **14.5 Power of Executive Council**

The Executive Council may, from time to time, make rules consistent with the Statutes and with the provisions of the Provident Funds Act, 1925 **as amended from time to time**.

#### **14.6 Account Nos. of Subscribers**

An employee who is required or permitted to subscribe to the Fund shall send an application in **UAC Form 11/1** along with nomination form in **UAC Form 11/2**, as the case may be, in duplicate, to the Finance Office for the allotment of the permanent number to him. This number shall always be referred to in all transactions or correspondence relating to the account of the subscriber.

#### **14.7 Ledger and Liability Accounts of Subscriber**

**14.7.1** The accounts of individual subscribers shall always be in whole rupees. The Finance Office shall maintain a monthly General Provident Fund Ledger in **UAC Form 11/3** in which entry of recovery of advance, subscription received, withdrawals and the monthly balance on which interest is to be calculated, shall be entered. After the end of each financial year, the Finance Office shall prepare an Annual Report in **UAC Form 11/4** showing opening balance at the start of the year, subscription received, recovery of advance, amount of contribution, withdrawals in each month, yearly interest accrued and closing balance at the end of year for each subscriber.

**Explanation:** The word "subscription" wherever it occurs in this Statute means the amount paid by the subscriber and for the purpose of advance includes the interest accrued thereon, if any. The word "contribution" wherever it occurs in this Statute means the amount contributed by the University and, for the purpose of advance, includes the interest accrued thereon, if any.

**Note:** *The University shall settle the accounts of Provident Fund immediately even before formal retirement of an employee, soon after he proceeds on leave preparatory to retirement.*

## 14.8 Bill for Subscription/Contribution

Before a cheque is drawn from the University Account for payment of subscription and contribution into the Pension Fund Account, a bill shall be prepared in **UAC Form 11/5** by the DDO and submitted along with the relevant salary and establishment bills for Internal Audit/J.D. (Local Fund Audit).

## 14.9 Advances from the Provident Fund:

- 14.9.1 (a) No withdrawal shall be made from the Provident Fund until a subscriber finally quits the service or dies.

Provided that if the pecuniary circumstances of a subscriber are such that indulgence is absolutely necessary, a temporary advance, not exceeding total amount subscribed by him/her along with the interest accrued on his subscription may be allowed at the discretion of the **Finance Officer/Vice-Chancellor**.

- (b) The following may be recognized as legitimate purposes for grant of advances:–

- (i) To pay expenses incurred in connection with the prolonged illness of the subscriber or a member of his family dependent upon him.
- (ii) To pay for the overseas passage only for reasons of health or education of the subscriber or a member of his family dependent on him.
- (iii) To pay expenses for education outside India whether for an Academic, Technical, Professional or Vocational course.
- (iv) To pay expenses for Medical, Engineering and other Technical or specialized courses in India beyond the High School stage.  
Provided that the course of study is not less than two years' duration.
- (v) To pay expenses on subscriber's own marriage or the marriage of subscriber's daughter/son or dependent sister/brother.
- (vi) To pay expenses on a scale appropriate to the status of the subscriber for funerals or other ceremonies or persons wholly dependent upon him which by customary usage the subscriber has to incur.
- (vii) To pay expenses for purchase of land or for repairs or construction/purchase of a house.
- (viii) To pay insurance premiums.
- (ix) To pay expenses for the purchase of Motor Car/Motor Cycle/Moped/Scooter.
- (x) To pay expenses for the pursuit of Research and Publication.
- (xi) In exceptional circumstances to meet any other expense considered reasonable by the Vice-Chancellor.

Provided that the advance shall not exceed :

- a. 12 months' Pay for the purpose mentioned at b (vii) above
- b. Six months pay in other cases

or

75% of the amount standing at the credit of the subscriber, whichever is less.

- 14.9.2 Advance shall not be granted except in very special circumstances until at least 12 **months after the final repayment of all previous advances except with the special sanction of the Finance Officer.**

- 14.9.3** (a) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but, such number shall not be less than twelve unless the subscriber so elects, or in any case, more than thirty. A subscriber may, at his option, make repayment in a smaller number of installments than the number prescribed. Each installment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit of the fixation of such installments.
- (b) Recovery towards advances shall commence on the first occasion after the advance is made on which the subscriber draws salary, other than leave salary or subsistence allowance, for full month. While he is on leave or in receipt of subsistence allowance, recovery shall not be made except with the subscriber's consent.
- (c) The interest to be charged on the money so advanced shall be recovered at the rate at which interest is credited by the University to the subscribers.
- (d) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before payment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund, or be recovered by deduction from the salary of the subscriber by installments, or otherwise, as may be directed by the competent authority.
- (e) Recoveries made under this rule shall be credited, as they are made to the account of the subscriber in the Fund.
- 14.9.4** A subscriber at the termination of his service, shall be entitled to receive the amount which accumulates to his credit; provided that if the subscriber leaves the service within one year of the commencement of the Fund, he shall not be entitled to receive any part or share in any sums contributed by the University to the Fund and any interest and increment which has accrued thereon, unless he has established to the satisfaction of the University, that his retirement is necessitated by incapacity for further service.
- 14.9.5** (a) Except as provided for in Para (c) below, no final withdrawal shall be allowed until the termination of the subscriber's service or death. But in case of necessity, the Finance Officer may allow a subscriber a temporary advance of a sum not exceeding the total amount of his subscription at the rate of interest at which interest is credited to the subscriber.
- (b) Recoveries towards the amount so advanced shall be made in such equal monthly installments not exceeding thirty and interest be recovered thereafter in such installments as may be deemed appropriate by the Finance Officer commencing from the first payment of a full month's salary after the advance is granted. But no recovery be made from a subscriber when he is on leave, otherwise then on full pay.
- (c) The Vice-Chancellor may, for the purposes mentioned below, sanction non-refundable advances out of the Provident Fund subscription to an employee who has **completed 10 years of** service (including broken period of service, if any), or within 10 years before the date of his retirement on superannuation which ever is earlier :
- (i) For meeting the cost of higher education of himself or of children actually dependent upon him in the following types of cases:-
- (1) for education outside India beyond the High School stage, whether for an academic, technical, professional or vocational courses; and

- (2) for medical, engineering and other technical or specialized course in India beyond the High School stage; provided that the course of study is not less than three year's duration
  - (ii) For meeting the expenditure in connection with the marriage of the subscriber's daughter(s), and if he has no daughter(s) of any other female relation dependent upon him.
  - (iii) For meeting the expenditure in connection with the marriage of subscriber's son(s).
  - (iv) For the purchase of a house or construction of a house and/or a site therefore.
- (d) The amount of withdrawal for the purpose mentioned in Clause c(i) above shall be limited to six months salary (excluding house rent allowance and CCA) of the Subscriber or 90% of the amount actually subscribed by him alongwith interest thereon standing at his credit in his Provident Fund Account, whichever is less. In the remaining cases, the amount of such an advance shall be limited to 12 months salary in the case of those employees who have put in less than 20 years service and 20 months salary for those who have put in 20 or more than 20 years service of the subscriber, or 90% of the amount subscribed by him alongwith interest thereon standing to his credit in his Provident Fund Account, whichever is less.**

**The withdrawal for the purpose mentioned in Clause c(i) above will be permissible once every six months i.e. twice in any financial year and a withdrawal will not ordinarily be allowed before the expiry of six months from the date of previous withdrawal. For the purpose mentioned at c(ii & iii) above, the withdrawal is permissible on the marriage of each child irrespective of time limit; a second withdrawal for the purpose other than the purpose mentioned at Clause c (ii & iii) above shall not be allowed until after the expiry of one year from the date of the previous withdrawal.**

Provided that the subscriber who has been given an advance under the Sub-Clause shall, unless specified otherwise, have to satisfy the Vice-Chancellor within a period of six months from the date of drawing the money that it has been utilized for the purpose for which it was intended, failing which the whole amount of withdrawal together with interest thereon will be liable to recovery in one lump sum.

Provided further that while sanctioning non-refundable advances, the temporary advances outstanding against him, if any, will not be taken into account. A subscriber may also be permitted by the Vice-Chancellor to convert the balance of any refundable advance outstanding against him into a non-refundable advance on his satisfying the condition laid down for such advances.

#### **14.10 Recovery from the Fund**

The amount at the credit of the subscriber shall not be subject to any deduction even to cover loss or damage sustained by the University through the subscriber's misconduct or negligence.

Provided that when a sum becomes payable under **Clause 14.9.4**, the University will be entitled to deduct therefrom any amount due under any liability incurred by the subscriber to the University, but not exceeding, in any case, the total amount of any contribution credited to the account of the subscriber by the University and of any interest which has accrued on such contributions.

#### **14.11 Yearly Closing of Subscribers Accounts**

At the end of each year, the accounts of individual subscribers in **UAC Form 11/4** shall be closed after addition of interest to which the subscribers are entitled.

#### **14.12 Issue of GPF Pass Books to Subscribers**

Pass Books shall be maintained in **UAC Form 11/4** for General Provident Fund Accounts of the Individual University employees. The entries regarding deposits, advances and recoveries shall be made therein by the respective DDOs. At the end of each year, the Finance Office shall furnish each subscriber with a statement in **UAC Form 11/4** showing the opening balance to the credit of a subscriber, monthly subscription received during the year, interest accrued yearly, and closing balance at the end of the year. The concerned DDO would reconcile the entries made in the Pas Book with that of Annual statements supplied by the Finance Office and then these statements shall be delivered to the individual subscriber duly countersigned by the DDO who shall point out discrepancies, if any, within one month at the latest. The Pass Books shall be maintained by the DDO and will remain in his office. However, it would be open for **the** subscriber to review his Pass Book on any day fixed by the DDO.

#### **14.13 Investment from the Fund**

Investment of General Provident Fund amounts shall be made by the Finance Officer as per investment policy laid down from time to time by the Executive Council. The interest accrued shall be immediately credited into the Saving Bank Account and brought to account in the General Provident Fund Account in the **UAC Form 11/6**. The Finance Officer shall maintain a Register of Investments in **UAC Form 3/11** to watch the maturity of investments and recovery of interest. The investments may be re-invested in fixed deposits on maturity.

#### **14.14 Nomination by Subscribers**

Every subscriber shall be required to sign a written declaration, in the prescribed form (**UAC Form 11/2**), stating the name or names of the persons to whom he wishes the balance at his credit to be paid in the event of his death. This declaration shall be handed in for registration in the University office. Such nominations may, at any time, be revoked by the subscriber or be replaced by a fresh nomination.

#### **14.15 General Provident Fund from Previous Employer**

If an employee, before joining the service, has his General Provident Fund in some Govt. /Other organization, the amount in his account with his previous employer may, on his request, be credited to his GPF account in the University.

## CHAPTER - 15

### **UNIVERSITY EMPLOYEE'S NEW PENSION SCHEME 2008** **(Applicable to University Employees joining University on or after 01-01-2006)**

The pension of all the University employees joining service on or after 1<sup>st</sup> January 2006 shall be regulated by the provisions, given below, of the Defined Contributory Pension Scheme notified by the Financial Commissioner & Principal Secretary to Haryana Govt., Finance Department, Chandigarh vide letter No. 1/1/2004-1 Pension dated. 22-08-08 and No. 1/1/2004-1 Open dated 04-12-2008, and conveyed by the Office of the Higher Education Commissioner, Haryana, Panchkula vide Endst. No. 18/163-2006 UNP(4) dated 18-11-2008 and Endst. No. 12/80-08 Ad. (3) dated 02-01-2009.

#### **15.1 Defined Contributory Pension Scheme**

- 15.1.1** (a) This scheme may be called “**Defined Contributory Pension Scheme**” to provide for the institution of New Pension Fund.
- (b) The **Defined Contributory Pension Scheme** shall work on defined contribution basis and shall have two Tiers, viz., Tier-I and II. Contribution to Tier-I is mandatory for all University employees joining University service on or after 1<sup>st</sup> January, 2006.
- <sup>1</sup>(c) In Tier-I, University employee shall have to make a contribution of 10% of his **Basic Pay plus Dearness Allowance**, which shall be deducted from his salary bill every month by the concerned Finance Branch. A matching contribution shall be made by the University for each University employee who contributes to the scheme.
- (d) On the receipt of amount of contribution & University share of each employee from the Bills Section, the Supdt. S(Pension) shall maintain the proper record of each employee in the Pension Liability Register and maintain cash book/ledger etc. and shall also get the investment of such amount in the bank after having approval of the Provident Fund Investment Committee for the purpose.
- (e) No deduction shall be made towards General Provident Fund contribution from the University employees joining the service on or after 1<sup>st</sup> January, 2006, as the General Provident Fund Scheme is not applicable to them.
- (f) Tier-II of the New Pension Scheme shall not be operative at present and no recoveries shall be made from the salaries of the University Employees on this account.
- (g) The deductions towards **Defined Contributory Pension Scheme** will start from the month following the month of joining service. No deductions will be made for the month in which employee joins service.
- (h) The existing provisions of the Defined Benefit Pension and GPF would not be available to the University employees joining service on or after 01-01-2006.
- (i) The account of **Defined Contributory Pension Scheme** shall not be mixed up with General Provident Fund accounts and their records/ledger accounts shall be independent of General Provident Fund Account.
- (j) No withdrawal of any amount shall be allowed from the deposits under Tier-I.
- (k) Finance Officer shall maintain the accounts for the **Defined Contributory Pension Scheme**. Permanent Retirement Account Number (PRAN) of the University employees who join the Contributory Pension Scheme shall be allotted

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1. Approved by the E.C. vide Reso. No. 13 dt. 27.03.2014.

by Finance **Office** on receipt of applications of **the employee through the** Heads of the Departments/Offices in **UAC Form 12/1**.

- (l) Nomination shall be filled at the time of admission to the **Defined Contributory Pension Scheme** and shall be revised immediately as and when required (e.g. getting married by subscriber) and thereafter once in every five years. Necessary entry to the effect of filling the nomination along with name of nominee (s) shall be noted in the Service Book of the University employees concerned.
- (m) Recovery from pay bills of the University employee shall be made only after obtaining Permanent **Retirement** Account Number from the Finance Officer of the university.
- (n) Schedule of recovery (in red colour compulsorily) **from the employee's salary** shall be attached to the pay bill showing the contribution to New Pension Scheme which has been prescribed separately as per **UAC Form 12/2**. Every Drawing and Disbursing Officer shall attach this Schedule with the pay bill.
- (o) Schedule of matching contributions shall also be prepared by Drawing and Disbursing Officer as per **UAC Form 12/2** (in pink colour compulsorily) and attached with the pay bill.
- (p) The Branch Officer (Estt. Teaching) and Branch Officer (Estt. Non-Teaching) will issue instructions to all the employees joining service on or after 01-01-2006 to fill up the **UAC Form 12/1**, and forward the same to the **Pension Branch** for obtaining Permanent Retirement Account Number (PRAN).

<sup>1</sup>**15.1.2** As per the State Government instructions issued vide letter stated above dated 04.12.2008 regarding introduction of New Pension Scheme for employees joining service on or after 01.01.2006 an employee is required to make contribution of 10% of his **Basic Pay plus Dearness Allowance**, as defined under the scheme and the employer makes an equal matching contribution. The National Securities Depository Limited (NSDL) has been appointed as the Central Record Keeping Agency. In addition, there will be three Pension Fund Managers viz. SBI Pension Fund Limited, UTI Retirement Solutions Limited and LIC – Pension Fund Limited. The Bank will work as a Trustee in respect of funds under the NPS. The funds of the NPS will be invested by Pension Funds Managers as per the Investment Scheme opted by the subscribers. However, for the time being the funds will be invested in the default scheme as specified by the State Government. The complete details of the NPS are available on the website of Finance Department, Haryana viz [www.finhry.gov.in](http://www.finhry.gov.in)

**15.1.3** **Clause 15.2.1** shall be operative from the date the approval of Executive Council of the University.

## **15.2 Procedure for operation of Defined Contributory Pension Scheme**

**15.2.1** Unless there be something repugnant in the subject or context, the terms defined in this Chapter **are used in the sense explained hereunder:**

- (a) “Competent Authority”
  - (i) “The Competent Authority” for the purpose of sanctioning pension under this scheme will be the Vice-Chancellor of the University. He may further delegate his power to sanction the pensionary benefits to the Officers not less than the rank of the **Finance Officer/Registrar** of the University.

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1. Approved by the E.C. vide Reso. No. 13 dt. 27.03.2014.

- (ii) The Executive Council of the University would be competent to adopt the New Pension Scheme for the employees of the **University as approved by Haryana** Govt. vide letter No. **1/1/2004-1** Pension dated. 22-08-08 and No. **1/1/2004-1** Open dated 04-12-2008 of the Financial Commissioner & Principal Secretary to Haryana Govt., Finance Department, Chandigarh, **and** conveyed by the Office of the Higher Education Commissioner, Haryana, Panchkula vide Endst. No. 18/163-2006 UNP (4) dated 18-11-2008 and Endst. No. 12/80-08 Ad. (3) dated 02-01-2009.
  - (iii) Any change(s) in grant of Pensionary benefits as made by the Haryana Govt. to its employees from time to time shall be made applicable to the University employees after approval by the competent authority.
- (b) Immediately on joining University service, the University employee will be required to provide particulars such as his name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship of the nominee etc. in the prescribed form (**UAC Form 12/1**) to the Estt. Branch (Teaching)/**Estt. Branch** (Non-Teaching). The Branch Officer (Estt. Teaching) and Branch Officer (Estt. Non-Teaching) will be responsible for obtaining this information from all the University employees covered under the **Defined Contributory Pension Scheme**. Consolidated information for all those who have joined service during the month shall be submitted by the Branch Officer (Estt. Branch) concerned in the prescribed Performa (**UAC Form 12/3**) to the Bills Section by 7<sup>th</sup> of the following month. **UAC Form 12/1** will be retained by the Estt. Branch.
- (c) On receipt of **UAC Form 12/3** from the Estt. Branch, the **AR/Supdt.** (Bills) will allot a unique **sixteen** digit Permanent Retirement Account Number (PRAN). The four digits of this number will indicate the calendar year of joining the University service, the next **two** digits will indicate whether it is teaching or non-teaching employee, the next six digits would represent the **AR/Supdt.** (Bills Section) code which is used for the purpose of compiling monthly accounts, the last four digits will be running serial number of the individual University employee which will be allotted by the Bills Section. The Bills Section **will** allot the Serial Number pertaining to individual University employee from '0001' running from January to December of a calendar year. The following illustration may be followed:
- (d) The first University employee joining service in the Estt. Branch Teaching & Non-Teaching under the Bills Section, shall be allotted the following PRAN:

Calendar year	Teaching/ Non-Teaching	Bill Section Code	Serial Number

- (i) The AR/Supdt. (Bills Section) will maintain an Index Register for the purpose of allotment of PRAN to new entrants to University service. Performa of the Index register is given in **UAC Form 12/4**.
- (ii) The **AR/Supdt.** (Bills **Section**) will return to the Estt. Branch concerned a copy of the statement duly indicating therein the **PRAN** allotted to each individual by 10<sup>th</sup> instant. The Estt. Branch in turn will intimate the account number to the individuals concerned and also note in the Pay Bill Register.
- (iii) The AR/Supdt. (Bills Section) shall, after allotment of PRANs, return a copy of UAC Form 12/3 to the Branch Officer (Estt.) concerned and endorse a copy to the AR/Supdt. (Pension) by the 12<sup>th</sup> of every month.

(iv) **The A.R./Supdt. (Pension) shall feed this information in the Computer database and take other necessary action.**

(e) Clarifications given on various issues for implementing the New Pension Scheme (GOI letter No. 1(7) (2)/2003/TA/245 dated 20.04.2004) **are given below:**

<i>Sr. No.</i>	<i>Queries</i>	<i>Replies/comments</i>
1.	Whether individual is entitled for leave encashment after retirement	The benefit of encashment of leave salary is not a part of the retirement benefits admissible under Central Civil Services (Pension) Rules, 1972. It is payable in terms of CCS (Leave) Rules which will continue to be applicable to the government servants who join the government service on/after 1-1-2004. Therefore, the benefit of encashment of leave salary payable to the <b>government servants</b> / to their families on account of retirement / death will be admissible.
2.	Whether retirement gratuity is available to the new entrants.	The matter has been referred to the <b>Department of Economic Affairs</b> , Ministry of Finance, <b>Govt. of India</b> Their clarification is still awaited.
3.	At exit i.e. after age 60 years why 40% of pension wealth to purchase the annuity is mandatory	This provision is a part of the New Pension Scheme. This provision has been made with an intention that the retired government servant should get regular monthly income during their retired life.
4.	What benefits will he/she get in the event of death in service.	The matter has been referred to Min of Fin, DEA. Their clarification is still awaited.
5.	Whether any minimum age or minimum service is required to quit from Tier-I	Exit from Tier-I can only take place when an individual leaves government service.
6.	Whether Dearness Pay is counted as basic pay for recovery of 10% for Tier-I	As per the scheme the total Dearness Allowance is to be taken into account for working out the contributions. Subsequently, a part of the "Dearness Allowance" has been treated as Dearness Pay. Therefore, this should also be reckoned for the purpose of contribution.
7.	When individual is on long leave/HPL/EOL, how the contributions are to be recovered.	This has already been referred to the <b>Department of Economic Affairs</b> , Ministry of Finance, <b>Govt. of India</b> . Their reply is awaited.
8.	Whether contribution towards Tier-I is taken as income for the purpose of calculation of Income Tax or	The matter has been referred to <b>the Department of Economic Affairs</b> , Ministry of Finance, <b>Govt. of India</b> .

	it will be exempted.	
9.	Whether contribution towards Tier-I from arrears of DA is to be deducted.	Yes, since the contribution is to be worked out at 10% of Pay-DP-DA, it needs to be revised whenever there is any change in these elements.
10	Whether any budget provision is to be made for booking the Government contribution under the Functional Major head.	At present, the Govt. matching contributions are booked under the <b>Budget Head ‘Salary’</b> which is a transitory Head. No budget provision is required. Before the accounts are closed, the balance under this Head should be transferred to the final Head. After the accounting Heads are finalized, the amount of government contribution should be debited to a functional major Head for which there should be provision of funds.
11	Can any individual continue to contribute under tier-I even after the age of 60 years?	The matter has been referred to Department of Economic Affairs, Ministry of Finance, Govt. of India for clarification.
12.	What will be the formula for rounding off when 10% of (basic+DA) will be recovered from the salary of the Government servant.	The contributions payable by the government servants and those paid by the government should be rounded off to the nearest rupee.
13	It is presumed that the bill pertaining to the matching contribution would be a ‘NIL’ bill.	It is confirmed that the bill for drawal of matching contribution by government will be a “NIL” bill. The amount of a government’s contributions will be transferred by No. “502-Expenditure Awaiting Transfer to Other Heads/Department” for credit to the head “8342-Other Deposits” No amount will be paid on this bill.
14	For the purpose of simplification basic pay plus D.A. may be taken as fixed for the entire year. This would obviate the need for calculation of D.A. arrears twice in a year and increment once and consequent preparation of supplementary bills.	The issue was examined by this office and it was not agreed to. It has been decided that whenever there is any increase or decrease in emoluments of a government servant during the middle of a month, the change in the rate of contribution (both government servant and government) will be given effect only from the first of the following month.
15	Who will calculate the interest-PAO or Central Pension Accounting Office?	The PAO should calculate the interest.
16	Since Cheque drawing D & D.Os are having the budget	The PAOs should be aware of the progressive expenditure in respect of

	with them how the PAO will pass the bill and give payment without budget?	CDDOs. Moreover, they may obtain a certificate with regard to availability of funds on each bill itself.
17	Instead of preparing a separate bill for the matching contribution the feasibility of incorporating a separate column regarding government's contribution in the same bill may be explored.	Since the contributions payable by the government servants and the matching contributions paid by the government are debitable to different heads, these two items cannot be drawn in the same bill.
18	Whether the 'New Pension Scheme' is applicable for the officials initially appointed on daily wages and later on conferred 'temporary status' and contributing towards GPF and whose services are regularized on or after 1-1-2004	The matter is being referred to DOPT.
19	What happens if an employee gets transferred during the month? Which office will make deduction of contributions?	As in the case of other recoveries, the recovery of contributions towards <b>New Pension Scheme</b> for the full month (both individual and <b>University</b> ) will be made by the office who will draw salary for the maximum period.
20	Whether the non-practicing allowance (NPA) payable to medical officers will count towards 'pay' for the purpose of working out contributions to NPS?	Yes, Ministry of Health & Family Welfare has clarified vide their O.M. No. A45012/11/97-CHS.V dated 7-4-98 that the Non-practising Allowance shall count as 'pay' for all service benefits. Therefore, this will be taken into account for working out the contributions towards the New Pension Scheme.
21	Whether a government servant who was already in service prior to 1-1-2004, if appointed in a different post under the government of India will be governed by the CCS (P) Rules or New Pension Scheme.	In cases where government servants apply for posts in the same or other departments and on selection they are asked to render technical resignation the past services are counted towards pension under CCS (Pension) Rules, 1972. Since the government servant had originally joined government service prior to 1-1-2004, he should be covered under the CCS (Pension) Rules, 1972.

## CHAPTER – 16

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# PENSION RULES FOR UNIVERSITY EMPLOYEES APPOINTED PRIOR TO 1-1-2006

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- 16.1. (a) This scheme called the 'University Employees' Pension Scheme 1997' formulated to afford the benefit of Pension in lieu of C.P.F. by creating a Corpus Fund by transferring the up-to-date contribution of C.P.F. made by the University alongwith interest accrued thereon in respect of employees **of M.D.U who were in service on 1.4.1995** and have not attained the age of superannuation prescribed in their rules on that day and have also opted for the said scheme under their Rules.

### 16.2 Definitions

Unless there be anything repugnant in the subject or context, the terms in these rules carry the meaning as under: –

(i) **Government**

Government means the Government of the State of Haryana in the Department of Education.

(ii) **University**

University means **Maharshi Dayanand University Rohtak**.

(iii) **Executive Council**

Executive Council means the Executive Council of University.

(iv) **Vice-Chancellor**

Vice-Chancellor means the Vice-Chancellor of University or any other person exercising the powers of Vice-Chancellor for the time being.

(v) **Registrar**

Registrar means the Registrar of University, or any other person exercising the powers of Registrar for the time being.

(vi) **Pay**

“Pay” means the amount drawn monthly by university employee, other than special pay or pay granted in lieu of his personal qualification or his length of service, in the functional pay scale, which has been sanctioned for a post held by him substantively or in an officiating capacity or in case where no separate functional pay scale is sanctioned for the post held by the university employee constituting a cadre, in the pay scale to which he is entitled by reason of his position in a cadre;

(vii) **Revised Pay Scale**

“Revised Pay Scale” in relation to any post or any university employee occupying such post means revised functional structure of pay prescribed for such post in place of the existing functional pay structure under these rules; \*Further, if the pay scale of any post (on which retiree was working before his retirement) has been further enhanced/improved or reduced at the time of revision of pay scale w.e.f.

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\*Amended vide E.C. Reso. No. 21 dt 13.01.2012

01.01.1996 or 01.01.2006, the same shall not be applicable in case of those retirees who retired prior to such enhancement/improvement or reduction of pay scale w.e.f. 01.01.1996 or 01.01.2006. They are entitled to revised pension in accordance with Government clarification issued vide letter No.1/2(8) 98-2FR-II (Part-VIII) dated 7.1.2002 and provisions of Haryana Civil Services (Revised Pension) Part-I Rules, 2009.

**(viii) Pay in the Pay Band**

“Pay in the Pay Band” means pay drawn in the running pay bands specified in Column 5 of the First Schedule on Hr. C S (Revised Pay) Rules 2008.

**(ix) Revised Emoluments**

“Revised Emoluments” means basic pay of a university employee in the revised functional pay Structure for the post held by the university employee and includes the revised Non-Practicing Allowance, if any, admissible to him in addition to the pay in the revised functional pay structure;

**(x) Present Scale**

Present Scale in relation to any post/grade specified in column (1) of the First Schedule means the scale of pay specified against that post in Column (2) thereof on Hr. C S (Revised Pay) Rules 2008

**(xi) Competent Authority**

- (a) Executive Council of the University would be competent to adopt the Pension Rules for University Employees as approved by the State Govt.
- (b) Competent authority means the authority competent to sanction Pension to the employees of University. Competent authority for the purpose of this scheme will be Vice-Chancellor of the University. He may further delegate his powers to sanction the Pensionary benefits to the persons not less than a rank of Registrar in the University.
- (c) Any change(s) in grant of pensionary benefits as made by the Haryana Govt. to its employees from time to time shall be made applicable to the University employees with the approval of the Vice-Chancellor.

**(xii) Employee**

Employee wherever referred to in this Scheme mean teaching and non-teaching employees of University employed on regular basis as well as work charged/adhoc basis followed by regular appointment against sanctioned posts.

**(xiii) Family**

Family for the grant of Family Pension as contained in the rules includes the following relatives of the employees as laid down in Para 2 (ii) and notes thereunder of Family Pension Scheme, 1964 printed at Appendix-I of Punjab. C.S.R. Vol.-II applicable to Haryana Govt. Employees.

- (a) Wife, in the case of male employee.
- (b) Husband, in the case of female employee.
- (c) Minor sons.
- (d) Unmarried minor daughter.

#### **(xiv) Corpus Fund**

Corpus fund means Pension Fund. It will be kept out of Consolidated Provident Fund of the University. There shall be an established fund to be known as Pension Fund created by transferring the total up-to-date University contribution alongwith interest accrued thereon in respect of its employees governed by the Pension Scheme.

##### **Note:-**

- (a) *Rate of Interest shall be that as is allowed on C.P.F. by the University from time to time.*
- (b) *University will continue to contribute the matching share of C.P.F. @ 10% of Basic pay of the member employees of this scheme towards the above fund onward the date of commencement of this scheme.*

#### **(xv) Superannuation Age**

It is the particular age at which a University employee is required to retire on completing the age of sixty years subject to maximum qualifying service of 33 years (qualifying service 28 years as per New Pension Scheme).

A University employee however, may seek voluntary retirement after 20 years service with the approval of the appointing authority.

Provided that an employee shall be retired on the imposition of the penalty of compulsory retirement governing the terms and conditions of service of University employees

#### **(xvi) Temporary Service**

Temporary service used in these rules shall mean the period spent on probation after the regular appointment against the sanctioned post.

### **16.3 Extent of Application**

**16.3.1** This scheme shall apply to all employees who:

- (i) are appointed to the sanctioned aided posts on regular basis on or after 1.4.1995.
- (ii) were appointed to the sanctioned posts on regular basis before 1.4.1995 and continue to work as such after that, provided that the employees who were appointed to the sanctioned aided posts on regular basis before 1st April, 1995, and who have attained the age of superannuation as prescribed in these rules on or after that date shall have the right to opt for this scheme within a period of three months from the date of publication of this scheme.

**16.3.2** This scheme shall not apply to:

- (i) an employee appointed on part time basis against sanctioned aided posts.
- (ii) an employee, who had retired from the sanctioned post before 1st April, 1995 and an employee who had attained the age of superannuation as provided in these rules before the said date.
- (iii) an employee who is governed by the Contributory Provident Fund.
- (iv) an employee employed on a leave gap arrangement, on contract basis, apprenticeship etc. and the service for which no C.P.F. contribution has been made by the University.

## 16.4 Qualifying Service

- (i) All service interrupted or continuous paid by the University and for which University share is contributed towards Pension fund shall be treated as qualifying service. The period of break shall be omitted while working out aggregate service.
- (ii) E.O.L. (Without Pay) counted towards increment under Rule 4.9 (b) (ii) of Punjab C.S.R. Vol. I, Part-I will be counted towards service qualifying for pension, provided that the University contributes its share towards pension fund for this period.
- (iii) Periods of suspension, dismissal, removal, compulsory retirement followed by reinstatement will count for pension to the extent permissible under the University rules.
- (iv) Resignation from the University service or dismissal or removal from it for misconduct, insolvency, inefficiency, not due to age, or failure to pass prescribed examination will entail forfeiture of past service in terms of **University Rules**.
- (v) An interruption in the service of a University employee caused by wilful absence from duty and unauthorised absence without leave will as hitherto entail forfeiture of past service.
- (vi)
  - (a) The period spent on contract basis and also service paid from contingency or apprenticeship shall not count as qualifying service for Pension.
  - (b) The period spent on adhoc basis in this University shall be counted as qualifying service for Pension, provided such services count for increment as per instructions given in the letter No. F.D. Hr. No.1/2 (11)-80-2 FRII dated 31-1-1984.
  - (c) The period spent on work charged basis in the University shall be counted as qualifying service for Pension provided:
    - (1) the service rendered is against the sanctioned posts followed by regular employment;
    - (2) there is no interruption in the two or more spells of service or such service is a whole time employment and not part time or portion of day.
    - (3) interruptions fall within condonable limits; and Employees referred to in Clauses (b) & (c) above will have to deposit the amount equal to the total University contribution along with interest thereon for the said period till the regularization of their service against sanctioned posts.
- (vii) The period of service rendered by an employee in any State Govt. or Govt. aided Private College or in any University/Autonomous body against aided post prior to joining in the University shall not count as qualifying service for pensionary benefits.

However, as per Haryana Govt. Finance Department Letter No. 1/2 (4) 96-2 FR-II dated 07.01.2002, the cases for the purpose of grant of benefit of past qualifying service towards pension to the State Govt. employees going over to state Autonomous Body or vice-versa and employees of the State Autonomous body moving to another Autonomous Body ( Both under the Govt. of Haryana), will be regulated as per the provisions contained herein.

The past service of employees rendered in Central Government/Central autonomous Body, State Govt. of Haryana/State Autonomous Body under the

Govt. of Haryana on absorption in M.D. University, Rohtak shall be counted towards pensionary benefits if he/she deposits the terminal retirement benefits, received by him/her from such Government/Autonomous Body in the University Account alongwith interest thereon as applicable on employees Provident Fund Account from time to time, as conveyed vide Haryana Govt. letter No. 1/2(77)/87-2FR-II dated 22.8.1988.

Counting of past service of the employees of the State Govt. of Haryana/State Autonomous Body (statutory Bodies) under Haryana Govt. on seeking absorption/appointment in M.D. University, Rohtak shall be allowed to the employees who were in service and have not been retired from service on the date of issue of the Haryana Govt. Finance Department Letter No. 1/2 (4) 96-2 FR-II dated 07.01.2002 and also subject to the condition that such employees applied for the job from one organization to the other through proper channel or should have been absorbed in the service with the prior consent of parent employer of the employee concerned or appointed on transfer basis, if he/she deposits the terminal benefits received by him/her from Govt./Autonomous Body in the University Account alongwith interest thereon as applicable on Employee Provident Fund Account from time to time.

- (viii) The period spent on deputation under University rules shall count as qualifying service for the purpose of pension if the pension contribution for such period is deposited in corpus fund at the rates prescribed in Annexure 'C' referred to rule 10.10 of Punjab C.S.R. Vol. I, Part-I, applicable to Haryana Govt. employees and amendments from time to time.

## **16.5 Condonation of Interruption**

**16.5.1** Interruption in service either between two spells of permanent, or temporary service or between a spell of temporary service and permanent service or vice-versa in the case of a University employee retiring on or after 1.4.1995 may be condoned, subject to the following conditions:

- (i) The interruption should have been caused by reasons beyond the control of University employee concerned.
- (ii) Service preceding the interruption should not be less than five years' duration. In cases where there are two or more interruptions, the total service, pensionary benefits in respect of which shall be lost if the interruptions are not condoned.
- (iii) The interruption should not be of more than one year's duration. In cases, where there are two or more interruptions, the total period of all interruptions to be condoned should not exceed one year.

## **16.6 Option**

- (i) The existing employees of the University, who **were** appointed before 1.4.1995, and are continuing in service, and have not attained the age of superannuation on this date; and the employees, who have since retired on attaining the age of superannuation or sought voluntary retirement under these rules or have died before attaining the age of superannuation during the period from the date of introduction of pension scheme i.e. 1.4.1995 to the date of notification of this scheme, **or their** eligible spouses, whatever the case may be, shall have the right to either opt:
  - (a) to continue to be governed by the C.P.F. rules,

or

- (b) to elect, to be governed by the Pension Scheme contained in these rules.
- (ii) Pension scheme shall be compulsory for employees appointed on regular basis against sanctioned posts on or after the date of notification of these Rules.
- (iii) Options in this regard shall be exercised by the eligible employees in the **prescribed proforma** within three months from the date of notification of the Scheme, provided
- (a) In case of a University employee, who is on the date of such notification or date of such amendment, **as the case may be**, is out of India **or on leave or on deputation or on foreign service**, the said option shall be exercised by him/her in writing within three months of the date of his taking charge of his post.
- (b) Where a University employee is under suspension on the date of such notification, the option may be exercised by him/her within three months of the date of his return to his duty.
- (c) If the option in writing is not received within stipulated period, the University employee shall be deemed to have elected to be governed by the existing C.P.F. rules.
- (d) Option once exercised shall be final and employees will not be allowed to change the option again.

**Note:-** *In case of employees or spouse of the deceased employee who give option under **Rule 16.6 (i)** of above rule will have to deposit the total University Contribution of C.P.F. plus interest received by them on their retirement alongwith interest, thereon from the month they received the final payment upto the date of deposit in case they have received the retirement benefits under the C.P.F. scheme. In the cases in which retirement benefits under the C.P.F. scheme have not been received by the employees/eligible spouse, their total University share alongwith interest accrued thereon shall be transferred in the corpus fund. If there is any shortfall due to drawl of University share by them as advance, they will refund the amount alongwith interest in lumpsum or the same will be made good from their own share lying in the C.P.F. Account, if adequate amount exists there. The interest to be charged will be the same as allowed to employees on their P.F. accumulations.*

## **SECTION-II : GENERAL PROVISION RELATING TO GRANT OF PENSION**

### **16.7 Benefits of Scheme**

The following retirement benefits shall be given under the scheme in accordance with the rules and provisions laid down in Punjab C.S.R. Vol. II applicable to Haryana Govt. Employees and amendments from time to time:

#### **I. *Superannuation Pension***

It is granted to an employee entitled or required by rules regarding condition of service of University employees, who retires at a particular age of sixty governing the terms and conditions of services of University employees.

A University Employee may, however, seek voluntary retirement after 20 years service with the approval of the appointing authority.

In case of those employees whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

Provided that an employee shall be retired on the imposition of the penalty of compulsory retirement.

## **II. *Invalid Pension***

It is granted to an employee on his retirement, who by bodily or mental infirmity, is permanently incapacitated for service or for the particular branch of it, to which he/she belongs.

## **III. *Compensation Pension***

Compensation Pension is granted to an employee, who is discharged from service owing to abolition of the post held by him, when it is not possible to appoint him to another post, and he is also not willing to accept lower post, if offered.

## **IV. *Retiring Pension***

It is granted to an employee, who is permitted to retire or is asked to retire in public interest after completing prescribed qualifying service or age in accordance with Rule 3.26(d) & (e) of C.S.R. Vol. I, Part-I.

## **V. *Family Pension***

Family pension shall be admissible to the legal spouse of those employees, who were in receipt of compensation, invalid, retiring or superannuation pension, after retirement or who die while in service after completing minimum period of one year continuous service holding permanent post on regular basis.

At any time, a University employee, who has completed 20 years of qualifying service may, by giving notice of not less than 3 months in writing to the appointing authority, retire from service in accordance with the rules and provisions contained in Rule 5.32 (B) (ii) of Punjab C.S.R. Vol. II **as applicable to Haryana Govt. employees.**

## **16.8 Voluntary Retirement**

At any time, a University employee, who has completed 20 years of qualifying service may, by giving notice of not less than 3 months in writing to the appointing authority, retire from service in accordance with the rules and provisions contained in Rule 5.32 (B) (ii) of Punjab C.S.R. Vol. II **as applicable to Haryana Govt. employees.**

## **16.9 Entitlement and Eligibility**

In the case of a University employee retiring on or after the 1st April, 1995 in accordance with the provisions of these rules after completing qualifying service of 33 years or more up to 16.4.2009 and after this not less than 28 years or more, the amount of superannuation, retiring, invalid and compassionate pensions shall be 50% of the minimum of the pay in the Pay Band plus Grade Pay in the corresponding revised scale in terms of Haryana Civil Services (Revised Pay) Rules, 2008, or as the case may be. However, in the case of a University employee who at the time of retirement has rendered qualifying service or ten years or more but less than twenty eight years, the amount of pension shall be such proportion of the maximum admissible pension as the qualifying service rendered by him bears to the maximum qualifying service of thirty-three years, subject to a minimum of Rs.3500/- per mensem.

The calculation of ratio of proportionate admissibility of the pension in all such cases where the said qualifying period of full pension benefits have been so reduced to 28 years shall be made in the manner specified below:-

- (i) In cases of qualifying service being 28 years or above
- (ii) In cases where the actual qualifying service falls short of 28 years but happens to be more than 10 years: *Number* of qualifying service in half years (HY)/112 i.e. 50 HY/112 or 46 HY/112, etc.

An employee is eligible for grant of Pension who completes minimum ten years of qualifying service at the time of retirement subject to other conditions laid down in Rule 2.2 of Punjab C.S.R. Vol. II as applicable to Haryana Govt. employees.

Though these rules do not contain the provision of Death-cum-Retirement Gratuity, even then the employees, who opt for these rules and retire in accordance with the provisions of these rules before completing qualifying service of 10 years, the amount of service gratuity shall be paid in accordance with the table laid down in Rule 6.16(1) of **Punjab C.S.R. Vol. II as applicable to Haryana Govt. employees.**

### **16.10 Quantum of Pension**

The emoluments as defined in Rule 6.19 of Punjab C.S.R. Vol. II **as applicable to Haryana Govt. employees** subject to a minimum of Rs. 3500/- per mensem and maximum ceiling at 50% of the revised pay referred to **under Rule 16.9.**

### **16.11 Commutation of Pension**

The entitlement of the employees to commutation of Pension will be as per the corresponding provisions of Punjab C.S.R. Vol. II as applicable to Haryana Govt. employees as amended from time to time. Other conditions for commutation of pension will also apply as per rules *ibid*. The commutation value of pension will be ascertained in accordance with table annexed referred to in Rule 11.5 of **Punjab C.S.R. Vol. II as applicable to Haryana Govt. employees.**

Notwithstanding anything contained in these rules, the commuted portion of superannuation/retirement/ \*pre-mature retirement pension shall be restored after 15 years or from the actual receipt of commuted value, whichever is later.

### **16.12 Family Pension**

In case of death of an employee or Pensioner, the family pension shall be calculated at a uniform rate of 30% of basic pay drawn in the running Pay Bands specified in Column 5 of the First Schedule of Hr.C.S. (Revised Pay) Rules 2008 in all cases instead of slab system and shall be subject to a minimum of Rs. 3500/- per month and a maximum of 30% of the highest pay.

**Note :-** *The minimum family pension will be Rs. 3500/- and maximum upto 30% of highest pay.*

1. *'Pay' for this purpose means the pay as defined in Rule 2.44 of Punjab C.S.R. Vol. I, Part-I, which the person was drawing on the date of his death while in service or immediately before his retirement. If, on the date of his death while in service or immediately before his retirement, or person has been absent from duty on leave (including extra ordinary leave) or suspension, 'Pay', means the pay which he drew immediately before proceeding on such leave or suspension. It includes basic pay in the Pay Band + Grade Pay + Special Pay .*
2. *In respect of member employees of this scheme, who die in harness, family pension will be admissible for a period of seven years from the date following the date of death or till the date on which the officer/deceased pensioner would have attained the age of 65 years, had he remained alive, whichever period is shorter, the pension payable will be at 50% of the pay last drawn, subject to a maximum of twice the pension admissible under Para 1 above.*

*In case of any matter relating to Pension not covered under these rules, the provisions of Punjab C.S.R. Vol. II as amended from time to time and as applicable to Haryana Govt. employees shall apply mutatis mutandis to the employees of the University also.*

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\*Amended by the E.C. vide Reso. No. 48 dt. 29.8.2011.

**University** employees governed by these rules, in addition to pension, shall be entitled to gratuity in accordance with rules/instructions applicable to Haryana Govt. employees. The provisions relating to Contributory Provident Fund and Gratuity as contained in University Statutes and the rules framed there under shall not be applicable.

### **16.13 (A) Death-cum-Retirement Gratuity, Ex-Gratual grant, etc.**

- (1) A **University** employee or his family (in the event of death of an employee) shall be entitled to the grant of gratuity on the pattern of Haryana Govt rules regarding Death-cum-Retirement Gratuity as per (Appendix-A) given hereunder :

#### **Appendix-A**

- (1) An officer who has become eligible for pension or gratuity under the rules applicable to him and has completed five years qualifying service, may, on his retirement from service, be granted an additional gratuity not exceeding the amount specified in sub-rule (3).
- (2) (a) If a **University employee**, who has completed five years' qualifying service, dies while in service, a gratuity, not exceeding the amount specified in Sub-Rule (3) below, may be paid to the person or persons on whom the right to receive the gratuity is conferred under Rule **16.13 (B) (1) (a)** who belong (s) to categories (i) to (iv) mentioned therein except widowed daughters. Where there are no such surviving widowed daughters and/or one or more members of the family of the **University employee** who belongs to categories (v) to (ix) mentioned **under Rule 16.13 (B) (1) (a)**, the gratuity may be paid to all such persons in equal shares. In cases, where the qualifying service is less than the prescribed minimum, viz. 5 years, the deficiency should not be condoned.
- (b) The family of a pensionable employee who dies before completing five years qualifying service shall also be eligible for the gratuity equal to six months' emoluments of **the University** employee at the time of his death except in cases in which death occurs in the first year of service where the gratuity admissible shall be equal to two months emoluments.
- (3) In the case of **University** employee retiring in accordance with the provisions of these rules, the amount of gratuity shall be one fourth of the emoluments of the **University** employee for each completed six monthly period of qualifying service subject to maximum to 16 ½ times the emoluments in the case of Class-I, II & III and 17½ times of the emoluments in the case of Class-IV employees. In the event of the death of a **University** employee while in service, the gratuity shall be subject to a minimum of 12 times the "emoluments" of a **University** employee at the time of his death. **The limit of Rs. 3.50 lakhs of DCRG now stands raised to Rs. 10,00,000/- w.e.f. 1-1-2006.**
- (4) If an officer who has become eligible for pension or gratuity under the rules applicable to him, dies after he has retired from service, and the sum actually received by him at the time of death on account of such gratuity or pension together with the gratuity granted under Sub-Rule (1) **above** and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times his "emoluments", a gratuity equal to the deficiency may be granted to the person or persons specified in Sub-Rule (2) above.

- Note:**
- i. *The residuary Gratuity mentioned in Sub-Rule (4) **above** is admissible only if the death of the **University** servant takes place within five years, from the **date** of his retirement.*
  - ii. *The words "sums actually received" under this Rule will also include the amount of temporary increase in pension for determining the amount of residuary gratuity payable to the nominee or legal heirs of the deceased **University** servant.*

- (5) The **University** will have the right to effect recoveries from the gratuity sanctioned under this rule, in the same circumstances as recovery can be effected from an ordinary pension **under Rule 2.2 (b) of CSR Vol. II.**
- (6) No gratuity may be granted under this rule, if the officer was dismissed or removed for misconduct, insolvency or inefficiency. Compassionate grants may, however, be made under this rule in accordance with **Rule 2.5 of CSR Vol. II.**
- (7) **The existing rules, which apply to the grant of an ordinary pension, will also apply in respect of a gratuity that may be sanctioned under this rule in so far as such rules are not inconsistent with the provision of Rule 16.13A and 16.13 B.**

**16.13 (B)**

- (1) For the purpose of this rule :
  - (a) “family” shall include the following relatives of the **University** employee:
    - (i) wife or wives including judicially separated wife or wives, in the case of male **University** employee;
    - (ii) husband including judicially separated husband in the case of female **University** employee;
    - (iii) sons; (including
    - (iv) unmarried and step-children  
widowed and adopted  
daughters; children);
    - (v) brothers below the age of 18 years and unmarried and widowed sisters, including step brothers and sisters;
    - (vi) father; (including adoptive
    - (vii) mother; parents in case of  
individual whose  
personal law  
permits adoption);
    - (viii) Married daughters
    - (ix) Children of predeceased son
  - (b) “persons” for the purpose of this rule shall include any company or association or body or individuals, whether incorporated or not.
- (2) An officer, at any time after confirmation, shall make a nomination conferring on one or more persons, the right to receive any gratuity that may be sanctioned under Sub-Rule (2) & (4) of Rule **16.13 (A)** and any gratuity, which having become admissible to him under Sub-Rule (1) of that Rule and **Rule 6.16 of CSR Vol. II**, has not been paid to him before death;
 

Provided that if, at the time of making nomination, the officer has a family, the nomination shall not be in favour of any person or persons other than the members of his family.
- (3) If the officer nominates more than one person under sub-rule (2) **above**, he shall specify in the nomination the amount of share payable to each of the nominees, in such manner as to cover the whole amount of the gratuity.
- (4) An officer may provide in the nomination -
  - (a) in respect of any specified nominee, that in the event of his pre-deceasing the officer, the right conferred upon that **pre-deceased nominee** shall pass to such

other persons as may be specified in the nomination; provided that, if at the time of making the nomination, the officer has a family consisting of more than one member, **and** the person so specified shall not be person other than a member of his family;

- (b) that the nomination shall become invalid in the event of the happening of the contingency specified therein.
- (5) The nomination made by an officer who has no family at the time of making it, or a provision made in nomination under Clause (a) of Sub-Rule (4) **above** by an officer whose family consists, at the date of making the nomination, of only one member, shall become invalid in the event of the officer subsequently acquiring a family, or an additional member in the family, as the case may be.
- (6) (a) Every nomination shall be in such one of the forms **Pen-1-C to Pen-1-F** as may be appropriate in the circumstances of the case.  
**Note:** *The forms provided for only one alternate nominee and it is not open to a **University employee** to nominate more than one alternate nominee against any original nominee.*  
(b) An officer may any time cancel a nomination by sending a notice in writing to the appropriate authority; provided that the officer shall, alongwith such notice, send a fresh nomination made in accordance with this rule.
- (7) Immediately on the death of a nominee, in respect of whom no special provision has been made in the nomination under Clause (a) of Sub-Rule (4) **above**, or on the occurrence of any event, by reason of which the nomination becomes invalid, in pursuance of Clause (b) of that **Sub-Rule (4) or Sub-Rule (5)**, the officer shall send to the appropriate authority a notice in writing formally canceling the nomination, together with a fresh nomination made in accordance with this rule.
- (8) (i) Every nomination made, and every notice of cancellation given, by an officer under this Rule, shall be sent by him to the **Finance Officer, MDU Rohtak through the Head of the Department/Office. Immediately on receipt of the nomination from, the Finance Officer shall countersign it, indicating the date of receipt, and keep it in safe custody.**  
**Provided that the Finance Officer may authorize any other Officer to countersign nomination forms with the approval of the Vice-Chancellor.**  
(ii) Suitable entry regarding receipt of nomination shall be made in the service book of the **University** employee concerned.
- (9) Every nomination made, and every notice of cancellation given, by an officer shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in Sub-Rule (8) above.

**16.13 (C) Debarring a person from receiving gratuity:**

- (1) If a person, who in the event of death of a **University** employee while in service, is eligible to receive gratuity in terms of **Rule 16.13 (B)** is charged with the offence of murdering the University employee or for abetting in the commission of such an offence, his claim to receive his share of gratuity shall remain suspended till the conclusion of the criminal proceedings instituted against him.
- (2) If on the conclusion of the criminal proceedings referred to in Sub-Rule (1) **above**, the person concerned:
  - (a) is convicted for the murder or **abetment** in the murder of the **University** employee, he shall be debarred from receiving his share of gratuity which shall be payable to other eligible members of the family, if any;

- (b) is acquitted of the charge of murdering or abetment in the murder of the **University** employee, his share of gratuity shall be payable to him.
- (3) The provision of Sub-Rules (1) and (2) **above** shall also apply to the undisbursed gratuity admissible under **Rule 16.13 (A)**, if a **University** employee dies after retirement without receiving the gratuity.

**Note:** *While a nomination as also any change therein will normally be made by an officer during his service, he may be allowed to make a fresh nomination after retirement if such a contingency arises.*

**16.13 (C) :** In Section III of Chapter VI, for Part C, the following part shall be substituted namely:

**C - Terminal gratuity for Temporary Servant:** (1) w.e.f. the 7<sup>th</sup> June, 1961, a temporary **University employee**, who is discharged on account of retrenchment, will be eligible for the gratuity at the rate of 1/3<sup>rd</sup> of a month's pay for each completed year of service, provided he has completed not less than 5 years continuous service at the time of discharge.

- (2) (a) For the purpose of Sub-Rule (1), the term 'pay' means basic pay and dearness pay only **on** the date of his discharge from service. It will not include special pay, personal pay, and other emoluments classed as "pay". In case, the person concerned was on leave with or without allowance immediately before discharge, 'pay' for the purpose will be the pay which he drew before proceeding on such leave, provided that the benefit of increase in such pay not actually drawn due to increment or promotion to a post carrying a higher rate of pay falling during leave not exceeding 120 days of earned leave or the first 120 days of such earned leave exceeding 120 days only, will also be taken in account.
- (b) 'University service' means temporary service **rendered in M.D. University, Rohtak** and includes temporary service **rendered in KUK during the period when MDU was Regional Centre of the former.**
- (c) "A temporary service" means service in a temporary post and officiating service in a permanent post.
- (3) The grant of gratuity under this Rule shall be subject to the service rendered by the **University** employee concerned being held by the authority competent to appoint him to be approved and satisfactory. No gratuity shall be admissible :
- (a) in case where the **University employee** concerned resigns his post or is removed or dismissed from public service;
- (b) to a probationer or other **University employee** discharged **due to** failure to pass the prescribed **mandatory** test or examination;

In case the amount of gratuity payable under this rule remains undrawn on account of death of a **University employee**, it will be payable to his family in the order of preference given below:

- a. Eldest surviving widow in the case of a male **University employee**.
- b. Husband in the case of female **University employee**.
- c. Eldest surviving son.
- d. Eldest surviving unmarried daughter.
- e. Eldest widow daughter
- f. Father.
- g. Mother.

- h. Eldest surviving brother below the age of 18 years
  - i. Eldest surviving unmarried sister
  - j. Eldest surviving widowed sister.
- (4) If an employee dies before the age of retirement ex-gratia grant and other facilities shall be granted to the family of the deceased employee, as per rules framed by the Executive Council for the purpose.

**Power to Remove Difficulties**

If any difficulty arises in the implementation of the scheme or interpretation of any provision of these rules, the competent authority after seeking clarification from the **Finance Department, Haryana Govt.** will remove such difficulty.

## CHAPTER – 17

### T.A. AND L.T.C. REGULATIONS

#### 17.1 Travelling Allowance Regulations

##### PART-I

Except as provided in Part-II, the payment of traveling allowance, daily allowance and local mileage allowance to University employees shall be regulated according to rates prescribed by the Haryana Government. The present rates are as under:

17.1.1 (a) For the purpose of TA/DA etc., grading of the employees shall be as under:–

Grade-I	Employees drawing Grade Pay of Rs. 10,000 or above.
Grade-II	Employees drawing Grade Pay of Rs. 8,900 to 9,800.
Grade-III	Employees drawing Grade Pay of Rs.4,600 to 8,800.
Grade-IV	Employees drawing Grade Pay of Rs. 2,500 to 4,200.
Grade-V	Employees drawing Grade Pay of Rs. 1,300 to 2,400.

(b) Entitlement of mode of journey while on tour within/out of India:

Grade	Journey by Air	Journey by Sea or River Steamer	Journey by Train	Journey by Road
Grade-I	First Class if out of India  Business/ Club Class if within India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-II	Economy Class within or out of India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-III	Economy Class (within or out of India) subject to prior approval of the Vice-Chancellor	If 2 Classes by lower; if 3 Classes by middle; if 4 Classes by Third Class	A.C. 2-Tier or A.C. Chair Car	AC Bus/Deluxe Bus
Grade-IV	Economy Class (out of India only)	-do-	A.C. 3-Tier or Non-A.C. Chair Car	Deluxe Bus/ Ordinary Bus
Grade-V	Economy Class (out of India only)	By lowest Class	2 <sup>nd</sup> Class/2 <sup>nd</sup> Class Sleeper	Ordinary Bus

**Note 1:** All cases of Air travel both domestic and international where the University bears the cost of air passage, the officials concerned should prefer Air India. Journey may also be performed by private airlines other than Air India provided the basic criteria for selecting airlines other than Air India would be better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India will also be fully utilized.

**Note 2:** Each University employee, who is undertaking domestic travel by air in his entitled class, should endeavor to take advantage of the concessions being provided by the airlines to effect possible saving vis-à-vis the normal fares. The employee should try to make their booking in advance to the extent possible so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available. Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Air India or their subsidiaries. Individual employees are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.

**Note 3:** Grade-III employees are entitled to travel by air within India provided the distance involved is more than 500 kms, and the journey cannot be performed by overnight by train. Prior approval of competent authority for each journey shall be obtained.

**Note 4:** In case of Journey by Air/A.C. Rail/A.C. Bus/Deluxe Bus, tickets shall be appended to T.A. Bills. In case of Rail Journey by 1<sup>st</sup> Class/A.C. Chair Car, ticket/ticket no./reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary fair/bus fare will be given.

**Note 5:** The actual cost of reservation and sleeper charges will be reimbursed in full.

**Note 6:** There shall be no bar in undertaking a journey by any mode or in any category above the respective entitlement of the employee provided that the claim filed for reimbursement is voluntarily restricted to the said entitlement. However, in all such cases, the essential document required to be submitted and essential conditions required to be met in reference to the performance of journey by the mode and in the category in which the journey was actually conducted shall have to be submitted along with the claim. With this condition, henceforth, there shall be no pre-requirement of seeking the approval of the competent authority for conducting a journey above the entitlement. This provision will not be applicable if journey is performed by a University employee in his own car without prior approval of the competent authority as per Note 3 below (c).

**Note 7:** Journey by air may be allowed by the Vice-Chancellor, where it is absolutely necessary in the University interest.

(c) Entitlement for journey by road by a mode other than public transport while on tour in India:

Grade	Journey by Taxi/ Autorickshaw	Journey by own conveyance	Rate of Road Mileage
Grade-I	AC Taxi	By Own Car	Rs. 10/- pkm for AC Car/Taxi; Rs. 8/-pkm by Non-AC Car/Taxi
Grade-II	AC Taxi	By Own Car	-do-
Grade-III	Non-AC Taxi with prior approval of the Vice-Chancellor	By Own Car with prior approval of the Vice-Chancellor	Rs. 8/- pkm by Non-AC Car/ Taxi

Grade-IV	Actual charges when journey is performed by Autorickshaw with the prior approval of HOD for each journey	By Own Scooter/ Motorcycle with prior approval of the HOD for each journey	Rs. 6/- pkm for own Scooter/ Motorcycle or by Autorickshaw
Grade-V	-do-	-do-	Rs. 6/- pkm for own Scooter/ Motorcycle or by Autorickshaw
Any other University employee	-	-	Rs. 1.20 pkm if journey is performed by bicycle or on foot

**Note 1:** ‘Own Conveyance’ does not mean and include ‘any private conveyance’ of the respective description. Such conveyance, whenever used for the purposes of claiming reimbursement under these instructions, must be ‘a registered personal vehicle in the name of the employee concerned or in the name of the spouse of the employee concerned’. The registration number of the vehicle used must always be mentioned in the claim preferred.

**Note 2:** In all such cases where the journey is undertaken in own conveyance or it is performed in hired conveyance, all ‘toll charges’ paid during the journey shall also be admissible in addition to the road mileage. Such reimbursement must be claimed by submitting the original receipt of payment of ‘toll charges’ bearing the registration number of the vehicle. Case must accordingly be taken to pay all ‘toll charges’ en-route the journey and obtain receipts (bearing the registration number of the vehicle) and submit it in original along with the claim of reimbursement/mileage otherwise admissible. It is also suggested to retain a photocopy of the same for personal record.

**Note 3:** If the entitlement happens to be to travel in A.C. II Tier in Train and does not permit ‘journey by own car’ but the journey is actually performed in ‘own car’, the reimbursement shall be restricted to the fare equivalence of A.C. II Tier but while preferring the claim of reimbursement to the said extent of entitlement, the papers required to be submitted with reference to ‘journey by own car’ while meeting all the necessary requirement thereof shall have to be submitted/met in the manner prescribed for ‘journey by own car’, and if such compliances with reference to ‘journey by own car’ are deficient in any manner, the reimbursement restricted to the entitlement shall not be made.

**Note 4:** Journey by car/Taxi may be allowed to the Associate Professors entitled to Grade Pay of Rs. 9000/- working in the University Teaching Department, Indira Gandhi Post Graduate Regional Centre Mirpur (Rewari) and University Institute of Law & Management Studies, Gurgaon only. The Professors/Officers in the Grade Pay of Rs. 10,000/- and above may be allowed to travel by car/taxi by the Vice-Chancellor, if one side distance is maximum upto 350 Kms. Provided that if the one side distance is more than 350 Kms., then the journey may be performed by rail as per entitlement.

**Note 5:** In the case of journey by own car/taxi the rate of road mileage will be Rs. 8/- per Km. The Vice-Chancellor may, in exceptional cases, allow special rate in excess of Rs. 8/- per Km., where it is considered absolutely necessary.

(d) The rates of daily allowance for different place shall be as under:

<i>Grade</i>	<i>In any town/city in Haryana</i>	<i>In any town/city outside Haryana/ Chandigarh</i>
<i>1.</i>	<i>2.</i>	<i>3.</i>
Grade-I	Rs.300/- per day	Rs. 500/- per day
Grade-II	Rs. 240/- per day	Rs. 400/- per day
Grade-III	Rs. 200/- per day	Rs. 300/- per day
Grade-IV	Rs. 160/- per day	Rs. 200/- per day
Grade-V	Rs. 140/- per day	Rs. 160/- per day

(e) Entitlement for Reimbursement of Hotel/ Commercial Guest Houses charges plus Daily Allowance at any place in the country outside Haryana/ Chandigarh

Grade	Entitlement for Reimbursement of Hotel charges/Commercial Guest Houses accommodation plus Daily Allowance
Grade-I	Upto Rs. 5000/- per day plus Da of s. 500/- per day
Grade-II	Upto Rs. 4000/- per day plus Da of s. 400/- per day
Grade-III	Upto Rs. 3000/- per day plus Da of s. 300/- per day
Grade-IV	Upto Rs. 1500/- per day plus Da of s. 200/- per day
Grade-V	Upto Rs. 5000/- per day plus Da of s. 160/- per day

**Note 1:** Reimbursement of Hotel/Commercial Guest House charges shall only be admissible when the journey on tour involves overnight stay at destination(s).

**Note 2:** All the University employees who are entitled to stay in Haryana Bhawan or any other Rest House/Guest House facility maintained by the University or State Government or PSUs/Agencies wholly or substantially owned or controlled by the Haryana Government, while on tour in the NCT of Delhi, shall, before availing the terms of Daily Allowance offered by this scheme, have to acquire a 'Non Availability of Accommodation' certificate from the authority competent with reference to any/all such facilities including Haryana Bhawan.

**Note 3:** For 'facilities maintained by the University or Haryana Government or PSUs/Agencies wholly or substantially owned or controlled by the Haryana Government, this requirement shall be applicable only on the eligible (to stay) University employees.

**Note 4:** University employees traveling outside the State and availing the facility of accommodations run/managed by the Central/other State Governments or Central/State PSUs shall be entitled to claim the accommodation charges as

per actual, and bills/receipts on this account must be submitted alongwith the claim of reimbursement.

**17.1.2 The rates of local journey within or out of Haryana but within India shall be as under :**

Grade	Local Journey within or out of Haryana
Grade-1	AC/Non-AC Taxi charges upto 50 kms. per diem for travel within city at the rates given under Rule 17.1.1 (c)
Grade-II	-do-
Grade-III	Non-Ac Taxi or Autorickshaw charges @ Rs.8/- or Rs. 6/- pkm, as the case may be, limited to Rs. 150/- per diem for tavel within the city.
Grade-IV	Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within the city.
Grade-V	Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city.
Any University employee	Rs. 1.20 pkm if journey on tour is performed bicycle or on foot by any University employee.

**17.1.3** The Vice-Chancellor shall sanction the performance of journeys in respect of the Heads of the Departments/ Institutes/Directorates etc., Professors, Registrar, Controller of Examinations, Librarian, Finance Officer, and other equivalent officers/teachers; the HODs/Registrar/Librarian/ Finance Officer/Controller of Examinations/equivalent officers shall be competent to approve the performance of journeys/tour programmes in respect of other Class 'A', 'B', 'C' & 'D' Group Employees working in respective Teaching/Non-Teaching Departments/ Colleges/ Branches.

The Registrar in case of Class 'A', 'B', 'C' & 'D' Employees, may, when he considers it necessary, sanction payment of travelling allowance in advance, and the amount so paid shall be deducted from the relevant T.A. Bill.

**PART II**

- 17.1.4**
- (a) When traveling abroad, Vice-Chancellor shall get T.A. and D.A. at the rates admissible to Grade-I Officers of the Government of India.
  - (b) The Vice-Chancellor shall be entitled to travel by air-conditioned accommodation.
  - (c) The Vice-Chancellor may travel by raod, by rail, or a portion of the journey by road and a portion by rail according to his discretion and convenience and charge T.A. accordingly. If he travels by road between stations connected by rail in a public carrier, he shall be entitled to the actual fare paid plus daily allowance as provided in Part-I.
  - (d) The Vice-Chancellor may travel by air at his discretion and he shall be paid for such journey actual air fare and in addition daily allowance as provided in Part-I.

**17.1.5** Members of the University Court, Executive Council, Academic Council, Finance Committee, Faculties, Boards of Studies, Establishment Committee, Selection Committees

for appointments when attending meeting of these authorities or Committees constituted by the Vice-Chancellor, may if they travel by own car be allowed to charge T.A. etc. by road, as at rates approved by the Vice-Chancellor from time to time, provided the distance each way does not exceed 200 kms. which limit may be extended to cover any place within Haryana in the case of Members of Academic Council, Executive Council, Court and members of the Inspection Committees appointed to inspect the affiliated/new Colleges.

Provided further that the Vice-Chancellor may, in exceptional circumstances, extend the limit of 200 kms. each way in case of Experts on Selection Committees.

The Vice-Chancellor may, however, allow travel by Taxi (receipt to be attached).

**17.1.6** Life members in recognised schools shall be considered as officers **drawing Grade Pay of Rs.6000/-**.

**17.1.7** The Judge of the Punjab and Haryana High Court shall be entitled to receive, for the journeys performed by him in connection with the affairs of the University, T.A. at the rates admissible to him as a High Court Judge or at the University rates, whichever he chooses.

**17.1.8** (a) Examiners, belonging to States other than Haryana, shall be entitled to draw T.A. at the rates as prescribed in Part-I of these Regulations or at the rates admissible to them in their own University or State, whichever are more favourable to them.

(b) Travelling allowance of a person, who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be.

(c) Military or N.C.C. officers, while performing journeys on University business, shall be paid T.A. at Army rates, applicable to their ranks, provided they certify that the journey was performed in Uniforms.

(d) Student-Members on the various University Bodies, shall be paid T.A. and D.A. as admissible to Grade-I Officers.

**17.1.9** Persons invited to deliver extension lectures shall be paid normal T.A. according to University rates, but without any halting allowance.

**17.1.10** (a) If a person travels in another person's car, he will be entitled to Railway fare/Bus fare **and D.A. as per scales prescribed in Part-I**, provided nobody else draws any T.A. in respect of that car in that trip.

(b) **In the case of travel by University vehicle/staff car, the rates of daily allowance shall be as under :**

<b>1.</b>	<b>Where absence from Headquarters is for less than 6 hours</b>	<b>No daily allowance</b>
<b>2.</b>	<b>Where absence from Headquarters is for 6 hours or more but less than 12 hours</b>	<b>Half daily allowance</b>
<b>3.</b>	<b>Where absence from Headquarters is more than 12 hours</b>	<b>Full daily allowance</b>

**Provided further that the Personal Assistant to the Vice-Chancellor when required to travel in staff car between stations connected by rail shall be allowed to draw travelling allowance as for a journey on tour, less one single fare by rail of the Class to which he is entitled.**

(c) If due to some emergent work, under orders of the Vice-Chancellor, a person is required to undertake journey which costs him more than the Railway fare/Bus fare

of the Class to which he is entitled, he shall be paid the actual cost of the journey, local mileage and D.A. etc.

- 17.1.11** A person may be permitted to travel in full car between stations connected by rail or to perform journey by a longer route, by the **Controller of Examinations** in respect of the work connected with the conduct of Examinations and the Vice-Chancellor for other University work, only when it is absolutely necessary in the University interest.
- 17.1.12** A delegate to an Educational Conference/Seminar *etc.* may be paid T.A./D.A. *etc.*, as per University rules as contained in Part-I of the T.A. Regulations. The Registration Fee (excluding Boarding & Loading) if any, may also be reimbursed on production of Actual Payee Receipt from the Host Institution. A Certificate by the Host Institution of having attended the Conference by the Delegate shall be sufficient for the purpose of payment.
- 17.1.13** The Examiners, Superintendents, other members of Supervisory Staff and members of the University Bodies, who are entitled to II Class Railway fare, when travelling on University duty, may perform the journey by passenger, express or mail train as it suits their convenience.
- 17.1.14** (a) Examiners in practicals will be paid daily allowance only for one day previous to examinations for preparation work and also for any holiday or holidays intervening between the day of preparation and the day of the examination.
- (b) 'If the examination is completed in morning session, DA will not be allowed for next day. However, if the examination is completed in the evening session, DA for next day may be allowed.'
- 17.1.15** No person, whose ordinary place of residence is the same as the place of University business or duty shall be entitled to travelling allowance or daily allowance if he comes from an outstation to attend University business or to place of duty at that place.
- Exception** Provided that if a person, residing in Delhi, performs the journeys on University business within the limits of Old Delhi and New Delhi Municipalities, he may draw actual cost of transport not exceeding the amount of the daily allowance to which he is entitled under the rules.
- 17.1.16** No person shall be entitled to charge travelling allowance from a place further than the one in which he ordinarily resides. The Vice-Chancellor may, however, relax this condition as a special case.
- 17.1.17** Bills not presented within 6 months from the date of journey shall lapse and shall not be entertained unless the period of 6 months is extended by the Vice-Chancellor for good cause shown.
- 17.1.18** A member of a University Body, who has to attend meetings on two or more consecutive days, may return to his Headquarters after completion of University business each day if the distance involved in the return journey does not exceed 50 miles or 80 kms.
- 17.1.19** Notwithstanding anything contained in these rules, the Vice-Chancellor may, in exceptional circumstances for reasons to be recorded, sanction, special rates *i.e.*, in excess of the schedule contained in Part-I.
- In any individual case, actual conveyance expenses incurred at an outstation with the prior permission of the Vice-Chancellor shall be paid. The permission will be given if special circumstances exist.
- 17.1.20** T.A. /D.A. shall be admissible at the rates admissible to Class I Officers of the Govt. of India in respect of those University functionaries, who may have to go abroad on University business.

- 17.1.21** Teachers and Staff performing journeys during vacation, from a place where they are spending the vacation to their Headquarters, in the interest of University work, shall be allowed T.A. as on tour but without any daily allowance for the days of halt at Headquarters.
- 17.1.21(a)** In the case of flying squad(s), own car/taxi charges @Rs.8/- per Km. for actual mileage or Rs. 700/- per day, whichever is higher, shall be admissible. Further in case the distance of the centre(s) of examinations from the place of posting of the Convenor of the flying squad(s) is more than 100 Kms., each way, the flying squad(s) will stay at one of the stations of Examination Centre(s) and the halting charges for taxi/own car for the night stay will not be admissible. In the case of local station, taxi/own car charges @ Rs. 200/- per day shall be admissible. As far as possible, the members of the flying squad(s) will be from the same station as that of the Convenor from the nearby stations/Institutions.
- 17.1.21(b)** The appointment of the Centre Superintendent(s) and Deputy Superintendent(s), as far as possible, may be made from within the district or from the nearby stations/Institutions. The teachers, who are appointed for invigilation duty at the examination centers from outside the district shall not be paid TA/DA. Provided further that if in the supervisory duty of a teacher, there is a gap of 2 days or more, such teacher(s) will report to their colleges on off days.

### Special Rules

- 17.1.22** No daily allowance shall be paid for a journey performed within a radius of 5 miles or 8 kilometers from the headquarters of the person concerned.
- Provided that if any employee other than Class-D employee (who is receiving conveyance allowance) performs journey by road within 8 kilometres of Headquarters in connection with the University work, with the prior approval of the Authorities competent to sanction the journey, will be paid mileage allowance for the conveyance entitled to use, as per rates given in **Rule 17.1.2** of Part-I. In such cases, expenditure may be charged to contingencies.
- 17.1.23** Except in the case of work connected with University Examinations, daily allowance may not be drawn for a continuous halt of more than 10 days at any one place unless the same is sanctioned by the Vice-Chancellor in each case on the ground that the prolonged halts are necessary in the interest of the University work.
- 17.1.24** The rate of D.A. of a person, who spends part of a day in one locality and part of it in a place for which a different rate of D.A. prevails, shall be determined according to the place where he spends the night succeeding such day.
- 17.1.25** A University employee, summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case for which neither University nor State of Haryana is a party, shall not be entitled to any payment other than those admissible by the rules of the Court.
- 17.1.26** A University employee, summoned to give evidence of facts that have come to knowledge in the discharge of his duties in a case to which the State of Haryana is a party, shall be entitled to usual T.A. from the University and whatever he gets from the Court, he shall credit the same to the University.
- 17.1.27** A University employee, **accompanying** the students on educational excursions, will be entitled to usual T.A.
- 17.1.28** The class to which a retired person belongs on his re-employment, shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, which he is permitted to draw in addition to pay.

**17.1.29** The Chauffeur of a vehicle supplied at the expense of the University, when making a journey by road in the University vehicle in his charge, may draw daily allowance according to the proviso to Rule **17.1.10 (b)** of Part-II of these Regulations.

**17.1.30 (a)** T.A./D.A. on transfer and retirement will be regulated by the Haryana Government rules. The present rates, as per Finance Dept. Office Memorandum No. 5/27/98-1 FR dated 31.12.2010, are given below:

- i. In case of transfer, an employee would be paid daily allowance for himself as well as each member of the family as per rate(s) mentioned under rule 17.1.1 (c) above. Besides this, he would be paid for each member of his family bus/rail fare, as the case may be. In case of journey by own car/scooter/motorcycle/moped with or without family, he will be entitled to claim road mileage for once only subject to the entitlement and for one vehicle only. The definition of the family for the purpose of TA/DA includes an employee's dependents also.
- ii. In case of transfer from one place to another and when movement of household goods was actually involved, the entitlement of reimbursement of charges paid for moving the household goods consequent to the said transfer and movement shall be regulated in the following terms:

Grade	Entitlement of number of truck(s)	Packing/unpacking/loading/unloading charges on each movement
Grade-I	Two trucks	Rs. 2000/-
Grade-II	Two trucks	Rs. 2000/-
Grade-III	One & a half truck	Rs. 1000/-
Grade-IV	One truck	Rs. 500/-
Grade-V	Half truck	Rs. 250/-

iii. **Transportation of Conveyance on retirement**

Grade	Type of conveyance	Entitlement
Employees drawing Grade Pay of Rs. 9800/- or above.	Car/Jeep/nay other four wheeler	Re-imbusement of actual fare by train or at the prescribed rate of Truck Union. If the distance is upto 300 kms then @ Rs. 4/- pkm will be admissible for one way journey assuming that the vehicle will be transported upto that distance by self propulsion.

**Note:** Two wheelers i.e. Motorcycle/Scooter will be treated as part of household effects for this purpose and no separate charges will be permissible.

(b) T.A. /D.A. for the journey to his/her home town would also be admissible to the family of a deceased University employee on his/her death while in service.

**17.1.31** Members of the University bodies like Executive Council, Court, Academic Council, Finance Committee and members/experts on Selection/Establishment Committees coming from outside will draw T.A./D.A. as admissible under the rules for attending the meeting of these bodies/Committees in addition to any hospitality extended by the University with the approval of the Vice-Chancellor.

Provided that each member/expert/Chancellor's nominee/ representative of SC/ST, Women and Physically Handicapped coming from outside to work on the Selection Committee/Establishment Committee for appointment of various posts in the University will also be paid an honorarium, **fixed by the University from time to time**, for each meeting of the Selection Committee/ Establishment Committee.

**17.1.32** The rates of T.A. /D.A. would also be applicable to the employees governed by U.G.C. Grades and those who opt for pre-revised scale of pay. In their cases, dearness allowance upto the Consumer Price Index of 1510 point will be treated as part of their pay for purpose of calculating the admissible travelling allowance and daily allowance. These rates would also be applicable to the members of All India Services who are serving in connection with the affairs of Haryana State.

**Note:** Any amendment made by the State Govt. in its TA rules from time to time shall be applicable to these regulations. Where the rules are silent, the State Govt. rules shall be applicable.

These rules will also be applicable to the employees of Non-Govt. affiliated colleges.

## **17.2 L.T.C Rules for University Employees**

The University employees shall be entitled to Leave Travel Concession (LTC) on the pattern of Haryana Government employees introduced by the Government vide letter No. 13/19/2008-2SII, dated 05-02-2009.

### **17.2.1 Eligibility & Conditions**

(i) In lieu of the part of expenditure shared by the University on the pattern of State Government on LTC facility availed by the eligible employees so far, now onwards **he** shall be entitled to draw the 'entitled amount' as lump sum assistance once in the block of four years as declared by the **State Government** as the block **for** regulating the LTC, or once in a block of four years as applicable **to** the claimant, as the case may be;

Provided that the employees, who have availed the benefit of LTC in the current block under the pre-existing scheme, shall not be entitled to the benefit of this scheme for the balance period of the current block.

**Note:** *The current block as declared by the Government of Haryana happens to be 2008-2011 (01.01.2008 to 31.12.2011) and the subsequent block shall be 2012-2015; 2016-2019; 2020-2023; and so on.*

(ii) The entitled amount as on the date of its withdrawal and disbursement shall, with reference to the said eligible employee, be quantified in the following manner:

“When the concerned employee is drawing his emoluments in the revised pay structure’ under Haryana Civil Services (Revised Pay) Rules, 2008 or, as the case may be, under Haryana Civil Services (Assured Career Progression) Rules, 2008 – (an amount equal to ‘the pay in the pay band + the applicable Grade Pay + admissible Dearness Allowance (D.A.) thereupon’), and when the concerned employee is drawing his emoluments in the ‘pre-revised pay structure’ under Haryana Civil Services (Revised Pay) Rules, 1998 or, as the case may be, under Haryana Civil Services (Assured Career Progression) Rules, 1998 or when the employee is yet to be brought over to the revised pay structure- [an amount

equal to 'the basic pay + the dearness pay, if any, in the respective pre-revised scale of pay + admissible Dearness Allowance (D.A.) thereupon']".

- (iii) LTC being a family allowance, when both the spouses are working in organizations offering the facility of LTC, only one of the spouses shall be entitled to draw the benefit of LTC. Accordingly, before the claim to draw the 'entitled amount' in terms of this instruction is made, the concerned **University employee**, claiming the benefit under the scheme, shall submit an undertaking **in the form given below as Annexure-I** that his/her entitled family members, including the spouse, when in service of the **University**, shall not avail the benefit promised by the scheme separately or when in employment under the Central Government or **Haryana Government** or any other State Government or any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or **Haryana Government** or any other State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their respective employer. Such an undertaking must be countersigned by the spouse of the concerned **University employee**. Alternatively, the concerned **University employee** shall submit an undertaking that the provisions of this Para is not attracted in his/her case as none of his/her entitled family members, including the spouse, is either in service under the Central Government or **Haryana Government** or any other State Government or any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or **Haryana Government** or any other State Government.

### **Annexure-I**

#### **(Undertaking)**

[under Para 1 (iii) of instruction in Memo No.: 13/19/2008-2SII dated 18.5.2009]

It is hereby undertaken that:

- (a) I am eligible to draw the benefit promised by the scheme put in place vide State Government Memo No. 13/19/2008-2SII date 18.5.2009.
- (b) None amongst my entitled family members, including the spouse, is either in service **under the University or Haryana Government or Central Government or any other State Government or any other organization/institution/body, etc.,** wholly or substantially owned or controlled by the Central Government or any State Government.

or

My entitled family members, including the spouse, who is in the employment of **the University or Haryana Government or Central Government or any other State Government or any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government**, and who is also eligible to draw the benefit promised by the scheme put in place vide Memo No. 13/19/2008-2S II dated 18.5.2009, shall not avail the benefit **separately** promised by the **scheme** for the current block of four years from their employer in whatever form it is extended to him/her by their such respective employer.

Signature of the concerned employee

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

#### **Countersigned**

Signature of the spouse of the concerned employee

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

(Strike off whatever portion is not applicable)

- (iv) For the purposes of this instruction,. ‘Family’ would mean a lawfully acknowledged family and any voluntary or even otherwise acknowledged separation, etc, would not change the intent till such time as the marriage finally dissolves in terms of law.
- (v) The authority competent to authorize withdrawal and disbursal of Pay to the concerned employee shall also be competent to sanction withdrawal and disbursal of the ‘entitled amount’ in his/her case. An entry of such withdrawal and disbursal must be made in the service book of the concerned employee and must also be made in the Last Pay Drawn Certificate (LPC) issued on transfer.
- (vi) The ‘entitled amount’ shall be debitable **to the Object Head: ‘Salaries’** of the University Leave Travel Concession’ under the scheme/sub scheme to which the Pay and Allowances of the concerned employee is debited.
- (vii) This being an Allowances, no arrears would be admissible even when the pay is revised from a retrospective date.

If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the **Haryana Government for decision/clarification.**

### **17.3 L.T.C. Scheme for University Pensioners**

**17.3.1** The State Government has introduced a New Scheme of Leave Travel Concession for visiting Home Town and any place in India for the State Government employees vide letters dated 5.2.2009 and 18.5.2009. On the pattern of State Government, the University pensioners shall also be entitled to draw the ‘one month’s pension’ as lump sum assistance once in the block of four years as declared by the Government of Haryana as the block regulating the LTC. The facility of travel concession, however, was not available to the University pensioners.

**17.3.2** Accordingly the following scheme of Travel Concession to the University pensioners is thereby put in place.

- (i) He/she shall be entitled to draw the ‘one month’s pension’ as lump sum assistance once in the block of four years as declared by the Government of Haryana as the block regulating the LTC;

The current block as declared by the Government of Haryana happens to be 2008-2011 (1.1.2008 to 31.12.2011) and the subsequent block shall be 2012-2015; 2016-2019; 2020-2023; and so on.

Provided that the pensioner, who has retired during the current block of four years (2008-2011) and has availed the benefit of LTC before **his** retirement in this block under the scheme of Leave Travel Concession available to the **University** employees, shall not be entitled to the benefit of this scheme for the balance period of the current block.

- (ii) **This scheme shall be applicable to all University pensioners who are drawing their pension under the Punjab Civil Services, Rules, Vol. II as amended from time to time by Haryana Government and as applicable to the University pensioners with the approval of Executive Council on the pattern of Haryana Government employees and whose pension is debitable to the Consolidated Fund of the University.**
- (iii) “Pension” means the entitlement of basic pension inclusive of commuted pension and the dearness allowance admissible thereon being drawn under the Punjab Civil Services Rules, Vol. II as amended from time to time as applicable to the **University pensioners on the pattern of Haryana Government employees.**
- (iv) LTC being a family allowance, when both the spouses are pensioners or one of the spouses is working in an organization offering the facility of LTC, only one of the

spouses shall be entitled to draw the benefit of LTC. Accordingly, before the claim to draw the 'entitled amount' in terms of this instruction is made, the concerned pensioner, claiming the benefit under the scheme, shall submit an undertaking **in the form given below** that his/her entitled family members, including the spouse, when he is pensioner or is in service of the University, shall not avail the benefit promised by the scheme separately or when in employment under the Central Government or **Haryana Government** or any other State Government or any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or **Haryana Government** or any other State Government shall not avail of the facilities of LTC from their employer in whatever form it is extended to him/her by their respective employer. Such an undertaking must be countersigned by the spouse of the concerned **University** pensioner. Alternatively, the concerned **University pensioner** shall submit an undertaking that the provisions of this Para is not attracted in his/her case as none of his/her entitled family members, including the spouse, is either pensioner or in service under the Central Government or **Haryana Government** or any other State Government or any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or **Haryana Government** or any other State Government.

### **Undertaking**

**It is hereby undertaken that:**

- (a) **I am eligible to draw the benefit promised by the scheme put in place vide State Government Memo: 13/19/2008-2SII date 18.5.2009.**
- (b) **None amongst my entitled family members, including the spouse, is either a pensioner or in service under the University or Haryana Government or Central Government or any other State Government or any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government.**

**or**

**My entitled family members, including the spouse, who is a pensioner or in the employment of the University or Haryana Government or Central Government or any other State Government or any other organization/institution/body, etc., wholly or substantially owned or controlled by the Central Government or any State Government, and who is also eligible to draw the benefit promised by the scheme put in place vide Memo No. 13/19/2008-2S II dated 18.5.2009, shall not avail the benefit separately promised by the scheme for the current block of four years from their employer in whatever form it is extended to him/her by their such respective employer.**

**Signature of the concerned employee**

**Name : \_\_\_\_\_**

**Designation : \_\_\_\_\_**

**Countersigned**

**Signature of the spouse of the concerned employee**

**Name : \_\_\_\_\_**

**Designation : \_\_\_\_\_**

**[Strike off whatever portion is not applicable]**

- (v) For the purposes of this instruction, 'Family' would mean a lawfully acknowledged family and any voluntary or even otherwise acknowledged separation, etc, would not change the intent till such time as the marriage finally dissolves in terms of law.
- (vi) The authority competent to authorize disbursal of pension to the concerned pensioner shall also be competent to disburse the 'entitled amount' in his/her case.
- (vii) The pension to the pensioners of age group of 90 years and above shall be disbursed alongwith the regular pension for the month of January in the first year of the block of four years, the pension to the pensioners of age group of 80 years and below 90 years shall be disbursed alongwith the regular pension for the month of January in the second year of the block of four years, the pension to the pensioners of age group of 70 years and below 80 years shall be disbursed alongwith the regular pension for the month of January in the third year of the block of four years and the pension to the pensioners of age group of below 70 years shall be disbursed alongwith the regular pension for the month of January in the fourth year of the block of four years.
- (viii) During the current block of four years 2008-2011 (1.1.2008 to 31.12.2011), the pension to the pensioners of age group of 80 years, **would be** disbursed the **Leave Travel Allowance** alongwith the pension for the month of January, 2010 and for the pensioners below 70 years, the **Leave Travel Allowance** would be paid alongwith their pension for the month of January, 2011.
- (ix) This being an allowance, no arrears would be admissible even when the pension is revised from a retrospective date.

**17.3.4** If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the **Haryana Government for decision/clarification.**

**(Reference: Finance Department O.M. No. 1582-FCF (5FR), dated 2.9.2009)**

## CHAPTER - 18

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# MEDICAL AID TO UNIVERSITY EMPLOYEES AND STUDENTS AND USE OF THE UNIVERSITY AMBULANCE REGULATIONS

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### 18.1 Medical Facilities to University Employees

- 18.1.1 University Employees, residing on the University Campus or outside, will be given free medical treatment at the University Dispensary which is under the charge of a whole time Resident Medical Officer.
- 18.1.2 The family members of the employees are also entitled to free medical treatment at the University Dispensary. The word 'family' means a wife **in case of a male** University Employee and husband in the case of a female University Employee, who is residing with and wholly dependent on him/her, legitimate children, parents residing with and wholly dependent on him/her.
- 18.1.3 A University Employee, while on official duty at a station other than his headquarters, if falls ill, will be reimbursed actual expenses of medical treatment on the pattern of Haryana Government on production of the necessary bill.
- 18.1.4 When the Resident Medical Officer is **called at the residence of** a University Employee or any other resident for consultation and/or treatment; no visiting fee will be charged from the employee or any other resident of the University.
- 18.1.5 Casual visitors coming to the University on official invitation will be provided available medical aid in case of need, without payment of any fee by treating them as guests. The officials working in different offices, other than University employees and their family members shall not be given any medical facility in the University Health Centre as they can **avail** medical facilities in the Govt. Hospital/**University of Health Sciences located** in the vicinity of the University Campus.
- 18.1.6 No fee will be charged in respect of maternity cases of University employees or members of their families, **if treated in the University Health Centre.**
- 18.1.7 No fee will be charged **from the University employees/ students** for the facilities available in the **University Health Centre** for X-Ray, E.C.G., Screening, Physiotherapy Computerized E.C.G., EEG & Spirometry, Dental facilities, Ultrasound and Lab. facilities etc.
- 18.1.8 The facility of medical allowance and/or full reimbursement of expenditure on medical treatment will be allowed to the University Employees strictly on the pattern of Haryana Govt.

Provided further that if an employee, while spending vacations/leave of any kind at a place other than **Rohtak** falls ill and gets treatment as an Indoor Patient in any Govt. Hospital or an Institute of repute like P.G.I., Chandigarh, All India Institute of Medical Sciences, New Delhi, etc. **located in Haryana or outside but within India or any other private sector Hospital located in Haryana or outside but within India recognized by Haryana Govt. for medical treatment**, may also get reimbursement of medical expenses incurred on his/her own treatment and on the treatment of members of his/her family, to the extent he/she is entitled.

Provided further that the reimbursement of medical expenses will also be admissible when any employee or his/her dependent is admitted as an indoor patient without having the case referred from the Resident Medical Officer in emergency.

The Executive Council may, however, on appropriate recommendations, grant any financial help to the employees in relaxation of the rules, in hard and deserving cases of serious ailment.

## 18.2 Use of Ambulance of the University

18.2.1 The Ambulance will be under the charge of the Resident Medical Officer or any other Medical Officer duly authorized by the competent authority.

18.2.2 The ambulance may be used to take the doctors to the residence of the patients or the patients to the hospital strictly in the case of emergency, and on the specific permission of the Resident Medical Officer/Medical Officer. However, the indoor patients admitted in the Civil Hospital may be allowed the use of the Ambulance **for transportation** to outstations on the recommendation of the Medical Officer on duty at the Civil Hospital **or Resident Medical Officer/Medical Officer of the University.**

18.2.3 Charges for the use of ambulance will be as under :

- |       |  |                   |
|-------|--|-------------------|
| (i)   | University employees (Self)  | - Rs. 2/- per km. |
| (ii)  | Family members/dependents of the University employees  | - Rs. 2/- per km. |
| (iii) | Retired employees of the University  | - Rs. 5/- per km. |
| (iv)  | Bonafide/full time regular students of UTDs/ <b>Instt.</b> /Senior<br>Sec. Model School in case they are referred by the R.M.O./M.O. | - Free of charge  |

for medical treatment to approved Hospitals/Medical Institutes.

Ambulance will come back immediately after leaving the patient at the recommended destination and the total distance covered both ways should not exceed 500 km. in any case.

Ambulance charges for carrying dead bodies from hospitals to the University Campus/home town or from the University Campus to home town, will be as under :

- |      |                                   |   |                |
|------|-----------------------------------|---|----------------|
| (i)  | For employees (self) and students | } | Free of charge |
| (ii) | For dependents of the employees   |   |                |

The University employees sustaining injury while on duty will however be allowed use of Ambulance free of charges.

18.2.4 When the Medical Officer is required to visit any University employees or his dependent, the Ambulance charges will be borne by the concerned employee.

18.2.5 Charges for the use of Ambulance will be deducted from the salary of the concerned employees for the month following that in which it has been used, by the Bill Section of the Accounts Branch on receipt of the information from the Resident Medical Officer.

18.2.6 The Driver will maintain a log-book giving full record of exact distance covered in each journey and obtain the signature of the user against the relevant entries.

18.2.7 Sick students will be provided Ambulance without any charges to bring them from hostel to the **University Health Centre or the Govt. Hospital Rohtak or University of Health Sciences Rohtak** and back on receipt of request from Warden/Chief Warden/Chairperson of the Department concerned or the Dean, Students' Welfare.

18.2.8 If the student is referred by the University Resident Medical Officer or the Medical Officer of the **Govt. Hospital Rohtak or University of Health Sciences Rohtak** where he/she is admitted for treatment to P.G.I., Chandigarh, All India Institute of Medical Sciences, Delhi or any other Nursing Home, the Ambulance will be allowed free of cost for up **journey only.**

18.2.9 **In case a sick student requests for Ambulance for going to his home/native place, and the Resident Medical Officer recommends, the Ambulance will be allowed on payment of charges @ Rs.2/- per km.**

## CHAPTER – 19

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### **[DR. RADHA KRISHNAN FOUNDATION FUND]**

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There shall be a fund namely Dr. Radha Krishnan Foundation Fund established for the following objectives:

- i) for rising donations/mobilization of resources for overall development of University;
- ii) for welfare of students of Colleges \*(except Govt./Govt. aided Colleges), University Teaching Department and Indira Gandhi Post-Graduate Regional Centre, Meerpur (Rewari); and
- iii) for purchase of text-books, equipment and for updating of Laboratories and necessary furniture items etc.

#### **Constitution of Fund :**

<sup>2</sup>[The fund shall constitute the amount collected annually from the students of University Teaching Departments, Indira Gandhi Post-Graduate Regional Centre, Meerpur (Rewari) and affiliated colleges/institutions \*(except Govt./Govt. aided Colleges). Out of the amount collected by the colleges/institutions \*(except Govt./Govt. aided Colleges) (excluding technical/professional colleges), 50% amount shall be remitted by the colleges/institutions to the University and 60% of the remaining amount shall be remitted by the Principals to the Director, Higher Education. The remaining amount shall be retained by the Colleges/Institution in a separate account in a bank as ‘College Development Fund’. In case of technical/professional colleges 65% amount shall be remitted to the University and remaining 35% shall be retained by the Colleges/Institutions.]

The University Teaching Department and the Indira Gandhi Post-Graduate Regional Centre, Meerpur (Rewari) shall remit the total amount so collected from the students to the Finance Officer, MDU, Rohtak.

The amount received from the University Teaching Departments; Indira Gandhi Post-Graduate Regional Centre, Meerpur (Rewari); affiliated colleges and the institutions \*(except Govt./Govt. aided Colleges) shall be deposited in a separate account in the bank in the name of ‘Dr. Radha Krishnan Foundation Fund’ and the account shall be operated by the Finance Officer, M.D. University, Rohtak. The amount of interest accrued on the fund will be utilized on the objectives mentioned above.

#### **Standing Committee :**

There shall be a Standing Committee to review the fund and take decisions for collection of funds based upon the broad guidelines. The Standing Committee will meet atleast once in a year. The Standing Committee shall constitute as under:

- |    |                       |                     |
|----|-----------------------|---------------------|
| 1. | The Vice-Chancellor   | Chairman            |
| 2. | The Registrar         | Member (ex-officio) |
| 3. | Dean of Colleges      | Member (ex-officio) |
| 4. | One Dean of Faculties | Member (ex-officio) |
- (to be nominated by the Vice-Chancellor)

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1. Added by Executive Council vide Reso No. 77 dt. 11.12.2000.
  2. Amended by Executive Council vide Reso No. 7 dt. 30.9.2002
  - \* Amended by Executive Council vide Reso No. 61 dt. 22.6.2012

5. One Principal of maintained/affiliated Colleges Member (ex-officio)  
\*(except Govt./Govt. aided Colleges)  
(to be nominated by the Vice-Chancellor)
  6. Two teachers of University Member (ex-officio)  
Teaching Depts. (to be nominated by  
the Vice-Chancellor)
  7. The Dean Students' Welfare Member- Secretary
  8. \*Finance Officer Member (ex-officio)
- The term of office of members of the Committee, excluding Ex-officio members, shall be two-years.

**i) UTILISATION OF FUND**

**Travel Expenses for Collection of Funds Donations**

Travel expenses in connection with the fund raising campaign by individual/group for the foundation within the country and abroad can be paid from the Foundation Fund according to University TA/DA rules. A suitable advance for this purpose may be drawn from the budget head "Unforeseen Expenditure" and the amount spend for payment of TA/DA money may be reimbursed from the Foundation Fund after collection has been deposited in the Foundation Fund Account. TA/DA payable to individual/groups for their travel in connection with the fund raising campaign shall in no case exceed 10% of the total collection deposited by them.

**ii) Award of Scholarship to the students of Post-Graduate and Under-Graduate classes.**

To begin with the funds may be utilized for awarding scholarship to the students of Postgraduate and Undergraduate classes on merit-cum-need basis subject to fulfillment of the following eligibility criteria:

- (a) For students of Science stream a minimum of 60% marks in the qualifying examination.
- (b) For students of other stream a minimum of 55% marks in the qualifying examination.

These scholarships shall be of the value of Rs. 200/- per month for Postgraduate students and Rs. 100/- per month for Under-graduate students. The number of such scholarships for each category will be decided by Standing Committee every year depending upon the availability of funds. The rules regarding mode of application, mode of payment, renewal etc. shall be framed by the Standing Committee.

**iii) Other Activities:**

After the amount of interest on deposits of the Foundation Fund has increased substantially, the interest money may be utilized for the following activities:

- (a) Award of research fellowships.
- (b) Organisation/participation in Seminars/Conferences/Workshops etc. in India and abroad.
- (c) Sanction of minor Research Projects to teachers.
- (d) Grants for Strengthening infrastructure, including building, equipment, furniture, appointment of teaching staff etc. and;
- (e) Any other academic activity which may be in the interest of the University.

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\* Amended by Executive Council vide Reso No. 61 dt. 22.6.2012

**GUIDELINES FOR THE UTILISATION OF FUND ACCURED AS INTEREST ON AMOUNT TO BE RETAINED BY THE COLLEGES \*(EXCEPT GOVT./GOVT. AIDED COLLEGES) AS “COLLEGE DEVELOPMENT FUND” OUT OF THE COLLECTIONS MADE FROM THE STUDENTS FOR DR. RADHA KRISHANAN FUND.**

1. The money retained by the college out of Dr. Radha Krishanan Foundation Fund shall form a Corpus Fund to be called as College Development Fund. In no case shall the principal amount be spent by the college, even on items/heads which are covered by the aim and objectives for which the fund has been instituted.
2. The above money shall be invested by the college in long term deposits in the name of Principal of the college and only the interest accruing out of the Corpus Fund shall be utilized by the college for the following activities which are covered under the aims and objectives of “MDU Dr. Radha Krishanan Foundation Fund.”
3. **Award of scholarship to the students of Post-graduate and Under-graduate classes.**

To begin with the funds may be utilized for awarding scholarships to the students of Post-graduate and Under-graduate classes on merit cum need basis, subject to fulfillment of the following eligibility criteria:

  - (a) For students of Science stream a minimum of 60% marks in the qualifying examination.
  - (b) For students of other stream a minimum of 55% marks in the qualifying examination.

These scholarships shall be of the value of Rs. 200/- per month for Postgraduate students and Rs. 100/- per month for Under-graduate students.

  - (i) Purchase of Text –Books which shall be kept in a separate shelf in the college library.
  - (ii) Purchase of equipment for updating of laboratories and necessary furniture items like book-shelves, study tables required for improving the library facilities.
  - (iii) Any other academic activity which may be in the interest of students of the college. For the above purpose, the Principal of the College concerned shall appoint a Standing Committee to review every year the fund available as interest and take a decision about the number of scholarships to be awarded, number of books and items of furniture to be purchased for the utilization of students. The same committee shall frame rules and regulations regarding mode of application, mode of payments, renewal etc. for the award of scholarships. This committee shall include senior teachers from all the streams i.e. Arts, Science, Commerce etc.
4. The Principal of the college will ensure that a separate account of the amount deposited as Corpus Fund as well as amount accruing as interest on the fund is maintained.
5. The Principal of the College will submit to the Dean, Students’ Welfare (DSW), the annual statement of income/expenditure account duly verified by the Principal and audited. The statement should reach the DSW, in the month of July every year.

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\* Amended by Executive Council vide Reso No. 61 dt. 22.6.2012

## CHAPTER - 20

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### ADVANCES/LOANS

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#### 20.1.1 Short Title

These rules may be called ‘**University House Building Refundable Loan Rules of the University Employees**’. These rules lay down the terms and conditions for grant of interest bearing refundable advances to the employees of University for construction of houses.

#### 20.1.2 Funds

Advances shall be granted subject to availability of funds for the purpose in the approved Budget Estimates of the University. Funds will be earmarked on ‘**First Come First Serve**’ basis for which applications will be invited after giving sufficient time. Those who apply once but are not granted this loan in a particular year need not apply again.

Admissibility for the grant of House Building Advance will be determined only once, i.e., when the first installment of the advance is sanctioned to the concerned employee, and thereafter no benefit will be given on subsequent increase in pay.

#### 20.1.3 Entitlement

Subject to the monetary limits as prescribed in the University Budget for each category of employees, i.e. Class-A, B, C and D, the permanent employees of the University will be eligible for sanction of advance, as under :

(a) *For Construction of a House*

34 months basic pay plus dearness pay plus special pay subject to a maximum of Rs.7.50 lac or cost of the built up house allotted by Govt. agencies/private source or any other registered societies, whichever is less, recoverable in 150 monthly installments.

(b) *Repair of House*

7 months basic pay plus dearness pay plus special pay subject to a maximum of Rs.1.00 lac recoverable in 96 monthly installments.

(c) *For Extension of a House*

8 months basic pay plus dearness pay plus special pay subject to a maximum of Rs.1.80 lac recoverable in 96 monthly installments.

The maximum of House Building Advance including repair of house and extension of house will be limited to Rs.10.00 lac.

(d) *For the Purchase of Plot*

60% of the total admissibility of House Building Advance.

In case of those employees whose pay scales have not been revised, all allowances granted upto 608 points consumer price index would be treated as part of Pay for calculating the admissibility of House Building Advance.

**Note :** 1. *In case of University employees whose service falls short of the period of installments mentioned above, the amount of monthly installments would be so increased as to liquidate the entire amount with interest before the retirement of the employee.*

2. *The amount of installments shall be fixed in whole rupee, except in the case of last installment.*
3. *Recovery of advance will start from 13<sup>th</sup> issue of pay after the drawal of the first installment of the advance and shall continue irrespective of the fact that the employee has proceeded on leave or has been put under suspension.*
4. *An employee should have a clear title to the plot in his favour (a documentary proof is required). In case the employee has purchased the plot from Haryana Urban Development Authority or Improvement Trust etc., he will have to produce conveyance deed of the plot in his favour. The employee seeking loan will have to produce attested copy of approved building plan.*

*Provided further that in case, an employee is not in a position to furnish the approved Building Plan alongwith the application, he will have to do so within two months of the sanction of the loan failing which he will forfeit his claim for the loan and the person next in the seniority list will be considered for the loan.*

*However, funds against sanctioned loan will not be released till the submission of the approved Building Plan.*

5. *Interest on the amount advanced shall be recoverable in monthly installments. The number of installments for recovery of interest will be arrived at by dividing the amount of total interest by the amount in an installment for the re-payment of the Principal. The recovery of interest will start from the month following that in which the re-payment of Principal has been completed.*
6. *The budget allocation meant for this purpose will be divided equally in all the four categories mentioned above.*
7. *Category-wise inter-se-seniority of employees shall be framed for the purpose of grant of advances by the Establishment Branch. The loan may be granted on the basis of seniority so framed.*
8. *Inter-se-seniority for the purpose of grant of advance shall be determined with reference to date of continuous appointment in the University on regular basis.*
9. *Advance for extension of existing house within the State of Haryana including Chandigarh may also be allowed as per Clause 20.1.3 (c) above. Such employee will be required to submit an estimate towards the cost of construction of the remaining part of the building and original plan alongwith their application as the loan will be determined on the basis of estimated cost.*
10. *The house building advance may be allowed to both husband and wife, if they are University employees, and are eligible for the same under the rules on the subject individually and severally on a jointly owned plot/house or a separate plot/house as per their admissibility. In that event, it has to be ensured that the amount has been spent, and the plot and the structure thereon have been jointly or individually mortgaged by the University employees.*
11. *An advance for the extension/repair of existing living accommodation to the employees, who have not obtained any house building advance from the University earlier under these rules, may be allowed after the expiry of 5 years from the date of purchase of house or possession thereof whichever is later. In the case of employees, who have taken a house building loan earlier under these rules from the University, loan for extension/repair be allowed only after 10 years of the start of drawal of loan.*

#### 20.1.4 General Conditions

- (a) The advance may be sanctioned by the Registrar or by any other officer authorized by him to an employee of the University who desires to build house for occupation by himself within the State of Haryana including Chandigarh or if he is retiring within 10 years at any place in India where he intends to settle down.
- (b) The advance will be paid in four installments as follows:
  - (i) After obtaining the amount of 20% (less than 40%), utilization certificate indicating that the material has been purchased for the construction of house shall be submitted.
  - (ii) After obtaining the amount of next 20% (balance of 40%), utilization certificate indicating that the house has been completed upto plinth level shall be submitted.
  - (iii) Third installment equal to 30% of the advance will be admissible when the house is to be completed upto the roof level.  
After obtaining the third installment, utilization certificate indicating that the roof has been laid shall be submitted.
  - (iv) Fourth installment equal to 30%, viz. balance after the roof has been completed.  
After obtaining the 4<sup>th</sup> installment, utilization certificate to the effect that the house has been completed shall be submitted.
- (c) Satisfactory evidence should be produced to show that the amount of installment has been actually utilized for the purpose for which it was drawn before the next installment is paid. The unspent amount shall be forth-with refunded to the University.
- (d) The sanctioning authority shall satisfy :
  - (i) That the amount of advance applied for has not been over-estimated.
  - (ii) That the applicant has clear title to the land on which the house is proposed to be built. For this purpose, he should see the original title deed in possession of the employees.
  - (iii) That the plan is duly sanctioned by the Municipal Committee concerned in case of Cities and by an approved Draftsman in case of Villages.
- (e) The office will calculate the estimated cost of construction on the basis of cost intimated by the Executive Engineer, which will be intimated every year.
- (f) The applicant will have to submit an affidavit on a stamped non-judicial paper that he or any dependent member of his family does not own a house at the place he wants to construct a house with this loan.
- (g) Not more than one advance shall be made for the same house and no employees shall be allowed a second advance while any portion of the previous advance with interest accrued thereon is outstanding against him.
- (h)
  - (i) The second house building advance will be granted only if the first House Building Advance was taken 10 years back by the applicant.
  - (ii) No portion of previous advance and interest accrued thereon is outstanding against him and NOC to this effect has been issued by the competent authority.
  - (iii) The sale proceeds of the House Built/Acquired through first House Building Loan taken from University will not be taken into consideration.

- (iv) The second loan will be granted equal to employees' present admissibility (34 months basic pay +DP+NP+SP subject to a maximum of Rs. 7.50 Lacs or cost of House whichever is less) minus (-) amount of first HBA taken by him.
- (v) The rate of interest on advance for second loan shall be same as fixed by the State Govt. from time to time.
- (i) Application for advance must be made through the applicant's departmental superior who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be spent on the building only and pledge himself that: 'should there be any surplus funds after the house is completed, it will at once be refunded to the University'. He should also certify that he is unable to build a house without the advance.
- (j) Simple interest will be levied on these advances at the rate fixed by Haryana Government from time to time. The interest would be calculated on balance outstanding on the last day of each month.
- (k) The advance shall not be sanctioned, if there is any break of any of the canons of financial propriety.
- (l) An advance may be made to a University employee in exceptional circumstances for the purchase of a house; the employee will be required to deposit with the University satisfactory evidence of a clear title to the house.
- (m) An advance may also be given for the purpose of repaying a private loan taken by a University employee, especially for the purchase of a house subject to the fulfillment of other relevant conditions provided:
  - (i) that the applicant has, through his private loan, acquired on unencumbered title to the house purchased; and
  - (ii) that the original advance for the purchase of the house was taken not more than eighteen months before the date of receipt of application for an advance to discharge the private loan.

### **20.1.5 Mortgage Bond and Agreement Bond**

- (a) The employees drawing house building advance shall be required to execute a mortgage bond and an agreement bond in the form given at **UAC Form 13/1 & 13/2**. Expenditure incurred by the employees on mortgage (stamp duty & registration charges) will be reimbursed by the University.
- (b) In case an employee, who is eligible to raise loan under this Scheme, intends to raise loan under some other housing Scheme, the first mortgage will be required to be executed in favour of the University. Provided further that an employee may be allowed to execute 2<sup>nd</sup> mortgage only if he takes loan for repayment of balance amount of loan (together with interest thereon) raised by him from some housing Society/Bank subject to a maximum of loan admissible to an employee under a particular category on production of a certificate from the said Society/Bank with regard to the amount remaining payable at the time of submission of his application for loan with the University which will be recovered in 180 installments from the 1st issue of the pay after grant of loan if an employee gets maximum amount of loan admissible to him. In case, less amount of advance is taken, the number of installments will be proportionately reduced.
- (c) The mortgage will be released on liquidation of the full amount with interest due in the form given at **UAC Form 13/3**.

- (d) The mortgage bond and agreement bond shall be kept in safe custody in the **Finance Office** after careful scrutiny of all such bonds that they are in proper legal form and have been regularly executed.

### **20.1.6 Default**

- (a) The University shall be free to adjust the recoveries due from the University share of C.P.F. lying at the credit of employee or any other sums due to him, such as gratuity, pay or other arrears etc.
- (b) The legal expenses in recovering the amount in default will be recovered from the defaulter.
- (c) In case an employee seeks premature retirement or resign from service, he shall deposit in lump sum to the University the balance amount of loan alongwith up to date interest before making application for premature retirement or resignation.
- (d) Where the loan has been utilized for a purpose other than the purpose for which it is granted, the penal interest, as fixed by the State Govt. from time to time, over and above normal rate of interest, shall be charged from the date of drawal of the loan till the principal has been recovered, and such an employee shall be debarred from all kinds of loans from the University in future.

### **20.1.7 Interpretation of Rules**

Rules of Haryana Government will be applicable in respect of the provisions not contained in the aforesaid rules. Powers to interpret these rules shall vest in the Vice-Chancellor.

### **20.2.1 Marriage Advance**

The advance is limited to Rs. 1,00,000/- or 15 months basic pay (including D.P./Spl. Pay and N.P.A) of the employee whichever is less in case of daughter/sister's marriage and Rs. 60,000/- or 10 months basic pay (including D.P./Spl. Pay and N.P.A.) of the employee which ever is less for the marriage of son.

### **20.2.2 Eligibility**

All permanent University employees (except class I officers) will be eligible for the advance. No second or subsequent advance till previous advance together with interest accrued thereon, has been fully recovered from him. The number of advances to be allowed to a University employee during the whole of his service shall be restricted to two. No second advance will be admissible to employee who takes advance for the marriage of two children at a time. If both husband and wife are University employees, advance will be admissible to one of them only.

- (a) For the proof of the age of the children/sister, one of the following documents only will be accepted for the purpose and may invariably be submitted alongwith the Application Form: -
  - (i) Attested copy of certificate issued by University/Board of School Leaving Certificate (in case of certificate from a private school, the certificate should be countersigned by BEO/SDEO/DEO concerned).
  - (ii) Birth Certificate from Registrar Birth and Deaths.
  - (iii) Age certificate issued by the Civil Surgeon on the basis of physical appearance.
- (b) The marriage advance will be admissible to regular Class-II, III and IV State Government employees.

- (c) The number of advances to a University employee during the whole service will be restricted to two only.
- (d) The second marriage advance will be granted subject to the condition that the balance of the first advance and the advance sanctioned for the second child's marriage does not exceed the maximum admissible amount of advance under each category separately.
- (e) The advance shall be granted to the temporary/ regular University employee on furnishing surety of only one permanent employee on a non-judicial stamp paper of the value of Rs. 15/- instead of two permanent employees.

### **20.2.3 Age Groups for Grant of Advance**

The marriage advance will be admissible to employees only where the age of boy/girl to be married is not less than 21 years and 18 years, respectively and for such daughter/sisters who have attained the age of 18 years and sons after attaining the age of 21 years.

### **20.2.4 Employees on Deputation/Foreign Service with other State Governments /Autonomous Bodies**

The University employee on deputation/foreign service with State Government/autonomous bodies and other administrations are also entitled to this facility.

### **20.2.5 Submission of Application**

An application for **marriage/house building/motor car, etc.** advance shall be **submitted to the Finance Office through proper channel in UAC 13/4 & 13/5**. No application for an advance shall be entertained before two months of the anticipated date of the marriage. No application shall be entertained from a University employee under suspension and no advance shall be sanctioned or disbursed to a University employee under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from **University service**.

### **20.2.6 Interest**

The advance shall bear interest at the rate charged on advance taken from General Provident Fund from time to time.

### **20.2.7 Recovery**

The advance will be recovered in 100 monthly installments and recovery will commence with effect from the 1<sup>st</sup> issue of pay after the advance is drawn. The recovery shall be regulated in such a manner that the advance, together with interest thereon, is fully recovered from the pay of the University employee before his retirement. The recoveries shall be affected from the pay or leave salary bill of the University employee by compulsory deduction, **irrespective of the fact whether the University employee is on duty or on leave. No extension of time for commencement of recovery will be granted.**

In the case of a **University employee** who has drawn advance, dies before the repayment is completed, the outstanding balance and the interest due shall be the first charge on the Death-cum-Retirement Gratuity payable to the legal heir of the borrower as stipulated in the Agreement.

### **20.2.8 Utilization Certificate**

The University employee, receiving the advance, **shall submit the certificate of utilization in UAC 13/6 to the University** within three months from the date of celebration of the marriage. **If** the advance received is not utilized for the purpose for which it has been sanctioned within three months from the date of sanction, it shall be

refunded to the **University** in lump sum together with the interest due thereon. No extension of time for utilization of the advance will be granted.

## 20.3. Vehicle and Computer Advance

### 20.3.1 Eligibility and other Conditions

The following conditions shall govern the grant of advance to the University employees for purchase of Motor Car/Motor Cycle/Scooter, etc.:

- (i) **The Vice-Chancellor of the University shall be the competent authority to sanction the Motor Car/Motor Cycle/Scooter advance.**
- (ii) The repaying capacity of the University employee shall be seen **before sanctioning the advance.**
- (iii) **The University employee seeking advance for purchase of Motor Car/Motor Cycle/Scooter shall furnish Surety Bond in UAC Form 13/5.**
- (iv) **The University employee under suspension or against whom enquiry has been instituted shall not be eligible for Motor Car/Motor Cycle/Scooter advance.**
- (v) The advance shall be granted only if the outstanding balance, if any, in respect of an advance previously granted for the same purpose, together with interest thereon, has been fully repaid.
- (vi) **he advance shall not be granted if the vehicle has already been purchased and paid for; unless it has been purchased and paid for by raising temporary loan from some Society/Bank etc. and advance applied for within three months from the date of purchase.**
- (vii) Prior permission for, or intimation of, the purchase of the vehicle is necessary under the Conduct Rules.
- (viii) Purchase of the vehicle should be made within one month from the date of drawal of the advance except **purchase made under Clause (vi) above.**
- (ix) Registration Certificate of the vehicle **in the name of the University employee** should be produced within **one** month of purchase, or within two months from the date of drawal of the advance, failing which penal interest **as per Haryana Govt. rules as amended from time to time**, from the date of drawal of the advance to the date of production of RC will be levied.
- (x) **The vehicle purchased shall, after the purchase, be mortgaged to the authority sanctioning the loan.**
- (xi) Recovery of the advance will commence with the first issue of pay and/or leave salary or subsistence allowance, **as the case may be**, after drawal of advance.
- (xii) Simple interest at the rate prescribed for the purpose, will be charged on the balance outstanding on the last date of each month and will be recovered in one or more installments after complete repayment of the principal. The amount of each such installment should be not greater than the amount fixed for repayment of principal.

### 20.3.2 Latest Rates/Limits for Conveyance/Computer Loans

Sr. No.	Category	Admissibility Conditions	Limit of Advance and Installments of recovery
1.	Personal Computer	<b>University</b> employees drawing Basic Pay of Rs.	Rs. 40,000/- or actual price of

	Loan	9,000/- including D.P./NPA/Spl. Pay <b>but less than Rs.12000/-</b>	computer which-ever is less recoverable in not more than 100 monthly installments
2.	Advance for the Purchase of Motor Car	<b>University</b> employees drawing Basic Pay of Rs. 12,000/- (pre-revised) including DP/ NPA/Spl. Pay & above.	Rs. 2.50 Lakh or the actual price of vehicle which-ever is less, recoverable in 100 monthly installments
3.	Purchase of Motor Cycle/Scooter	<b>University</b> employees drawing Basic Pay of Rs. 6,000/- (pre-revised) including DP/ NPA/ Spl. Pay <b>but less than Rs. 9000/-</b>	Rs. 40,000/- for motor cycle & Rs. 30,000/- for scooter or the actual price of vehicle which-ever is less, recoverable in not more than 100 monthly installments.
4.	Purchase of Moped	No Pay limit	Rs. 20,000/- or actual price of the vehicle which ever is less, recoverable in not more than 100 monthly installments.
5.	Purchase of Bicycle	No Pay limit	Rs. 1,800/- or the actual price of the bicycle whichever is less, recoverable in not more than 20 monthly installments.

### 20.3.3 Interest Calculation Formulae

- (i) **Principal repaid in equal installments from month to month**

$$\text{Interest} = \frac{n(n+1)}{2} \times \frac{x}{12} \times \frac{r}{100}$$

- (ii) **Portion of the principal is paid in equal monthly installments, and the balance is paid in lump sum -**

$$\text{Interest} = \frac{n}{2} (a+l) \times \frac{r}{100} \times \frac{1}{12}$$

- (iii) **Repayment is not regular -**

The balances outstanding on the last day of each month should be added up. Then :

$$\text{Interest} = \text{Total interest bearing balance} \times \frac{x}{12} \times \frac{r}{100}$$

Where  $n$  = No. of installments including last installment of lump sum payment, if any.

$a$  = Amount of principal.

$x$  = Amount of each installment of repayment.

$r$  = Rate of interest

$l$  = Last balance for which interest is due.

- Note – 1.** *Recovery made from the pay for a month is deemed to be made on the first of the succeeding month.*
2. *The amount recovered from pay and any lump sum payment(s) during that particular month should be taken as one installment; e.g., when an installment is recovered from pay for April, paid on 30th April, if the balance is repaid in lump sum any time (in one or more installments) during April, the recovery through pay bill and the lump sum payment(s) should all be taken as one installment, for formula (ii).*

- iv) The prescribed rates of interest chargeable in respect of the advance drawn during different years are :

Advance drawn	% Rate of interest chargeable		
	Motor Car/Computer	Motor Cycle/ Scooter, etc.	Bicycle
2001-02	9.5	9.5	8.5
2002-03	9.5	9.5	8.5
2003-04 to 2008-09	8.0	8.0	7.0

Note : 2<sup>nd</sup> time conveyance loan 1% extra interest is charged.

- v) Prior sanction of Competent Authority is necessary to sell or transfer the vehicle before repayment of the advance with interest thereon. The sale proceeds in such cases should be applied towards repayment of the advance with interest, to the extent necessary.

**Note:** *Any amendment made by the State Government in the cases of all type of advances for its employees from time to time the same shall be applicable to University employees , where rules are silent the State Government rules shall be applicable.*

## CHAPTER - 21

### PRESERVATION/DESTRUCTION OF RECORDS

S.No	Description of Record	Period of Preservation
<b>OFFICE OF CONTROLLER OF EXAMINATIONS</b>		
A.	Records relating to Entrance Examinations	
1.	Press copies of question papers received back from the confidential printers; Office copies of question papers and unused question papers	9 months after the date of declaration of result of the entrance examination
2.	Used and unused question booklets and answer sheets (other than those of UMC cases); Signature charts; Absentee reports; Secrecy memo, etc.	-do-
3.	All relevant records relating to various court cases or disputed cases	3 years or one year after the case/ dispute is finally decided by the respective court/appellate courts/authorities, etc. whichever is later
4.	Files containing noting and correspondence and panels/names of paper setters and other registers, etc. relating to various entrance examinations	3 years from the date of declaration of result
5.	Result Gazette/Merit lists	1 year
B.	Records relating to General Examinations	
1.	Press copies of question papers received back from the confidential printers; Office copies of question papers and unused question papers	6 months after the date of declaration of result of the entrance examination
2.	Centre statements, print orders, and related correspondence either with the concerned branches or the confidential printers, etc.	-do-
C.	Other records/files	
1.	Diary and Dispatch Registers and related papers such as UPC lists, postal registration receipts, peon books, etc.	3 years
2.	Complementary copies of old Prospectuses, handbooks of Information, etc.	3 years
3.	Files and registers relating to payments to paper setters, confidential printers, computer agencies, adjustment of advances, imprest files/registers	10 years or till the post-audit is complete, whichever is later
4.	Stock Registers	Permanent

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## EXAMINATIONS BRANCH

1.	Admission forms for various examinations	3 years
2.	Result Sheets	Permanent
3.	Award Lists/Re-evaluation Awards	2 years
4.	Cut Lists	5 years
5.	<b>Application forms of which Certificates have been issued</b>	
	(i) Duplicate detail marks cards, date of birth, provisional merit certificates, counterfoils and degree in absentia.	2 years
	(ii) Fee Registers	5 years
6.	Office copies of various correspondence	2 years
7.	Dispatch record of Roll Nos., Detailed Marks Cards/Degrees	2 years
8.	Receipt and Dispatch Registers	2 years
9.	Centre Statements (Supdt./Asstt.)	2 years
10.	Result Gazettes (All Gazettes of various examinations)	Permanent with Certificate Section.
11.	Ruling files of various examinations	Permanent
12.	Counterfoils of duplicate Roll Nos.	2 years
13.	Statistical information	6 years
14.	Attendance/Signature charts	1 year

## CONDUCT BRANCH

1.	Appointment registers indicating the names of the Supdts./Dy. Supdts./ Supervisors Centre-wise	2 years
2.	List of Superintendents (5 copies)	2 years
3.	Correspondence Files	2 years
4.	Main approvals/Substitute approvals of the Supdts. and Dy. Supdts.	2 years
5.	Inspectors' approval lists (5 copies)/Flying Squad/Observer approval lists	2 years
6.	Question Papers & Date Sheets	2 years
7.	Superintendents last packets, sealing plans etc.	6 months

### **CONDUCT BRANCH - PRACTICAL SECTION**

- |    |                                  |         |
|----|----------------------------------|---------|
| 1. | Programme Chart                  | 2 years |
| 2. | Examiners' Acceptances           | 1 year  |
| 3. | Examiner's Lists                 | 3 years |
| 4. | Other Correspondence <i>etc.</i> | 2 years |
| 5. | Figure Register                  | 2 years |

### **CONDUCT BRANCH - UNFAIR MEANS CASES SECTION**

- |    |              |  |
|----|--------------|--|
| 1. | U.M.C. Files | 2 years after the period of disqualification |
|----|--------------|--|

### **SECRECY BRANCH - Ph.D. SECTION**

- |     |  |         |
|-----|--|---------|
| *1. | Examiner's Reports (Ph.D.)                       | 3 years |
| 2.  | Proceedings of Research Degree Committee (Ph.D.) | 5 years |
| 3.  | Other Records (Correspondence files) (Ph.D.)     | 5 years |

### **SECRECY BRANCH**

- |      |  |                                       |
|------|--|---------------------------------------|
| *1.  | Examiner's Registers   | 2 years                               |
| 2.   | Examiner's card, Registers for making entries regarding the examinership held in various years by an individual  | -----                                 |
| 3.   | Disqualification Cases   | Permanent                             |
| 4.   | Correspondence/Office copies file  | 2 years                               |
| *5.  | Registers containing names of Paper-setters  | 2 years                               |
| 6.   | Record of despatch of material to the Examiners appointed every year for the various examinations                | 1 year                                |
| *7.  | Dissertation/Training Reports/Project Reports (PG Classes)   | 6 Months                              |
| 8.   | Evaluated Answer Books   | 4 months after declaration of results |
| 9.   | Record file containing Executive Council's decisions, rulings, <i>etc.</i> relating to registration of Examiners | Permanent                             |
| 10.  | Disqualification Register regarding disqualification of Examiners  | Permanent                             |
| 11.  | Files of individual disqualified persons   | 5 years                               |
| 12.  | Payment Registers for Theory   | 5 years                               |
| *13. | Paid bills   | 1 year                                |
| 14.  | Important cases files including Executive Council's Resolutions  | Permanent                             |

15.	Controller of Examiner's and Registrar's approvals for T.A. to Examiners	2 years
16.	Registers regarding receipt of answer books	3 years
17.	Registers regarding despatch of answer books	3 years
18.	Secrecy Workers' Register regarding work done by Secrecy Workers	3 years
*19.	Receipt Register for stray answer books	1 year
*20.	Supdts. Memos. regarding detail of answer-books sent by them	1 year
*21.	Centre Statements	6 Months
22.	Other correspondence relating to complaints <i>etc.</i>	1 year

### RE-EVALUATION BRANCH

1.	All papers and correspondence including complaints <i>etc.</i> , relating to re-evaluation of answer-books.	1 year
2.	Record registers of re-evaluation of answer-books	3 years or till the post audit of fee <i>etc.</i> is completed whichever is later.
3.	Cases which are pending for non-adjustment of fee account.	6 months or till the fee is adjusted whichever is later.
4.	Diary and Despatch Registers and related papers such as UPC lists, Postal Registration receipts, Peon Books <i>etc.</i>	2 years
5.	Registers of Despatch of Answer Books to the examiners/re-evaluators.	1 year
6.	Files regarding proposals and orders of the Vice-Chancellor for amendment in Re-evaluation rules and resolutions/decisions of the Academic Council/Executive Council thereto.	Permanent
7.	Files relating to rulings, important cases/files of permanent nature, standing orders obtained from time to time.	Permanent
8.	Lists of names and addresses of Re-evaluators & files containing approval of names of Re-evaluators.	3 years or till adjustment of advances whichever is later
9.	File containing orders/correspondence regarding drawal of advances and adjustment thereof.	3 years or till the adjustment of advance whichever is later.
10.	Re-evaluation cases/forms for various examinations, including awards lists of 'No Change' cases.	9 months or till the post audit of fee is completed whichever is later.

- |     |   |  |
|-----|---|--|
| 11. | All relevant records, registers, answer books <i>etc.</i> relating to Court cases or disputed cases | 3 years or one year after the case/dispute is finally decided by the respective Court/appellate Courts/ authorities <i>etc.</i> whichever is later |
| 12. | Re-evaluated/Re-checked answer books  | 9 months after the re-evaluation case is finalized or till the fee is adjusted, whichever is later   |

**ACCOUNTS BRANCH**

- |     |   |  |
|-----|---|--|
| 1.  | All vouchers in support of expenditure  | 8 years  |
| 2.  | Used up Receipt Books   | 8 years  |
| 3.  | Details of Budget Estimates   | 5 years  |
| 4.  | Register of Contingent Expenditures   | 5 years  |
| 5.  | <b>All accounts or documents relating to Trust, Donation and Subscriptions :</b>                        |  |
|     | (i) Record connected with claims to service and personal matters affecting persons in the service       | } Permanent  |
|     | (ii) Cash Books   |  |
|     | (i) Income and Expenditures Registers   |  |
|     | (ii) Classified Register of Receipts and Expenditures   |  |
|     | (iii) Standard measurement Books  |  |
|     | (iv) Calculations relating to particulars designs   |  |
|     | (v) Provident Fund Ledger and Liability Register  |  |
| 6.  | Applications for refund of securities and other fees for which no refund is made                        | 2 years after a reply is sent                                      |
| 7.  | Diary/Dispatch Register   | Permanent  |
| 8.  | Correspondence relating compliance of Audit Objections (except objections raised on fundamental nature) | 2 years, after the withdrawal of the audit objection/ Requisition. |
| 9.  | Audit requisitions on important subjects  | 5 years  |
| 10. | Bank Statements   | 5 years  |
| 11  | Applications for grant of financial assistance out of poor Students' Aid Fund                           | 3 years  |
| 12. | Kucha classification record of Income/Expenditure   | 1 year after audit.  |

13.	Demand and Collection Register of students' dues (tuition fee <i>etc.</i> )	8 years from first admission, Provided these have been checked by audit.
14.	Challan files of Income deposited with the bank by Mofussil Institutions	3 years
15.	I.P.O. card receipts	8 years
16.	Post Office M.O. Cut Lists	8 years
17.	Demand Sheets of Private candidates	3 years
18.	Demand and Collection Registers of College candidates	5 years
19.	<b>Bills Registers relating to payments to:—</b>	4 years
	(i) Examiners remuneration contingencies <i>etc.</i>	
	(ii) Supervisors, Laboratory Staff of Examination Centre	
	(iii) Supdts., Examiners, Inspectors, Supervisors and other Officers'/Officials on account of T.A.	
20.	Register of Advances	3 years
21.	Wheat Loan Recovery Register	2 years
22.	Insurance Premium Register of Employees	3 years
23.	Income Tax Deduction Register	8 years
24.	House Rent and Water Charges Recovery Register	3 years
25.	C.T.D. Deduction Register	3 years
	Note: To be destroyed after these have been checked by the Audit and the defaulters have been carried over in the demand and collection register of defaulters.	
26.	Register containing record of Bank Drafts received (Maintained by Income Section)	3 years
27.	Registrar's approval for one way T.A. to Examiners	2 years
28.	Paid Bills	2 years
29.	Office copies withdrawal of Provident Fund and advance from it	5 years
30.	Revision of salary-scales of college teachers in the II and III five year plans	5 years
31.	Miscellaneous Statistical Information supplied to U.G.C., Government of India, State Government and other organizations from time to time	3 years
32.	Register regarding verification of registration of fee	5 years

## ACADEMIC BRANCH

1.	Papers for various Elections	6 months
2.	Rulings and Executive Council's decisions file	Permanent
3.	A.C/E.C./Court's Cyclostyled Office copies/Disposal copies and printed Minutes (three copies)	Permanent
4.	Academic Council/ Executive Council/Court's Minutes (Original Manuscripts)	Permanent
5.	Office copies of the disposal of A.C/ Executive Council/Court's paragraphs and other routine letters.	3 years
6.	Draft Executive Council/Court agendas and cyclostyled agendas	1 year
7.	Sets of amended regulations as circulated to Fellows and approved by Government from time to time	5 years
8.	University Calendars, Part-I, II & III (ten copies)	Permanent
9.	Office copies of letters circulated to various Institutions/Branches of the Office regarding alterations/amendments in the regulations or till such time the Act/statues/ordinances/rules and the calendars are reprinted.	5 years
10.	Books	3 years after which it be transferred to Library.
11.	Declaration forms pertaining to submission of books	3 years
12.	A.C/ Executive Council/Court decisions relating to syllabi and books	3 years
13.	Circulars and notifications relating to Syllabi and Courses	3 years
14.	Record of registration of publishers	3 years
15.	Registers of members of University Bodies	10 years
16.	Registers regarding books, publishers fixation of prices <i>etc.</i>	3 years
17.	Proceedings of the Meeting of the Boards of Studies.	5 years
18.	Proceedings of the Meetings of Faculties	5 years
19.	Proceedings of the Academic Council (2 copies)	Permanent
20.	Joint Research Board Proceedings	Permanent
21.	Research Degree Committee Proceedings	5 years
22.	Academic Planning Board	Permanent
23.	Equivalence Committee Proceedings	3 years
24.	Constitution/ Election of University Bodies	3 years

25.	Proceedings of prices board	3 years
26.	Clarification of service and conduct Regulations : Rulings	Permanent
27.	Clarification of service and conduct Regulations : Office copies	5 years
28.	Various resolutions of the various Unions	3 years
29.	Non-recognition Files of various examinations of other Universities	5 years
30.	Recognition Files of various Universities	5 years or till such time the recognized list is reprinted.
31.	Calendars and Syllabi of other Universities <i>etc.</i>	3 years
32.	Association of Indian University of Proceeding/Standing Committee of A.I.U.	Permanent
33.	Information for inclusion in Hand-Book of Association of Indian University	3 years
34.	Information for Commonwealth Universities Year-book for the Association of Commonwealth Universities, London	3 years
35.	Printed Syllabus and Prospectuses (5 copies)	Permanent
36.	Rulings obtained from time to time	Permanent
37.	Court cases	Permanent
38.	Files pertaining to Foreign Teachers	3 years
39.	Late admission of students	2 years

#### **REGISTRATION BRANCH**

1.	Correspondence Files relating to award/payment of scholarships	3 years after the expiry of award of scholarship
2.	Register regarding verification of Registration fee	5 years
3.	Registration Return Record	7 years
4.	Migration cases correspondence <i>etc.</i>	2 years
5.	Migration Registers	Permanent
6.	Change in name cases	2 years
7.	Change in Date of Birth	2 years
8.	Various Scholarships Schemes including UGC Scholarships	5 years
9.	Admission and Withdrawal Register of Students	Permanent

## **REGISTRATION BRANCH – SCHOLARSHIP SECTION**

1. Registers of various Scholarships, Schemes including State Govt.; UGC; CSIR; Scholarships/Fellowships 7 years after the expiry of award of Scholarship/fellowship.
2. Correspondence files Research Projects of various funding agencies and correspondence files of UGC & CSIR Research Associates. 2 years after the despatch of utilization Certificate and Final Report to the concerned funding agency.
3. Files of Ph.D. registration of the students of various teaching departments. Upto 7 years from the date of their enrolment for Ph.D.
4. Department wise Ph.D. Enrolment Register Permanent.

## **ESTABLISHMENT BRANCH**

1. Applications for various posts and copies of synopsis 3 years
2. Service Books 5 years after death or retirement whichever is earlier.
3. Personal files and Confidential Reports 5 years after the death or retirement or resignation or termination.
4. Departmental permission Files and Registers 3 years
5. Advertisement files 3 years from the date of payment of the bills.
6. Leave Register (Other than Casual leave) maintained by the Establishment Section 3 years
7. Office copies of General enquiries regarding qualifications, grades *etc.* 3 years

## **GENERAL BRANCH**

1. House rent and Water charges Recovery Register 3 years
2. Rent Register of shops/booths *etc.* 8 years
3. Tenders, Quotations and other papers relating to Stores 1 year after the completion of the contract
4. Printed papers relating to Convocations (2 files) Permanent
5. Other correspondence relating to Convocations 2 years
6. Allotment of quarters Permanent
7. Allotment of Shops Permanent

- |    |                    |         |
|----|--------------------|---------|
| 8. | Quotations Files   | 3 years |
| 9. | Stock Account Book | 5 years |

**CONSTRUCTION BRANCH**

- |    |                   |           |
|----|-------------------|-----------|
| 1. | Measurement books | Permanent |
| 2. | Quotations files  | 3 years   |

**COLLEGES DEVELOPMENT COUNCIL (COLLEGES BRANCH)**

- |      |  |           |
|------|--|-----------|
| 1.   | Correspondence with the Colleges and their Annual Reports  | 2 years   |
| 2.   | Affiliation of New Colleges  | Permanent |
| 3.   | Extension of Affiliation   | Permanent |
| 4.   | Association of Institutions  | Permanent |
| 5.   | Periodical Inspection/Enquiries Reports of Colleges  | 4 years   |
| 6.   | Files pertaining to Arbitration cases  | 8 years   |
| 7.   | Files pertaining to complaints of teachers/Principals of Non-Govt. Affiliated Colleges   | 3 years   |
| 8.   | Files and Circulars pertaining to Model Rules for Non-teaching Staff on Non-Govt. Affiliated Colleges  | 5 years   |
| 9.   | Revision of Salary Scales/Senior Scales/Selection Grade of College teachers  | 10 years  |
| 10.  | (a) i. Individual Teacher's returns of all colleges  | 3 years   |
|      | (b)ii. Registers of Colleges teachers  | Permanent |
| 11.  | Annual qualifications returns  | 3 years   |
| 12.  | Files regarding Executive Council paras pertaining to qualifications/period <i>etc.</i>  | Permanent |
| 13.  | Files relating to collection of Information regarding changing of managements, teaching staff, income and expenditure <i>etc.</i>  | Permanent |
| 14.  | Copies of Form B-I of the affiliated Colleges and University Teaching Departments including consolidation Registers and consolidated copies of Form B for Ministry of Education/U.G.C. | 4 years   |
| 15.  | Register containing the List of Affiliated/Associated Institutions   | Permanent |
| 16.  | Files pertaining to Endowment Fund of Non-Govt. Affiliated Colleges  | Permanent |
| 17.  | Proposal for establishment of Colleges/additional subjects without processing/affiliation fee  | 1 year    |
| *18. | The record pertaining to counseling of B.Ed./D.Ed. counselling   | 1 year    |

- |     |                                  |                                   |
|-----|----------------------------------|-----------------------------------|
| 19. | Record pertaining to Court cases | Till the finalization of the case |
| 20. | Diary/Dispatch Record            | 3 years                           |

**PUBLIC RELATIONS OFFICE**

- |    |  |  |
|----|--|--|
| 1. | Material for University Annual Report from the Offices/UTDs etc. | 1 year after the final approval of the University Court. |
|----|--|--|

**MISCELLANEOUS**

- |      |   |                                      |
|------|---|--------------------------------------|
| 1.   | Casual Leave Applications of the Staff  | After the close of the Calendar year |
| 2.   | Casual Leave Account  | 5 years                              |
| *3.  | Attendance Register of Students/non-teaching staff  | 3 years/5 years                      |
| 4.   | Leave Applications of students  | After the Academic Session is over.  |
| 5.   | Orders and sanction of permanent nature, until revised  | Permanent                            |
| 6.   | Receipts and Dispatch Registers   | Permanent                            |
| 7.   | Office copies of Routine Correspondence   | 2 years                              |
| 8.   | Attendance Register of Staff  | 5 years                              |
| 9.   | Correspondence/Office copies File   | 3 years                              |
| 10.  | Outdoor and Indoor Dak Registers  | 2 years                              |
| 11.  | Postal certificate record   | 1 year                               |
| 12.  | Other records including Office copies of Correspondence   | 2 years                              |
| 13.  | Office copies regarding general enquiries   | 2 years                              |
| 14.  | Used up Receipt Books   | 8 years                              |
| *15. | Class tests, Assignments and other records of Internal Assessment                                   | 3 Months after declaration of result |
| *16. | List of admitted student and merit list of entrance   | Permanent                            |
| *17. | Record of combined counseling of admission  | 3 years                              |
| *18. | Notice for information of students  | 1 year                               |
| *19. | Record of stipends/scholarships for backward Classes including SCs/STs                              | 3 years                              |
| *20. | Merit Scholarship   | 3 years                              |
| *21. | Admission forms/registration Record   | 2 years                              |
| *22. | Record of disciplinary proceeding   | 3 years                              |
| *23. | Proceeding of Departmental Committee  | 3 years                              |
| *24. | Record and other documents pertaining to committee and sub-committees constituted in the Department | 3 years                              |
| *25. | Records of seminars/ conferences/ workshops/ symposia etc.  | 6 years(list of participants)        |

*26.	Records of various other activities during the calendar year	2 years
*27.	Other miscellaneous records related to stationary and other consumable items	1 year

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\* Amended/added by Executive Council vide Reso No. 15 dt. 22.6.2012

#### **DIRECTORATE OF DISTANCE EDUCATION**

1.	Admission forms of various courses alongwith correspondence with the students, files regarding misc. statistical information supplied to other Institutions/Organizations, files regarding the correspondence/office copies of Establishment/General Work, Registers regarding payment of remuneration/ honorarium to writers/Vetter's/ Co-coordinators and other staff <i>etc.</i>	3 years
2.	Files regarding the withdrawal and adjustment of Temporary Advance	5 years after adjustment of advance
3.	Correspondence record relating to Audit objections/Audit requisition/A.G. Paras	5 years after withdrawal of audit objection/requisition
4.	MSS of lessons	5 years or till the syllabi are revised whichever is later
5.	Eligibility Register of students (Students Registration Registers), Ruling/Policy decisions files of various courses; Court Cases, Stock Register of Furniture Articles, Expenditures registers of various heads, Stock/Stationery registers (except consumable articles), Result Gazette received from Result Branch, Paper account registers alongwith files, File regarding Fixation of norms/rates for the Directorate of Distance Education, Registers regarding adjustment of Temporary Advance containing detailed timings of PCP periods taken by the various Resource persons duly audited by the Govt. Auditors, Despatch Record of Degrees.	Permanent
6.	Office copies of PCP slips, Computer forms received with the particulars of the students alongwith admission forms, Sanction of amount for payment of Response Sheets to evaluators (after the checking by the Audit), Bills and payment of remuneration paid to teachers for evaluation of Response Sheets/Response Sheets record.	1 year
7.	Despatch Record of Roll Nos./DMCs, Record regarding forwarding of examination forms to the Examinations Branch, Applications for grant of financial assistance out of R.K. Fund, General Correspondence/office copies files/other records including office copies of Correspondence, Outdoor and Indoor Dak Registers, UPC Lists, General Enquiry letters of students regarding admissions and office copies of replies,	2 years
8.	Despatch Registers of Study material sent to the Students, Despatch of study material record like Despatch list/registers for study material to the students by hand, Daily attendance of students during the PCP duly audited by the Govt. Auditor/Files regarding the Schedule and Correspondence of PCP.	2 years

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|-----|--|--|
| 9.  | Postal Registered Journals   | 10 years   |
| 10. | Diary registers of admission forms, Files regarding general circulars received from the various quarters regarding model rules for teaching and non-teaching staff, bills for which payment have already been made (after the reconciliation and checking by the Audit), Staff Attendance Registers, Imprest Registers alongwith relevant papers, Challan Forms of income of Bank Drafts deposited by the Directorate in the Bank (provided the Accounts have been reconciled and checked by the Audit). | 3 years  |
| 11. | Demand & Collection Registers, Fee receipts vouchers received from Bank, income through Bank Drafts, Bank Statement, Used up Receipt Books.  | 5 years (provided the accounts have been reconciled and checked by the Audit). |
| 12. | Casual leave applications of the Staff/Casual Leave Registers  | After the close of the Calendar Year   |
| 13. | Stock Registers of lessons/books of Distance Education Store   | 8 years  |

**PRINTING AND PUBLICATIONS**

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|----|--|---|
| 1. | Old Stock Register (Consumables raw and finished material) | 4 years provided that there is no pending payment/ audit objection/ Para or any other dispute.                            |
| 2. | Property Register  | Permanent   |
| 3. | P.O. files   | 4 years provide that there is no pending payment/ audit objection/ Para or any other dispute.                             |
| 4. | Bill Books   | 4 years provided that there is no pending payment/ audit objection/ Para or any other dispute.                            |
| 5. | Purchase (Tender etc.) and General Files                   | 3 years provide that there is no pending payment/ audit objection/ Para or any other dispute.                             |
| 6. | Cash Books/D & C. Register                                 | Permanent   |
| 7. | Log Books of Generators                                    | 2 years provide that these have been audited and there is no pending payment/ audit objection/Para and any other dispute. |

## UNIVERSITY LIBRARY SYSTEM

1.	Accession Registers	Permanent
2.	Recommendations of books and other reading materials	2 years
3.	Copies of book/journal purchase orders (printed or electronic)	2 years
4.	Library Membership Forms	1 year after issuing "No Dues Certificate"
5.	All used Receipt Books	Same as provided under Accounts Branch
6.	Data Sheets for data entry of books in Computer	1 year after data entry
7.	Check-out Check-in Slips	6 months after return of books

The rules for preservation/destruction of common records/articles, prescribed under any Branch/Office, will also be applicable to other Branches/Offices.

## CHAPTER - 22

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### REVISED PAY RULES & PAY FIXATION

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The Haryana Civil Services (Revised Pay) Rules 2008 contained in this Chapter, as approved by the State Govt. and conveyed by the Financial Commissioner & Principal Secretary, Education Department, Govt. of Haryana vide Endst. No. 60/7/2FDII/09/569 dated 27 February 2009, shall be applicable to the Universities non-teaching and other employees, who are not covered under U.G.C. pay scales, w.e.f. 1.1.2006.

#### 22.1 Short title and commencement:-

- (a) These rules may be called the Haryana Civil Service (Revised pay) Rules, 2008.
- (b) They shall be deemed to have come into force on the 1<sup>st</sup> day of January, 2006, unless otherwise provided by the **University** for any class or category of persons or posts.

#### 22.2 Categories of University Employees to Whom these Rules apply:

22.2.1 Save as otherwise provided by/ or under these rules, these rules shall apply **to the persons appointed to the M.D. University Rohtak service** and posts in connection with the affairs of the **University**, who are under the administrative control of the **University**, and whose pay is debitable to the Consolidated Fund of the **University**.

22.2.2 These rules shall not apply to:-

- (a) Persons not in whole time employment;
- (b) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis;
- (c) Persons employed in **University** service after retirement;
- (d) Persons re-employed in **University** service after retirement;
- (e) **University employees** who are drawing their pay in a pay scale as personal measure (other than the functional pay scale prescribed for the post held by the **University employees**) with effect from the date on which he started drawing his pay in the pay scale as a personal measure and till the time he draws his pay in the pay scale as a personal measure;
- (f) Any other class or category of persons whom the **University** may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

#### 22.3 Definitions :-

In these rules, unless the context otherwise requires,

- 22.3.1 (a) “**existing basic pay**” means pay drawn in the prescribed pre-revised scale of pay as on 1.1.2006 for the post held by the person (s) as functional scale of pay for such post including stagnation increments, but not including any other type of pay like “special pay”, “personal pay” etc.;
- (b) “**basic pay**” in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay, but does not include any other type of pay like special pay, etc.;

(c) **“CSR”** means the Punjab Civil Services Rules as amended from time to time by **Haryana Govt. and adopted by the Executive Council of the University for application in connection with the affairs of the University.**

(d) **“existing pay scale”** in relation to any post or any **University employee** means the pre-revised functional pay scale as on 1.1.2006 prescribed for the post held by the **University employees.**

**EXPLANATION-** In case of a **University employee** who was on the 1<sup>st</sup> day of January, 2006 on deputation or on leave or on foreign service or who would have on that day officiated on one or more lower post but for his officiating in a higher post, **“existing scale”** means the functional scale applicable to the post which he would have held but for his being on deputation or on leave or on foreign service or as the case may be, but for his officiating in a higher post, as on 1.1.2006.

(e) **“existing emoluments”** means the sum of (i) existing basic pay, (ii) dearness pay appropriate to the basic pay and (iii) dearness allowance appropriate to the basic pay + dearness pay at index average 536 (1982=100);

(f) **“functional pay scale”** in relation to a **University employee** means the pay scale which is prescribed for the post held by the **University employee.** It does not mean any other pay scale in which the **University employee** is drawing his pay as a personal measure to him with any other justification like length of service, or higher/additional qualification or upgradating of pay scale due to any other reason.

(g) **“University”** means **the Maharshi Dayanand University, Rohtak,** save as otherwise provided by or under these rules.

(h) **“University employees”** means **the employees of Maharshi Dayanand University Rohtak who are covered under Rule 22.2.1.**

(i) **“grade pay”** is the fixed amount corresponding to the pre-revised pay scales/posts;

(j) **“leave”** means any sanctioned leave as defined in **UAC Chapter 19 or C.S.R. if not covered in Chapter 19,** except ‘casual leave’. Any type of absence **from duty** without the sanction of **leave** by the competent authority shall not be considered as leave.

(k) **“memorandum explanatory”** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;

(l) **“officiating post”** means the post which is held by the **University employee** to which he has not been confirmed or to which he has been appointed as a temporary measure while still retaining his lien to a different post or of which he performs the duties while another person holds a lien to such a post. The **University employee** occupying a post while on probation is also to be considered to be holding an officiating post. Further, if the competent authority has appointed a **University employee** to officiate on a vacant post on which no other **University employee** holds a lien, such appointment shall be considered as officiating appointment.

(m) **“persons”** means persons who are University employees for the purposes of these rules.

(n) **“pay in the pay band”** means pay drawn in the running pay bands specified in Column 5 of the First Schedule;

(o) **“Pay”** means the amount drawn monthly by **the University employee,** other than special pay or pay granted in lieu of his personal qualification or his length of service, in the functional pay scale, which has been sanctioned for **the** post held by

him substantively or in an officiating capacity or in case where no separate functional pay scale is sanctioned for the post held by the University employees constituting a cadre, in the pay scale to which he is entitled by reason of his position in a cadre.

- (p) “**present scale**” in relation to any post/grade specified in column (1) of the First Schedule means the scale of pay specified against that post in column (2) thereof;
- (q) “**Pay scale as a personal measure to the University employee**” means any scale of pay in which the **University employee** is drawing his salary, other than the existing scale (as defined in this rule), including the pay scale granted based on the length of service or the pay scale granted for possessing additional qualification etc.
- (r) “**revised emoluments**” means basic pay of a **University employee** in the revised functional pay structure for the post held by the **University employee** and includes the revised Non- Practicing Allowance, if any, admissible to him in addition to the pay in the revised functional pay structure.
- (s) “**revised pay scale**” in relation to any post or any **University employee** occupying such post means revised functional structure of pay prescribed for such post in place of the existing functional pay structure under these rules.
- (t) “**Schedule**” means schedule appended to these rules;
- (u) “**substantive pay**” means pay drawn by the **University employee** on the post to which the **University employee** has been appointed substantively or by reason of his substantive position in a cadre.

**Note:** *A **University employee** who has been appointed temporarily to a post while still drawing his salary in his earlier pay scale or in any other pay scale except the pay scale prescribed for the post of which he has been appointed, will not be deemed to have been appointed against such post either in the officiating capacity or in the substantive capacity for the purposes of these rules.*

## **22.4 Scale of Pay of Posts:-**

The functional pay band and grade pay or the functional pay scale, as applicable, or each functional pay scale specified in column (2) of the First Schedule shall be as specified against it in column (4) and (5) thereof.

## **22.5 Drawl of Pay in Revised Pay Structure:**

**22.5.1** Save as otherwise provided in these rules, a **University employee** shall draw pay in the revised pay structure applicable to the post to which he is appointed:

Provided that a **University employee** may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his pos or ceases to draw pay in that scale:

Provided further that in cases where a **University employee** has been placed in a higher pay scale between 1.1.2006 and the date of notification of these rules on account of promotion, upgradation of pay scale etc., the **University employee** may elect to switch over to the revised pay structure from the date of such promotion, upgradation etc.

**EXPLANATION 1.** - The option to retain the existing scale under the provision of this rule shall be admissible only in respect of one existing scale.

**EXPLANATION 2.** - Aforesaid option shall not be admissible to any person appointed to a post on or after the 1<sup>st</sup> day of January, 2006, whether for the first time in **University Employee** or by transfer or promotion from another post and he shall be allowed pay only in the revised pay structure.

**EXPLANATION 3.** - Where a **University employee** exercises option under the proviso to this rule to retain the existing scale in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale under CSR or any other rule or order applicable to that post, his substantive pay shall be the substantive pay which he would have drawn, had he retained the existing scale in respect of the permanent post on which he holds a lien or would have held a lien, had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

**EPLANATION 4.** - As a general pre-condition, switching over to the new pay and allowance structure by individual employees be subjected to the following general framework of conditions as the most basic and central to the entire scheme;

The revised scheme is a package in itself and proposes to replace the entire pre-revised structure and not merely replace the pay on scale to scale basis. An enabling option has been afforded to individual employees to continue in the existing pre-revised structure rather than compulsively switching over to the new structure of pay and allowances as promised by the said rules. In such a scenario, the moment an employee exercises/deemed to have exercised the option to switch to the revised scheme, he severs all relationships and perceived relativities with the principles/other conditionality specific to the pre-revised scheme with effect from the date on which this revised structure takes effect in his case. Therefore, after once being brought to be governed by the structure put in place by the said rules, it would not be permissible for the individual employees or a group/class/category thereof to strike any type of parity/claim based on the pre-revised or pre-existing scenario. Once having brought to be governed by the said rules, the said rules in totality shall govern the conditions of services including the payment of pay and allowances without any reference to the pre-revised/pre-existing structure. No claim based on the pre-revised/pre-existing scheme shall, therefore, be permissible as valid for agitating/supporting any claim of further amending the impact of said rules, save in terms of the provisions of the said rules.

## **22.6 Exercise of Option:**

**22.6.1** The option under the proviso to Rule 22.5 shall be exercised in writing in the form appended to the Second Schedule (Appendix A) so as to reach the authority mentioned in **Sub-Rule 22.6.2** within three months of the date of publication/**circulation** of these Rules, or where an existing scale has been revised by any order made subsequent to that day, within three months of the date of such order:

Provided that in the case of a **University employee** who is, on the date of such publication/**circulation**, or date of such order, as the case may be, on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in the University or on the expiry of the sanctioned leave, whichever is earlier:

Provided further that where a **University employee** is under suspension on the date of publication/**circulation** of these rules, or on the date of such order, as the case may be, the option may be exercised within three months of the date of his return to his duty.

**22.6.2** The option shall be intimated by the **University employee to the Finance Office through the respective Head of the Dept./Office.**

**22.6.3** If the intimation regarding option is not received within the time mentioned in **Sub-Rule 22.6.1**, the **University employee** shall be deemed to have elected to be governed by the revised structure of pay on and from the 1<sup>st</sup> day of January 2006.

**22.6.4** The option once exercise shall be final.

**Note:** (1) *Persons whose services were terminated on or after the 1<sup>st</sup> January, 2006, and who could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, are entitled to the benefit of this rule.*

(2) *Persons who have died on or after the 1<sup>st</sup> day of January, 2006, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1<sup>st</sup> day of January, 2006 or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.*

## **22.7 Fixation of Initial Pay in the Revised Pay Structure:**

**22.7.1** The initial pay of a **University employee** who elects or is deemed to have elected under Sub-Rule 22.6.3 to be governed by the revised pay **structure from the 1<sup>st</sup>** day of January, 2006, shall, unless in any case the **University employee** by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in officiating post held by him, in the **following manner** :

(a) In the case of all employees :

(i) The pay in the pay band/pay scale will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.

(ii) If the minimum of the revised pay band/ pay scale is more than the amount arrived at as per (i) above the pay shall be fixed at the minimum of the revised pay band/ pay scale.

### **Provided further that:**

Where, in the fixation of pay, the pay of **University employee** drawing pay at two or more consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands. For the purpose, the increment will be calculated on the pay in the pay band. Grade pay would not be taken into account for the purpose of granting increments to alleviate bunching.

In the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.

If by stepping up of the pay as above, the pay of **University employee** gets fixed at a stage in the revised pay band/ pay scale (where applicable) which is higher than the stage in the revised pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

The pay in the pay band will be determined in the above manner. In addition to the pay in the pay band, grade pay corresponding to the existing scale will be payable.

(b) In the case of employees who are in receipt of special pay/ allowance in addition to pay in the existing scale which has been recommended for replacement by a pay band and grade pay without any special pay/ allowance, pay shall be fixed in the

revised pay structure in accordance with the provisions of **Sub-Rule 22.7.1 (a)** above.

- (c) In the case of employees who are in receipt of special pay component with any other nomenclature, in addition to pay in the existing scales such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised pay structure with corresponding allowance/ pay at the same rate or at a different rate, the pay in the revised structure shall be fixed in accordance with the provisions of **Sub-Rule 22.7.1 (a)** above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised structure of pay from the date specified in the individual notifications related to these allowances.
- (d) In the case of Medical Officers who are in receipt of non-practising allowance (NPA), the pay in the revised pay structure shall be fixed in accordance with the provisions of **Sub-Rule 22.7.1 (a)** above except that, in such cases, the pre-revised dearness allowance appropriate to the Non-Practising Allowance (excluding dearness pay component on NPA) admissible at index average 536 (1982=100) shall be added while fixing the pay in the revised pay band. Illustration 3 in Explanatory Memorandum to these rules may be referred to in this regard.

**Note:** (1) *A **University employee** who is on leave on the 1<sup>st</sup> day of January, 2006, and is entitled to leave salary shall become entitled to pay in the revised pay structure from 1.1.2006 or the date of option for the revised pay structure. Similarly, where a **University employee** is on study leave on the first day of January, 2006, he will be entitled to the benefits under these rules from 1.1.2006 or the date of option.*

- (2) *Where a post has been upgraded as indicated in **Part B** of the First Schedule to these Rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with **Sub-Rules 22.7.1 (a) (i) and (ii)** by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The grade pay corresponding to the **upgraded** scale as indicated in Column 6 of the Part B of the First Schedule **will be payable. Illustration 4 in Explanatory Memorandum to these rules may be referred to in this regard.***
- (3) *In case of a **University employee** under suspension, he shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised structure of pay will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.*
- (4) *Where the 'existing emoluments' exceed the revised emoluments in the case of any **University employee**, the difference shall be allowed as personal pay to be absorbed in future increases in pay.*
- (5) *Where in the fixation of pay under Sub-Rule 22.7.1, the pay of a **University employee**, who, in the existing scale, was drawing immediately before the 1<sup>st</sup> day of January 2006, more pay than another **University employee** junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the revised pay band as that of the junior.*
- (6) *Where a **University employee** is in receipt of personal pay on the 1<sup>st</sup> day of January 2006, which, together with his existing emoluments exceeds the revised emoluments, then the difference representing such excess shall be allowed to such **University employees** as personal pay to be absorbed in future increases in pay.*

- (7) *In case where a senior **University employee** promoted to a higher post before the 1<sup>st</sup> day of January 2006, draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1<sup>st</sup> day of January 2006, the pay in the pay band of the senior **University employee** should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior **University employee** subject to the fulfillment of the **following conditions** :*
- (a) *both the junior and the senior **University employee** should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;*
  - (b) *the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be same;*
  - (c) *the senior **University employee** at the time of his promotion should have been drawing equal or more pay than the junior;*
  - (d) *the anomaly should be **dealt with** as per the provisions of CSR or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, provision of this Note need not be invoked to step up the pay of the senior officer.*

**22.7.2** Subject to the provisions of Rule 22.5, if the pay as fixed in the officiating post under sub Sub-Rule 22.5.1 is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as in the substantive pay.

## **22.8 Fixation of pay in the revised pay structure of employees appointed as fresh recruits on or after 1.1.2006:**

Section II Part A of the First Schedule of these rules indicate the entry level pay in the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay will be fixed on or after 1.1.2006.

This will also be applicable in the case of those recruited between 1.1.2006 and the date of issue of this Notification. In such cases, where the emoluments in the pre-revised pay scales(s) [i.e., basic pay in the pre-revised pay scale(s) plus dearness pay plus dearness allowance applicable on the date of joining] exceeds the sum of the pay fixed in the revised pay structure and the applicable dearness allowance thereon, the difference shall be allowed as personal pay to be absorbed in future increments in pay.

## **22.9 Rate of Increment in the Revised Pay Structure:**

The rate of increment in the revised pay structure will be 3% of the sum of the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. Illustration 5 in the Explanatory Memorandum to these rules may be referred to in this regard.

## **22.10 Date of next increment in the revised pay structure:**

There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> of July will be eligible to the granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees also for whom the date of next increment was between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January 2007:

Provided that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised

pay structure shall be allowed on the 1<sup>st</sup> day of January, 2006. Thereafter, the provision of **this Rule i.e Rule 10** would apply.

Provided further that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

**Note:** *In cases where two existing scales, one being a promotional scale for the other, are merged, and the junior **University employee**, now drawing his pay at equal or lower scale of pay, happens to draw more pay in the pay band in the revised pay structure than the pay of the senior **University employee** in the existing higher scale, the pay in the pay band of the senior **University employee** shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with Rule 10.*

### **22.11 Fixation of pay in the revised pay structure subsequent to the 1<sup>st</sup> day of January, 2006.**

Where a **University employee** continues to draw his pay in the existing scale and is brought over to the revised pay structure from a date later than the 1<sup>st</sup> day of January, 2006, his pay from the later date in revised pay structure shall be fixed in the following manner:-

Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the dearness pay applicable on that date and the pre-revised dearness allowance based on rates applicable as on 1.1.2006. This figure will be round off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the grade pay corresponding to the pre-revised pay scale will be applicable. Where the **University employee** is in receipt of special pay or non-practising allowance, the methodology followed will be as prescribed in Rule 22.7 (1) **(b), (c) & (d)** as applicable, except that the basic pay and dearness pay to be taken into account will be the basic pay and dearness pay applicable as on that date but dearness allowance will be calculated as per rates applicable on 1.1.2006.

### **22.12 Fixation of Pay on Re-appointment After the 1<sup>st</sup> Day of January, 2006 to a Post Held Prior to That Date:**

A **University employee** who has officiated in a post prior to the 1<sup>st</sup> day of January, 2006, but was not holding that post on that date and who on subsequent appointment to that post draws pay in the revised pay structure shall be allowed the benefit of the proviso to CSR to the extent it would have been admissible, had he been holding that post on that 1<sup>st</sup> day of January, 2006, and had elected the revised pay structure on and from that date.

### **22.13 Fixation of pay on promotion on or after 1.1.2006**

**22.13.1** In the case of promotion from one grade pay to another in the revised pay structure, the fixation will be done as follows:

One increment equal to 3% of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the promotion post will thereafter be granted in addition to this pay in the pay band. In cases, where promotion involves change in the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.

**22.13.2** On promotion from one grade pay to another, a **University employee** has an option under CSR to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1<sup>st</sup> July of the year. The pay will be fixed in the following manner in the revised pay structure:

- (a) In case the **University employee** opts to get his pay fixed from his date of next increment, then on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his next increment i.e. 1<sup>st</sup> 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. To illustrate, if the basic pay prior to the date of promotion was Rs. 100, first increment would be computed on Rs. 100 and the second on Rs. 103.
- (b) In case the **University employee** opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1<sup>st</sup> July if he was promoted between 2<sup>nd</sup> July and 1<sup>st</sup> January. However, if he was promoted between 2<sup>nd</sup> January and 30<sup>th</sup> June of a particular year, he shall get his increment on 1<sup>st</sup> July of next year.

**Note:** *A University employee can exercise his option on promotion for pay fixation under CSR on plain paper in simple application form.*

#### **22.14 Overriding effect of rules**

The provisions of CSR of PFR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

#### **22.15 Power of relaxation**

Where the **University** is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just **and** equitable manner **after clarification from the State Govt.**

**Note:** *The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of **University employees**, and, therefore, will not amount to any discrimination with other class and categories of **University employees**.*

#### **22.16 Power to Make Addition or Deletion etc.**

Where the University is satisfied that there is a necessity to make any addition or delete any class or categories of posts or change temporarily in the Schedule to these rules, the matter will be referred to the State Govt. who will be competent to add or delete or change such conditions. The provisions of these rules will apply as if the changes were made.

#### **22.17 Interpretation**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

#### **22.18 Residuary provisions**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this rule shall be deemed to be the part of these rules.

**The First Schedule**  
**(See Rules 22.3 and 22.4)**

**Part – A**  
**Section 1**

Existing Functional Pay Scale		Revised Functional Pay Structure		
Sr. No	Functional Pay Scale	Name of Pay Band	Corresponding pay Bands	Corresponding Grade Pay
(1)	(2)	(3)	(4)	(5)
1.	2550-55-2660-EB-60-3200	-IS	4440-7440	1300
2.	2610-60-3150-EB-65-3540	-IS	4440-7440	1400
3	2650-65-3300-EB-70-4000	-IS	4440-7440	1650
4	3050-75-3950-EB-80-4350	PB-I	5200-20200	1800
5	3050-75-3950-EB-80-4590	PB-I	5200-20200	1900
6	3050-85-4325-EB-100-5325	PB-I	5200-20200	1950
7	3200-85-3880-EB-85-4900	PB-I	5200-20200	2000
8	4000-100-4800-EB-100-6000	PB-I	5200-20200	2400
9	4400-100-5200-EB-100-600	PB-I	5200-20200	2500
10	4500-125-6000-EB-125-7000	PB-I	5200-20200	2800
11	5000-150-7100-EB-150-7850	PB-II	9300-34800	3200
12	5450-150-6950-EB-150-8000	PB-II	9300-34800	3300
13	5500-175-8300-EB-175-9000	PB-II	9300-34800	3600
14	6500-200-8500-EB-200-9900	PB-II	9300-34800	4000
15	6500-200-8500-EB-200-10500	PB-II	9300-34800	4200
16	7450-225-9025-EB-225-11500	PB-II	9300-34800	4600
17	7500-250-10000-EB-250-12000	PB-II	9300-34800	4800
18	7500-250-10000-EB-250-13000	PB-II	9300-34800	5200
19	8000-275-10200-EB-275-13500	PB-II	9300-34800	5400
20	8000-275-10200-EB-275-13500 (Group A Entry)	PB-III	15600-39100	5400

21	10000-325-13900	PB-III	15600-39100	6000
22	10000-325-15200	PB-III	15600-39100	6400
23	10650-325-15850	PB-3	15600-39100	6600
24	12000-375-16500	PB-3	15600-39100	7600
25	13500-375-17250	PB-3	15600-39100	8000
26	14300-400-18300	PB-4	37400-67000	8700
27	15100-400-18300	PB-4	37400-67000	8800
28	16400-450-20000	PB-4	37400-67000	8900
29	16400-450-20900	PB-4	37400-67000	9500
30	18400-500-20400	PB-4	37400-67000	9800
31	18400-500-22400	PB-4	37400-67000	10000
32	22400-525-24500	PB-4	37400-67000	12000

**The First Schedule**  
**(See Rules 22.3 and 22.4)**  
**Part – A**  
**Section II**

**Entry Pay in the Revised Pay Structure for Direct Recruits Appointed on or after 1.1.2006**

**-IS (Rs. 4440-7440)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
1300	4750	6050
1400	4860	6260
1650	4930	6580

**PB-1 (Rs. 5200-20200)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
1800	5680	7480
1900	5680	7580
1950	5680	7630
2000	5960	7960
2400	7440	9840
2500	8190	10690
2800	8370	11170

**PB-2 (Rs. 9300-34800)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
3200	9300	12500
3300	10140	13440
3600	10230	13830
4000	12090	16090
4200	10290	16290
4600	13860	18460
4800	13950	18750
5200	13950	19150
5400	14880	20280

**The First Schedule Part – A Section II (Contd.)**

**(See Rules 22.3 and 22.4)**

**PB-3 (Rs. 15600-391000)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
5400	15600	21000
6000	18600	24600
6400	18600	25000
6600	19810	26410
7600	22320	29920
8000	25110	33110

**PB-4 (Rs. 37400-67000)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
8700	37400	46100
8800	37400	46200
8900	37400	46300
9500	37400	46900
9800	37400	47200
10000	37400	47400
12000	41670	53670

**The First Schedule**  
**(See Rules 22.3 and 22.4)**

**Part – B**

**Revised Pay Scales for Certain Categories of Staff**

**Section I**

The revised pay structure mentioned in column (5) and (6) of this part of the Notification for the post mentioned in column (2) have been approved by the Government. The initial fixation as on 1.1.2006 will be done in accordance with Note 2 below rule 7 of this Notification.

**Section II**

Sr. No.	Post	Existing Scale	Revised/ Modified scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
(1)	(2)	(3)	(4)	(5)	(6)
<b>1</b>	<b>Posts in Transport Department</b>				
(i)	Works Manager	6500-10500	7450-11500	PB-2	4600
(ii)	Store Purchase Officer	6500-10500	7450-11500	PB-2	4600
(iii)	Service Engineer	6500-10500	7450-11500	PB-2	4600
<b>2</b>	<b>Post in Information &amp; Public Relation Department</b>				
	Technical Officer	6500-10500	7450-11500	PB-2	4600
<b>3</b>	<b>Posts in Education Department</b>				
(i)	JBT Teacher	4500-7000	6500-10500	PB-2	4200
(ii)	P.T.I.	4500-7000	6500-10500	PB-2	4200
(iii)	Drawing Teacher	4500-7000	6500-10500	PB-2	4200
(iv)	Cutting & Tailoring Teacher	4500-7000	6500-10500	PB-2	4200
(v)	Head Teacher Primary School	5500-9000	7450-11500	PB-2	4600
(vi)	Master	5500-9000	7450-11500	PB-2	4600
(vii)	Language Teacher (Hindi/Punjabi/ Sanskrit & Hindi Teacher Primary)	5500-9000	7450-11500	PB-2	4600

(viii)	Head Master Middle School	6500-9900	7450-11500	PB-2	4600
(ix)	School Lecturer	6500-10500	7500-12000	PB-2	4800
(x)	Head Master High School	7500-12000	8000-13500	PB-2	5400
(xi)	Principal, Sr. Sec. School/Dy. DEO/ BEO/ Asstt. Directors (Academic)	8000-13500	10000-13900	PB-3	6000
(xii)	DEO/DEEO/Principal, DIET/Dy. Director	10000-13900	10000-15200	PB-3	6400
(xiii)	Joint Director/Director, SRC/SCERT/Sharmik Vidyapeeth	10000-15200	12000-16500	PB-3	7600
<b>4.</b>	<b>Posts in Health Department</b>				
(i)	Staff Nurse	5000-7850	6500-10500	PB-2	4200
(ii)	Nursing Sister	5500-9000	7500-12000	PB-2	4800
(iii)	Asstt. Matron	5500-9000	7500-12000	PB-2	4800
(iv)	Matron	6500-9900	8000-13500	PB-2	5400
(v)	Nursing Supdt.	6500-10500	8000-13500	PB-2	5400
(vi)	Sister Tutor	5500-9000	7500-12000	PB-2	4800
(vii)	Principal Tutor	6500-9900	8000-13500	PB-2	5400
(viii)	Public Health Nurse	5500-9000	7500-12000	PB-2	4800
(ix)	Distt. Nursing Officer	6500-10500	7500-12000	PB-2	4800
(x)	Public Health Nursing Officer	6500-10500	8000-13500	PB-2	5400
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
(xi)	Assistant Director (Nursing) & Principal, Training centre, Barwala	6500-10500	8000-13500	PB-2	5400
(xii)	Dietician	5500-9000	6500-9900	PB-2	4000
(xiii)	Asstt. Director (Dietician)	5500-9000	6500-10500	PB-2	4200

(xiv)	Radiographer	4500-7000	5000-7850	PB-2	3200
(xv)	Civil Surgeon/PMOs/ ZMOs/Dy. Director (Sr.)	13500-17250	14300-18300	PB-2	8700
<b>5.</b>	<b>Posts in Organized Accounts Cadre (Treasuries &amp;Accounts Deptt.)</b>				
(i)	Section Officer	6500-9900	7450-11500	PB-2	4600
(ii)	Accounts Officer	6500-10500	8000-13500	PB-2	5400
(iii)	Sr. Accounts Officer	8000-13500	10000-13900	PB-2	6000
(iv)	Chief Accounts Officer	10000-13900	12000-16500	PB-2	7600
<b>6.</b>	<b>Posts in Sports Department</b>				
(i)	Junior Coach	5000-7850	5500-9000	PB-2	3600
(ii)	Coach	5500-9000	6500-10500	PB-2	4200
(iii)	District Sports Officer	6500-10500	7450-11500	PB-2	4600
(iv)	Asstt. Director (Yoga)	6500-9900	7450-11500	PB-2	4600
(v)	Dy. Director	8000-13500	10000-13900	PB-3	6000
<b>7.</b>	<b>Post in Haryana Civil Sectt., FC's Office, LR Office, HPSC And Vidhan Sabha</b>				
# (i)	Personal Assistant	6500-10500	5500-9000+ 150/- S.P.	PB-2	3600
# (ii)	Private Secretary	8000-13500	6500-10500+ 200/- S.P.	PB-2	4200

# There will be no recovery because of this modification in pay scale w.e.f. 1.1.1996 And additional ties (if any) after fixation of pay will be adjusted in future increments.

**The Second Schedule**

**Appendix A**

(See Rule 22.6.1)

\* (i) I, \_\_\_\_\_, hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2006.

\* (ii) I, \_\_\_\_\_, hereby elect to continue in the existing scale of pay of my substantive/ officiating post mentioned below until:

\* (a) the date of my next increment, or

\* (b) The date of my subsequent increment raising my pay to Rs. \_\_\_\_\_, or

\* (c) I vacate or cease to draw pay in the existing scale, or

\* (d) The date of my promotion to \_\_\_\_\_.

Existing scale \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : Designation : \_\_\_\_\_

Place : Office in which employed : \_\_\_\_\_

\* To be scored out, if not applicable.

The conditions prescribed under this rule will be considered as part of these rules.

**Illustration 1:** Initial Fixation of Group D Employees in – IS

1	Existing Scale of Pay	Rs. 2550-55-2660-EB-60-3200
2	Pay Band applicable	-IS Rs. 4440-7440
3	Existing basic pay as on 1.1.2006	Rs. 2840
4	Pay after multiplication by a factor of 1.86	Rs. 5282 (Rounded off to Rs. 5290)
5	Pay in the Pay Band	Rs. 5290
6	Pay in the Pay Band after including benefit of bunching, if admissible	Rs. 5290
7	Grade Pay attached to the scale	Rs. 1300
8	Revised basic pay – total of pay in the pay band and grade pay	Rs. 6590

**Illustration 2:** Fixation of Initial Pay in the Revised Pay Structure

1	Existing Scale of Pay	Rs. 4000
2	Pay Band applicable	-IS Rs. 4440-7440
3	Existing basic pay as on 1.1.2006	Rs. 2840
4	Pay after multiplication by a factor of 1.86	Rs. 5282 (Rounded off to Rs. 5290)
5	Pay in the Pay Band	Rs. 5290
6	Pay in the Pay Band after including benefit of bunching, if admissible	Rs. 5290
7	Grade Pay attached to the scale	Rs. 1300
8	Revised basic pay – total of pay in the pay band and grade pay	Rs. 6590

**Illustration 3:** Fixation of Initial Pay in the Revised Pay Structure of Medical Officers

1	Existing Scale of Pay	Rs. 10000-13900
2	Pay Band applicable	PB-3 Rs. 15600-39100
3	Existing basic pay	Rs. 10000
4	Existing NPA	Rs. 2000
5	Pay after multiplication by a factor of 1.86	Rs. 18600
6	DA on existing NPA	Rs. 480 (24% of Rs. 2000)
7	Pay in the Pay Band attached to scale	Rs. 19080
8	Grade Pay attached to the scale	Rs. 6000
9	Revised basic pay – total of pay in the pay band and grade pay	Rs. 25080 (Revised NPA as decided by the Government in revised pay structure will be admissible)

**Illustration 4:** Pay Fixation in Cases Where Posts have been Upgraded e.g. Posts in Pre- revised Pay Scale of Rs. 3050-75-3950-80-4590 to Rs. 3200-85-4900 Scale

1.	Existing Scale of Pay	Rs. 3050-4590 (Corresponding Grade Pay Rs. 1900)
2.	Pay Band applicable	PB-1 Rs. 5200-20200
3.	Upgraded to the Scale of Pay	Rs. 3200-4900 (Corresponding Grade Pay Rs. 2000)
4.	Existing basic pay as on 1.1.2006	Rs. 3125
5.	Pay after multiplication by a factor of 1.86	Rs. 5813 (Rounded of to Rs. 5820)
6.	Pay in the Pay Band PB-2	Rs. 5820
7.	Pay in the pay band after including benefit of bunching in the pre-revised Scale of Rs. 3050-4590, of admissible	Rs. 5820
8.	Grade Pay attached to the scale of Rs. 3200-4900	Rs. 2000
9.	Revised basic pay-total of pay in the pay band and grade pay	Rs. 7820

**Illustration 5:** Pay Fixation on Grant of Increment in the Revised Pay Structure

1.	Pay in the PB-2	Rs. 9300
2.	Grade Pay	Rs. 4200
3.	Total of pay + grade pay	Rs. 13500
4.	Rate of increment	3% of 3 above
5.	Amount of increment	Rs. 405 rounded off to Rs. 410
6.	Pay in the pay band after increment	Rs. 9300 + 410
7.	Pay after increment	Rs. 9710
8.	Grade pay applicable	Rs. 4200

## CHAPTER - 23

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### UNIVERSITY EMPLOYEES ACP RULES 2008

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The Haryana Civil Services (Assured Career Progression) Rules 2008 contained in this Chapter, as approved by the State Govt. and conveyed by the Financial Commissioner & Principal Secretary, Education Department, Govt. of Haryana vide Endst. No. 60/7/2FD II/09/569 dated 27 February 2009, shall be applicable to the Universities non-teaching and other employees, who are not covered under U.G.C. pay scales, w.e.f. 1.1.2006.

#### 23.1 Short Title, Commencement and Objective

23.1.1 (i) These Rules may be called **University Employees ACP Rules 2008**.

- (ii) They shall be deemed to have come into force on the first day of January, 2006, unless otherwise provided by the **University** for any class or category of persons.
- (iii) The objective of these rules is to provide two categories of Assured Career Progression schemes for the **University employees**. The **first category scheme** is cadre-specific Assured Career Progression scheme for some cadres/posts prescribing time scales. The second **category scheme is primarily to remove stagnation in service**. The second category scheme, a **general Assured Career Progression scheme**, seeks to ensure that all **University employees**, whose cadres are not covered by the cadre-specific Assured Career Progression scheme, get at **least three financial upgradations**, including financial upgradation, availed by the **University employees** as a consequence of functional promotion during his entire career. It also seeks to ensure that no **University employee** stagnates without any financial upgradation for more than ten years unless he has already availed three financial upgradations in his career.

#### 23.2 Categories of University Employees to Whom these Rules apply

23.2.1 (a) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to **Maharshi Dayanand University Rohtak** services and posts of group 'A', 'B', 'C' and 'D' in connection with the affairs of the **University** and to those who are under the administrative control of the **University** and whose pay is debit to the Consolidated Fund of **Maharshi Dayanand University Rohtak** and are mentioned in the Schedule I of these rules.

- (b) These rules shall not apply to:-
  - (i) persons not in whole time employment;
  - (ii) persons paid out of contingencies;
  - (iii) persons paid otherwise than on monthly basis, including those paid on a piece-rate basis of daily wages or on consolidated contractual payment;
  - (iv) any other class or category of persons whom the **University** may by order, specifically exclude from the operation of all or any of the provisions contained in these

#### 23.3 Definitions

23.3.1 In these rules, unless the context otherwise requires:

- (a) "**Cadre specific Assured Career Progression Scheme**" means a scheme falling within the scope of these rules and as mentioned in the Part I of Schedule I of these rules.

- (b) **“CSR”** means the Punjab Civil Services Rules as amended from time to time by **Haryana Govt. and adopted by the Executive Council of the University for application in connection with the affairs of the University.**
- (c) **“Direct Recruit Fresh Entrant”** with reference to a post or a **University employee** means the post on which such **University employee** was recruited as a regular and direct recruit in the **University** service and is in continuous employment of the **University** since such recruitment.
- (d) **“Existing Basic Pay”** means pay drawn in a prescribed pre-revised scale of pay as on 01.01.2006 for the post held by the person(s) as present scale of pay for such post including stagnation increments but not including any other type of pay like “special pay”, “personal pay” etc.
- (e) **“Existing Pay Scale”** in relation to any post of any **University employee** means the pre revised functional pay scale as on 01.01.2006 prescribed for the post on which such **University employee** was recruited as a direct recruit fresh entrant.
- (f) **“Functional Pay Scale”** in relation to a **University employee** means the pay scale which is prescribed for the post held by the **University employee**. It does not mean any other pay scale in which the **University employee** is drawing his pay as a personal measure to him on account of either length of service or higher/additional qualification or upgradation of pay scale due to any other reason.
- (g) **“First Assured Career Progression Pay Band and Grade Pay under General ACP Scheme”** means the first financial upgradation in terms of increased grade pay in the same pay band for all **University employees** covered under the general ACP scheme, as mentioned in column 4 of Part II of Schedule I with reference to the pay structure mentioned in column 3 of Part II of schedule I.
- Provided that the First Assured Career Progression pay band and grade pay may also be referred to as 1<sup>st</sup> ACP PB and GP.
- (h) **“University”** means the **Maharshi Dayanand University Rohtak** save as otherwise provided by or under these rules.
- (i) **“University Employee”** for the purposes of these rules means the person(s) appointed to the post (s) in connection with the affairs of the Government of Haryana which are under the administrative control of the **University** and whose pay is debitable to the consolidated fund of the **University** and on whom these rules apply.
- (j) **“Leave”** means any sanctioned leave as defined in **UAC Chapter 19 or C.S.R. if not covered in Chapter 19**, except ‘casual leave’. Any type of absence **from duty** without the sanction of **leave** by the competent authority shall not be considered as leave.
- (k) **“Memorandum Explanatory”** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification objectives, applicability etc. of these rules.
- (l) **“Officiating Post”** means the post which is held by the **University employee** to which he has not been confirmed or to which he has been appointed as a temporary measure while still retaining his lien to a different post or to which he performs the duties while another person holds a lien to such post. The **University employee** occupying a post while still on probation is also to be considered to be holding an officiating post. Further if competent authority has appointed a **University employee** to officiate on a vacant post on which no other **University employee** holds a lien, even such appointment shall be an appointment as against an officiating post.

- (m) **“Present Scale”** in relation to any **University employee** who falls within the scope of these rules means the pay scale in which such **University employee** was drawing his pre-revised pay as on 1.1.2006, if such pay scale happened to be different from the functional pay scale prescribed for the post on which such **University employee** was working.
- (n) **“Pay Scale as a personal measure to the University employee”** with reference to any **University employee** means any scale of pay, other than the functional scale in which such **University employee** is drawing his pay, including 1<sup>st</sup> ACP, 2<sup>nd</sup> ACP and 3<sup>rd</sup> ACP, as the case may be.
- (o) **“Persons”** mean persons who are **University employees** for the purposes of these rules.
- (p) **“pay”** means the amount drawn monthly by a **University employee**, in the pay scale in which he was drawing his salary before 31.12.2005.
- (q) **“Revised ACP Pay Structure”** in relation to any **University employee** means revised corresponding Assured Career Progression pay band and grade pay in which the **University employee** is eligible or entitled to be placed as a consequence of application of these rules in place of the present scale for the purpose of drawing the pay as a personal measure to such **University employee**.
- (r) **“Revised Emoluments”** means pay in the band + grade pay of a **University employee** in the revised pay structure in which the **University employee** has been placed for drawing his pay by or under these rules and includes the revised Non-Practicing Allowance, if any, admissible to him in addition to the pay in the revised pay structure.
- (s) **“Second Assured Career Progression Pay Band and Grade Pay under General ACP”** means second financial upgradation in the form of increasing grade pay in the same pay band for all **University employees** who are covered in the general Assured Career Progression scheme, as mentioned in Column 5 of Part II of Schedule I with reference to the grade pay mentioned in Column 4 of the Part II of Schedule I. However, in case of an employee holding a post after promotion, the second ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay;  
Provided that the second Assured Career Progression pay band and grade pay may also be referred to as 2<sup>nd</sup> ACP PB and GP.
- (t) **“Schedule”** means Schedule appended to these rules;
- (u) **“Substantive Pay”** means pay drawn by the **University employee** on the post to which the **University employee** has been appointed substantively or by reason of his substantive position in a cadre.
- (v) **“Third Assured Career Progression Pay Band and Grade Pay under General ACP”** means third financial upgradation in the form of increasing grade pay in the same pay band for all **University employees** who are covered in the general Assured Career Progression scheme, as mentioned in Column 6 of Part II of Schedule I with reference to the grade pay mentioned in Column 5 of the Part II of Schedule I. However, in case of an employee holding a post after promotion, the second ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay:  
Provided that the Third Assured Career Progression pay band and grade pay may also be referred to as 3<sup>rd</sup> ACP PB & GP.

## **23.4 Cadre-Specific Assured Progression Scheme**

The ACP pay band and grade pay as time scales mentioned in Column 5 of Part I of Schedule I to certain cadres/posts mentioned in Column 2 of Part I of Schedule I shall be admissible to all **University employees** who become members of such cadres by way of direct recruitment or promotion.

## **23.5 General Assured Career Progression Scheme**

Financial upgradation in the form of the first, the second and the third ACP pay band and grade pay as mentioned in Column 4, 5 and 6 of Part II of Schedule I will be admissible to all **University employees** covered under this scheme with reference to their pre-revised functional pay scale and the corresponding revised pay structure mentioned in Column 2 and 3, respectively of Part II of Schedule I of these rules. However, in case of an employee holding a post after promotion, the entitled ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay.

## **23.6 Eligibility for grant of Cadre-Specific ACP Pay Band and Grade Pay**

For the grant of cadre specific ACP pay band and grade pay, the eligibility conditions will be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in Rule 23.8 hereunder.

## **23.7 Eligibility for grant of ACP Grade Pay under the General ACP Scheme**

- 23.7.1** (a) Every **University employee** covered under the general ACP scheme shall, for the purposes of drawl of pay, be eligible for the first ACP grade pay (given in Column 4 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 10 years of regular satisfactory service and has not got any financial upgradation in these ten years with reference to the functional pay structure of the post to which he was recruited as a direct entrant. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.
- (b) Every **University employee** covered under the general ACP scheme shall, for the purposes of drawl of pay, be eligible for the second ACP grade pay (given in Column 5 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 20 years of regular satisfactory service and has not got any financial upgradation in the last ten years. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.
- (c) Every **University employee** covered under the general ACP scheme shall, for the purposes of drawl of pay, be eligible for the third ACP grade pay (given in Column 6 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 30 years of regular satisfactory service and has not got any financial upgradation in the last ten years and has not got more than two financial upgradation so far. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.
- (d) In case of **University employee** who gets promoted, he will be considered for the next ACP grade pay after he completes 10 years of regular satisfactory service in the promotional post without any financial upgradation and will be entitled to the next ACP grade pay with reference to the grade pay of the promotional post he holds:

Provided that a **University employee** shall not be entitled to avail ACP upgradation if, he has already availed of three financial upgradations of any kind in his career.

**Note:** For the purpose of these rules, “regular satisfactory service” means continuous service counting towards seniority under **Maharshi Dayanand University Rohtak, commencing from the date on which the University employee joined his service after being recruited through the prescribed procedure or rules etc. for regular recruitment, in the cadre in which he is working at the time of being considered his eligibility for grant of ACP pay band and grade pay under these rules, and further fulfilling all the requirements prescribed for determining the suitability of grant of ACP pay structure.**

**Explanation:** The ACP pay structure upgradation in the form of first ACP grade pay will come into play only if a **University employee** has not got the benefit of at least one grade pay upgradation within the prescribed period of first 10 years. Similarly, the second and third ACP grade pays will come into play only if a **University employee has not got the benefit of** two upgradations after twenty years of service and three upgradations after thirty years of service. If within 10 years of service, the **University employee** has already got at least one financial upgradation or within 20 years of service, the **University employee** has already got at least two financial upgradations, or within 30 years of service, the **University employee** has already got at least three financial upgradations, benefit of these rules will not be extended to such employees, save if otherwise provided in these rules.

## **23.8 Other General Conditions of Eligibilities of ACP Pay Structure**

**23.8.1** The following general conditions shall also be fulfilled by a **University employee** for availing the benefit of ACP :

- (a) After completing the respective prescribed periods for eligibility for the grant of ACP pay structure, the **University employee** should be **eligible** to be promoted to the next higher post in the functional hierarchy in his cadre, but could not be functionally promoted due to lack of vacancy in the promotional post in the hierarchy to which he is eligible to be promoted.
- (b) If such promotion involved passing of any departmental test or other test etc., such condition should also be fulfilled by such **University employee**.

## **23.9 Responsibility to be Discharged etc.**

On placement in the ACP pay structure, the **University employee** shall continue to hold operational duties of his previous post held by him, and will continue to hold the previous designation till such time as he is actually promoted to the higher post on the occurrence of a vacancy.

## **23.10 Consequences of ACP Pay Structure etc.**

Placement in the ACP pay structure will entitle only financial benefit of drawl of pay and dearness relief on pay in the ACP pay structure. The other entitlements including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his post on which he is working in the substantive capacity or to the functional pay structure of the post against which he was working substantively, before being granted the ACP pay structure.

## **23.11 Grant of Assured Career Progression Grade Pays.**

**23.11.1** (a) The Rules 23.7 and 23.8 only prescribe eligibility conditions for placement in the relevant ACP pay structure, and **do** not authorize automatic placement in ACP pay structure in which the **University employee** is eligible to be placed under these rules. The authority competent to grant promotion in the case of a **University employees** shall be required to pass suitable orders for grant of ACP pay structure

under these rules, authorizing the placement of a **University employee** in the appropriate ACP pay structure. Before passing such order :

- (i) the authority competent shall ensure that if there is a Departmental Promotion Committee, such Committee should consider the cases for grant of ACP pay structure as if these were cases for determining the suitability for promotion, and that its recommendations are considered in the manner as considered in case of functional promotions;
- (ii) the authority competent shall ensure that the conditions and provisions laid down in these rules or any other orders/instructions etc. issued under these rules or otherwise with this purpose, are strictly adhered to;
- (iii) the authority competent shall ensure that the number of financial upgradations granted to a **University employee** is counted with reference to the pay scale or pay structure of the post to which the **University employee** was inducted as a direct recruit fresh entrant. For this purpose, each promotion, each grant of ACP grade pay or any other upgradation will be counted as one upgradation. The benefit of ACP shall not be extended to a **University employee** if he has already availed three financial upgradations in his career by way of ACP or otherwise;
- (iv) the authority competent shall also ensure compliance with the provision of these rules or any other rules or instructions issued by Government;

**Explanation:** (1) The “authority competent” for the purpose of this rule would mean the authority competent in case of promotion for the respective categories of posts.

- (2) The ACP pay structure so granted shall be effective from the date it is due and not from the date on which the orders are issued by the competent authority, if the orders so issued by the competent authority has been issued on a date which is different from the due date of eligibility;

Provided that the **University employee** shall draw his pay only after the orders for granting such pay structure are issued by the competent authority in the relevant ACP pay structure.

- (3) In case of **University employees** who are drawing pay in a pay scale other than the functional pay scale of the post held by them on or before the date of notification of these rules, there shall be no need to pass any order under the provisions of Sub-Rules (1) and (2) above, and they shall be entitled to draw their pay in the ACP pay structure corresponding to the pay scale in which they are drawing their pay;

Provided that this deemed grant of ACP pay structure will not affect his entitlement for revised pay structure in which he will be placed as a consequence of application of these rules. Such **University employees** shall be placed in the appropriate revised ACP pay structure as per their eligibility under these rules for the purposes of fixation of pay as a consequence of application of these rules.

### **23.12 Admissibility of Stepping up in Certain Cases**

If the service rules provide for or circumstances warrant filling up of a post through direct recruitment as well as through promotion, benefit of stepping up of pay band and grade pay shall be admissible to the directly recruited senior Government servant if the junior promoted **University employee** junior to him is drawing salary in higher pay band and grade pay on the basis of the benefit of ACP upgradation. However, the benefit of

stepping up shall not be admissible to a promotee if he has already got three financial upgradations as provided under these rules in his service career.

### **23.13 Special Entitlement for ACP Scales**

Where the functional pay structure of the promotional post in the hierarchy is inferior to the ACP pay structure entitlement of the **University employee**, had he not been promoted, as per his eligibility and entitlement on completion of prescribed length of service for the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> ACP pay structure entitlements, as the case may be, the **University employee** shall be entitled to be placed in the 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> ACP pay structure, as the case may be, after completing the prescribed period of service for being placed in the 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> ACP pay structure;

**Provided** that such functional promotion to a post with such inferior pay structure shall not be counted as a financial upgradation for the purposes of these rules.

### **23.14 Ceasing of Entitlement of ACP Pay Structure**

In case the **University employee** chooses to forego any functional promotion on any ground whatsoever, while drawing his pay in any ACP pay structure with reference to him, he shall cease to be entitled to draw his pay in the ACP pay structure last granted to him and shall draw his pay in the pay band and grade pay he was drawing before the grant of the last ACP grade pay from the date of such forgoing of promotion.

### **23.15 Scales of Pay of Posts**

**23.15.1** The pay scale for the purpose of these rules for the **University employee** shall be as under:

- (a) The revised ACP pay structure in case of cadre-specific ACP schemes shall be as mentioned in Part I of Schedule I.
- (b) The revised pay structure in case of General ACP scheme shall be as specified in Part II of Schedule I;

Provided that in case of posts for which the functional pay scales have been revised before pay revision through the Haryana Civil Services (Revised Pay) Rules, 2008, the so revised scales shall be considered as the functional scales of those posts for the purpose of this rule.

### **23.16 Drawl of Pay in Revised ACP Pay Structure**

Save as otherwise provided in these rules, a **University employee** shall draw pay in the revised ACP pay structure **i.e.** in ACP-I or ACP-II or ACP-III, as applicable in his case;

Provided that a **University employee** may elect to continue to draw pay in the present pay scale until the date on which he earns his next or any subsequent increment in the existing pay scale or until he vacates his post or ceases to draw pay in the pay scale;

Provided further that if the **University employee** elects to draw his pay in the present pay scale as per the provisions of these rules, he will continue to draw his pay in the present pay scale as per the terms and conditions prescribed for drawl of pay for the present pay scale, and that **none** of the provisions under these rules or under the Haryana Civil Services (Revised Pay) Rules, 2008, shall be applicable to such **University employees** till the time they opt to be governed by or are brought under either of these two rules.

**Explanation:** The option to retain the present scale under the proviso of this rule shall be admissible in respect of only one scale out of the present scale (s) or existing scale (s).

### **23.17 Exercise of Option**

- 23.17.1** (a) The option under the proviso to Rule 23.16 shall be exercised in writing in the form appended to the Schedule II so as to reach the authority mentioned in **Sub-Rule (2)** within three months of the date of notification of these rules :

Provided that in the case of **University employee** who is on the date of such publication on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in the **University** or on the expiry of the sanctioned leave, whichever is earlier:

Provided further that where a **University employee** is under suspension on the date of publication of these rules, **or on the date of such order**, as the case may be, the option may be exercised within three months of the date of his return to his duty.

- (b) The option shall be intimated by the **University employee** to the Head of his office **who will immediately forward it to the Finance Office.**
- (c) If the intimation regarding option is not received within the time mentioned in **Sub-Rule 23.17.1(a)**, the **University employee** shall be deemed to have elected to be governed by the revised ACP pay structure on and from the 1<sup>st</sup> day of January, 2006.
- (d) The option once exercised shall be final.

- Note:**
- (1) *Persons, whose services were terminated on or after the 1<sup>st</sup> January, 2006, and who can not exercise the option within the prescribed time limit on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, are entitled to the benefit of this rule.*
  - (2) *Persons, who have died on or after the 1<sup>st</sup> day of January, 2006, and could not exercise the option within the prescribed time limit, are deemed to have opted for the revised pay structure on and from the 1<sup>st</sup> day of January, 2006, or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable, and in such cases, necessary action for payment of arrears should be taken by the Head of Office.*

### **23.18 Fixation of Initial Pay in the Revised ACP Pay Structure.**

The initial pay of a **University employee** who elects or is deemed to have elected under Sub-Rule 23.17.1 (c) to be governed by the revised ACP pay structure on and from the 1<sup>st</sup> day of January, 2006, shall, unless in any case the **University** by special order otherwise directs, be fixed in the revised ACP pay structure depending upon his eligibility in the **following manner** :

#### **23.18.1 In case of all employees covered under ACP scheme:**

- (a) for employees covered under Cadre Specific ACP scheme -
  - (i) the pay in the ACP pay band/pay structure will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10;
  - (ii) If the minimum of the revised ACP pay band/pay structure is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP pay band/pay structure and grade;
- (b) for employees covered under general ACP scheme-
  - (i) In case of **University employees** who are drawing pay in a pay scale other than the functional pay of the post held by them (ACP scale) on or **before the date** of the notification of these rules, their pay shall be fixed in the functional pay band of the post held by them by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant

figure to the next multiple of 10. The grade pay corresponding to the existing ACP pay scale will be payable in addition;

- (ii) if the minimum of the revised ACP pay band/pay structure is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP pay band/pay structure and grade pay:

**Provided that:-**

- (1) where, in the fixation of pay, the pay of the **University employee** drawing pay at two or more consecutive stages in present scale gets bunched, that is to say, gets fixed in the revised ACP pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running ACP pay band. For the purpose, the increment will be calculated on the pay in the ACP pay band. Grade pay would not be taken into account for the purpose of granting increments to alleviate bunching;
  - (2) in the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.
  - (3) if by stepping up of the pay as above, the pay of a **University employee** gets fixed at a stage in the revised ACP pay band/pay structure (where applicable) which is higher than the stage in the revised ACP pay band at which the pay of a **University employee** who was drawing pay at the next higher stage or stages in the same present scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former;
- (iii) the pay in the ACP pay band will be determined in the above manner. In addition to the pay in the ACP pay band, grade pay corresponding to the existing pay structure will be admissible.

**Note:** *Illustration 1 to 4 provided in the Memorandum Explanatory to these rules may be referred to in this regard.*

**23.18.2** In the case of employees who are in receipt of special pay/allowance in addition to pay in the present scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of 23.18.1 above.

**23.18.3** In the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the present scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised **pay** structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised pay structure shall be fixed in accordance with the provisions of **Sub-Rule** 23.18.1 above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised **pay** structure from the date specified in the relevant notifications related to these allowances.

**23.18.4** In the case of medical officers who are in receipt of non-practising allowance (NPA), the pay in the revised pay structure shall be fixed in accordance with the provisions of **Sub-Rule** 23.18.1 above except that, in such cases, the pre-revised dearness allowance appropriate to the non-practising allowance (excluding dearness pay component on NPA) admissible at index average 536 (1982=100) shall be added while fixing the pay in the revised pay band.

- Note:** (1) *A **University employee** who is on leave on the 1<sup>st</sup> day of January, 2006, and is entitled to leave salary shall become entitled to pay in the revised pay structure from 1.1.2006 or the date of option for the revised pay structure. Similarly, where a **University employee** is on study leave on the first day of January, 2006, he will be entitled to the benefits under these rules from 1.1.2006 or the date of option.*
- (2) *Where a post has been upgraded as indicated in column (4) of Schedule 1 **Part II** of these rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with **Sub-Rules** 23.18.1 (i) and (ii) by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding **off** the resultant figure to the next multiple of 10. The grade pay corresponding to the **upgraded** scale as indicated in column 5 of Schedule 1 Part II of these rules will be payable in addition. **Illustration 5 in the Memorandum Explanatory to these rules may be referred to in this regard.***
- (3) *In case of **University employee** under suspension, he shall continue to draw subsistence allowance based on the present scale of pay and his pay in the revised **pay** structure will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.*
- (4) *Where the 'existing emoluments' exceed the revised emoluments in the case of any **University employee**, the difference shall be allowed as personal pay to be absorbed in future increases in pay.*
- (5) *Where in the fixation of pay under Sub-Rule **Note (1)** above, the pay of a **University employee**, who, in the present scale was drawing immediately before the 1<sup>st</sup> day of January, 2006, more pay than another **University employee** junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped **up to** the same stage in the revised pay band as that of the junior.*
- (6) *Where a **University employee** is in receipt of personal pay on the 1<sup>st</sup> day of January, 2006, which together with his existing emoluments exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such **University employee** as personal pay to be absorbed in future increases in pay.*
- (7) *In case where a senior **University employee** has moved into first, second or third ACP pay structure, as the case may be, before the 1<sup>st</sup> day of January, 2006 and draws less pay in the revised pay structure than his junior who moves into the same entitled first, second or third ACP pay structure on or after the 1<sup>st</sup> day of January, 2006, the pay in the pay band of the senior **University employee** should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that ACP pay structure. The stepping up should be done with effect from the date on which the junior **University employee** moved into the same ACP pay structure subject to the fulfillment of the **following conditions** :*
- (i) *both the junior and the senior **University employees** should belong to the same cadre and the ACP pay band in which they have been moved should be same and in the same cadre;*
- (ii) *the present scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be same;*
- (iii) *the senior **University employee** at the time he moved into the first, second or third ACP pay band, as the case may be, should have been drawing equal or more pay than the junior.*

The order relating to re-fixation of the pay of the senior officer in accordance with the above provisions should be issued under these rules, and the senior officer will be entitled

to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

**Note:** *The placement in the first, second or third ACP pay structure, as the case may be, does not amount to a functional promotion, and, therefore, the presumption of higher responsibility cannot be taken in such placements in the ACP pay structure. However, still the benefit of fixation of pay corresponding to the placement in the higher pay structure as a consequence of **promotion i.e. presuming** the higher responsibility, shall be extended at the stage of fixation of pay in the first, second or third ACP pay structure, as the case may be. Therefore, if the grade pay of the promotional post and the ACP pay structure in which the **University employee** is drawing his pay prior to the promotion are identical, his pay will not again be fixed in the functional pay structure of the promotional post which is identical to the ACP pay structure in which he was drawing his pay before promotion. He will continue to draw his salary at the same stage and his date of increment will also continue to be the same as before the promotion.*

### **23.19 Rate of Increment in the Revised ACP Pay Structure**

The rate of increment in the revised ACP pay structure will be 3% of the sum of the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. **Illustration 6 in the Memorandum Explanatory to these rules may be referred to in this regard.**

### **23.20 Date of next increment in the revised pay structure**

There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised ACP pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised ACP pay structure will be granted on 1.7.2006 for those employees for whom the date of next increment was between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January, 2007:

Provided that in the case of persons who had been drawing maximum of the present scale for more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised ACP pay structure shall be allowed on the 1<sup>st</sup> day of January, 2006. Thereafter, the provision of Rule 23.17 would apply:

Provided further that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4. after which no further increments will be granted.

### **23.21 Fixation of Pay in the Revised ACP Pay Structure Subsequent to the 1<sup>st</sup> Day of January 2006**

Where a **University employee** continues to draw his pay in the present scale and is brought over to the revised ACP pay structure from a date later than the 1<sup>st</sup> day of January, 2006, his pay from the later date in the revised ACP pay structure shall be fixed in the following manner :

Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the dearness pay applicable on that date and the pre-revised dearness allowance based on rates applicable as on 1.1.2006. This figure will be rounded off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the grade pay corresponding to the pre-revised pay scale will be applicable. Where the **University employee** is in receipt of special pay or non-practising allowance, the methodology to be followed has been prescribed in **Sub-Rules 23.18.1 & 23.18.4** as applicable, except that the basic pay and dearness pay to be taken into account will be the basic pay and dearness

pay applicable as on that date but dearness allowance will be calculated as per rates applicable on 1.1.2006.

### **23.22 Fixation of Pay on Placing in ACP Pay Structure on or after 1.1.2006**

**23.22.1** In the case of moving from one grade pay to another in the revised ACP pay structure, the fixation will be done as follows :

One increment equal to 3% of the pay in the ACP pay band and the existing **grade pay** be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the immediate next higher present pay scale will thereafter be granted in addition to this pay in the ACP pay band. In cases where ACP involves change in the pay in the ACP pay band after adding the increment is less than the minimum of the higher ACP pay band to which ACP is taking place, pay in the ACP pay band will be stepped up to such minimum.

**23.22.2** On upgradation in ACP pay structure from one grade pay to another, a **University employee** has an option under CSR to get his pay fixed in the immediate higher grade pay either from the date of his upgradation in ACP pay structure, or from date of his next increment, viz. 1<sup>st</sup> July of the year. The pay will be fixed in the following manner in the revised ACP pay structure :

- (i) In case the **University employee** opts to get his pay fixed from his date of next increment, then, on the date of upgradation in ACP pay structure, pay in the pay band shall continue unchanged, but the grade pay of the higher ACP pay structure will be granted. Further re-fixation will be done on the date of his next increment i.e. 1<sup>st</sup> July. On that day, he will be granted two increments; one annual increment and the second on account of upgradation in ACP pay structure. While computing these two increments, basic pay prior to the date of upgradation in ACP pay structure shall be taken into account. To illustrate, if the basic pay prior to the date of upgradation in ACP pay structure was Rs.100, first increment would be computed on Rs.100 and the second on Rs.103.
- (ii) In case the **University employee** opts to get his pay fixed in the higher grade from the date of his upgradation in ACP pay structure, he shall get his first increment in the higher grade on the next 1<sup>st</sup> July, if he was upgraded in ACP pay structure between 2<sup>nd</sup> July and 1<sup>st</sup> January. However, if he was upgraded in ACP pay structure between 2<sup>nd</sup> January and 30<sup>th</sup> June of a particular year, he shall get his increment on 1<sup>st</sup> July of next year.

### **23.23 Mode of payment of arrears of pay**

The arrears shall be paid in cash in two installments. The first installment should be restricted to 40% of the total arrears. The remaining 60% of arrears should be paid during the next financial year.

**Explanation:** For the purposes of this rule :

(1) “**arrears of pay**” in relation to a Government servant means the difference between:

the aggregate of the pay and allowance to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period. Revised allowances (except for dearness allowance and non-practising allowance) will be payable only with effect from 01.01.2009 the aggregate of the pay and allowance to which he would have been entitled (whether such pay and allowances had been received or not) for that period, had his pay and allowances not been so revised;

- (2) “relevant period” means the period commencing on the 1<sup>st</sup> day of January, 2006 and ending with the 31.12.2008.

### **23.24 Overriding effect of rules**

The provisions of CSR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

### **23.25 Power of Relaxation**

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Note:** *The relaxation so granted with the approval of the competent authority under this rule shall be deemed to have been given depending upon the merit of such class and categories of **University employees**, and therefore, will not amount to any discrimination with other class and categories of **University employee**.*

### **23.26 Power to Make Addition or Deletion etc.**

Where the Government is satisfied that there is a necessity to make any addition or delete any class or categories of posts or change temporarily in the Schedule to these rules, the matter will be referred to the State Government who will be competent to add or delete or change such conditions. The provisions of these rules will apply as if the changes were made.

### **23.27 Interpretation**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government of Haryana for decision.

### **23.28 Residuary provisions**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such additional conditions and such additional conditions shall be deemed to be the part of these rules.

## **MEMORANDUM EXPLANATORY TO THE UNIVERSITY EMPLOYEES ACP RULES, 2008**

**Rule 23.1** This rule is self explanatory.

The objective of this rule is to provide two kinds of Assured Career Progression Schemes, namely :

- (i) Cadre-specific Assured Career Progression Scheme for certain categories of employees/cadres.
- (ii) General Assured Career Progression Scheme for all other group A, B, C and D employees of **Maharshi Dayanand University Rohtak** not covered under (i) above.
- (iii) The object is that in case of stagnation i.e. in the absence of promotion for certain years of service, the employee will move to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ACP structure of pay though he shall continue to discharge the same responsibility. Functionally, therefore, this movement shall not amount to a promotion and the objective of this scheme is to offset the financial stagnation as a consequence of non-availability or non-requirement of functional

promotion posts. These rules have been framed so that this facility is available to all the employees equally under equal circumstances. The classification, therefore, is based on the principle that one requires reasonable financial upgradations at different stages of his career, if the requirements do not allow him an opportunity of functional promotion and consequential financial upgradation due to non-availability of functional promotional avenues.

The problem of stagnation was widely recognized throughout the country in Government employments. It was felt that to **keep the motivation** of the employees at a satisfactory level, it is required that this general problem of lack of promotional avenues and thereby lack of financial advantages should be addressed to adequately.

The entire scheme of Assured Career Progression is about granting a person pay upgradation, when functional considerations do not permit **him** to rise in the hierarchy. He continues to perform the same job as before, but moves into the prescribed higher pay band and grade pay, subject to his eligibility. The idea here is the basic one that reasonable financial upgradation at different stages of his career can be provided in the absence of opportunity of functional promotion. The effort of these rules **is** to relieve stagnation without unduly upsetting the hierarchy. Thus, the **University employees** of group A, B, C and D shall be covered under this scheme in following manner:

- (a) The scheme will provide opportunities of financial upgradation to employees on completion of 10, 20 and 30 years of services, if they have not got promotion during previous 10 years of service. For this purpose, every employee's service record may be reviewed on completion of 10, 20 and 30 years. If, on these landmarks of career, it is found that they have not been promoted in the last 10 years, then they may be given financial upgradation in the form of conferring the next available grade pay. The admissible grade pay is to be followed as per **Schedule I Part II given at the end of this Chapter**.
- (b) When an employee gets promoted, for the purpose of admissibility of ACP subsequent to the promotion, his service in the promoted cadre/post will be taken into consideration to determine if he has stagnated at that stage. For example, if a peon gets promoted as clerk, his case will be reviewed after 10, 20 and 30 years as clerk and ACP will be given with reference to the pay scale of clerk.
- (c) As per General ACP Scheme, an employee can get a maximum of three ACPs in his career. This means, if the employee has got ACP upgradation in the post in which he was initially recruited, then in the promotional post, the number of ACPs will be reduced after adjusting the number of ACPs he got in the post of his initial recruitment. However, direct recruitment to a higher post will not debar for the entitlement of ACP Scheme. An employee initially appointed to a lower post and subsequently appointed to a higher post through direct recruitment or limited competition of existing employee will also be entitled to full range of ACP.

The ACP scheme through these rules provides for the following:

- (i) Every employee recruited in a particular grade pay shall be allowed to move to his respective and specific higher grade pay on completion of specified period of residency in the lower pay band and grade pay, with reference to the pay band and grade pay or post in a pay band and grade pay, to which he was recruited as a direct recruited fresh entrant.
- (ii) On placement in next higher grade pay, the incumbent shall continue to perform duties of his original posts and will continue to hold the old designation till such time as he is actually promoted to the higher grade pay on the occurrence of a vacancy.
- (iii) Placement in higher grade pay will entail only the financial benefits.

- (iv) The number of financial upgradations to be given shall be counted from the grade where an employee was inducted on direct recruitment basis. The number of financial upgradations shall be strictly adhered to **and** there shall be no additional financial upgradation for a senior employee on the ground that a junior employee in the pay band and grade pay got higher pay band and grade pay under this scheme, if both the senior and junior are not subject to identical circumstances.

The present scheme provides for following distinguishing features:

- (1) The classification is based on the differentiation distinguishing the **direct recruits in a lower pay band and grade pay and the direct recruits in a higher pay band and grade pay**. Further it differentiates **University employees** based on the length of service. For example, a suitably eligible employee in a lower pay band and grade pay may be granted the higher pay band and grade pay after completing 10, 20 and 30 years of service, while he still continues functionally holding the same post on which he was recruited. He may, therefore, actually be placed in a higher grade pay after completion of **10 or 20 or 30** years of service, as the case may be, in the lower post than the pay band and grade pay prescribed for the next promotional post in the hierarchy. But he constitutes a different class and category of employees recruited directly against such higher post, which is the next promotional post for the post on which an employee has been granted the benefit of ACP pay structure under these rules, based on a different principle.
- (2) The objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 10, 20 and 30 years. There is no functional requirement for creating posts in the higher hierarchy for all such employees. Therefore, they are being allowed a higher grade pay in compensation. The classification explained in **(1) above** meets this objective, and therefore, is having a rational relation to the object sought to be achieved by these rules.

**Rule 23.2** This rule lays down the categories of employees **to** whom the rules apply. Except for the categories excluded under Sub-Rule (2) of this rule, the rules are applicable to all the **University employees serving in connection with the affairs of Maharshi Dayanand University Rohtak** and whose pay is debit to the consolidated fund of the University.

**Rule 23.3** This rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/instructions/orders/notifications etc. issued in connection with these rules, definitions as prescribed under this rule **are** to be taken as the meaning of such terms, unless, specifically, a different definition is prescribed for such terms to be taken as meaning for and in these **rules or in any other rules/instructions/ orders/notifications etc., as the case may be**.

**Rule 23.4** This rule is self-explanatory.

**Rule 23.5** This rule is self-explanatory.

**Rule 23.6** This rule is self-explanatory.

**Rule 23.7 and 23.8** These rules are self-explanatory.

It lays down the conditions which are essential to be met by a **University employee** to be eligible for grant of the benefit under these rules.

**Rule 23.9 and 23.10** These rules are self-explanatory.

The objective of grant of ACP pay structure is only limited to offset financial consequences of stagnation. No other benefit in any way or in any manner is to be extended to the **University employee**.

**Rule 23.11** This rule is self-explanatory.

The rule lays down the authorization **for** grant of the benefit to be extended under these rules. **It** further exempts the categories of **University employees** who have already been extended the corresponding benefit in the past. In case of such **University employees**, the eligibility is not **to** be assessed afresh or a formal order granting the benefit is not **to** be passed separately. However, for the purposes of providing and placing in the revised pay scales and for all other purposes under these rules, they shall be governed by the conditions laid down in this rule.

**Rule 23.12** This rule is self-explanatory

**Rule 23.13** This rule is self-explanatory.

The rule aims at removing the distortions which may crop up in isolated cases, where, if the employee had not been promoted, he would have been entitled to better financial benefits.

**Rule 23.14** This rule is self-explanatory.

The rule provides that the benefit of these rules **is** not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy for such **University employees** to be promoted against and as a consequence to get the financial upgradation based on the concept of responsibility and status. Therefore, after having taken the benefit as a consequence of non-availability if adequate number of posts in the promotional hierarchy, if some body foregoes the promotion and thereby refuses to shoulder higher responsibility, he is not entitled for the benefit of these rules.

**Rule 23.15** This rule is self-explanatory.

**Rule 23.16** This rule is self-explanatory

**Rule 23.17** This rule prescribes the manner in which option has to be exercised, and also the authority who should be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a **University employee** to exercise the option within the specified time limit, but also **to** ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign service at the time these rules are notified, the period within which the option has to be exercised **is** three months from the date they take over charge of the post. It is further made clear that unauthorized absence shall not entitle the **University employee** to get the relief as granted under these rules for the **University employee** who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall **entitle** such **University employee to the benefit of the** above said relief.

The persons, who have retired between 1<sup>st</sup> January, 2006 and the date of issue of these rules are also eligible to exercise the option.

**Rule 23.18** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1<sup>st</sup> January, 2006. For the purposes of these rules, the procedure under this rule and no other procedure under a different rule shall be followed. A few illustrations indicating the manner in which pay of the **University employee** should be fixed under this rule subject to the permissible stepping up of pay under **notes in this rule**.

**Rule 23.19 & 23.20** These rules are self-explanatory.

**These rules prescribe** the manner in which the next increment in the new scale should be regulated. The proviso to this rule are intended to eliminate the anomalies of junior **University employees** drawing more pay than their senior by the operation of substantive part of this rule, and also taking care of the **University employees** who have been drawing

pay at the maximum of the existing scale for more than one year as on 1.1.2006 and also those **University employees** who have been stagnating at the maximum of the existing scale and are actually in receipt of stagnation increments on ad hoc basis.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the post.

**Rule 23.21 to 23.23** These rules are self-explanatory.

**Rule 23.24** This rule is self-explanatory.

**This rule** relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules, and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail **and** apply.

**Rule 23.25** This rule is self-explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances, the provisions of rule is clear that it has to be invoked only if the **University** is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would therefore, not amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

**Rule 23.26** This rule is self-explanatory

If the circumstances so require the Government can add or delete or charge any of the parameters as mentioned in the 1<sup>st</sup> Schedule and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

**Rule 23.27** This rule is self explanatory.

**Rule 23.28** This rule is self explanatory.



**Schedule I**

**Part II**

[See Rules 3 (g), (s), (v), 5, 7 and 15 (b)]

Sr.	Functional Pay scale to the post as on 31.12.05 on which the Government servants was recruited/promoted	Corresponding Pay Band and Grade Pay			Revised ACP Pay Structure		
		Pay Band No.	Pay Band	Grade Pay	First ACP Grade Pay	Second ACP Grade Pay	Third ACP Grade Pay
1	2	3			4	5	6
1.	2550-55-2660-EB-60-3200	-IS	4440-7440	1300	1650	1800	1900
2.	2610-60-3150-EB-65-3540	-IS	4440-7440	1400	1650	1800	1900
3.	2650-65-3300- EB-70-4000	-IS	4440-7440	1650	1800	2400	3200
4	3050-75-3950-EB-80-4350	PB-I	5200-20200	1800	2400	3200	3300
5	3050-75-3950-EB-80-4590	PB-I	5200-20200	1900	2400	3200	3300
6	3050-85-4325-EB-100-5325	PB-I	5200-20200	1950	2400	3200	3300
7	3200-85-3880-EB-85-4900	PB-I	5200-20200	2000	2400	3200	3300
8	4000-100-4800-EB-100-6000	PB-I	5200-20200	2400	3200	3300	3600
9	4400-100-5200-EB-100-6000	PB-I	5200-20200	2500	3200	3300	3600
10	4500-125-6000-EB-125-7000	PB-I	5200-20200	2800	3200	3300	3600
11	5000-150-7100-EB-150-7850	PB-2	9300-34800	3200	3300	3600	4000
12	5450-150-6950-EB-150-8000	PB-2	9300-34800	3300	3600	4000	4200
13	5500-175-8300-EB-175-9000	PB-2	9300-34800	3600	4000	4200	4600
14	6500-200-8500-EB-200-9900	PB-2	9300-34800	4000	4200	4600	4800
15	6500-200-8500-EB-200-10500	PB-2	9300-34800	4200	4600	4800	5400
16	7450-225-9025-EB-225-11500	PB-2	9300-34800	4600	4800	5400	6000
17	7500-250-10000-EB-250-12000	PB-2	9300-34800	4800	5400	6000	6400
18	8000-275-10200-EB-275-13500	PB-2	9300-34800	5400	6000	6400	6600
19	10000-325-13900	PB-3	15600-39100	6000	6400	6600	7600

20	10000-325-15200	PB-3	15600-39100	6400	6600	7600	8000
21	10650-325-15850	PB-3	15600-39100	6600	7600	8000	8700
22	12000-375-16500	PB-3	15600-39100	7600	8000	8700	8800
23	13500-375-17250	PB-3	15600-39100	8000	8700	8800	8900
24	14300-400-18300	PB-4	37400-67000	8700	8800	8900	9500
25	15100-400-18300	PB-4	37400-67000	8800	8900	9500	9800
26	16400-450-20900	PB-4	37400-67000	8900	9500	9800	10000
27	16400-450-20900	PB-4	37400-67000	9500	9800	10000	12000
28	18400-500-20400	PB-4	37400-67000	9800	10000	12000	No Change
29	18400-500-22400	PB-4	37400-67000	10000	12000	No Change	No Change
30	22400-525-24500	PB-4	37400-67000	12000	No Change	No Change	No Change

**Schedule II**  
**Form of Option**  
**[See Rule 23.17.1]**

\* (i) I, \_\_\_\_\_, hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2006.

\* (ii) I, \_\_\_\_\_, hereby elect to continue in the existing scale of pay of my substantive/ officiating post mentioned below until:

\* (a) the date of my next increment, or

\* (b) The date of my subsequent increment raising my pay to Rs. \_\_\_\_\_, or

\* (c) I vacate or cease to draw pay in the existing scale, or

\* (d) The date of my promotion to \_\_\_\_\_.

Existing scale \_\_\_\_\_

	Signature	:	_____
	Name	:	_____
Date :	Designation	:	_____
Place :	Office in which employed	:	_____

\* To be scored out, if not applicable.

The conditions prescribed under this rule will be considered as part of these rules.

### Illustration 1

**A-1** was recruited as a direct recruited fresh entrant in Government service as Peon and promoted to the post of Clerk in the pay scale of Rs. 3050-4590 on 10.11.1995 without availing benefit of ACP in the post of Peon. He is drawing his pay in the functional scale of Rs. 3050-4590 at the stage of Rs. 3800 as on 1.1.2006. He was recruited in Government service on 1.1.1987.

Functional pay scale of the post of Clerk	Rs. 3050-4590
Scale in which A-1 is drawing his pay	Rs. 3050-4590
1. Whether these rules apply on A-1 or not.	Since he has stagnated for more than 10 years at his promotional post of Clerk, therefore, as per Rule 23.7.1 (d), he is entitled for the benefit of next ACP grade pay. So these rules apply on him.
2. Length of service after promotion.	10 years
3. Existing Scale of pay	Rs. 3050-4590

First, his pay will be fixed in the functional pay structure under revised Pay Rules 2008 w.e.f. 1.1.2006. Thereafter, on assessing his eligibility, if found eligible, his pay will be fixed in the next ACP grade pay of Rs. 2400/- in PB-1 in the manner prescribed under **Rule 23.18.1** of these rules.

### Illustration 2

**A-2** was recruited as steno typist as a direct recruited fresh entrant on 5.10.1974 and now working as Personal Assistant in the functional pay scale of the post held by **him** since 15.11.1995.

Functional pay scale of the post of Steno typist	Rs. 3050-4590
Scale in which A-2 is drawing his pay	Rs. 5500-9000
1. Whether these rules apply on A-2 or not.	Since he has already got three financial upgradations in the form of functional promotion on the post of Jr. Scale Stenographer, Sr. Scale Stenographer and Personal Assistant, hence he is not eligible for any further upgradation under these rules.

### Illustration 3

**A-3** was recruited as a Clerk a direct recruited fresh entrant on 4.2.1985 and working as such. He is drawing his pay in the present scale of Rs. 5000-7850 w.e.f. 1.3.2005 at the stage of Rs. 5000/-.

Functional scale of the post of Clerk	Rs. 3050-4590
Pay scale in which A-3 is drawing his pay	Rs. 5000-7850
1. Whether these rules apply on A-3 or not.	Since he is drawing his pay in a scale of pay other than the functional scale prescribed for the post of Clerk, so these rules shall apply on him and his pay will be directly fixed in the ACP pay structure as per under <b>Rule 23.18.1 (b)</b> of these rules.
Pay band applicable to the functional pay scale of the post	Rs. 5200-20200 (PB-1)
Existing Basic pay as on 1.1.2006	Rs. 5000
Pay in ACP pay band of Rs. 5200-20200 fixed as on 1.1.2006	Rs. 9300
Grade pay payable (corresponding to his present scale of Rs. 5000-7850)	Rs. 3200

### Illustration 4

**A-4** was recruited as Jr. Scale Stenographer as a direct recruited fresh entrant on 10.12.1986 and promoted to the post of Section Officer (SAS) as on 6.8.1995 on the basis of limited competition of existing Government employees and drawing his pay in the functional pay scale of Section Officer Rs. 6500-9900 at the stage of Rs. 8500 as on 1.1.2006.

Whether these rules apply on A-4 or not.	Since he has stagnated for more than 10 years at his promotional post of Section Officer, therefore, as per <b>Rule 23.7.1 (d)</b> , he is entitled for the benefit of next ACP grade pay. So these rules apply on him.
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First, his pay will be fixed in the functional pay structure under revised pay rule 2008 w.e.f. 1.1.2006. Therefore, on assessing his eligibility if found eligible his pay will be fixed in the next ACP grade pay or Rs. 4800/- in PB-2 in the manner prescribed under rule 19 of these rules.

### Illustration 5

A-5 was recruited as an Assistant Architect as a direct recruited fresh entrant / promoted w.e.f. 5.10.1994 and drawing his pay in the functional pay scale of Rs. 8000-13500 at the stage of Rs. 11300 as on 1.1.2006.

Functional pay scale of the post of Asstt. Architect	Rs. 8000-13500
Pay scale in which A-5 is drawing his pay	Rs. 8000-13500
1. Whether these rules apply on A-5 or not.	Since, the post of Asstt. Architect has been included in the cadre- specific ACP scheme applicable w.e.f. 1.1.2006, so these rules apply on him.
2. Length of service	11 years
3. Eligibility	Since he has completed 11 year of service on the post of Asstt. Architect before 01.01.2006, therefore, his pay will be fixed in PB-3 of Rs. 15600-39100 with grade pay of Rs. 7600 directly as per <b>Schedule I Part I (Comment : Part I should be Part II)</b> of these rule (if he fulfils the other eligibility condition of grant of ACP)
4. Fixation of pay in revised pay structure	
a. Existing basic pay	Rs. 11300
b. Pay band applicable	PB-3 – 15600-39100
c. Revised basic pay to be fixed	Rs. 11300 x 1.86 = Rs. 21018 (Round to Rs. 21020) Pay in pay band = Rs. 21020/- Grade pay admissible = Rs. 7600/-

## CHAPTER - 24

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### SELF-FINANCING SCHEMES

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#### 24.1 Title

These rules may be called ‘University Self-Financing Scheme Rules’.

#### 24.2 Application

These rules shall apply for engagement of all the employees, teaching & non-teaching, in connection with the affairs of **running Self-financed** Courses and Programmes, established and introduced **by the University from time to time**.

#### 24.3 Definitions

- (a) **‘Academic Session’** denotes the period of one complete year starting from 1<sup>st</sup> July of the year till the 30<sup>th</sup> of June of the following year.
- (b) **‘Course’** means a course which refers to any academic programme leading to award of a Certificate, Diploma or Degree specifically introduced and established under the scheme.
- (c) **‘Employee’** means a teaching or non-teaching employee appointed under these rules.
- (d) **‘Scheme’** means **Self-financed Courses and Programmes**.
- (e) **‘Self-Financed Course/Programme’** means the course and the programme that generates sufficient revenues by way of tuition fees, admission fees and other **charges** prescribed by the University so as to meet all the expenses in running of the courses towards salaries of the employees, building **development and maintenance**, rentals, recurring expenses **on** electricity, water, stationery, course material, establishment and maintenance of laboratories, postage, TA/DA and all other incidentals so as to provide the course/programme the character of financial self-sustenance.
- (f) **‘University’** means **Maharshi Dayanand University Rohtak established under the Haryana State Assembly Act No. 25 of 1975**.
- (g) **‘Vice-Chancellor’** means the Vice-Chancellor of **Maharshi Dayanand University Rohtak**.

#### 24.4 Authority Competent to Introduce a Self-financed Course/ Programme

The Executive Council of the University shall be competent to approve the introduction and establishment of a course/programme of instruction on the recommendations of the Academic Council of the University. Before introducing any course/programme, its financial viability, academic utility, marketability in terms of employment will be assessed. The main criteria for continuation of such courses/programmes will depend upon the response of students in the field and its employment opportunities.

#### 24.5 Continuation/Closure of the Courses/Programmes

The University shall take decision with regard to continuity/ modification/closure of the course/programme introduced on the basis of the assessment carried out every year. However, no course/programme will be called off or closed once the students have been admitted to the course on the grounds of inadequate enrolment and the resultant lack of financial viability during a particular year. The decision regarding the closure of the said course/programme will be taken in advance, latest by the close of the academic session.

#### **24.6 Fee Structure for the Self-financed Courses/Programmes**

The University will be competent to determine the fee structure of a course proposed to be started under the scheme so as to cover all the expenses accruing to the University in the running of the said course.

#### **24.7 Maintenance of Account**

The University shall maintain separate accounts of the income and expenditure of the course/programme started under the scheme. The course may generate some surpluses for some time. The first charge on such surpluses would be expenditure incurred on a course that ceases to be Self-sustaining during a particular year after it has been offered in the prospectus. However, the use of such of surpluses for meeting the expenses in a particular course would be permissible only till the completion of that academic session. Any surpluses of income available thereafter would constitute a part of the general revenue of the University.

#### **24.8 Nature of Appointment of Employees**

<sup>1</sup>The courses/programmes introduced under the scheme will be of purely temporary in nature. Hence, the engagement of employees (teaching & non teaching) for a course will, therefore, co-terminus with the course/programme. However, if a course is discontinued for any reason, the employees (teaching and non-teaching) of the discontinued course may be shifted/adjusted to the other SFS course against available vacant posts in their own pay-scale subject to fulfillment of following requirements:

1. There has to be clear cut vacancy in the department where the employee is to be shifted/adjusted.
2. Appointment of the person(s) concerned should have been made/approved by the competent authority.
3. Such person(s) must fulfill the qualifications of the posts against which he/she is proposed to be shifted/adjusted.
4. Such person(s) shall not claim any kind of seniority.

#### **<sup>2</sup>24.9 Duration of Engagement**

Initially the appointment will be made on contract basis for one year in the first instance and will be reviewed after completion of one year service by a committee comprising:

- (i) Dean of the Faculty: Chairman
- (ii) Head /Director of the Department/Institution
- (iii) Nominee of the Vice- Chancellor

However, in the case of Head of the Department/Director of the Institution, the review Committee shall consist of Vice-Chancellor, Dean Academic Affairs and Dean of the Faculty.

On satisfactory completion of one year review period, on the recommendation of the above committee, the Vice-Chancellor may extend the contract which will be co-terminus with the duration of the respective course/programme or till superannuation, whichever is earlier.

If the work and conduct is not found satisfactory during one year review period, the service will be terminable on one month's notice or salary in lieu thereof.

Provided further that during the currency of a contract, the above engagement is terminable on one month's notice or one month's emoluments in lieu thereof from either side.

Work performance of teachers will be monitored through annual Self Appraisal Report; and of non-teaching employees through annual confidential report.

#### **24.10 Salary and Pay Structure of the Staff Recruited or Engaged under the Self-Financing Scheme**

<sup>3</sup>The appointment of teaching or non-teaching employees under the Scheme shall be made on contract basis in running grade with all admissible allowances and benefits (viz. annual increments, DA, Medical re-imburement, gratuity and leave encashment etc). The University on the recommendations of the Selection Committee/Establishment Committee may give higher start in case of deserving cases.

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1. Amended vide E.C. Reso. No. 13 dt 24.12.2010
  2. Amended vide E.C. Reso. No. 26 dt 11.11.2013
  3. Amended vide E.C. Reso. No. 52 dt 29.08.2011

## 24.11 Other Facilities

The employees engaged on contract basis under the Scheme would be entitled to grant of other benefits, viz. forwarding of applications, vacations, holidays and all types of leave, <sup>1</sup>except study (with pay)/sabbatical leave. Provided that study leave (without pay) for higher studies upto one year may be allowed by the Vice- Chancellor.

<sup>2</sup>Provided that a woman employee appointed on “Likely to continue basis” shall be entitled to “fully paid maternity leave upto a maximum of three months or till the currency of subsisting contract, whichever is earlier.

Provided further that such an employee shall also be entitled to maternity leave on ‘without pay basis’ upto a further period of maximum of three months or till the currency of subsisting contract, whichever is earlier.

The employees appointed on co-terminus basis and those on “To be continue basis” in whose cases approval of the State Govt. for creation of post is received will be entitled to maternity leave for 6 (six) months on usual conditions as are applicable to the staff appointed against regular budgeted posts.

The benefits of maternity leave under this scheme shall be admissible only upto the delivery of second living child; and the concerned Head of Department shall be competent to grant ‘Maternity Leave’.

<sup>3</sup>The new Defined Contributory Pension Scheme as applicable to the University employees who have joined on or after 1<sup>st</sup> January, 2006 will also be applicable to the employees appointed against sanctioned post(s) under Self Financial Scheme after satisfactory completion of two years from the date of their joining. They would also be entitled to apply for outside job or a scholarship or fellowship but not more than three applications for outside jobs (for the same posts or higher posts) and three applications for scholarship/fellowship will be forwarded during a calendar year. In case of the selection on outside job the concerned teacher will have to resign from University by giving due notice as per rules. The teachers may be granted permission for higher studies leading to Ph.D. Degree but leave will not be granted for this purpose. In case of award of short duration Scholarship/Fellowship, EOL (without pay) may be granted upto six months. However, in case of long duration Scholarship/Fellowship the teacher will have to resign from the post. No Objection Certificate for passport purpose may also be issued without any liabilities on the part of the University.

<sup>4</sup>The teachers appointed under SFS in various Courses/Departments. against the posts created by the Executive Council and approved by the State Govt. and who have been appointed through proper Selection Committee shall be extended all benefits, including promotion under CAS as are applicable to the teachers appointed against budgeted posts.

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1. Amended vide E.C. Reso. No. 52 dated 29.8.2011
  2. Amended vide E.C. Reso. No. 7 dated 15.10.2010
  3. Amended vide E.C. Reso. No. 52 dated 29.8.2011
  4. Amended vide E.C. Reso. No. 32 dated 1.3.2012

#### **24.12 Creation of Posts under Self-financing Scheme**

All teaching or non-teaching posts under the Scheme shall be created by the Executive Council on the basis of justified work-load and got approved from the Government.

#### **24.13 Qualifications**

The essential qualifications for various teaching and non-teaching posts under Self-financed scheme shall not be in any manner, inferior to those prescribed by the University or various academic bodies such as UGC, AICTE etc.

#### **24.14 Recruitment/Engagement of the Staff under the Scheme**

The employees under the scheme shall be engaged by way of open competition after inviting applications through advertisement, clearly mentioning the scheme and important terms and conditions thereof. Applications will be got scrutinized by a Committee for short-listing candidates, if needed, and appointments will be made on the recommendations of a Selection Committee/ Establishment Committee, as the case may be. Provided that the University may, at its discretion, engage Class-III and IV employees by inviting applications from the Employment Exchange.

Ministerial posts under the Scheme may also be filled up from amongst the properly qualified persons already in the service of the University. For this purpose, due procedure of inviting applications from them and selection, shall be adopted. Persons so selected and appointed under the scheme, will be considered on deputation in order to protect their financial/ service benefits as may be available to them in their respective substantive budgeted posts of the University.

- (a) Provided that Executive Council on the recommendations of the Vice-Chancellor may consider appointment of retired teachers upto the age of 65 years on the identical post on which the employee concerned had retired on negotiable salary on the following terms & conditions:-
- (i) The engagement of retired teacher will be made on identical vacant post only under Self-financing Scheme for a period of one year in the first instance which is extendable on year to year basis upto the age of 65 years or till the course/programme continues, whichever is earlier. The Vice-Chancellor may, however, terminate the engagement at any time without any notice. The honorarium shall be paid @ Rs.15,000/- per month (consolidated) to a retired Professor & Associate Professor; and @ Rs.12,000/- per month (consolidated) to a retired Assistant Professor. However, the honorarium should not exceed the difference of last pay and the pension drawn by a person in any case. The engagement will be made on the recommendations of the following Committee:
- (a) Vice-Chancellor;
  - (b) Dean, Academic Affairs;
  - (c) Dean of the concerned Faculty;
  - (d) Chairperson of the Department or Director of the Institute concerned;
  - (e) Principal of the maintained College/Director, Distance Education in case of the posts pertaining to them;
  - (f) Registrar.
- The honorarium in case of non-pensioner will be decided by the above Committee.
- (ii) The retired teacher so engaged would not be entitled to grant of any other financial benefits over and above the consolidated honorarium. However, they would be entitled to casual leave and vacations as admissible to other teachers engaged

under Self-financing Scheme. He/she will not hold any statutory position nor will be the member of any body of the University. No residential accommodation to such a teacher shall be provided on the campus. He/she will take the work-load of 14-16 hours per week.

- (iii) Dean of the Faculty and Chairperson/Head of the concerned University Teaching Department/ Principal of the maintained College(s) will invite applications from the retired teacher and the case shall be placed before the Committee for consideration.
- (b) Provided further that the Executive Council, on the recommendations of the Vice-Chancellor, may consider appointment of non-teaching employees upto the age of 65 years on an identical post on which the employee concerned had retired or on a post in identical pay scale on negotiable salary subject to the following terms & conditions :-

*The engagement of a retired employee will be made on an identical vacant post or on a post in identical pay scale only, under the Self-financing Scheme for a period of one year in the first instance, extendable on year-to-year basis up to the age of 65 years or till the Course/Programme continues, whichever is earlier.*

The Vice-Chancellor may, however, terminate the engagement at any time without any notice. Honorarium shall be paid equal to the initial basic pay of the post. However, honorarium should not exceed the difference of the last pay and the pension drawn by a person in any case. The engagement will be made on the recommendations of the following Committee :-

- (a) Vice-Chancellor
- (b) Registrar
- (c) Any other person(s) as the Vice-Chancellor may like to associate.

Notwithstanding anything contained in the above rules, the Vice-Chancellor may, where he considers necessary, make contractual appointments of non-teaching employee under Self-Financing Scheme for a period not exceeding 89 days in the first instance, extendable on the basis of performance report of the appointee concerned, at a time, without notifying the contractual appointment under the scheme.

#### **24.15 Constitution of Selection Committee**

- (i) The constitution of Selection Committee for the teaching posts will be the same as for the regular teaching posts. However, the Course Co-ordinator shall also be associated.
- (ii) The Establishment Committee for the appointment to the non-teaching post(s) above the rank of Deputy Superintendent will be the same as for the regular appointment to the said post(s).
- (iii) The appointment to the non-teaching employees up to the rank of Deputy Superintendent will be made by the Selection Committee to be constituted by the Vice-Chancellor.

#### **24.16 Conduct**

- (i) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (ii) Every employee shall abide by and comply with the law of the University and all orders and directions of his superior authorities
- (iii) Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.

- (iv) Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- (v) No employee shall, participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
- (vi) No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate documents or information directly or indirectly to any other person to whom he is not authorized to communicate.
- (vii) No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.
- (viii) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceedings for insolvency shall forthwith report the full facts of his case to the University.
- (ix) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his services under the University.

#### **24.17 Disciplinary Proceedings**

If the Vice-Chancellor is of the opinion that there is a prima facie case of misconduct, inefficiency, physical or mental incapacity against an employee, he shall be competent to terminate the services of such an employee and/or to institute disciplinary proceedings against the concerned employee in keeping with the principles of natural justice.

#### **24.18 Severance of Contractual Relationship**

The contractual relationship will come to an end under the following circumstances:

- (i) Course/programme is closed;
- (ii) Performance (work & conduct) of the employee is not found satisfactory.

## CHAPTER - 25

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### UNIVERSITY LIBRARY SYSTEM

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#### 25.1 General

These Rules will govern the purchase of books, journals and other learning resources, and maintenance of records of books etc. in the University Library System.

#### 25.2 University Library System

- 25.2.1 (a) Subject to the provision made by the Executive Council of the University in this connection, the Librarian shall be the **Controlling Officer** of the library and shall be responsible for efficient running of the System.
- (b) For proper administration, organization and maintenance of the University Library System, there shall be a Library Committee to be constituted by the Executive Council of the University :
- (c) The Library Committee shall *inter-alia* have the following duties and functions:
- (i) To advise on general policies in terms of which the University libraries may be used, and to make recommendations with regard to its administration and the rules to be framed for the purpose.
  - (ii) To advise with regard to storage and processing of books, manuscripts and other library materials.
  - (iii) To advise in respect of allocation of grant (both recurring and non-recurring) earmarked for the purchase of books and journals.
  - (iv) To advise in the matter of stock verification of books, other library materials and equipments. The Committee shall also advise in regard to the disposal of such books, manuscripts, journals, etc., as in the opinion of the Committee, are either unserviceable or obsolete.
  - (v) To consider **proposals** of the University Librarian concerning the needs of the Library for more effective use and development of the resources thereof.
  - (vi) To advise in respect of arrangement for periodicals, inspection of the Library, including safeguards against termite, humidity control, etc.
  - (vii) To consider and finalize Annual Report on the working of the Library before its submission to the authorities.

#### 25.3 Library Rules

The Librarian in consultation with the Library Committee shall frame rules regarding the use of library. The Rules shall *inter-alia* cover membership, recovery of books lost by the borrowers, category of books to be allowed/not to be allowed for loan, number of books to be allowed on loan, conditions of loan, inter-library-loan, no dues certificate, furniture and equipment, penalty for damage to the library property, safeguarding the books and other reading material, etc.

#### 25.4 Acquisition of Books and other Reading Materials

- 25.4.1 (a) The books and other reading material shall be purchased on the recommendations of concerned subject Chairpersons including University Librarian by the Librarian in accordance with the Acquisition Policy approved by the Library Committee.

This will also apply to purchases of books for Prize Distribution, Summer Institutions and Fellowship Holders. Books may be purchased directly only if the Librarian expresses inability to supply books.

- (b) All the funds meant for books and other reading material, allocated in various Schemes, shall be operated by the Librarian.
- (c) The Librarian shall provide necessary help like circulation of Publishers' Catalogues, organization of book exhibitions, etc. to the faculty in the selection of books.
- (d) Where possible, necessary arrangements should be made for closer collaboration with other Institutions for building up and sharing of resources, especially when Data Banks, Databases, costly books, back volumes of journals, reprographic facilities and equipment, etc., are involved.
- (e) The Librarian shall decide about the approval of standing vendors and other suppliers for acquisition of books, journals, etc., as per the recommendations of the Committee duly constituted by the Vice-Chancellor of the University with a view to:
  - (i) simplify the procedure of acquisition of books and journals, published in India and abroad, and Central and State Government publications;
  - (ii) stabilize and introduce uniform terms of book supplies to libraries of other Universities in Haryana;
  - (iii) ensure a fair working margin to the book suppliers; and
  - (iv) ensure efficient service to the Libraries;
- (f) In special circumstances such as purchase of costly manuscripts, art objects, sanction of the competent authority may be taken in advance.
- (g) The Librarian shall make appropriate arrangements for binding of books.

**25.4.2 While placing the orders, the following terms and conditions should generally be mentioned in the order form:**

- (i) Damaged or defective copies shall not be accepted.
- (ii) The suppliers shall be given a time of one month for the execution of the order. In case, they are likely to take more time for procurement of books/other reading materials from the publishers in India and abroad, They will obtain confirmation of the Librarian.
- (iii) The Librarian may cancel/accept the order or take such other action as deemed proper by him, if the order is not executed within the specified period.
- (iv) The invoice shall be accompanied by the following certificates:
  - ‘The latest publishers' prices have been charged’.
  - ‘The book is not a remainder title’.
  - ‘The book is a short discount or no-discount title' if it is a short discount or no-discount title'. (Proof is to be attached.)
- (v) Lowest priced/paperback/Indian edition shall be supplied if such edition is available, unless specified otherwise.
- (vi) Only latest editions supply shall be accepted. In case old edition is supplied and the lapse is detected at a later stage, the supplier will replace the old edition with the latest edition available on that date without any extra cost.
- (vii) The consignment shall be F.O.R. destination.

- (viii) In case of foreign publications, the original prices in foreign currency along with the rupees prices shall be mentioned in the invoice.
- (ix) The date of billing shall determine the rate of exchange of the foreign currency. The rate should be indicated in the invoice.
- (x) The country of origin/policy of the publisher shall be the deciding factor in determining the currency in which the price is charged.
- (xi) Books, supplied through V.P.P. without prior permission, shall not be accepted.
- (xii) Normally, invoice for more than twenty publications shall not be raised.
- (xiii) The Librarian may add or delete any of the above conditions with the approval of the Vice-Chancellor.

**25.4.3** When the books are purchased from the retail booksellers, the retailers shall produce the price proof from the Publishers/Stockiest/Distributors which may be shown to the Audit/Internal Audit Officer. When the purchases are made from the Publishers/Distributors/Stockiest, following certificate shall be obtained from them on the body of the invoice.

“Certified that the latest editions of the books stated in this invoice have been supplied and the latest publishers’ prices have been charged and proof thereof is enclosed.”

**25.4.4 Certificates to be Recorded on the Invoices of Books, etc.**

The following certificates shall be recorded by the Librarian/Rep. not below the rank of Assistant Librarian on the invoices of books purchased from the suppliers.

- (i) Discount given has been verified and found correct.
- (ii) Books have been entered in the Accession Register at number(s) \_\_\_\_\_.
- (iii) Prices charged by the suppliers have been verified and found in order.
- (iv) Latest editions of books have been purchased.
- (v) The books have been received in good condition.

**25.5 Verification of Bills etc.**

- a) Pre-auditing will limit to the stage prescribed in the University Account Code.
- b) The Librarian/Rep. not below the rank of Asstt. Librarian shall verify and check the bills of books and journals and other articles purchased for the Library and shall record the prescribed certificates.
- c) In case of advance payment of subscription of the journals, the Librarian shall take a review every six months, and submit a report to the Vice-Chancellor at the end of the financial year w.r.t. the list of such journals as are not received, mentioning reasons thereof, efforts made to procure these issues, and the total cost of such issues as are not received. The Librarian shall monitor personally the adjustment of advances and ensure timely settlement thereof.
- d) The list of books, journals, etc. purchased for the Library shall be displayed online everyday for access to users and the Librarian shall submit a certificate to the Vice-Chancellor in April every year that the books etc. purchased thus far have been processed and properly arranged on the shelves.

**25.6 Maintenance of Records**

**25.6.1** The Acquisition Section of the Library shall maintain the following records.

- (i) Accession Register (**UAC Form 14/1**)

- (ii) Withdrawal Register (**UAC Form 14/3**)
  - (iii) Shelf List/Database
- 25.6.2** There shall be an Accession Register. It will be maintained in the **UAC Form 14/1** by the library for entering the books purchased and for such documents as are being kept in the library on more or less permanent basis, irrespective of their mode of acquisition/purchase, gift and exchange. All the books etc. shall be entered in the Accession Register in the serial order. Separate Accession Registers shall be maintained for:
- A. Books purchased
  - B. Gratis books
  - C. Journals (bound volumes)
  - D. Non-book materials (Audio/Video Cassettes/ Microfilms, microcards, etc.)
  - E. Art objects and manuscripts, etc.
- 25.6.3** The Accession Numbers of books/bound volumes of journals/serials/other reading material shall be recorded on the invoice. In addition, it will also be recorded on the back of title of page, secret page to be decided by the Librarian and the last page of the document and the entries in the Accession Register shall be made from the bills presented by the book suppliers.
- 25.6.4** For other items, like Audio/Video Cassettes, microfilms, microcards, etc. **accession** numbers may be reproduced in indelible ink where it could be clearly seen.
- 25.6.5** (a) There shall also be shelf lists/databases which shall carry the shelf number (call number of the documents in addition to the accession number). The shelf lists shall be arranged strictly in the order in which the documents, including gift articles, are arranged on the shelves or stored in the Library.
- (b) The shelf lists/databases not ordinarily be used for any other purpose except stock verification of books, etc., and shall be kept securely in the custody of the Librarian/Rep. not below the rank of Asstt. Librarian.
- 25.6.6** The libraries receive bulk of material in gratis. Most of the material received in this manner is worthless, and is of no interest to the library. Majority of this material is propaganda or publicity material. The Librarian, keeping in view their value for the library, shall take decision regarding entry of such documents in the Accession Register. Librarian shall acknowledge only those gifts, which shall be accessioned. The acknowledgement shall be sent in the **UAC Form 14/2**.
- 25.6.7** Separate Accession Register(s) may be maintained for the accessioning of gifts (**UAC Form 14/1**), but there shall be the same sequence of Accession Numbers irrespective of nature of reading material
- 25.6.8** There shall be a Withdrawal Register. The Withdrawal Register shall be maintained in the **UAC Form 14/3**. All the books and other reading materials withdrawn from the Accession Register on account of loss due to theft, mutilation, unfitness for use etc. shall be entered in this register in the serial order. The withdrawal number shall be shown in the Accession Register.
- 25.6.9** All corrections in the Accession Register and other records shall be duly attested under the signatures of the Librarian/Rep. not below the rank of Asstt. Librarian.
- 25.6.10** Non-book material having 49 or less pages excluding Title Page shall not be accessioned because they are not meant to be stored permanently.
- 25.6.11** Unsolicited gifts shall be accessioned only if they are of abiding interest to the Library. Gifts specially requested and publications received in exchange (if worthwhile) shall also be accessioned.

Prices of gratis books, that will be accessioned, will be fixed by the Librarian keeping in view the subject, nature of binding, size, etc. if it is not printed.

- 25.7** Reprints, photocopies, pamphlets and ephemeral material having transient value but procured against payment, may not be accessioned. Such materials may be entered in a separate temporary register in **UAC Form 14/4**. The Librarian/Rep. not below the rank of Assistant Librarian shall record the following certificate on the invoice for making the payment:

“Certified that the above material has been received in good condition in accordance with the order”.

## **25.8 Safe Custody and Safeguards for Preservation of Books and other Articles**

- 25.8.1** The Librarian shall be responsible to make arrangements for the safe custody and preservation of books and other articles in his charge. He would take such steps as may be necessary to safeguard the library materials against any misuse, theft, damage by insects/humidity, or otherwise tampering of the books, journals, manuscripts, non-consumable and other articles in his possession. Rare manuscripts, art objects, and other valuable acquisitions, shall receive his special attention.

- 25.8.2** The Librarian shall review, from time to time, the arrangements to be made for safe-custody and preservation of library collections and submit his proposals to the Vice-Chancellor.

## **25.9 Subscription of Periodicals and Serials**

- 25.9.1** (a) Current periodicals shall be subscribed either directly from the Publishers or through the Agents in accordance with the policy decided by **the Library Committee/Vice-Chancellor**.

(b) Back sets of periodicals shall be purchased on the basis of quotations.

(c) Payment of subscription in advance is a universal phenomenon. Hence, the subscription of periodicals may be remitted in advance against the Proforma invoice (s). **(against equal amount of Bank guarantee – these words are proposed for deletion as publishers do not give any BG, only Agents can and that too for a fraction of total amount)**.

(d) Advances drawn for remittance of subscription may be adjusted on the basis of Actual Payment Receipt. If no receipt is available and the service of the journal has started, then the advance shall be adjusted on the basis of the following certificate to be recorded by the Librarian/Rep. **not below the rank of Assistant Librarian**.

*“Certified that the service of the periodical(s) being subscribed in the library has started”.*

(e) Orders for subscription of periodicals shall be executed only after entering an agreement on **non-judicial** stamp paper duly signed by the **Librarian and the Agent as agreed upon in terms of rates, supply time and other terms and conditions**.

- 25.9.2** The periodicals shall be bound on the completion of volume and subsequently, accessioned in the Accession Register.

- 25.9.3** Any standard system shall be followed for recording the details of payment and the attendance for the receipt of issues of periodicals. There shall be one card for every periodical which shall be maintained in **UAC Form 14/5**. The cards shall be maintained for a period of five years after their full utilization.

- 25.9.4** Newspapers and popular magazines may be purchased from the local Agents/vendors. Payments of these materials may be made monthly, quarterly or yearly, as the case may be,

on the receipt of invoices. Benefit of commission shall be availed of after inviting rates if any.

**25.9.5 e-Books and e-Journals** may be purchased directly from the publishers in case of specific titles, otherwise purchase be effected through a consortium to be formed for all the Universities and colleges of Haryana.

#### **25.10 Fine and Overdue Charges**

**25.10.1** The overdue charges shall be realized from the borrowers for late return of books in accordance with the Library Rules. The receipt for the overdue charges realized shall be issued in **UAC Form 14/6** under the initials of the staff posted at the Circulation Counter. The duplicate foil shall be maintained in the library.

**25.10.2** The books and other reading materials, which are not returned on due date, shall be entered in the Overdue Register on the date of return after the closing time for the return of books. The Overdue Charges Register shall be maintained in **UAC Form 14/7**. The amount realized shall also be entered in the Overdue Register. If the Overdue charges have been remitted, indication to that effect shall be given in the Register under the initials of Librarian/Rep. not below the rank of Assistant Librarian.

**25.10.3** The overdue charges realized under rules shall be accounted for in the Cash Book in **UAC Form 3/4**.

**25.10.4** The overdue charges realized during the day shall be deposited with the University Cashier on the following day.

**25.10.5** At the end of the month, a statement of such credit shall be forwarded to the Finance Office in the **UAC Form 3/7** in accordance with the rules.

#### **25.11 Physical Verification of Books and other Reading Materials**

**25.11.1** The stock verification of the library collections shall be conducted once in every five years if the collections are below 50,000 volumes, and when the same exceeds 50,000, the stock verification shall be done as a continuous process. This policy shall be subject to change by the Librarian with the approval of Library Committee. The list of books not accounted for shall be prepared. Only those books, which are not traceable in two consecutive stocktakings, shall be treated as missing. The Librarian shall place the list of missing books and periodicals before the Library Committee and further action will be taken as per decision of this Committee with the approval of the competent authority. A loss of five library documents for every 1,000 library documents consulted and issued on loan shall be considered as a reasonable loss per year and the same shall be written off by the competent authority.

**25.11.2** The stocktaking/physical verification of the Branch/ Departmental Libraries shall be conducted every year. The stocktaking/physical verification report shall be submitted to the Librarian. The following certificate shall be recorded, if otherwise in order, on the Departmental Library Register by the Librarian/Rep. not below the rank of Assistant Librarian:

“The stocktaking/physical verification has been conducted and the stock has been found in order”.

**25.11.3** No book and other reading material, which form the part of the library stock, shall be written off without the permission of the competent authority. The case shall be processed through the Librarian. The books that are transferred temporarily from University Library to the Branch/Departmental Libraries shall also be covered under this rule because they are property of the University Library.

### **25.12 No Dues Certificate.**

- (a) All the employees – temporary or permanent- of the University shall obtain “No Dues Certificate” from the Library before leaving the University irrespective of purpose/reason of leaving such including deputation, lien, fellowship, long term training and leave of the kind due for private affairs within India and abroad. The HODs/Heads of Offices shall ensure before relieving an employee/clearing his/her dues/issuing degree or releasing security of the student that the employee/student has produced “No Dues Certificate” from the Library.
- (b) All the students shall obtain ‘No Dues Certificate’ from the Library before leaving the university. The Library Security of the students shall be refundable on production on “No Due Certificate” from the University Library. The Research Scholars/M.Phil. students shall be required to obtain ‘No Dues Certificate’ from the Library before submission of dissertation/ thesis.

### **25.14 Annual Report.**

The Librarian shall prepare the Annual Report of the University Library System, summarizing the activities and achievements made during the year, and place the same before the Library Committee.

### **25.15 Weeding Out Policy.**

Library keeps on adding new books of general nature, new editions of old books, single copies of books of general nature, multiple copies of text books and so on. Though a large majority of the books are of lasting value, yet some books stop finding users after a time for several reasons. For example, multiple copies of text books are purchased in the Library. Publication of new edition of such books and acquisition thereof in the Library render the previous edition unwanted. At the most, one or two copies of the old edition can be retained. Similarly re-prints, photocopies, pamphlets and other ephemeral material acquired for some specific purpose need weeding out. Maintenance of such collection taxes the library space and energy of manpower. Such collections shall, therefore, be weeded out from time to time as per policy given below :

#### **(i) Weeding out books rendered unfit for circulation.**

Some books are rendered unfit for circulation due to their heavy use or mutilation. The Librarian shall constitute an Internal Committee of Sr. Library Professionals to conduct a preliminary survey of such books. The report of the Internal Committee shall be placed before the following Committee for consideration and recommendation :

- a. Librarian - Convener
- b. Finance Officer - Member
- c. Two HODs/Professors to be nominated by the V.C. - Members

The recommendations of the above Committee shall be submitted to the competent authority for obtaining orders to weed out the unfit books.

#### **ii. Weeding out multiple copies of old editions.**

Two copies of old editions of books which are not in demand may be retained, while the rest may be weeded out. However the procedure described under Clause 25.15 (i) above shall be followed.

#### **iii. Weeding out re-prints, photocopies, pamphlets and other ephemeral material.**

Re-prints, photocopies, pamphlets and other ephemeral material acquired against payment and non-book material having 45 or less pages received in the Library free of cost may be weeded by the Librarian from time to time.

**iv. Disposal of magazines/newspapers/ duplicate/stray issues of journals.**

The newspapers, popular magazines and other ephemeral material, which do not have permanent value for the library, may be disposed of every year. The duplicate issues of periodicals received free of cost may also be disposed of every year.

**25.16 Other Regulations.**

The Librarian shall implement the Library Rules, as approved by the Library Committee/ Vice-Chancellor from time to time.

## CHAPTER - 26

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### UNIVERSITY AUXILIARY SERVICES

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#### 26.1 General

- 26.1.1 This Chapter contains rules and mentions the financial records as are special to the activities of University Auxiliary Services/Units.
- 26.1.2 The University Auxiliary Services/Units fall under the following broad categories:
- (a) Units which are purely in the nature of service/general activities and their working results are not required to be ascertained, such as University Staff Cars and Parks and Gardens etc.
  - (b) Units which are basically for instructional and research purposes. An appraisal of their performance is necessary, and, as such, their working results need to be ascertained broadly, such as Studio, Workshop etc.
  - (c) Units which are wholly or substantially subsidiary and their working results are required to be ascertained such as University Press, Electric and Water Supply Services, Computer Services, Studio hiring etc.
- 26.1.3 In the case of Units where working results are required to be ascertained, the accounts shall be maintained on an accrual basis and subsidiary records shall be kept to show the unrealized income and undischarged liabilities. Performa accounts shall be prepared for these Units to show their working results.
- 26.1.4 In handling their receipts, incurring expenditure from the University funds and purchase, accounting and verifications, etc. of stores, these Units shall follow the provisions in **this Accounts Code**.
- 26.1.5 The forms of various registers and accounts referred to in this Chapter are included in the Account Code.

#### 26.2 University Guest House

- 26.2.1 **The Registrar/any other Officer of equivalent rank to be nominated by the Vice-Chancellor shall be the Controlling Officer of the University Guest House. There shall be a Hospitality Officer of the rank of Supdt. in the Guest House. He will report to the Controlling Officer and shall make arrangements for lodging and boarding of the guests with the approval of the Controlling Officer.**
- 26.2.2 The allotment of accommodation in the Guest House and recovery of rental charges thereof, shall be made in accordance with the rules framed by the Executive Council **from time to time**. The rules will *inter alia* cover the recovery of rental charges from members of the Authorities/Committees of the University, persona invited/visiting the University for or in connection with the University work and other officials and non-officials not visiting in connection with the University work.
- 26.2.3 The arrangement, etc. for boarding will be as is decided by the Executive Council i.e. fixed meals charges for catering by a caterer or actual charges for catering to a person by the Guest House. The arrangement will have no connection with the University Accounts.
- 26.2.4 **The Hospitality Officer shall maintain a Guest Register in UAC Form 15/1. The entries in the Guest Register regarding arrival and departure of the guest shall be made as soon as the Guest arrives in the Guest House and before his/her departure, respectively.**

**26.2.5** The use of Guest House telephone will be regulated by the rules framed by the Executive Council. The **Hospitality Officer shall maintain a Telephone Register in UAC Form 15/2.**

**26.2.6** Every guest shall settle the lodging and boarding bill before departure from the Guest House. No credit facility shall be provided. The receipt for the service charges shall be issued in UAC Form 15/3.

### **26.3 University Motor Vehicles**

#### **General**

**26.3.1 (a)** There shall be a **Controlling Officer, to be appointed by the Vice-Chancellor, for each motor vehicle - staff car, station wagon, jeep, bus, motor cycle, scooter, tractor, etc.**

(b) The Controlling Officer shall be responsible for ensuring the proper use, care and maintenance of the vehicle and for regulating journeys in accordance with the prescribed rules.

(c) The **Transport Officer shall ensure that the following records of each vehicle are maintained:**

(i) **Incumbency Register of the Driver shall be maintained in UAC Form 15/4.**

(ii) A Log Book shall be maintained for each vehicle in **UAC Form 15/5** wherein details of journey shall be mentioned in adequate details, so that the entries in the log book are accounted for independent check. **The log book for tractor shall be maintained in UAC Form 15/6.** Vague terminology, such as “Official Work”, etc. shall be avoided.

**The Driver holding charge of the vehicle shall ensure correct entries in the Log Book, and shall also obtain the signature of the person using the vehicle immediately after the journey. The Officer-in-Charge of the vehicle or the Transport Officer, as the case may be, shall attest the entries in the Log Book daily.**

(iii) **Register of fuel (petrol, diesel, etc.) purchased from a local designated Filling Station shall be maintained in UAC Form 15/7.**

(iv) **Record of repairs, replacements, costs involved, quantity of spare parts, etc. shall be maintained in UAC Form 15/8.** The driver of vehicle shall maintain the vehicle in good condition. He shall **ensure** that the milometer is in working condition

(v) An inventory of the vehicle shall be made in **UAC Form 9/3.**

(vi) **History Sheet of each vehicle shall be maintained in UAC Form 15/9** wherein vehicle no. date of purchase, details of vehicle (type, make, model, engine no., chasis no., etc.), purchase value, registration number, details of insurance policy, annual premium, cost of repairs effected from time to time, accident details, if any, and normal life of the vehicle shall be recorded. The Controlling Officer/Transport Officer shall review the History Sheet annually to ensure proper maintenance of the vehicle, timely payment of insurance premium, timely renewal of registration, and that the repair cost is not abnormal.

- (vii) **Record of tyres and tubes, received with the vehicle and changed from time to time, shall be maintained in UAC Form 15/10.**
- (viii) **Record of batteries, received with the vehicle and changed from time to time, shall be maintained in UAC Form 15/11.**
- (d) Requisition for the vehicles other than bus shall be submitted in the **UAC Form 15/12**, and for buses in **UAC Form 15/13**.
- (e) The distance shown in the logbook should be checked monthly by the Controlling Officer on the following lines:
  - (i) **Total mileage during the month i.e. difference between milometer readings on the dates of check shall be checked with the figures to be entered in the remarks column.**
  - (ii) **The distances shown against individual trips shall be examined, to ensure, as far as possible, that these are correct. A few of the entries may be tallied with distance tables, maps, etc.**
- (f) The Controlling Officer shall examine and ensure that the consumption of petrol, mobile oil, grease, etc. is normal and the vehicle gives a fair running mileage per litre of **fuel** consumed. Cases of abnormal consumption of **fuel** and low mileage shall be investigated immediately, and proper measures adopted to check it.
- (g) Generally, the vehicle shall be parked at the authorized garage.
- (h) Petrol, Lubricating oils, etc. should be purchased over the signature of responsible Officer only.
- (i) When the vehicle is kept off the road due to repairs or some other reason, steps must be taken to utilize the services of the Driver usefully in the office. **The Duty Register of the Drivers shall be maintained in UAC Form 15/14.**

### **Staff Cars**

**26.3.2** The use of staff cars, including Mini Bus and Three Wheeler used by the University should be regulated in accordance with the provisions in the Staff Care Rules.

**26.3.3** The use of Motor Cycles/Scooters provided for Dak/Security work shall be regulated in accordance with the instructions **issued in this regard from time to time.**

### **Private use of the University vehicle**

**26.3.4** **As far as possible, use of the University vehicle for private journey shall be avoided. If, however, due to some unavoidable circumstances, the University vehicle is used for private journey, a Demand and Collection Register of the same shall be maintained in UAC Form 15/15 and the bill will be raised in UAC Form 15/16.**

## **26.4 Nursery, Parks and Gardens**

**26.4.1** There shall be an Officer-in-charge of the nursery, parks and gardens of the University. Nurturing various kinds of plant material and propagating them and maintenance of existing parks/gardens and planning new ones, are largely for the use of the University Campus.

### **Expenditure**

**26.4.2** Consumables such as manures, sand and red earth, insecticides, fungicides, plant hormones, tools (sickles, spades, hedge cutters, etc.), items for plant breeding and propagations (pots, plants, etc.) shall be purchased in accordance with the general financial rules of the University and as per delegations made in this behalf. **The record of consumables shall be maintained in UAC Form 9/2.**

## Sales

- 26.4.3** (a) Spare plant material and fruits are made available for sale. The Officer-in-charge shall propose and obtain orders of the competent authority as to the quantum and type of plant material, which may be treated as spare material and the price to be fixed for its sale.
- (b) For the sale of fruits, grass, etc. action will be taken by the Estates Officer as per University Rules.
- (c) The receipts for sale proceeds shall be issued in **UAC Form 3/3**.

### **26.4.4 Maintenance of Records**

- (a) The following registers shall be maintained by the Unit:
- (i) **Record of non-consumables such as Implements, Equipments, etc. shall be maintained in UAC Form 9/3, while the record of consumable tools such spades, sickles, etc. shall be maintained in UAC Form 9/2.**
- (ii) Nursery Register shall be maintained in **UAC Form 15/17**.
- (b) The Register of **plants, trees, and fruit trees**. shall be maintained by the Estates Officer in **UAC Forms 15/18, 15/19 and 15/20, respectively**.

## **26.5 University Press**

- 26.5.1** (a) **The University Press shall be responsible for printing and binding of the printed material, if required, of all the Offices of the University. As far as possible, it shall be a self-supporting Unit.**
- (b) **The Press shall be under the administrative control of a Manager who will report a Controlling Officer to be nominated by the Vice-Chancellor.**
- (c) (i) **There shall be a Press Advisory Committee to be constituted by the Vice-Chancellor. The Committee shall have four Members – Controlling Officer, one Member to be nominated by the Vice-Chancellor, Finance Officer/Rep., and the Press Manager as Member-Secretary.**
- (ii) The duties and functions of the Committee shall be:
- (1) to prepare the annual budget of the Press;
- (2) **on all other matters relating to Press such as expenditure on various items, purchase and stocking of paper, purchase of plant and machinery, fixation of printing rates, checks on wastage, economical use of materials, incentives to workmen, etc.**
- (d) **The University Press shall be allocated appropriate amounts of funds under different budget heads to meet expenditure on printing, binding and other related jobs of different offices. No bill shall be raised to any indenting office for payment.**

### **26.5.2 Scope of Work.**

- (a) **As far as possible, all printing jobs of the University shall be done at the University Press.**
- (b) Printing **from outside shall be** arranged under the express orders of the competent authority.
- (c) **There may be occasions when the University press may not have work enough to keep the staff and the machinery/ plants fully engaged. With an intent to keep the staff and machinery engaged during the lean time, and to generate**

income, the Press Manager may undertake printing, binding and other press-related jobs from outside with the permission of the competent authority at rates mutually agreed between the University Press and the outside customer.

### **26.5.3 Indenting of Jobs**

All works sent to the University Press for printing shall be accompanied by a requisition in UAC Form 15/21 duly filled in and signed by the **Head of the Office/Dept.**

### **26.5.4 Job Register**

All orders received in the University Press for printing work shall be recorded in a **Job Register** in UAC Form 15/22. The estimates of requirements of the materials shall be prepared, and the same will be issued by the Store Keeper against requisition.

**Note:** *In order to keep a collective and chronological record of printing, separate pages shall be allotted to each Office.*

### **26.5.5 Job File**

A **Job File** in UAC Form 15/23 shall be opened for each printing job undertaken by the Press to record job no., Indentor's name, requisition/order no., quality of paper to be used, MSS page nos., requisition no., quantity of paper, etc. On completion of the job, the draft print proofs will be sent to the Indentor in UAC Form 15/24 for proof reading who will return the same to the Press Manager after making corrections. If the Indentor does not want second proof, he shall mark/write "Correct & Print" under his signature and office seal on each page. If the Indentor wants second proof, the Press Manager will make corrections and send the second proof to the Indentor for further proof reading who will return the same to the Press Manager after making corrections, if any and marking/writing "Correct & Print" under his signature and office seal on each page. This shall be taken as final go-ahead for printing of the material. The material shall be printed on the basis of final print order.

**26.5.6** The Press Manager, after the material is ready for delivery, shall inform the Indentor for collection of the same. The material shall be delivered through a Delivery Challan-cum-Invoice in UAC Form 15/25. Monetary value of the work shall be worked out on the basis of the rates approved by the competent authority, and recorded in the Job Register. The value so worked out shall be considered as the income of the Press to be reflected in the Annual Statement of Accounts.

### **26.5.7 Officewise/Private Customerwise Ledger Account**

- (a) The Press Manager shall maintain a **Officewise/Outside Customerwise Ledger (Income Register)** in UAC Form 15/26 where particulars of the service rendered to different **Offices/Outside Customers** along with its monetary value shall be recorded.
- (b) Separate page shall be allotted to each **Office/Outside Customer**. Recovery of the cost of printing, binding and other press-related jobs from outside Customers shall be watched through the Ledger. The Ledger shall be verified periodically by the Press Manager to ensure that recoveries from the outside Customers do not remain outstanding beyond the period mutually agreed upon between the University Press and the customer at the time of undertaking the job.

### **26.5.8 Charges for Printing, Binding and other Jobs**

- (a) The rates of printing shall be fixed with the approved of the Vice-Chancellor on the advice of the Press Advisory Committee on the ascertained cost of production

and other general overhead charges. Such charges shall be reviewed by the Press Manager from time to time and placed before the Vice-Chancellor through the Press Advisory Committee **for fresh approval.**

- (b) **The bill to the outside customers for the jobs undertaken under Rule 26.5.2**
- (c) **shall be raised in UAC Form 15/27.**

### **26.5.9 Issue of Material**

The material required for the printing work shall be drawn from the **Central Stores** in the usual manner on a requisition form. While issuing the material, the Storekeeper shall **ensure** that they are not issued in excess of the estimated requirements. No article shall be issued in excess of the estimated requirements without the written order of the **Press Manager.**

### **26.5.10 Consumable Stores Register**

The Press Manager shall maintain **the record of** various consumable stores in **UAC Form 9/2**, and carry out physical verification of the same as on 31<sup>st</sup> March at least once a year. **The Paper Consumption Register shall be maintained in UAC Form 15/28.**

### **26.5.11 Registers of Plants and Machinery**

**The Press manager shall maintain the Register of Plants and Machinery in UAC Form 9/3, wherein information regarding date of purchase, description of the plant/machinery (including warranty period), source of supply, bill no. and date, cost/unit, quantity, normal life, annual depreciation, disposal, amount of proceeds of disposal, etc. shall be recorded.**

### **26.5.12 Depreciation Rates of Plants and Machinery**

The Press Manager shall, **with the approval** of the Press Advisory Committee, lay down the rates for the depreciation of machinery, which shall be a percentage of the Capital Cost or Depreciated Cost whatever method is approved by the Executive Council.

### **26.5.13 Annual Accounts**

Every year, at the close of the financial year, the Press Manager shall prepare **Annual Statement of Accounts in UAC Form 15/29** to review the financial results of the working of the Press and send it to the Finance Officer. These accounts shall be placed before the Executive Council by 31<sup>st</sup> July of the following year (i.e. before Audit of the University is taken up by Internal/Statutory Auditors) through the Finance Committee, along with a brief review of the activities of the Press during the financial year.

## **26.6 Electricity and Water Supply Services**

### **A- Electric Supply**

#### **26.6.1 General**

**The University will buy electric energy in bulk from Haryana Bijli Vitran Nigam and distribute it from its own Power Sub-Station over the University Campus - residences, hostels, and other buildings.**

#### **Record Keeping**

- 26.6.2** Detailed account of the receipt, distribution and consumption of the electric energy and expenses incurred on the purchase and maintenance of the plants and equipments, their depreciation, running and working expenses shall be maintained to assess the working of the undertaking **as it is to be run on 'no profit no loss basis'.**

**26.6.3** The records mentioned below shall be maintained w.r.t. distribution and consumption of the electricity and realization of dues thereof.

- (a) Register to record the readings of incoming energy and the energy outgoing to the feeders.
- (b) House/Building Connection Register shall show the particulars of the premises, name of the occupant/office, purpose of supply, and dates of connection and disconnection. It shall be maintained in **UAC Form 15/30**.
- (c) Meter Reading Book.
- (d) Bill Book
- (e) Monthly statement of Electric and Water Charges as consumed by the consumers.
- (f) Consumers' Ledger.
- (g) **Register showing payments to Haryana Bijli Vitran Nigam shall be maintained in the UAC Form 15/31.**
- (h) **The power failure from time to time has necessitated the purchase of Generator sets for ensuring uninterrupted power supply to various buildings such as library, auditorium, hostels, class rooms, research labs, computer centres, etc. to avoid disruption in teaching and research work, etc. The expenditure on fuel consumed for running of the Generator sets and repairs must be accounted for. The Log Book of each Generator and the Register of Repairs shall be maintained in UC Form 15/32, and 15/33, respectively.**

**26.6.4 Transmission Losses**

At the receiving and transformer station, the register mentioned under (3) (a) above shall be maintained in **UAC Form 15/34** to record the incoming bulk supply and outgoing energy to the feeders and the difference between them. These readings shall be periodically scrutinized and checked by the **Junior Engineer/SDE concerned**. It shall be put up quarterly to the University Engineer who shall review and ensure that the supply is running satisfactorily, and there are no abnormal transmission losses etc.

**26.6.5 Meter Reading Book**

The Meter Reading Book is the primary record which forms the basis for postings in the Consumers' Ledger. It shall be maintained in **UAC Form 15/35**. A card in the same form shall be attached to each meter. At the time of entering the meter readings in the meter book, the consumer shall simultaneously make entries in the meter card for reference.

**26.6.6 The postings in the Consumers' Ledger mentioned under Rule 26.6.9 below shall be made from the Meter Reading Book.**

**26.6.7 Consumers Scrolls for Recovery of Charges.**

**An Electric consumer scrolls shall be prepared in triplicate, showing the names of the employees Branchwise and amounts due from them. Two copies of these statements shall be supplied to the Finance Office for making deductions from the salary bills. One copy shall be retained by the Finance Office for record and the other shall be returned to the Engg. Unit with noting therein that the recoveries have been effected.**

**26.6.8 Payment by Private Consumers**

**Payment from the private consumers shall be received at the cash counter of the Finance Office or deposited in University account in the designated bank.**

**26.6.9 Consumer's Ledger**

**The electricity consumed by the occupants of University houses should be accounted for in the Consumers' Ledger, which shall be maintained in UAC Form 15/36. The**

electricity consumer bill in case of private consumers and University employees shall be prepared in duplicate on the basis of postings in the Consumers' Ledger. The Electricity bills, in case of private consumers, shall be prepared in UAC Form 15/37 and sent to them for payment by 20<sup>th</sup> of every month. To the electricity bill shall be added water charges and total worked out. The private consumers, after making payment of the bill, shall show the original receipt to the designated official/officer and furnish a photocopy of the same for record. The Engg. Cell shall ensure the recovery of these charges from the private consumers. The Electricity Charges Rolls, in case of University employees, shall be prepared in UAC Form 15/38 and sent to the Salary Section by 20<sup>th</sup> of every month. The DDO/Supdt., Salary Section shall ensure the recovery of electricity charges on the basis of the rolls and water charges on the scales approved by the Executive Council from the salary bills of the employees of the month. Reference to the payment made by the private consumers and the rolls sent to the Salary Section shall be made in the Consumers' Ledger.

#### 26.6.10 Statement of Arrears

Statement of arrears shall be prepared from the consumer's ledger and put up before the Officer-in-Charge, **Electricity Supply Services**. No arrears shall be allowed to accumulate, and in case of default the Officer-in-Charge shall have power to disconnect the electricity and water connection after giving a fortnight's notice to the consumer. The connection shall be restored only after payment of the arrears and the prescribed re-connection fee.

#### 26.6.11 Security Deposit

The prescribed amount of Security Deposit shall be realized before giving electric connection to a private consumer. **No security deposit shall be charged from the University employees.**

#### 26.6.12 New Service Connection

A new service connection shall be provided only after a detailed estimate prepared by the Foreman/Junior Engineer who has been authorized to prepare the estimates.

#### 26.6.13 Record of Expenditure

The expenditure on the running and maintenance of the Electricity and Water Supply service shall be recorded as usual in the Cash Book and other subsidiary registers.

#### 26.6.14 Energy Cost Statement

An energy cost statement shall be prepared at the end of the year from the following data:

1. Units purchased (H.T.) : \_\_\_\_ Units
2. Units output of Rectifiers and transformers (L.T.) : \_\_\_\_ Units
3. Losses in H.T. Mains Rectifiers and Transformers : \_\_\_\_ Units
4. Item 3 as percentage of Item 2 : \_\_\_\_ %
5. Units supplied to consumers (L.T.) : \_\_\_\_ Units
6. Losses in L.T. Mains : \_\_\_\_ Units
7. Item 6 as percentage of Item 5 : \_\_\_\_ %

### **26.6.15 Depreciation**

The depreciation on plants and machinery shall be calculated as per schedule given in the Electricity Supply Act of Haryana Government as amended from time to time **and/or any other standard prescribed by State/Central Govt. to be adopted by the University.**

### **26.6.16 Receipt and Expenditure Account**

**An account of the receipts and expenditure shall be prepared showing the monthly and up-to-date figures in Consolidated Abstract Register.. It shall be put up to the Vice-Chancellor quarterly through the Finance Office for review.**

### **26.6.17 Annual Proforma Accounts**

At the end of the year, Annual Accounts shall be prepared to review the financial results of the working of the Electric Supply Service. The Accounts shall be placed before the Executive Council by 31<sup>st</sup> July of the following year, through the Finance Committee, along with a brief review of the working of the Water Supply Service during the financial year.

## **B- Water Supply**

**26.6.18** A scale map showing the lay out of the water line connections to residences and other places as well as locations of fire hydrants, sluice valves, etc. shall be maintained in Water Supply Section.

**26.6.19** Electric and Water meters shall be installed at each tubewell to show the amount of Electricity consumed and the gallons of water discharged. The consumption of electricity and discharge of water shall be recorded in meter reading books.

**26.6.20** Charges on account of **electricity and** water supply to residential accommodation shall begin to accrue from the date the residence is occupied. As soon as a residence is allotted to a tenant, the Estate Office shall send intimation to the Foreman/Junior Engineer (Electric and Water Supply), under intimation to Finance Office for making necessary entries in the demand register which shall be common both for electricity and water supply.

**26.6.21** Water charges shall be made at the rates fixed by the Executive Council and shall be included in and realized with the **electricity consumption bill by the Finance Office.**

**26.6.22** From the cost of electricity consumed, other expenses on the tubewells and the gallons of waters discharged, as indicated by the water meters installed at each tubewell, cost per gallon of water shall be worked out quarterly and reviewed by the Foreman/**Junior Engineer**, Electric and Water Supply. A statement of the expenses incurred on the running of the tubewells along with the average receipts on sale of water shall also be submitted to the Finance Officer who shall review if the water rates require any revision.

### **26.6.23 Annual Proforma Account**

The provisions of Sub-Rules (16) and (17) above shall apply *mutatis mutandis* in the case of Water Supply Service.

## **26.7 Management Information Services**

### **Introductory**

**26.7.1** The Act of the University places upon it the responsibility to make best use of the latest technology for providing an innovative system of University level education. For diversified information processing, the University has established a **University Computer Centre**. The role of information technology in the management of a distance education system being crucial, the University Computer Centre shall be more than a mere service Centre and is designed to play a vital role for management information services and project

control for the administrative systems of the University, especially in regard to student support services.

- 26.7.2** From its initial use as primarily a record keeping tool for the student record in terms of continuous evaluation, pre-examination processing examination scoring, post examination processing, fee deposits, it should emerge as a planning tool for better planning of the admission and examination operations themselves. It will also in due course, play an important role in the delivery mechanism of the courses to the students.

### **Organization and Functions**

- 26.7.3** **The University shall have a Technical Advisory Committee to be constituted by the Vice-Chancellor.**

- 26.7.4** The Committee shall have inter-alia the following functions:

- (a) To advise the University on policy, planning and other issues related to computer **applications in the University.**
- (b) To recommend the budget for the University Computer Centre.
- (c) To advise in regard to annual stock verification of the computer hardware, software, peripherals, **UPSs and other ICT equipments.**
- (d) To consider and finalize Annual Report of the University Computer Centre.

- 26.7.5** The role of the University Computer Centre shall encompass anticipating of appropriate hardware and software strategies to be adopted, the development of systems to meet the varying needs of the users, which span the entire range and operational Branch of the University and to act in production mode to produce the lists, reports, labels etc. for various users. The Computer Branch shall also actively promote the training of the users for the use of the system given to them and for their involvement in the development stage of the systems.

- 26.7.6** Looking to the unique nature of the Computer Centre, a high level of central control of operations by the Vice-Chancellor is strategically imperative. In view of the large number of end-users making use of computer facility a network all over the University system will be required.

- 26.7.7** The Computer Centre shall be responsible for:

- (a) Coordinating the information processing activities in various operations, systems design and programme identification of major systems and over-seeing the operations in Branch/Schools/Centers.
- (b) Vetting the proposals for purchases of Hardware equipment and Software either for the Computer Centre or other Units, keeping in view the estimated load, compatibility with existing systems in use, facilities for future upgradation and cost-effectiveness.
- (c) Advisory role in purchase decisions, by laying down of specifications for tender, active participation through its representation on Purchase Committees, inspection of Equipment supplied etc.
- (d) Maintaining stock registers and history sheets of equipment in Computer Centre as also other locations and render advice on continued utility of the equipment for the Unit or its transfer to other Branch/Branch/Centres, need for replacement or write-off etc.
- (e) Oversee the operation of warranty-clauses, claims and finalization of annual maintenance contracts not only for equipment installed at the Computer Branch, but also at the other Branch/Branch/Centres.

### **26.7.8 Computer Software**

- (a) The Computer Centre shall identify the software required for various programmes run by it centrally, make arrangements for its acquisition and maintain record of software package acquired and their distribution to the users.
- (b) The Branch/Centres shall project their requirements for software to the Computer Centre. The Computer Centre will allocate the requisite number of software packages to the User Branch/Centre if the software required or its equivalent is available with it. If the requisite package is not available, it will advise on the suitability of the software, before the purchase action is initiated.
- (c) The Computer Centre shall maintain a record of licenses and documentation relating to patents and copyright of software, in a separate register. The register and the documents shall be kept in the safe custody of the Director, Computer Branch.

### **26.7.9 Computer Stores**

- (a) The Computer Branch shall follow the procedure prescribed in Chapter 12 relating to purchase and accounting of stores and maintain necessary stock registers for non-consumable and consumable stores in the custody of the Branch.
- (b) The powers of various authorities for purchase of equipment, peripherals and consumables as also software etc., are given in Chapter 27 of this Code.
- (c) The Branch shall arrange for annual physical verification of all non-consumable and consumable stores including computer peripherals, Stationary etc.

### **26.7.10 Departmental Library**

- (a) The library of the Computer Centre shall have Computer Books, Journals, operating manuals and software packages. The following records shall be maintained for the purpose:
  - (i) Accession Registers
  - (ii) Shelf-List
  - (iii) Withdrawal Register
- (b) Books for Departmental Library shall be purchased through Vivekananda Library. Other Library Rules shall apply *mutatis mutandis*.

### **26.7.11 Annual Physical Verification**

A physical verification of books, journals, manuals and other material will be conducted every year as per the procedure prescribed in Chapter 25 relating to Library books.

- 26.7.12** (a) The Computer Centre shall, as a Service Centre of the University, undertake computing jobs assigned to it by various Branch/Branch/Dean/Chairpersons.
- (b) The indents for the jobs shall be signed by the Head of Branch. The Chairpersons, Computer Centre shall assess the utility, urgency and cost-effectiveness of the job. No outside job shall be accepted without prior permission of the Vice-Chancellor.
- (c) The Computer Centre shall maintain job-cards or any other record of computer use for various Branches/Centres. These records will indicate the time in prescribed units for use of the Computer and peripherals, printer output stationary and any other details required for job costing.

**26.7.13 Annual Proforma Accounts**

The Computer Branch shall prepare an annual Proforma account in respect of operations in various Branches or for specified objects for which separate cost is required to be indicated.

**26.7.14 Annual Review**

The Centre shall, at the end of each financial year, prepare a review, incorporating the proposed computerization of operations and actual achievements, upgradation of the system, various training programmes organized for the University employees, etc.

## CHAPTER - 27

### 1<sup>1</sup> FINANCIAL POWERS OF VARIOUS OFFICIALS/FUNCTIONARIES

- 27.1 Heads of Deptt. included in the Faculties of Life Sc; Pharma Sc., Physical Sciences, Engg. & Technology, and the Departments of Geography, Psychology, Defence and Strategic Studies, and Principals/Directors of University Centres/Institutes, DSW, University Engineer, and such other Departments as the Vice-Chancellor may include.
- 27.2 Other Heads of the Deptt. including Librarian, Provost, Medical Officer, Director, Youth Welfare, Director of Sports, Manager, University Press and other Branch Officers
- <sup>2</sup>27.3 Principal Investigator/Co-ordinator of Research Projects/Scheme/ Programme shall make purchases
- 27.4 Stationery, furniture, and office equipment shall be supplied generally through the University store for which Heads of the Deptt. shall send an indent to the P & S Branch. Supply will be made according to requirements subject to availability of items in the store. Heads of Deptt. will exercise their powers for purchase of required items only after obtaining a certificate of nonavailability from the Purchase & Store Branch.
- 27.5 Registrar/Finance Officer shall be competent to incur expenditure within the provisions made in the budget estimates, pass bills and make payments in relation thereto. They/he are/is also authorized to make payment of bills, duly passed and forwarded by Head of Teaching
- Any individual bill upto
- (i) Rs. 2,000/- (without quotation)
- (ii) Rs. 10,000/- (on lowest quotation)
- (i) Rs. 2,000/- (without quotation)
- (ii) Rs. 5,000/- (on lowest quotation)
- (i) Upto Rs.5000/- without calling quotations as per purchase rules in vogue. The purchases above Rs.5000/- to Rs.25,000/- shall be made by the Principal Investigator/Co-ordinator in individual capacity by calling atleast three quotations.
- (ii) Above Rs.25,000/- and below Rs.5.00 lac through a Committee called Project Purchase Committee (PPC) comprising of Director (Research)–Chairman, PI/Co-ordinator, HOD/Nominee, one faculty member nominated by Dean of the Faculty concerned, Finance Officer/nominee and A.R./Incharge (P&S)/nominee by inviting atleast three quotations.
- (iii) Purchases worth Rs.5.00 lac and above shall also be made by the above PPC (as at ii) by inviting tenders. Tender notice should be published in atleast two national dailies.

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1. Approved by the E.C. vide Reso. No. 24 dt. 15.1.2008.  
2. Approved by the E.C. vide Reso. No. 36 dt. 11.11.2013.

Department, Heads of Institution and other Officers, in accordance with the powers delegated to them.

Details of financial powers to be exercised by the Registrar and Finance Officer shall be as under :

- |  |              |
|--|--------------|
| 1. Purchases on lowest quotation basis/approved sources. | Full powers  |
| 2. Single/lower of the two/higher quotation basis.       | Rs. 50,000/- |
| 3. Execution of work                                     | Rs. 50,000/- |

Branch Officers may exercise these powers upto Rs. 2,000/- (without quotation) and Rs. 5,000/- on lowest rates by inviting quotations).

- 27.6 Minor repair of vehicles costing upto Rs. 2,000/- will be allowed by the Transport Officer, and above this limit by the Registrar. If some defect occurs due to negligence of the driver, responsibility for the same shall be fixed by the Transport Officer for suitable disciplinary action against him by the competent authority.
- 27.7 Controller of Examinations will be competent to sanction expenditure within the budget provisions relating to conduct/operation of examinations.
- 27.8 Powers of passing/signing of bills shall be exercised by the Superintendents of the Accounts Branch. They are also empowered to pass bills for payment relating to fixed charges such as salary of staff and all kinds of allowances at rates fixed by the competent authority. They will also pass bills of other expenditure such as refund of examination fees, remuneration to examiners, paper setters, centre superintendents, scrutineers, and other persons employed for the University examinations/other work on authorized rates.
- 27.9 All payments upto Rs. 2000/- out of University funds shall ordinarily be made from the permanent imprest available with the various departments/branches/offices. Payments against bills of more than Rs. 2,000/- shall ordinarily be made by cheque.
- 27.10 Heads of Department/Registrar/Finance Officer shall keep a regular record of purchases made and will exercise constant watch on the flow of expenditure out of budgeted provision(s).
- 27.11 Heads of Department/Registrar/Finance Officer shall be competent to allow refund securities as admissible under the regulations/agreements, as the case may be.
- 27.12 Heads of departments/Registrar shall not be entitled to incur any expenditure not provided for in the Budget Estimates or, if provided, in excess thereof, without prior sanction of the Vice- Chancellor. He will, however, use his discretion to obtain sanction of the Executive Council where, in his opinion, the same is called for.

## CHAPTER - 28

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### **1 WRITING OFF OF LOSSES OF STORE ARTICLES, CASH, DEMURRAGE, ETC AND FOR DETERMINING STORE ARTICLES AS SURPLUS, OBSOLETE OR UNSERVICEABLE, AND THEIR DISPOSAL**

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- 28.1 It shall be the duty of each Head of Department/Branch Officer and other employees holding charge of any store articles of the University to ensure that these are properly used and no undue damage is caused to them while in store or in use.
- 28.2 All articles shall be carefully maintained and the same shall be got repaired at the earliest, or as and when necessary. Lack of concern for proper maintenance will cause displeasures and is viewed seriously.
- 28.3 Each Head of Department/Branch Officer shall, in the month of December and June every year, get a survey of store articles in his/her department/branch carried out to have a list of such articles prepared as may be required condemnation. He/she will then have an inspection of such articles held by a Standing Condemnation Committee which, after verifying the condition of such articles, may declare the same condemned.
- 28.4 i) Standing Condemnation Committee for the purposes of determining/ declaring store articles valuing Rs. 50,000/- or more as obsolete, unserviceable and beyond economical repairs, shall consist of the following :
- a) Head of the Deptt./Branch Officer concerned - Convenor
  - b) Finance Officer (or his nominee)
  - c) Assistant Registrar (General)
- Where some electrical, electronic, mechanical equipments, etc., are proposed to be declared concerned, one S.D.E. (Electrical) or some expert nominated by the Registrar shall also be associated with the above Committee.
- ii) The constitution of the Standing Condemnation Committee for declaring articles valuing upto Rs. 50,000/- as condemned will be as under and it will visit all Deptts./ Offices of the University at least once in a quarter :
1. Nominee of Finance Officer
  2. Nominee of the Registrar
  3. Assistant Registrar (General) - Convenor
- The proceedings of these Committees shall be submitted to the Registrar for approval. Thereafter the HOD/Branch Officer concerned shall arrange to have all such stores/items alongwith their list shifted to the Salvage Store within two weeks positively for disposal through auction as per rules.
- 28.5 If a many of items are to be written off on one occasion, the total value of store at that time shall be taken into account for the purpose of condemnation. The value of store shall be computed on the basis of book value of each item.

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1. Approved by the E.C. vide Reso. No. 24 dt. 15/1/2008.

- 28.6 Losses on account of breakage of crockery/utensils in the University Guest House/Faculty House shall be written off by the competent authority on actual basis. In respect of University Canteens, losses on account of breakage of crockery/utensils upto a limit of 2% of total annual income may be written off by the competent authority.
- 28.7 In case where loss is caused through fraud, forgery, defalcation, or intentional negligence on the part of any employee (warranting disciplinary action) or through flaw in rules and procedures (requiring rectification or amendments therein), Finance Officer will first review any such case and make a report to the Registrar/Vice-Chancellor for further action/orders in the matter.
- 28.8 A copy of sanction of write off proposal shall be endorsed to the Finance Officer in the proforma as at Annexure-I with a copy to the Assistant Registrar (General), alongwith the recommendations of the Committee. The date of purchase of articles and their prescribed life shall be mentioned. When it is found that the disposal of a particular item of store is not due to its normal wear and tear, the responsibility for the loss, if any, shall be fixed and recovery to the extent possible effected/made from the defaulter.
- 28.9 Disposal of all unserviceable and obsolete articles shall be done by a Committee consisting of the following every quarter or as per requirement :
- i) Finance Officer (or his nominee)
  - ii) Nominee of the Registrar
  - iii) University Engineer (or his nominee), if necessary
  - iv) Assistant Registrar (General)- to convene meetings
- 28.10 Powers to sanction write off losses shall be exercised as under :

Nature of loss	Vice-Chancellor	Registrar	D.S.W./D.C.D.C./Heads of the Depts./Chairman, Sports Committee/Provost/Controller of Exams./Finance Officer/Librarian/Director, MDU PGRC/Director, UILMS/Principal	Branch Officer
1.	2.	3.	4.	5.
Loss not due to theft or negligence	Rs. 5,00,000/- in each case after conducting enquiry	Rs. 10,000/- in each case, and 1,00,000/- in each case after conducting enquiry	Rs. 2,000/- in each case	Rs. 500/- in each case

**Note :-**

- (a) In case of theft, an F.I.R. shall be lodged by the concerned Head of the Department/Branch Officer with the Police as soon as an incident of theft comes or is brought to his/her notice and obtain a copy thereof. An intimation about the theft shall also be sent to the Registrar, who may, if it appears to him that it is not a case of theft and responsibility needs to be fixed, order a departmental enquiry in the matter.
- (b) If the Police is not able to trace the culprit and issues untraceable report, the loss on account of theft shall be written off by the competent authority.

- (c) Powers under clause-10 above shall apply to write off of store articles only, and not to the loss of University money, irrecoverable loans, advances, etc.
  - (d) Powers with regard to write off of losses of cash shall be exercised by the Vice-Chancellor only. Where deemed necessary by him, he may bring the fact to the notice of the Executive Council with necessary details.
- 28.11 Physical verification of store articles of all Departments/Offices of the University shall be carried by the Estate Officer each year and deficiencies pointed out. The Head of the Department/Branch Officer concerned shall fix responsibility for deficient articles, if any. However, if any item is found surplus during physical verification, the same shall either be transferred to the main store or taken on stock of the Deptt./Branch.
- Any transfer of store articles within the Branches/Offices shall be carried out only after making corresponding entry in the relevant stock registers. The HOD/Branch Officer concerned shall be personally responsible for settlement of any Audit Para/Requisition relating to the report of the Estate Officer on the Annual Physical Verification of stores of the concerned Deptt./Branch.
- 28.12 The General Branch shall maintain a Salvage Store under the charge of a Superintendent where condemned stores from all Deptts./Offices shall be transferred as per these rules and the same be entered in the Salvage Store Register itemwise. The Branch shall organize auction of all such material after following due procedure at least twice in a calendar year. Proceedings of auction shall be got approved by the Registrar. The Committee competent to hold such auction shall be the same as given in Clause-9 above and the sale proceeds deposited with the University Cashier immediately.

**Annexure - I**

**Proforma for Sanction to Write Off Items Declared  
Condemned/Obsolete**

Name of Department/Branch \_\_\_\_\_

Sr. No.	Particular of Store/Items	Qty.	Unit Rate	Cost	Date of Purchase	Prescribed Life if any
	1.	2.	3.	4.	5.	6.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Brief reason for write off	Action taken to fix responsibility, if any		Orders of the competent authority to write off		Remarks
7.	8.		9.		10.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Certified that the loss does not disclose any defect in the system and that there has not been any serious negligence on the part of any individual officer/official which may call for disciplinary action requiring order of the higher authority.

Date : \_\_\_\_\_

**(Signature of Head of Dept/Branch Officer)**

## Chapter – 29

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### VICE-CHANCELLOR'S DISCRETIONARY FUND

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- 29.1 The Fund shall be called the “Maharshi Dayanand University Vice-Chancellor’s Discretionary fund”.
- 29.2 The Fund shall comprise of the allocation made annually by the Maharshi Dayanand University, Rohtak out of its funds.
- 29.3 <sup>1</sup>[The Vice-Chancellor at his discretion may sanction expenditure out of this fund for the benefit of students and employees of the University upto a limit of Rs. 15,000/- in each case.]

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1. Amended vide E.C. Reso. No. 49 dt. 30.05.1994.

## Chapter – 30

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### VICE-CHANCELLOR'S FUND

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#### 30.1 Short Title and Commencement

These rules may be called 'The Maharshi Dayanand University Vice-Chancellor's Fund Rules'.

#### 30.2 Definitions

In these rules unless the context other wise requires :

- (i) 'Fund' means the M.D. University Vice-Chancellor's Fund.
- (ii) 'Subscriber' means a person who voluntarily pays and includes an employee who authorises his employer to pay, on his behalf, from out of his earned salary into the 'Fund'.
- (iii) 'Cash' includes legal tender coin, currency and bank notes, cheques payable on demand, Reserve Bank, Government Drafts, Demand Drafts and revenue stamps and also a 'Purse'.
- (iv) 'Committee' means the Committee appointed for administering the 'Fund'.
- (v) 'Chairman' means the Chairman of the Committee.
- (vi) 'Secretary' means the Honorary Secretary of the Committee.
- (vii) 'Drawing & Disbursing Officer' means 'Secretary' or any other officer who may be empowered to draw and disburse money from the 'Fund'.
- (viii) 'Competent Authority' means the Committee or such other authority to whom powers in this behalf may be delegated.
- (ix) 'Year' means 'Academic year' of the University.
- (x) 'Auditor' means the Joint Director (Audit) deputed by the Local Fund Accounts Department, Haryana for auditing the University Accounts.

#### 30.3 Incorporation

The Vice-Chancellor of the University, who is the ex-officio Chairman of the Committee and the first members of the Committee, that may be nominated by the Vice-Chancellor, and all persons who may hereafter become or be appointed as such, respectively, so long as they continue to hold such office or membership, shall be constituted into a 'body' known as, 'The M.D. University Vice-Chancellor's Fund Committee', and shall have perpetual succession and a common seal.

#### 30.4 Fund

- (1) The following shall constitute the 'Fund':

Any contribution or grant, in cash, by a person or group of persons, institution, local body of government in the form of request, donation or endowment :

Provided that, no benefaction shall be accepted, which in the opinion of the Committee, involves conditions or obligations opposed to the spirit and objects of the M.D. University, Rohtak.

- (2) The 'Fund' will be held in trust and shall be administered by a Committee of seven, who shall be:

- (i) the Vice-Chancellor, ex-officio Chairman;
- (ii) two representatives of the Executive Council;
- (iii) two representatives of the Academic Council;
- (iv) two nominees of the Vice-Chancellor;

One of these members would work as Secretary of the Committee.

### **30.5 Custody of the 'Fund'**

The 'Fund' shall be kept separate from the other funds of the University, in a Bank or invested in securities authorised by the Indian Trust Act, 1882.

### **30.6 Periodical Review**

The Committee shall conduct periodical reviews of the income and expenditure and will devise means for stepping up the resources and the 'Fund'.

### **30.7 Annual Report**

The Secretary shall prepare the Annual Report on behalf of the committee, for its submission to the Executive Council.

### **30.8 Duties and Powers of the Committee**

The committee shall take all steps, do all acts and exercise all powers for the promotion and proper utilization of the 'Fund'.

### **30.9 Duties of the Secretary**

It shall be the duty of the Secretary --

- (i) to be the custodian of the records, common seal and such other property belonging to the committee, as the Vice-Chancellor shall commit to his charge;
- (ii) to conduct the official correspondence of the Committee;
- (iii) to issue all notices and convene meetings of the Committee; and
- (iv) to keep the minutes of all meetings.

### **30.10 Meetings**

- (i) The Committee shall meet every two months and at such other time, when called by the Secretary, under the directions of the Vice-Chancellor, or as may be necessary, for the disposal of business.
- (ii) The Chairman, if present, and in his absence a member elected by those present to perform the duties of the Chairman, shall preside over all meetings of the Committee.
- (iii) Four members shall form a quorum.
- (iv) All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote and in case of tie, he shall have a second or a casting vote.

### **30.11 Proceedings not invalidated by vacancies:**

No act or proceedings of the Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

### **30.12 Responsibility for Maintenance of Accounts :**

- (i) It will be responsibility of the Secretary to see that all persons who receive or pay on behalf of the Committee maintain and render proper accounts thereof in such manner that information in regard to all receipts and expenditure could be deduced therefrom, as required, from time to time. All accounts shall be kept so clean, the details so fully

recorded and the initial record of payments made so clear, explicit and self contained as may produce a convincing and satisfactory evidence of facts in a court of law.

- (ii) The secretary shall render to the Committee and to the Executive Council accurately and promptly, such accounts and returns, exhibiting the position of those transactions in relation to the 'fund', as may be required of him, from time to time.
- (iii) All moneys received and expended on behalf of the committee will be credited into and withdrawn from the 'fund'; and
- (iv) No eraser shall be made in any Account Book, Register, Form or Voucher, and if any correction has to be made, it shall be made neatly and attested by the Secretary.

### **30.13 Application of 'Fund'**

The 'Fund' shall be applicable to the matters enumerated below and incidentally connected therewith :-

- i) The provision and maintenance of office;
- ii) Salaries and allowances of the servants appointed and actual expenses incurred by the Vice-Chancellor or the members on journeys, performed in relation to the 'fund' and other business of the Committee;
- iii) Stationery and printing charges for the office;
- iv) Audit fee, if any;
- v) For providing relief to deserving students of the University;
- vi) Advertisement charges;
- vii) Expenses of a public meeting, function or exhibition, arranged in relation to raising the 'fund';
- viii) Contribution for becoming a member of any other body or society, having similar objects, with the 'fund'; and
- ix) Any other extra-ordinary charges of like nature.

### **30.14 Grant of Receipts**

A receipt in duplicate shall be made out by carbon process with an indelible pencil. The original will be given to the person paying the subscription and duplicate carbon copy retained in the office as office copy. The Secretary shall, however, satisfy himself that the amount so received has been properly entered in the 'Cash Book'. The receipt will be signed by the Secretary or by the person authorized by him to do so.

### **30.15 Receipt of Payment by Cheque**

If the payment is received by a cheque or demand draft, the Secretary shall cause an entry of the cheque or demand draft to be made in the Register of Cheques and Drafts to be maintained in a prescribed form for the purpose. No receipt shall be given until the cheque or demand draft has been encashed. The cheques and the demand drafts, may, however, be acknowledged and final receipt of the amount be issued only when the amount is brought to account in the Cash Book. If the payment is received by a cheque, drawn on a bank, it shall be endorsed by the person in whose favour it is drawn, with the words, "Received payment by transfer-credit to the Vice-Chancellor's Fund", before it is sent to the Bank where the fund is kept.

**30.16 Receipt of Money by Money Order**

When money is received by money order, entry of the amount so received shall forthwith be made in the Cash Book and initialed by the Secretary. A separate official receipt shall also be issued, therefore.

**30.17 Withdrawals**

All cheques for withdrawals of money, shall be drawn and signed by the Secretary, after he has satisfied himself that the amounts entered therein are the same as are shown in the bills.

**30.18 Register of Deposits**

A register of deposits in cash received by the Committee shall be maintained in the prescribed form.

**30.19 Audit**

The accounts relating to the 'fund' shall be subject to audit annually by the Auditors.

## Chapter – 31

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### THE TEACHER'S WELFARE FUND

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- 31.1 The Fund shall be called the “Maharshi Dayanand University Teacher’s Welfare Fund”.
- 31.2 The Fund shall comprise of :-
- (i) <sup>1</sup>[An amount of Rs. 10,000/- per year shall be transferred to the Teacher’s Welfare Fund from the Examination Budget Head.]
  - (ii) any other amount which may be contributed specifically to this Fund from any source.
- 31.3 The objects of the Fund shall be :-
- (i) to provide Holiday Home(s) in Hill Station(s);
  - (ii) to provide financial aid to children of University/College teachers on the premature death of a teacher; and
  - (iii) any expenditure which is considered by the Vice-Chancellor as being a fit charge on the Fund for purpose essentially in the interest of the teachers.
- 31.4 The Fund shall be maintained under a separate head by the University and will be operated upon by the Vice-Chancellor. He may, if deemed necessary, constitute a committee to advise him in the matter.

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1. Amended vide E.C. Reso. No. 44 dt. 25.03.1999.

## Chapter – 32

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### **PAYMENT OF OVER-TIME ALLOWANCE TO THE UNIVERSITY EMPLOYEES WHO ARE CALLED UPON TO WORK BEYOND OFFICE HOURS OR ON SUNDAY/HOLIDAYS**

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- 32.1 These rules shall apply to all 'B', 'C' and 'D' (Non-teaching and non-research) employees of the Maharshi Dayanand University Rohtak, upto the level of Assistant or equivalent.
- 32.2 The overtime allowance shall not be claimed as a matter of right and shall be recommended by the Head of the Department/Branch Officer only when absolutely necessary and when a date bound work is to be attended to.
- 32.3 The overtime allowance shall be paid subject to the satisfactory performance of work. A certificate to this effect shall be required to be furnished by the concerned Branch Officer/Head of the Dept. concerned.
- 32.4 No compensatory leave shall be admissible to an employee for the period for which payment of overtime allowance has been made.
- 32.5 No overtime allowance shall be admissible for :
- (a) working upto one hour immediately after the close of office hours; and
  - (b) more than three hours on a day (including holidays/Sundays); and the fraction of half an hour will be ignored.
- 32.6 Payment of overtime allowance for working before/after office hours and Sundays/Holidays shall be determined on the basis of emoluments as under :-

Pay (excluding Grade pay)	Rate of Overtime Allowance per hour
Upto Rs. 6810/-	Rs. 40/-
From Rs. 6811/- to Rs. 8470/-	Rs. 50/-
From Rs. 8471/- to Rs. 11160/-	Rs. 60/-
Rs. 11161/- and above	Rs. 90/-

Conditions:

- 1) That the staff should be put on overtime basis in utmost essential circumstances only.
- 2) Prior approval of the competent authority must be obtained to put the non-teaching staff on overtime basis.
- 3) The Staff required to work on overtime basis will work under the direct supervision of the Superintendent/Branch Officer/Head of Department.
- 4) The concerned Superintendent/Branch Officer/Head of Department will certify daily that the staff has actually worked on overtime for the duration for which the overtime allowance has been sanctioned to him/them, on the overtime Register as well as on the overtime claim proforma under his full signatures.
- 5) These rates will continue atleast for a period of 5 years and further enhancement in overtime allowance will be reviewed only after expiry of 5 years.

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1. Amended vide E.C. Reso. No. 39 dt. 12.10.2012.

## Chapter – 33

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### THE HOSTEL FUNDS

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#### THE HOSTEL FUNDS

33.1 'Every year in the month of April, the Warden of each Hostel will prepare the estimates of income and expenditure for the next academic year under various heads. Every Provost shall ask one of the Wardens to compile the information in respect of all boys and girls hostels respectively on the uniformly devised proformae. These estimates will be considered by the following committee:

1. Dean, Students' Welfare - Chairman
2. Provost (Boys)
3. Provost (Girls)
4. Finance Officer
5. Warden (One each from Boys and Girls of which one shall be Secretary)

The Budget Estimates recommended by the above committee shall be put up to the Vice-Chancellor for approval. This exercise shall normally be completed by April end every year. No expenditure not provided in the Budget Estimates and/or above the budget provision will be incurred without the prior approval of the Vice-Chancellor.

Head of Expenditure	Nature of Expenditure	Financial Powers
Utensils and Furniture Fund	(a) Repair of furniture, utensils fittings and fixtures etc.	(a) Warden : upto Rs. 100/- Provost : full powers.
	(b) Replacement of existing furniture, utensils, fittings and fixtures etc.	(b) Provost : Full powers after the articles have been declared unserviceable by the Provost and written off.
	(c) Annual subsidy to the Mess contractors for replacement of crockery, tinning of utensils etc.	(c) Not exceeding Rs. 2/- per boarder per annum on the total strength as on 31st August of the year.
	(d) Purchase of furniture, crockery, utensils, fixtures and fittings.	(d) Provost: full powers subject to anc availability of funds.
	(e) Expenditure regarding advertisement and tenders in the News-papers.	(e) Warden : upto Rs. 100/- Provost: full powers.
Establishment Fund	(a) Salary of Mess servants/ Ward Bearers (Appointments to be approved by the Provost)	(a) Warden : full powers

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1. Amended vide E.C. Reso. No. 23 dt. 16.08.2010.

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|--|---|
| <p>(b) Salary of Hostel Estt. other than Mess servants and Ward Bearer (Appointments to be approved by (i) Provost in case of Class-D Posts and (ii) by Vice-Chancellor in other cases.</p>  | <p>(b) Warden : full powers</p>   |
| <p>(c) Uniforms to Sweepers and other Class-D Employees paid out of this fund.</p>   | <p>(c) Warden : as per scales laid down by the University for Class-D Employees.</p>  |
| <p>(d) Uniform to Mess servants and Ward Bearers.</p>  | <p>(d) Provost: as per scale given below :</p> <p>(i) Two Summer Uniforms (i.e. 2 coats and 2 pents every year).</p> <p>(ii) One Woolen Jersey every alternate year.</p> <p>(iii) Canvas/Rubber Shoes every year.</p> <p>(iv) One white Bearer's Uniform every year for use at special functions.</p> |
| <p>(e) Leave Salary/Provident Fund contributions of University employees lent to the Hostels and other employees paid out of fund.</p>   | <p>(e) Warden : as per University Rules</p>   |
| <p>(f) Contingencies including postage, flit, phenyle, Vim and other articles for sanitation in the Hostels, replacement and purchase of bulbs or electric tubes (other than the tubes for student room) table cloths, curtains, heating and cooling equipment, locks and flower pots etc.</p> | <p>(f) Warden : upto Rs. 100/- per item.<br/>Provost : full powers.</p>   |
| <p>(g) Full washing charges of Ward Bearers Uniforms.</p>  | <p>(g) Warden : upto Rs. 100/-<br/>Provost : full powers</p>  |
| <p>(h) Horticulture articles such as manure. D.D.T. Kassi, Khurpa, Talwar, Scissors Grass cutting machine, cutting plas, Baskets, Rubber water Pipes, Shower, flower Plants for the use of Malis.</p>  | <p>(h) Warden : upto Rs. 100/-<br/>Provost : full powers</p>  |
| <p>(i) Dustbins</p>  | <p>(i) Warden : upto Rs. 100/-<br/>Provost : full powers</p>  |
| <p>(j) Looking glass, Soap, Towels, Rixin cloth etc.</p>   | <p>(j) Warden : upto Rs. 100/-<br/>Provost :full powers</p>   |
| <p>(k) Washing charges of sofa cover, curtains.</p>  | <p>(k) Warden : upto Rs. 100/-<br/>Provost : full powers</p>  |
| <p>(l) If a Ward Bearer Completes eight months sevice in a Hostel, he is entitled to get one months summer vacation</p>  | <p>(l) Warden : upto Rs. 100/-<br/>Provost : full powers</p>  |

salary if he rejoins the Hostel's service.

	(m) Telephones	(m) Warden : upto Rs. 100/- Provost :: full powers
Common Room Fund	(a) Newspapers & Magazines etc. (list to be approved by the Provost)	(a) Warden : full powers, according to requirements and subject to availability of funds.
	(b) Purchase & repair of Common Room soft furnishings including painting, Radio-sets, Radio- appliances, Decoration pieces etc.	(b) Warden : upto Rs. 100/- Provost : full powers
	(c) Radio Licence fee.	(c) Warden : full powers
	(d) Salary of Common Room Peon (Appointment to be approved by the Provost).	(d) Warden : payment as fixed by the University for Class- D employees.
	(e) Leave Salary P.F. contribution of Common Room Peon.	(e) Warden : as per University Rules
	(f) Uniforms of Common Room Peon	(f) Warden : as per scale laid down by the University for Class-D employees
	(g) Expenditure in connection with academic, social and cultural functions including prizes and entertainment of participants	(g) Warden : upto Rs. 30/- per item Provost: above Rs. 30/- per item
	(h) Purchase of games material for out-door and in-door games.	(h) Provost: full powers
	(i) Charges of dinner, coffee or tea served to the guests	(i) Warden : upto Rs. 100/- Provost: full powers
	(j) Charges of photograph of participants	(j) Warden : upto Rs. 100/- Provost : full powers
	(k) Any other item of direct and indirect benefits to the students	(k) Vice-Chancellor : full powers
Special Fine and Delay Fine Funds	Any other expenditure for the benefits of the students whenever necessary in the Hostel.	Warden : upto Rs. 100/- Provost: full powers

33.2 The Warden shall maintain Current Accounts with the State Bank of India into which all income realised on a day on account of Hostel Funds shall be credited in full. All payments will be made only through cheques and after getting these pre-audit by the Resident Audit Officer and/or internally checked by the University Office.

33.3 Previous sanction of the Provost/Vice-Chancellor shall be obtained whenever necessary.

33.4 Quotations/tenders shall be invited for all purchases exceeding Rs. 500/-. The Warden shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Provost shall be obtained, giving reasons for accepting the higher rates, before the order is placed.

33.5 The Warden shall keep stock register of purchases made and shall watch the flow of expenditure in the register maintained for the purpose to avoid excess expenditure over the provision.

- 33.6 Warden can write off the articles which were purchased out of Hostel funds upto Rs. 50/- and Provost upto any extent.
- 33.7 Warden can impose or remit the fine upto Rs. 50/- and the Provost can impose or remit above Rs. 50/-.
- 33.8 Provost can sanction upto Rs. 500/- for the expenditure of any item which is not included under the expenditure head.
- 33.9 Expenditure on items not specifically mentioned in these rules can be incurred with the sanction of the Vice-Chancellor.
- 33.10 Provost shall submit a detailed annual report about the hostel affairs with special reference to amenities available to the hostellers and the purchases made/expenditure incurred.

## CHAPTER - 34

### **RULES FOR COMPASSIONATE ASSISTANCE TO THE DEPENDENTS OF DECEASED UNIVERSITY EMPLOYEES**

- 34.1 (i) These rules may be called the M.D. University Compassionate Assistance to the dependents of Deceased University Employees Rules, 2006.
- (ii) They shall come into force from 1.8.2006.
- 34.2 The object of the rules is to assist the family of a deceased/missing University employee of Group A, B, C and D category, in tiding over the emergent situation, resulting from the loss of the bread-earner while in regular service by giving financial assistance.
- 34.3 The eligibility to receive financial assistance under these rules shall be as per the provision in the pension/family pension scheme, 1964.
- 34.4 An eligible family member of deceased/missing University employee shall make an application in Form 'A' for compassionate financial assistance.
- 34.5 (i) On the death of any University employee, the family of the employee would continue to receive as financial assistance a sum equal to the pay and other allowances that was last drawn by the deceased employee in the normal course without raising a specific claim-
- (a) for a period of fifteen years from the date of death of the employee, if the employee at the time of his death had not attained the age of thirty five years;
- (b) for a period of twelve years or till the date the employee would have retired from University service on attaining the age of superannuation, whichever is less, if the employee at the time of his death had attained the age of thirty-five years but had not attained the age of forty eight years.
- (c) for a period of seven years or till the date the employee would have retired from University service on attaining the age of superannuation, whichever is less, if the employee had attained the age of forty eight years.
- (ii) The family shall be eligible to receive family pension as per the normal rules only after the period during which he receives the financial assistance as above is completed.
- (iii) The family of a deceased University employee who was in occupation of a University residence would continue to retain the residence on payment of normal rent/license fee for a period of one year from the date of death of the employee.
- (iv) Within fifteen days from the date of death of a University employee, an ex-gratia assistance of twenty five thousand rupees shall be provided to the family of the deceased employee to meet the immediate needs on the loss of the bread earner.
- (v) House Rent Allowance shall not be a part of allowance for the purposes of calculation of assistance.

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1 Approved by Executive Council vide Resolution No. 9 dated 23.12.2006.

- 34.6 All pending cases of ex-gratia assistance shall be covered under the new rules. The calculation of the period and payment shall be made to such cases from the date of notification of these rules. However, the families will have the option to opt for the lump sum ex-gratia grant provided in the Rules, 2003 or 2005, as the cases may be, in lieu of monthly financial assistance provided under the University Compassionate Assistance to the dependents of the Deceased University Employees Rules, 2006.
- 34.7 If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Government in the Department of General Administration (In General Services-II Branch) whose decision thereon shall be final.
- 34.8 The University Compassionate Assistance to the dependents of the Deceased University Employees Rules, 2005 which are in force immediately before the commencement of these rules are hereby repealed:

Provided that families will have the option to opt for the lump sum ex-gratia grant provided in the Rules, 2003 or 2005, as the case may be, in lieu of monthly financial assistance provided under these rules:

Provided further that in all pending cases where the family exercises the option to receive the financial assistance under these rules, the calculation of the period and payment shall be made from the date of notification of these rules.

NOTE: For future, the Vice-Chancellor has been authorized to adopt amendments/clarification issued by the State Govt. from time to time vide Executive Council Resolution No. 9 dated 23.12.2006.

**FORM 'A'**

**(See Rule-4)**

**Application form for compassionate financial assistance**

1. Full information of the deceased/missing University employee:

- (i) Name :
- (ii) Date of Birth :
- (iii) Date of Joining of employee :
- (iv) Date of death (with proof) :
- (v) Date of missing :
- (vi) Designation and pay scale :

2. Full information of Applicant:

- (i) Name :
- (ii) Full Address :
- (iii) Relation with the deceased/  
missing Government employee :
- (iv) Detailed information regarding  
Dependents of deceased/missing  
Government employee :

Sr. No.	Name	Relation	Age/Date of Birth	Occupation	Married/ Unmarried
1	2	3	4	5	6

3. Monthly income of family from all Sources :

4. Any other information :

**Place:**

**Date:**

**Signature of the applicant**

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**DETERMINING THE RATES FOR EDITING, WRITING  
AND COMPILING TEXT BOOKS OF THE UNIVERSITY**

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- 35.1 The Board of Studies concerned will lay down broad outlines of the courses of study and also fix the number of pages for text and annotation (notes) portions separately. It will also indicate the number of short stories/poems/passages etc. to be included.
- 35.2 The Board of Studies shall also recommend panel of three names for preparing each anthology. No name shall appear in more than one panel. The Vice-Chancellor shall select one name out of three names given in the panel, to prepare the anthology.
- 35.3 The compiler shall be given thirty days to submit the table of contents. Before starting the work he will contact the Chairman, Board of Studies concerned to hold the preliminary discussion, the table of contents will be placed before the Editorial Board consisting of Chairman, Board of Studies concerned; one senior most teacher in the University Department; and one teacher in the subject from the affiliated/maintained colleges having teaching experience of not less than 10 years to be nominated by the Chairman, Board of studies for approval within 15 days.
- 35.4 While submitting the anthology, the compiler shall also submit a certificate alongwith manuscript that the contents of the anthology prepared by him do not contain any prejudicial material.
- 35.5 After the table of contents has been approved by the Editorial Board, the compiler will submit to the University two typed copies of the manuscript within a period of 60 days, which can be extended by the Vice-Chancellor upto 30 days. One copy of manuscript submitted by the compiler will be referred to the reviewer-cum-vetter to be appointed by the Vice-Chancellor from the panel of three names recommended by the Chairman, Board of Studies concerned.
- 35.6 The anthology reviewed and vetted by the reviewer-cum-vetter shall be referred to the Editorial Board for final approval and after such approval is accorded, the same shall be got published by the University.
- 35.7 While submitting the table of contents, the compiler shall also give the names and addresses of the copyright holders so that simultaneously the copyright permission may be obtained. For copyright fees included the anthology payment will be made to copyright holders on the following basis:
- a) **For Indian copyright holders** : 5 percent pro-rata royalty i.e. 5 percent of the published price to be divided amongst copyright holders in the ratio which rate their pieces bear to the total number of pages of the anthology in which the pieces are included; or lumpsum fees, as may be determined through negotiation subject to the approval of the Vice-Chancellor.

**b) For Foreign copyright holders :** According to the terms (Prorata royalty or lumpsum fees), as may be determined through negotiation. The compiler and the reviewer-cum-vetter will be paid as follows :

a) i)	Anthologies of Poetry (20×30/16 size)	For compiling Rs. 15/- per per printed	For reviewing-cum-vetting Rs. 3/- per printed page
ii)	Anthology of Prose (Short Stories, One Act Plays, Essay etc.)	Rs. 12/- per printed page	Rs. 2/- per printed page

b) For text books of 18×22/8 size, the rates of compiling and reviewing-cum-vetting for 20× 30/16 size, as above, be enhanced by 20%.

35.8 The remuneration payable to the Compiler includes one final proof reading also. Typing charges for the manuscript (two copies) be paid @ Rs. 1.50 paise per page for Hindi and English typing and Rs. 2/- paer page for Sanskrit typing.

35.9 Sale price of the book may be fixed as 2½ time the cost of production which will include the remuneration paid to the compiler, reviewer-cum-vetter, royalty to copyright holder/cost of paper, composing, printing and binding and other incidental charges.

## Chapter – 36

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### **REFRESHMENT FOR THE MEMBERS OF VARIOUS STATUTORY AUTHORITIES/BODIES AND STANDING COMMITTEES ETC.**

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- 36.1 i) <sup>1</sup>[Rs. 30/- per head for the members of the Court, Executive Council, Academic Planning Board, Finance Committee, Admission Committee, Selection Committees, Faculties, Boards of Studies, Common Syllabi Committees.
- ii) Rs. 20/- per head for the members of the Academic Council.
- 36.2 Rs.15/- per head of the members of other Standing Committees constituted by the Vice-Chancellor or the Registrar.
- 36.3 Rs.10/- per student, Faculty member or Guests chargeable to amalgamated Fund<sup>2</sup>.
- 36.4 The Driver(s) and Security Guards accompanying the Officers/outside expert shall also be provided free lunch/dinner/refreshment.

The number of members shall be certified by the Branch Officer/Head of the organizing Department/Unit and the supporting staff of the Branch/Department will also be entitled for refreshment.

In case of long meeting, the refreshment may be served twice, which shall also be certified by the Branch Officer/Head of the Department.

- <sup>2</sup> [The Vice-Chancellor is competent to sanction the expenditure over and above the limits prescribed as a special case, on merits of each case.]

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1. Approved by Executive Council vide Resolution No. 28 dated 30.11.2011.  
2. Approved by Executive Council vide Resolution No. 80 dated 20.08.1997.

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF SUITS

Annual Sr. No.	Name and Designation of Plaintiff	Address	Name of Claim/ Suit	Value of Claim  Rs.	Name of Court and Case No.	Date of Institution	Details of cost incurred		
							Date	On what account	Amount  Rs.
1	2	3	4	5	6	7	8	9	10

Date of Decision	Abstract of Final Order	Sign. of DDO	Date of Payment/ Recovery	Result of Appeal or Revision, if filed	Remarks	Sign. of DDO
11	12	13	14	15	16	17

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**  
**FORM FOR PREPARATION OF BUDGET ESTIMATES AND REVIVED BUDGET ESTIMATES**

1. Name of scheme :
2. Year of start :
3. Probable period of expiry of scheme :
4. Department/Institute/Directorate/Office :
5. (a) Anticipated income in the next year :
- (b) Budget income in the current year :
6. Source of finances :
7. Budget estimates for the next year :

**Statement of Revised Budget Estimates for the Year \_\_\_\_\_ and Budget Estimates for the Year \_\_\_\_\_**

S.No.	Head of Account	Budget Estimates for the current year (Rs.)	Actual Expenditure upto 30th Sept. of the current year (Rs.)	Estimated Expenditure from 1 <sup>st</sup> Oct. to 31 <sup>st</sup> March of ensuing year (Rs.)	Revised Budget Estimates for the current year (Rs.)	Additional Requirement, if any, with full details & Justification (Rs.)	Budget Estimates for the ensuing year (Rs.)	Justification
1	2	3	4	5	6 (4+5)	7 (6-3)	8	9
<b>Total</b>								

Sign of Head of Dept./DDO

Various Heads of Accounts are given below :

1. Salaries
2. Uniform & Liveries
3. Office Expenses
4. Travel expenses
5. e-Governance
6. Rent, Rate & Taxes
7. Contingencies (Recurring)
8. Contingencies (Non-Recurring)
9. Advertising & Pub.
10. Prof. & Spl. Services (Outsourcing)
11. Payment out of Discretionary Fund
12. Maintenance of works
13. Lands
14. Buildings
15. Motor Vehicles (Acquisition)
16. Machinery & Equipment
17. Materials & Supplies
18. Learning Resources (Books, Journals, etc.)
19. Gratuities
20. Scholarships & Stipends

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

**Budget Estimates for  
Nominal Roll of Establishment of the Dept./Office  
Scheme**

: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

Sr. No.	Post/Designation	Name	Pay-scale	Basic pay as on Ist April of next year	Amount of provision for the year (multiply the pay in Col. 5 by 12)	Date of increment	Rate of increment	Amount of increment for the year	Amount of Spl. Pay for the year	Amount of D.P./I.R.
1	2	3	4	5	6	7	8	9	10	11
Amount of NPA to MIBBS for the year	Amount of CCA for the year	Amount of HRA for the year	Amount of other allowances & Honorarium / L.TC	Amount of medical reimbursement allowance for the year	Provision for Bonus for the year	Total provision of pay [(6+9)=18]	Dearness allowance	University share of CPF/GPF	Total provision for the year (18 to 20)	Remarks
12	13	14	15	16	17	18	19	20	21	22

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

Budget Estimates for : \_\_\_\_\_

Income Statement : \_\_\_\_\_

Actual income of previous to previous year	Revised income of previous year	Budgeted income of current year	Anticipated income for next year	Variation, if any , between (2,3 & 4)	Reasons for variation, if any	Source of income in brief
1	2	3	4	5	6	7

Signature of HOD

### ANNEXURE-II UPGRADATION OF POST UNDER RATIO SYSTEM

Name of Dept.	Name of scheme	Name of employee alongwith original post	Post to which promoted alongwith pay-scale	Date of promotion	Complete Office Order No. and date vide which promotion has been effected under ratio system	Whether the official has been adjusted against regular higher post or not
1	2	3	4	5	6	7

Signature of HOD

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

List of 1<sup>st</sup> excess and surrender statement for the year : Rs. \_\_\_\_\_  
Name of Scheme : \_\_\_\_\_

**Part-A**

Sr. No.	Budgeted income for the year	Actual income upto Sept.	Anticipated income Oct. to March	Total anticipated income	Source of income	Detailed reasons for increase shortfall
1	2	3	4	5	6	7

**Part-B**

S. No.	Standard object of expenditure	Revised budget allocation for the year (Rs.)	Actual expenditure upto 30 <sup>th</sup> Sept. (Rs.)	Anticipated expenditure from 1 <sup>st</sup> Oct. to 31 <sup>st</sup> March (Rs.)	Total expenditure (Rs.)	Excess (Col. 6-3) (Rs.)	Savings (Col. 3-6) (Rs.)	Detailed justification for excess and reason for savings
1	2	3	4	5	6	7	8	9

Signature of Head of Dept./Office

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

List of 2nd excess and surrender statement for the year : Rs. \_\_\_\_\_

### Part-A

S. No.	Budgeted income for the year (Rs.)	Actual income upto 30 <sup>th</sup> Sept. (Rs.)	Anticipated income 1 <sup>st</sup> Oct. to 31 <sup>st</sup> March (Rs.)	Total anticipated income (Rs.)	Source of income	Detailed reasons for increase/shortfall
1	2	3	4	5	6	7

### Part-B

Sr. No.	Standard object of expenditure	Revised budget allocation for the year (Rs.)	Actual expenditure upto 30 <sup>th</sup> Sept. (Rs.)	Anticipated expenditure from 1 <sup>st</sup> Oct. to 31 <sup>st</sup> March (Rs.)	Total expenditure (Rs.)	Excess (6-3) (Rs.)	Savings (3-6) (Rs.)	Detailed justification for excess and reason for savings
1	2	3	4	5	6	7	8	9

Signature of the Head of Dept./Office

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF GRANTS-IN-AID/SCHOLARSHIPS

Grant No. : \_\_\_\_\_

Charged/Voted : \_\_\_\_\_

Sr. No.	Designation of authority issuing sanction	Letter No. & Date	Name of Grantee/Scholarship holder	Purpose of Grant/Scholarship	Special conditions, if any	Amount (Rs.)		Period of the sanction	NOTE OF PAYMENT		
						Recurring	Non-recurring		Vr. No. & Date/Advice No. & Date	Amount Paid	Initials of DDO
1	2	3	4	5	6	7	8	9	10	11	12

13	14	15	16	17
Reference furnishing information regarding fulfillment of conditions attached to the Grant	Letter No. & Date with which utilization certificate is received	Details of unutilized portion surrendered	Remarks and note of final action	Initials of DDO

**Notes:**

1. Separate registers should be maintained for Grants-in-aid and Scholarships.
2. In case, payment is in installments during a year, the periodicity of installment, viz. Quarterly/Half-yearly will be indicated (e.g. Quarterly/1998-99) under Col. No. 8.
3. Sufficient space may be left for the purpose of entering the periodical payments one below the other against relevant Serial No.

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### LOAN REGISTER

Name and designation _____	Employee No. _____	Documents received
Dept./Office _____	Date of joining _____	i. _____
Nature of Loan _____	Date of retirement _____	ii. _____
Amount of Loan _____	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Loan _____	iii. _____
Cheque No. _____	Rate of Interest _____	iv. _____
Date of Cheque _____	PF A/c No. _____	Bank A/c No. _____

Month	Amount Recovered (Rs.)	Balance (Rs.)	Month	Amount Recovered (Rs.)	Balance (Rs.)	Month	Amount Recovered (Rs.)	Balance (Rs.)
March paid			March paid			March paid		
April			April			April		
May			May			May		
June			June			June		
July			July			July		
August			August			August		
September			September			September		
October			October			October		
November			November			November		
December			December			December		
January			January			January		
February			February			February		
March			March			March		



## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### DEMAND AND RECEIPT OF GRANT FROM OTHER AGENCIES

#### PART A

1. Name of the Scheme : \_\_\_\_\_ 2. Period : \_\_\_\_\_  
3. Letter No. & Date of sanction of the Scheme : \_\_\_\_\_ 4. Amount : Rs. \_\_\_\_\_  
5. Share of Agency : \_\_\_\_\_

S. No.	Letter No. & Date of Demand/Receipt No. & date of grant received	Demand Raised (in Rs.)	Amount received (including income) Adjusted			Balance (correct at the end of the year as per GUC) (Rs.) (3-4) 5	Initials of Asstt./DDO	Ref. file No. & page	Remarks
			Grant (Rs.) 4 A	Income (Rs.) 4 B	Total (Rs.) 4 A+ 4B				
1	2	3	4 A	4 B	4 A+ 4B	5	6	7	8



## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### CASH RECEIPT

Book No. : \_\_\_\_\_ Receipt No. : \_\_\_\_\_ Dated : \_\_\_\_\_

Received the sum specified below from Sh./Mrs/Dr. \_\_\_\_\_ through  
cash/MO/Cheque/Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ (if any) on account of the items detailed below.

S. No.	Name of Article	Quantity	Rate ( Rs.)	Amount (Rs.)
1	2	3	4	5
<b>Total</b>				

Amount in words :Rs. \_\_\_\_\_

Signature of the Authorized Officer/Official

Designation:

Note : In case of payment by Cheque, the receipt shall be subject to realization of the amount.



## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### MAIN CASH BOOK

#### Income

Major Head/Sub Head	Budget Head Code	Voucher No.	Amount (Rs.)	Pay-in-Slip No.	Pay-in-Slip Amount (Rs.)	Bank Date
Cash Book date						
Page Total C/F						

**Expenditure**

Major Head/Sub Head	Budget Head Code	Voucher No.	Cheque No.	Amount (Rs.)	Bank Date
Cash Book date					
Page Total C/F					



## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF POSTAL ORDERS RECEIVED

Date	From whom received	Purpose	No. of Postal Order & Date	Amount (Rs.)	Initials of DDO	Date on which sent to Bank	Date on which credit is given by the Bank	Initials of DDO	Remarks
1	2	3	4	5	6	7	8	9	10

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF MONEY ORDERS

S. No.	Date of Receipt	Amount Received	Sender's Name & Address	Purpose	Signature of DDO	No. & Date of Issue Receipt/ Acknowledgement	Date of Entry of MO in the Cash Book	Signature of DDO	Remarks
1	2	3	4	5	6	7	8	9	10

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

**SCHEME-WISE CLASSIFIED STATEMENT OF INCOME**

Dept./Office : \_\_\_\_\_

Statement for the month of : \_\_\_\_\_

Name of Scheme	Nature of Receipt	Amount Regular Income (Rs.)	Refund of Unspent Balance (Rs.)	Date of Credit in the Bank	Remarks
1	2	3	4	5	6

Drawing & Disbursing Officer

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### BANK LEDGER

Date	Voucher No.	Cheque No. and Date	Particulars	Amount Withdrawn (Rs.)	Amount Deposited (Rs.)	Balance (Rs.)
1	2	3	4	5	6	7

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### CLASSIFIED ABSTRACT OF EXPENDITURE

Name of Scheme : \_\_\_\_\_

Voucher No.	No. & Date of Cheque	Salaries			Wages	T.A.	Other expenses					P.O.L. Including repairs
		Pay	Bonus	ADA			Uniform & Liveries	Electricity	Telephone	Other Recurring Expenses	Non- Recurring Expenses	
1	2	3			4	5	6					7

Machinery & Equipment	Tools & Plants	Material & Supplies	Maintenance Works	Gratuities	CPF contributions	Other Charges	Scholarships & Stipends	Motor Vehicles (Acquisition)				Total
8	9	10	11	12	13	14	15	16	17	18	19	20

Deductions						Total Recoveries	Net Withdrawal
C.P.F.	Income Tax	H.R. Charges	G.I.S.	Employees Benevolent Fund	Miscellaneous Recoveries		
21	22	23	24	25	26	27	28

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF INVESTMENTS

S. No.	No. & Date of Fixed Deposit Receipt	Amount of Investment (Rs.)	Name of Bank	Rate of Interest	Date of Maturity	Initials of FO/DR (A/c)/ AR (A/c)	Recovery of Interest		Initials of FO/DR (A/c)/ AR (A/c)	Action taken On maturity	Initials of FO/DR (A/c)/ AR (A/c)
							Date	Amount (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12

## MAHARSHI DAYANAND UNIVERSITY ROHTAK

### REGISTER OF BUILDINGS AND ROADS

Sr. No. of building/Road	Sr. No. of subsidiary structure	Name of building/Road & where erected/constructed	Source of fund from which purchased or erected/constructed	Funds from which maintained	Date of erection/construction or purchase. If purchased enter also date of erection as nearly as can be ascertained	Record value					By whom or how occupied
						Of land	Of buildings/ Roads	Of water supply & sanitary installation complete including fitting	Of electrical installation complete including fitting	Of equipment	
1	2	3	4	5	6	7	8	9	10	11	12

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**REGISTER OF BUILDINGS AND ROADS**

Nature of building								
Roof	Floor	Walls	No. of storeys	Plinth area including verandahs of building/length & width of Road	Cost per square of plinth area of building only (Col. -8) Rs....	Cubic contents	Cost per cubic feet of building only (col. 8)	Remarks
13	14	15	16	17	18	19	20	21

## MAHARSHI DAYANAND UNIVERSITY ROHTAK

### REGISTER OF LAND RECORDS

Sr.No.	Khasra No	Area and the nature of land	Kind of use (whether irrigated/under building or roads)	Name of the owner with description if any	Where purchased/acquired or taken on lease and cost thereof	Name of the department/section which controls the area	Remarks
1	2	3	4	5	6	7	8

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**  
**DDO-WISE BILL PASSING-CUM-EXPENDITURE CONTROL REGISTER**

S. No.	Token No. or Bill Diary No.	Nature of Bill	Amount Claimed	Retrench - ment if any, made from Bill passed	Amount passed for payment	Initials of FO/ DR or AR (A/C)	Expenditure Control Register	Total	Initials of DR or AR (A/C)
							Sub-heads/ Units of Appropriation		
							Budget allotment as it Stands from time to time can be shown below each head		
1	2	3	4	5	6	7	8	9	10

**NOTES: -** (i) Separate register will be maintained for each DDO. (ii) First few pages may be used for pasting the specimen signature of the DDO. (iii) Allotment of funds may be noted at the top in red ink in Col. 8 to 15. (iv) Progressive expenditure on passing each bill may also be noted in cols. 8 to 15 in red ink as a by-entry. (v) Monthly total of expenditure may also be struck (apart from page-wise total) for reconciliation with Compilation Book. (vi) Vouchers received from Cheque drawing DDOs need not to be posted in detail in the register, only the sub-head-wise totals may be entered in this register every week, from the compilation sheet (Daily Posting Register). (vii) Debits received through inward account and adjusted, should also be noted in the relevant columns to watch progress of expenditure.

## **MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

### **REGISTER OF BANK DRAFTS**

Sr. No.	Date	Date of requisition	Cheque No. & Date	Name/Designation of the payee	Branch of Bank on which the draft is requisitioned	Amount of D.D. (Rs.)	Initials of FO/ DR or AR (A/C)
1	2	3	4	5	6	7	8

No. and Date of the Bank Draft	Date of dispatch of Bank draft	Initials of the FO/ DR or AR (A/c)	Date of receipt of acknowledgement of payee
9	10	11	12



**MEMO OF ACKNOWLEDGEMENT**

(To be immediately returned by all Drawing and Disbursing Officers)

No. \_\_\_\_\_

Dated : \_\_\_\_\_

To

The Finance Officer,  
Maharshi Dayanand University  
Rohtak - 124001

Receipt of Cheque/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.  
\_\_\_\_\_ in payment of the bills noted on the reverse is hereby acknowledged.

Signature

Designation

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

**REGISTER OF CHEQUES DRAWN**

Date	Cheque No. & Date	Amount (in Rs.)	Signature of FO/ DR/AR (A/c)

## **MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

### **REGISTER OF CHEQUES DELIVERED**

(To be maintained in Finance Office) (Separate sheet for each day)

Date : \_\_\_\_\_

S.No.	Cheque No. and Date	To whom issued	Voucher No.	Token No./Bill Diary No.	Amount Rs.
1	2	3	4	5	6

#### ABSTRACT AS AT THE END OF EACH MONTH

- (a) Sr. Nos./dates of Cheques not encashed upto end of the month : \_\_\_\_\_
- (b) Total amount thereof : \_\_\_\_\_
- (c) Total amount outstanding under the Head \_\_\_\_\_ (Code No. of Head) - Cheques and Bills – PAO  
Cheques upto end of the month : \_\_\_\_\_
- (d) Analysis of difference, if any, between (b) and (c) : \_\_\_\_\_

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### BILL RETURN MEMO

Token No. : .....

(To be returned in original with reply noted in the right hand column)

The Finance Officer M.D. University, Rohtak.  No. : _____ ( No. of enclosures in words) Dated : _____	Reply No. : _____  Dated : _____
<b>To</b>  _____ _____ _____	<b>To</b>  _____ _____ _____
<p><b>Your bill No. _____ dated _____ for Rs. _____ is returned herewith for the reason(s) stated at S. No. _____ below with the request to remedy the defect pointed out before re-submission and instruct your office to avoid similar errors or omissions in future.</b></p> <p style="text-align: right;">Signature : _____                  Designation : _____</p> <p style="text-align: center;"><b>General</b></p> <ol style="list-style-type: none"> <li>1. Not drawn in proper printed form.</li> <li>2. Not properly filled up the _____ being blank wrong.</li> <li>3. Contained erasure (s) and therefore, a fresh bill should be submitted.</li> </ol>	

<p>4. Contained unattested alterations at the places marked in red ink.</p> <p>5. The net amount of the bill in figures should be Rs. _____ and not Rs. _____.</p> <p>6. The amount of bill in figures does not agree with that written in words.</p> <p>7. Not signed by DDO.</p> <p style="text-align: center;"><b>Establishment</b></p> <p>8. Not supported by a certificate of disbursement of amount drawn on previous bills.</p> <p>9. The nature of vacancy against which appointment has been made should be stated.</p> <p>10. Not supported by an absentee statement.</p>	
<b>Remarks</b>	<b>Officer's Reply</b>
<p>11. <b>For want of a certificate that all fee &amp; other receipts of all kinds belonging to University have been duly paid into University Account.</b></p> <p>12. <b>A certificate is required that the University employees for whom grain allowance has been claimed are whole time University servants, that they were not on leave or under suspension and their emoluments did not exceed Rs. _____ per mensem during the period of claim.</b></p> <p>13. <b>A certification is required that all Group 'D' University employees , for whom increments have been claimed in the bill have rendered the required period of approved service entitling them to the increased pay drawn in the Bill.</b></p> <p>14. <b>A certificate is required that the officiating appointments involve the assumption of duties or responsibilities of greater importance entitling the University employee appointed to officiate therein, the enhanced pay drawn in the Bill.</b></p> <p style="text-align: center;"><b>Contingencies</b></p> <p>15. <b>A certificate is required that charges on account of electric current consumed in the residence or residential quarters of University employees have been paid for separately by the residents concerned, and that no portion of such charges beyond what has been specially allowed by University has been debited.</b></p> <p>16. <b>A certificate is required that the telegram was sent on University service and that cash payment was unavoidable.</b></p> <p>17. <b>A certificate is required that no portion of the building for residential quarters.</b></p> <p>18. <b>A certificate is required that the conveyance charges drawn in that bill were incurred strictly in</b></p>	

accordance with the rules.

### **Traveling Allowance**

- 19. The hour of arrival at, and departure from halting place should be shown in the bill.**
- 20. The no. of miles traveled by \_\_\_\_\_ on each day, viz. \_\_\_\_\_ should be shown separately.**
- 21. A certificate is required that the University employee traveled beyond the limit of his ordinary jurisdiction.**
- 22. Purpose of journey is not stated.**
- 23. Information wanted as to whether University employee appeared to give evidence in his public capacity.**
- 24. Headquarter is not stated.**
- 25. A certificate is required that the non-gazetted University employee for whom mileage for road journey has been claimed in the bill traveled by hired conveyance under the orders of the Head of his Office.**
- 26. A certificate is required that the cost of transporting personal effects has been charged for at goods rate and that the actual expenses incurred were not less than the sum claimed in the bill.**
- 27. A certificate is required that the members of the family accompanying the University employee are actually residing with and wholly dependent upon the University employee.**

Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**  
**CHECK REGISTER OF OUTSTANDING PRE-CHECK CHEQUES**

For the month ending \_\_\_\_\_

Date	Amount of Cheques delivered (Rs.)	Amount of Cheques encashed (as per daily scroll sent by Bank) (Rs.)
1	2	3
Total		

Summary for the month ending \_\_\_\_\_

Amount of Cheques outstanding at the end of previous month : Rs. \_\_\_\_\_

Add amount of Cheques delivered (Total Column 2) : Rs. \_\_\_\_\_

**Total : Rs. \_\_\_\_\_**

Deduct Amount of Cheques encashed/cancelled (Total Col.3) : Rs. \_\_\_\_\_

Balance-Amount of Cheques outstanding : Rs.. \_\_\_\_\_

Certified that the above balance has been tallied with the list of Cheques outstanding and found to be correct.

Finance Officer/ **DR or AR (A/c)**

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

**SERVICE BOOK**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Provident Fund Account No.** \_\_\_\_\_



<b>Conditions of appointment</b>	<b>When and how fulfilled</b>	<b>Signature of the D D O</b>

Leave Record			Remarks
Nature of leave	Duration of Leave	Signature of attesting Officer	

Name of post	Whether substantive or officiating and whether permanent or temporary	If officiating, state substantive appointment, if any	Pay in substantive post	Additional pay for officiating post	Other emoluments falling under the term pay	Date of appointment	Signature of employee
1	2	3	4	5	6	7	8

Signature and designation of the Head of the Office or other Attesting Officer in attestation of columns 1 to 8	Date of termination of appointment	Reason of termination (such as increment, promotion, transfer dismissal, etc.)	Signature of the Head of the Office or other Attesting Officer	Reference to any recorded punishment/ award affecting pay
9	10	11	12	13

LEAVE RECORD

Name of employee : \_\_\_\_\_

Date of commencement of continuous service : \_\_\_\_\_

Date of compulsory retirement : \_\_\_\_\_

EARNED LEAVE									HALF PAY LEAVE				
DUTY		No. of days	Leave earned (in days)	Leave at credit (in days) (Cols. 4+9)	LEAVE TAKEN				Length of Service/Credit of Leave				
From	To				From	To	No. of days	Balance on return from leave (Cols. 5-8)	From	To	No. of Completed years	Leave earned (in days)	Leave at credit (Cols. 26+13)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Name of Employee : \_\_\_\_\_  
 Date of birth : \_\_\_\_\_

LEAVE ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATE												
Leave on private affairs and medical certificate			Commuted leave on medical certificate on full pay			Commuted leave converted into half pay leave (twice of col. 20)	Leave not due on Medical Certificate (limited to 360 days in entire service)			Total half pay leave taken (Cols. 17+21+24)	Balance on return from leave (Cols. 14-15)	Remarks
							From	To	No. of days			
15	16	17	18	19	20	21	22	23	24	25	26	27

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK****PAY BILL**

Pay Bill of the Establishment of the \_\_\_\_\_ for the month of \_\_\_\_\_ 200  
Voucher No. \_\_\_\_\_

S. No.	Employee No.	Name of the employee	P.F. Account No.	Earnings										
				Basic pay	Dearness pay	A.D.A.	Spl. Pay	H.R.A.	C.C.A.	C.A.	WA	H.A.	M.A.	Total (5+12)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Deductions												
P.F. Subscription	Addl. P.F.	P.F. Loan	G.I.S.	L.I.C.	W.L	Income Tax	Benevolent Fund	Car/ Scooter/ Bike Loan	H.R. Charges	Fan Charges	Lawn Charges	Water Charges
16	17	18	19	20	21	22	23	24	25	26	27	28

Deductions						Net Pay-able	Remarks
Electricity charges	Recovery of overpayment, if any	Marriage Loan	H.B.A	Miscellaneous recovery/charges, if any	Total Deductions		
29	30	31	32	33	33 (14+31)		

- N.B. – (1) In the remarks column should be recorded all permanent events, such as death, retirement, permanent, transfer, first appointment.  
 (2) The total pay of an employee officiating in a certain scale should be drawn for the period only during which he officiates in that Section. The Employee, during transit, should draw his pay in that scale according to which he draws pay for the period.  
 (3) Each scale should be divided off by a red line drawn right across the sheet and a total of columns 5 to 12 for the scale should be put in column 13 in red ink.  
 (4) The names of the employees holding permanent post should, as far as possible, be entered in order of seniority as measured by substantive pay drawn, and below those will be shown the posts left vacant and the employees officiating in the vacancies.

DEDUCTIONS	Rs.	
1. P.F. Subscription		
2. Addl. P.F.		
3. P.F. Loan		
4. G.I.S.		
5. L.I.C.		
6. Wheat Loan		
7. Income Tax		
8. Benevolent Fund		
9. Car/Scooter/Bike Loan		
10. House Rent Charges		
11. Fan charges		
12. Lawn charges		
13. Electricity charges		
14. Water charges		
15. Recovery of overpayment, if any		
16. Society Loan		
17. House Building Loan		
18. Marriage Loan		
19. Union Fund		
Total		
Net payable		

Budget Head Salary \_\_\_\_\_

Branch \_\_\_\_\_

**For Audit Use**

Pre-audited and passed for Rs. \_\_\_\_\_ (in fig.)  
 \_\_\_\_\_ (in words)

Auditor R.S.A.

Date \_\_\_\_\_

Pay Rs. \_\_\_\_\_ (in figure) \_\_\_\_\_ (in words)

Date \_\_\_\_\_ Asstt. \_\_\_\_\_ Supdt. (Bills) \_\_\_\_\_

Cheque No. \_\_\_\_\_ dated \_\_\_\_\_

1. *Received contents and certified that I have satisfied myself that all emoluments included in bills drawn 1 month, 2 months, 3 months previous to this date, with the exception of those detailed below (of which the total has been refunded by deduction from this bill), have been disbursed to the proper person, and that their acquitances have been taken and filed in office with receipt stamps duly cancelled for every payment in excess of Rs. 500.  
\*One line to be used and the other scored out.*
2. *Certified that no person in service has been absent either on other duty or suspension.*
3. *Certified that no leave has been granted until by reference to the applicant's service book, leave accounts and in the leave rules applied to him. I had satisfied myself that it was admissible, and that all grants of leave and departures on and returns from leave and all period of suspension and deputation and other events which are required under the rules to be so recorded the service books and leave account under my initial or have been recorded under Finance Officer's attestation*
4. *Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of University accommodation/rent free during the period for which the allowance has been drawn or has refused a house allotted by the University.*
5. *In the case of employees for whom compensatory allowance has been drawn during leave, it is certified that the certificate regarding the likelihood of the employees to return on the expiry of the leave to the post to which the compensatory allowance is attached or to another post carrying a similar allowance was embodied in the original order sanctioning the leave.*
6. *Certified that all appointments and promotions besides punishments as have to be entered into the Service Books have been entered in the Service Books of the persons concerned under my initial/Finance Officer's attestation.*

*(Signature of DDO)*

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### EMPLOYEES' SCROLL TO BE SENT TO BANK FOR CREDIT OF SALARY

Salary Scroll for the month : \_\_\_\_\_

Name of the Bank : \_\_\_\_\_

S. No.	Name of the employee	Employee Number	Bank Account No.	Amount (Rs.)

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### DAILY ATTENDANCE ROLL OF LABOUR

For month of \_\_\_\_\_ 20\_\_\_\_

Sr. No.	Name	Father/Husband's name	Rate of wages per day per month (Rs.)	No. & dates of days	Total No. of days	Total amount due (Rs.)	Acknowledgement of payee	Date of payment	Initial of Disbursing Officer
1	2	3	4	5	6	7	8	9	10

Total No. of Labour : \_\_\_\_\_

Approved Rs. \_\_\_\_\_

Initials of Supervisor : \_\_\_\_\_

Initials of Labour I/C : \_\_\_\_\_

Designation : \_\_\_\_\_

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

**ESTABLISHMENT CHECK REGISTER OF THE DEPT./OFFOCE OF \_\_\_\_\_ FOR THE YEAR \_\_\_\_\_**

Budget Head \_\_\_\_\_ Sanctioned post \_\_\_\_\_ Nos. \_\_\_\_\_

Name _____ _____	Nature of appointment : _____	Pay as on 01.03.20							
Designation _____	Probation/Temporary upto : _____	Pay _____ DP _____ ADA _____ HRA _____ CCA _____ Spl Pay _____ WA _____ HA _____ Others _____							
PF/CPF/DPS No. _____	Confirmed w.e.f. _____	Total _____							
Bank A/C No	Authority for appointment : EC/VC								
Res. Address (University/ Private/Own) : _____ _____ _____	EC Res. No. _____ dated No. _____ Letter No. _____ dated _____								
House rent paid Rs. _____									
		Asstt./ Supdt.	RSA/ RAO	Asstt./ Supdt.	RSA/ RAO	Asstt./ Supdt.	RSA/ RAO	Asstt./ Supdt.	RSA/ RAO

**Contd..... UAC Form - 6/5**

Months	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Remarks			
Employee No. _____																
<b>Total earnings</b>																
<b>Deductions</b>																
P.F. Subscription																
Addl. P.F.																
P.F. loan																
G.I.S.																
L.I.C.																
Wheat Loan																
Income Tax																
Benevolent Fund														Nature of leave	Duration	No. of days
Car/Scooter/Cycle Loan															F. To	
House Rent Charges																
Fan charges																
Lawn charges																
Electricity charges																
Water charges																
Recovery of over payment, If any																
Society Loan																
House Building Loan																
Marriage Loan																
N.T. Union Fund																
Miscellaneous																
<b>Total deductions</b>																
<b>Net amount payable</b>																

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF LEAVE RECORD

Leave Register For The Year : \_\_\_\_\_

Department/Office : \_\_\_\_\_

Name & Designation of the employee : \_\_\_\_\_

Nature of Leave : Casual/RH/Earned Leave

Duration of leave		No. of days	Leave at credit before commencement of leave	Balance	No. & date of issue of Office Orders	Sign of the authorized officer
From	To					
1	2	3	4	5	6	7

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK****ABSENTEE STATEMENT**

Name : \_\_\_\_\_ for \_\_\_\_\_ 20

Name of Absentee	Pay of absentee	Leave granted				Leave Allowances		Name of every person acting by reason of the absence	Actual substantive pay of acting officer (Rs.)	Acting allowance monthly rate (Rs.)	Remarks
		Kind of leave	Amount (Rs.)	Date of beginning of leave	Date of return (to be filled in when he returns)	Rate per mensem (Rs.)	Amount for days of actual absence during the current month (Rs.)				
1	2	3	4	5	6	7	8	9	10	11	12

**Certified that no leave was granted without reference to the applicant's Service Book and to the Rules. I have satisfied myself that it was admissible; and that all grants of leave and departures on, and return from leave, all periods of suspension or deputation and all appointments and promotions, temporary or permanent, have been recorded in the Service Book of the employee concerned.**

Date:.....

Signature of DDO

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### LAST PAY CERTIFICATE

1. Last Pay certificate of Sh. \_\_\_\_\_ Designation \_\_\_\_\_ proceeding on transfer to the Dept./ Office \_\_\_\_\_

2. He has been paid upto \_\_\_\_\_ at the following rates:

<b>Earnings</b>	<b>Rate (Rs.)</b>	<b>Deductions</b>	<b>Rates (Rs.)</b>
Basic Pay	_____	P.F. Subscription	_____
Officiating Pay	_____	Addl. P.F.	_____
Dearness Pay	_____	G.I.S.	_____
Dearness Allowance	_____	L.I.C. Premium	_____
Special Pay	_____	Benevolent Fund	_____
HRA	_____	House Rent Charges	_____
CCA	_____	Benevolent Fund	_____
Cycle allowance	_____	Fan charges	_____
Washing Allowance	_____	Lawn Charges	_____
Fixed Medical Allowance	_____	Electricity charges	_____
Any other allowance	_____	Water charges	_____
		N.T. Union Fund	_____
		Miscellaneous	_____
<b>Total earnings</b>	_____	<b>Total deductions</b>	_____
<b>Net Payable</b> _____			

3. He has handed over charge of the office of \_\_\_\_\_ on the fore/afternoon of \_\_\_\_\_

4. Recoveries are to be made from the pay as detailed below:

Nature of recovery	Amount (Rs.)	No. of installments
P.F. Loan	_____	_____
Wheat Loan	_____	_____
Car.Scooter/Cycle Loan	_____	_____
Recovery of over payment, if any	_____	_____
Society Loan	_____	_____
House Building Loan	_____	_____
Marriage Loan	_____	_____
Anny other	_____	_____

5. He is entitled to joining time for \_\_\_\_\_ days.

6. The details of the Income Tax recovered from him upto the date from the beginning of the current year are noted below:

From	Period	Rate	Amount
From	to	at Rs.	a month
From	to	at Rs.	a month
From	to	at Rs.	a month
From	to	at Rs.	a month

Signature of DDO

He took over/assumed change of the office of \_\_\_\_\_ on the fore/afternoon of \_\_\_\_\_

\_\_\_\_\_

Signature of DDO

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### DEDUCTIONS REGISTER

Deductions for the month \_\_\_\_\_ Made in \_\_\_\_\_

S. No.	Name of Dept.	P.F. Subs.	Addl. P.F.	P.F. Loan	G.I.S.	L.I.C.	Wheat Loan	Income Tax	Benevolent Fund	Conveyance Loan	H.R. Charges	Fan Charges	Lawn Charges
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Water Charges	Electricity charges	Recovery of overpayment, if any	Car charges	Society Loan	Marriage Loan	H.B.A	Bank Loan	Other Loan/Charges	Total Deductions	Sign of Asstt.	Sign of DDO	Sign of Auditor
15	16	17	18	19	20	21	22	23	24	25	26	27

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### DEDUCTION/REDRAWAL BILL

Name of Deptt. /Office : \_\_\_\_\_  
For the month of : \_\_\_\_\_

Sr. No.	Name of Official	Nature of deduction	Nature of recovery	Amount (Rs.)	Remarks
1	2	3	4	5	6
					Signature & Seal of DDO

For use by the Audit Dept.

Passed for payment/adjustment of  
Rs. \_\_\_\_\_

Signature  
RSA/RAO/JD (Local Audit)

For use by the Finance Office

Paid vide Vr. No. \_\_\_\_\_  
Cheque No. \_\_\_\_\_  
Dated : \_\_\_\_\_

Classified : \_\_\_\_\_  
Assistant. : \_\_\_\_\_

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### TRAVELING ALLOWANCE BILL

Name & designation of employee : \_\_\_\_\_ Purpose of journey : \_\_\_\_\_  
 Basic Pay/Declared Income for Non-employees : Rs. \_\_\_\_\_ Date of meeting/Examination : \_\_\_\_\_  
 For T.A. Purposes : Rs. \_\_\_\_\_ T.A. Bill Register Page : \_\_\_\_\_  
 Place of Posting/Residence : \_\_\_\_\_

Departure			Arrival			Mode of journey	Distance for Road Mileage		Amount (Rs.)
Station	Date	Time	Station	Date	Time		KM.	Rate	

- |   |  |
|---|--|
| <p>1. Mode of journey</p> <p>(a) By Rail : Class _____ Ticket No. _____</p> <p>(b) By Bus : Ord./Delux/A.C. _____</p> <p>(c) Own Car/Staff Car/Taxi No. _____</p> <p>(d) By Air : Ticket No. _____<br/>(Please attach ticket)</p> | <p>2. Journey/halting days _____</p> <p>3. Local conveyance, if any _____<br/>(Details on separate sheet)</p> <p>Total : Rs. _____</p> |
|---|--|



**Important and essential information**

\*Pay means Grade Pay as per Haryana Govt. orders w.e.f. 1-1-2006

1. Gradation for the purpose of TA/DA

The grading of the employees, for the purpose of TA/DA etc., shall be as under:

Grade-I	Employees drawing Grade Pay of Rs. 10,000 or above.
Grade-II	Employees drawing Grade Pay of Rs. 8,900 to 9,800.
Grade-III	Employees drawing Grade Pay of Rs.4,600 to 8,800.
Grade-IV	Employees drawing Grade Pay of Rs. 2,500 to 4,200.
Grade-V	Employees drawing Grade Pay of Rs. 1,300 to 2,400.

(2) Entitlement of mode of journey while on tour within/out of India:

Grade	Journey by Air	Journey by Sea or River Steamer	Journey by Train	Journey by Road
Grade-I	First Class if out of India ----- Business/ Club Class if within India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-II	Economy Class within or out of India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-III	Economy Class (within or out of India) subject to prior approval of the Vice-Chancellor	If 2 Classes by lower; if 3 Classes by middle; if 4 Classes by Third Class	A.C. 2-Tier or A.C. Chair Car	AC Bus/Deluxe Bus
Grade-IV	Economy Class (out of India only)	-do-	A.C. 3-Tier or Non-A.C. Chair Car	Deluxe Bus/ Ordinary Bus
Grade-V	Economy Class (out of India only)	By lowest Class	2 <sup>nd</sup> Class/2 <sup>nd</sup> Class Sleeper	Ordinary Bus

- Note 1: All cases of Air travel both domestic and international where the University bears the cost of air passage, the officials concerned should prefer Air India. Journey may also be performed by private airlines other than Air India provided the basic criteria for selecting airlines other than Air India would be better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India will also be fully utilized.
- Note 2: Each University employee, who is undertaking domestic travel by air in his entitled class, should endeavor to take advantage of the concessions being provided by the airlines to effect possible saving vis-à-vis the normal fares. The employee should try to make their booking in advance to the extent possible so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available. Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Air India or their subsidiaries. Individual employees are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
- Note 3: Grade-III employees are entitled to travel by air within India provided the distance involved is more than 500 kms, and the journey cannot be performed by overnight by train. Prior approval of competent authority for each journey shall be obtained.
- Note 4: In case of Journey by Air/A.C. Rail/A.C. Bus/Deluxe Bus, tickets shall be appended to T.A. Bills. In case of Rail Journey by 1<sup>st</sup> Class/A.C. Chair Car, ticket/ticket no./reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary fair/bus fare will be given.
- Note 5: The actual cost of reservation and sleeper charges will be reimbursed in full.
- Note 6: There shall be no bar in undertaking a journey by any mode or in any category above the respective entitlement of the employee provided that the claim filed for reimbursement is voluntarily restricted to the said entitlement. However, in all such cases, the essential document required to be submitted and essential conditions required to be met in reference to the performance of journey by the mode and in the category in which the journey was actually conducted shall have to be submitted along with the claim. With this condition, henceforth, there shall be no pre-requirement of seeking the approval of the competent authority for conducting a journey above the entitlement. This provision will not be applicable if journey is performed by a University employee in his own car without prior approval of the competent authority as per Note 3 below (c).

(3) Entitlement of journey by road by a mode other than public transport while on tour in India:

Grade	Journey by Taxi/ Autorickshaw	Journey by own conveyance	Rate of Road Mileage
Grade-I	AC Taxi	By Own Car	Rs. 10/- pkm for AC Car/Taxi; Rs. 8/-pkm by Non-AC Car/Taxi
Grade-II	AC Taxi	By Own Car	-do-
Grade-III	Non-AC Taxi with prior approval of the Vice-Chancellor	By Own Car with prior approval of the Vice-Chancellor	Rs. 8/- pkm by Non-AC Car/ Taxi
Grade-IV	Actual charges when journey is performed by Autorickshaw with the prior approval of HOD for each journey	By Own Scooter/ Motorcycle with prior approval of the HOD for each journey	Rs. 6/- pkm for own Scooter/ Motorcycle or by Autorickshaw
Grade-V	-do-	-do-	Rs. 6/- pkm for own Scooter/ Motorcycle or by Autorickshaw

- Note 1: 'Own Conveyance' does not mean and include 'any private conveyance' of the respective description. Such conveyance, whenever used for the purposes of claiming reimbursement under these instructions, must be 'a registered personal vehicle in the name of the employee concerned or in the name of the spouse of the employee concerned'. The registration number of the vehicle used must always be mentioned in the claim preferred.
- Note 2: In all such cases where the journey is undertaken in own conveyance or it is performed in hired conveyance, all 'toll charges' paid during the journey shall also be admissible in addition to the road mileage. Such reimbursement must be claimed by submitting the original receipt of payment of 'toll charges' bearing the registration number of the vehicle. Case must accordingly be taken to pay all 'toll charges' en-route the journey and obtain receipts (bearing the registration number of the vehicle) and submit it in original along with the claim of reimbursement/mileage otherwise admissible. It is also suggested to retain a photocopy of the same for personal record.
- Note 3: If the entitlement happens to be to travel in A.C. II Tier in Train and does not permit 'journey by own car' but the journey is actually performed in 'own car', the reimbursement shall be restricted to the fare equivalence of A.C. II Tier but while preferring the claim of reimbursement to the said extent of entitlement, the papers required to be submitted with reference to 'journey by own car' while meeting all the necessary requirement thereof shall have to be submitted/met in the manner prescribed for 'journey by own car', and if such compliances with reference to 'journey by own car' are deficient in any manner, the reimbursement restricted to the entitlement shall not be made.

(4) The rates of daily allowance for different places shall be as under :

Grade	In any town/city in Haryana	In any town/city outside Haryana/ Chandigarh
Grade-I	Rs.300/- per day	Rs. 500/- per day
Grade-II	Rs. 240/- per day	Rs. 400/- per day
Grade-III	Rs. 200/- per day	Rs. 300/- per day
Grade-IV	Rs. 160/- per day	Rs. 200/- per day
Grade-V	Rs. 140/- per day	Rs. 160/- per day

(5) Entitlement of Reimbursement of Hotel/ Commercial Guest Houses charges plus Daily Allowance at any place in the country outside Haryana/ Chandigarh

Grade	Entitlement of Reimbursement of Hotel charges/Commercial Guest Houses accommodation plus Daily Allowance
Grade-I	Upto Rs. 5000/- per day plus Da of s. 500/- per day
Grade-II	Upto Rs. 4000/- per day plus Da of s. 400/- per day
Grade-III	Upto Rs. 3000/- per day plus Da of s. 300/- per day
Grade-IV	Upto Rs. 1500/- per day plus Da of s. 200/- per day
Grade-V	Upto Rs. 5000/- per day plus Da of s. 160/- per day

Note 1: Reimbursement of Hotel/Commercial Guest House charges shall only be admissible when the journey on tour involves overnight stay at destination(s).

- Note 2: All the University employees who are entitled to stay in Haryana Bhawan or any other Rest House/Guest House facility maintained by the University or State Government or PSUs/Agencies wholly or substantially owned or controlled by the Haryana Government, while on tour in the NCT of Delhi, shall, before availing the terms of Daily Allowance offered by this scheme, have to acquire a 'Non Availability of Accommodation' certificate from the authority competent with reference to any/all such facilities including Haryana Bhawan.
- Note 3: For 'facilities maintained by the University or Haryana Government or PSUs/Agencies wholly or substantially owned or controlled by the Haryana Government, this requirement shall be applicable only on the eligible (to stay) University employees.
- Note 4: University employees traveling outside the State and availing the facility of accommodations run/managed by the Central/other State Governments or Central/State PSUs shall be entitled to claim the accommodation charges as per actual, and bills/receipts on this account must be submitted along with the claim of reimbursement.

(6) The rates of local journey within or out of Haryana but within India shall be as under :

Grade	Local Journey within or out of Haryana
Grade-I	AC/Non-AC Taxi charges upto 50 kms. per diem for travel within city at the rates given under Rule 17.1.1 (c)
Grade-II	-do-
Grade-III	Non-Ac Taxi or Autorickshaw charges @ Rs.8/- or Rs. 6/- pkm, as the case may be, limited to Rs. 150/- per diem for tavel within the city.
Grade-IV	Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within the city.
Grade-V	Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city.

(7) Other Rules

- i. Members of the University Court, Executive Council, Academic Council, Selection Committees, Finance Committee, Faculties, Boards of Studies, Establishment Committee and the Committee/ Sub-Committee appointed, by the authorities of the University may travel by own car/ Taxi between the stations connected by rail and be allowed to charge T.A. by road provided the distance each way does not exceed 250 k.m. The Vice-Chancellor, in special cases, may allow travel by their own car or by taxi even if the distance involved each way exceeds 250 k.ms.
- ii. In case of examination work, journey by own car/taxi is allowed with the permission of the Vice-Chancellor to the officers not below Grade-II.
- iii. Bills not presented within 6 months from the date of journeys shall not be entertained unless the period of 6 months is extended by the Vice-Chancellor.
- iv. Except in the case of work connected with University examinations, daily allowance may not be drawn for a continuous halt of more than 10 days at any place unless the same is sanctioned by the Vice- Chancellor in each case on the ground that the prolonged halts are necessary in the interest of the University work.

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**  
**TRAVELLING ALLOWANCE CHECK REGISTER**

Travelling Allowance Check Register for the Year \_\_\_\_\_

Head of Account \_\_\_\_\_ Department \_\_\_\_\_ Budget Allocation Rs. \_\_\_\_\_

Name of the Officer/Official	Date of Journey	Amount of Bill (Rs.)	Sign of the dealing Asstt.	Sign of the Supdt.	Cheque No. & Date	Remarks
1	2	3	4	5	6	7

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK****FORM FOR REIMBURSEMENT OF MEDICAL CHARGES**

Name, designation &amp; Department of the employee : \_\_\_\_\_

Sr. No.	Name & relationship of the patient with the University employee	Disease as diagnosed by the authorized Medical Officer	Name of Medicine on A/c of which the expenditure was incurred	Amount of the Bill (Rs.)	Place of posting	Reasons for incurring expenditure at place other than the place of duty/posting	Period of treatment	Remarks
1	2	3	4	5	6	7	8	9

Certified that:

- (i) Parents, as mentioned above, are wholly dependent upon me and have no other source of income, except that the monthly income of my parents does not exceed Rs. 750/-
- (ii) They reside with me at the place of my duty.
- (iii) The medicines purchased have been fully used
- (iv) Registered No. of the Medical Practitioner is
- (v) In case Spouse is working,
  - (a) Certified that my wife/husband is not getting any fixed medical allowance from any source.
  - (b) Certified that my wife/husband is employed and is not getting medical reimbursement from any other source. An affidavit to this effect has already been furnished.

Signature of the Employee  
(With date)

Counter Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_

Certified that the medicines as detailed herein are not available in the Campus Dispensary and are admissible under the Punjab Govt. Medical Attendance Rules, 1940.

Signature \_\_\_\_\_  
Medical Officer  
Name of the University.....

- Note:
- 1. Prescription should indicate:
    - (a) No. of the Regd Medical Practitioner
    - (b) Name of the Medicines in legible handwriting
    - (c) Quantity of the medicines to be purchased from the Market.
  - 2. Cash Memo/Vouchers should be duly verified and attested by the employee concerned in token of payment having been made.
  - 3. Name (s) of the medicine (s) should be given in capital letters on the reverse side of the voucher.
  - 4. Sanction of the competent authority should be enclosed.

**MAHARSHI DAYANANAD UNIVERSITY, ROHTAK**  
**FIXED MEDICAL RE-IMBURSEMENT BILL**  
(For retired university employees)

1. Name : \_\_\_\_\_
2. Designation at the time of retirement : \_\_\_\_\_
3. Address : \_\_\_\_\_
4. Bank Account No. : \_\_\_\_\_
5. Name of the Bank : \_\_\_\_\_
6. Rate per month (In figures & words) : Rs. \_\_\_\_\_
6. Period : \_\_\_\_\_

Certified that I am alive today and that I/my spouse is not getting any fixed medical allowance/reimbursement from any source other than M.D. University Rohtak.

Sign of the Person

**FOR USE BY ACCOUNTS BRANCH**

**FOR USE BY AUDIT BRANCH**

Passed for payment for Rs. \_\_\_\_\_

Passed for payment for Rs. \_\_\_\_\_

Assistant

Supdt.

Auditor

RSA

Received payment

Sign of the Payee

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**  
**MEDICAL RE-IMBURSEMENT VOUCHER**

Medical Charges Reimbursement Bill for the month of \_\_\_\_\_ 20\_\_

Name of the Scheme : \_\_\_\_\_

Head of Service : \_\_\_\_\_

Other Allowances & Honoraria (Medical Charges) : \_\_\_\_\_

Sr. No.	Name & Designation	Dept./Office	Amount Admissible (Rs.)	Deduction, if any (Rs.)	Net Amount Payable (Rs.)	Remarks	Acquaintance
1	2	3	4	5	6	7	8

Net amount payable (in words) Rs. \_\_\_\_\_

Passed for Rs..... ..... ..... RAS/RAO/JD (Audit)
---

Pay (in figures) : Rs. \_\_\_\_\_

Rs. (in words) : Rs. \_\_\_\_\_

Signature & Designation of DDO

Station : \_\_\_\_\_

Date : \_\_\_\_\_

Voucher No. \_\_\_\_\_

Paid by Cheque No. \_\_\_\_\_ dated \_\_\_\_\_

Classified

Assistant

Received Payment

Signature

## **MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

### **MEDICAL REIMBURSEMENT CHECK REGISTER**

(a) Name and designation of the Employee : \_\_\_\_\_

(b) Whether opted for fixed medical allowance or  
Medical reimbursement for out-door treatment : \_\_\_\_\_

S. No.	Name of the Patient	Relationship with the employee	Duration of Treatment	Amount (Rs.)	Date	Sign of the Asstt.	Sign of the Supdt./DDO	Remarks

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

CONTINGENT BILL REGISTER FOR THE YEAR \_\_\_\_\_

Total Budget Allotment : Rs. \_\_\_\_\_

Standard object of Expenditure : \_\_\_\_\_

Date	No. of Sub-Voucher	Name of the firm/supplier	Bill No. and date	Amount (Rs.)	Amount of previous bills (Rs.)
1	2	3	4	5	6

Total Expenditure Incurred (5+6) (Rs.)	Balance (Allotment -7) (Rs.)	Sign. of Dealing Asstt./DDO	Cheque No. & Date	Remarks
7	8	9	10	11

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

**PAYMENT ORDER FROM PERMANENT ADVANCE (IMPREST)**

Pay Rs. _____	
out of Imprest and charge to _____	
Date	Signature

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

**PAYMENT BY CASHIER OUT OF IMPREST**

Paid by Imprest Voucher No.	
_____	
Date	Cashier



Brought forward	_____	Rs.
Budget Head Code	_____	
Budget Allocation	_____	
Expenditure incurred till to-date	Rs. _____	
Balance available	Rs. _____	
Passed for payment	Rs. _____	
(in words)	_____	
	_____	

- 1 Certified that the expenditure charged in the bill could not with due regard to interests of Maharshi Dayanand University Rohtak be avoided.
2. I have satisfied myself that the charges supported by vouchers entered in this bill have been really paid with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of money drawn on this bill.

Assistant

Name \_\_\_\_\_  
(Office seal)

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**  
**REGISTER OF CLEARANCE OF TEMPORARY ADVANCES**

Year \_\_\_\_\_

S. No.	Details of advance	No. & date of cheque by which advance was drawn or ref. to last year's Register of Clearance of Advances	Amount (Rs.)	To whom paid	Sign of DDO	Date of recovery or adjustment	Receipt No. or other particulars	Amount (Rs.)	Sign of Clerk or Asstt.	Balance at the end carried forward	Remarks

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**  
**DELIVERY CHALLAN (IN TRIPLICATE)**

Challan No. : \_\_\_\_\_  
Date : \_\_\_\_\_

To \_\_\_\_\_  
\_\_\_\_\_

The following articles are sent herewith for further action in your Office:

Sr. No.	Name of the Article	Quantity	Value (Rs.)	Stock Register Reference of Lending Dept.	Stock Register Reference of Receiving Dept.
1	2	3	4	5	6

Please acknowledge the receipt and return one copy of this Challan duly ticked by Audit after showing Stock entries.

Signature & Designation of the Officer  
(Sending the articles)

No. \_\_\_\_\_ Date: \_\_\_\_\_.

Returned after showing Stock entries to Audit with the remarks that the above articles have been received in good condition and entered in the Stock Register at pages shown against each above.

Signature & Designation of the Officer  
(Receiving the articles)

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF PERMANENT ADVANCES, REVOLVING FUNDS & PERMANENT SECURITIES

Name of Deptt./Section	Name of Sanctioning Authority	No. & Date of Sanction order	Amount (Rs.)	Whether P.A. Revolving Fund or permanent security	No. & Date of Cheque	Office where security is to be deposited	Form in which deposited	Signatures of Finance Officer or DR (A/C) or AR (A/C)	Date of refund or adjustment	Signatures of the DDO	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

**REGISTER OF TEMPORARY SECURITY/EARNEST MONEY DEPOSITS FROM OUT-SIDE PERSONS**

Name of Deptt. /Office : \_\_\_\_\_

S. No.	Whether security or Earnest Money	No. & date of order under which deposited	Receipt No., date and mode of deposits	Name of Depositor	Purpose	Amount (Rs.)
1	2	3	4	5	6	7

**Contd.....UAC Form 7/8**

Initials of DDO	No. & date of order sanctioning return or lapse of deposit	Date of return or lapse	Acknowledgement of the payee (Revenue stamp to be affixed for amount exceeding Rs. 500.00)	Amount (Rs.)	Balance on 31 <sup>st</sup> March to be carried over	Sign of DDO
8	9	10	11	12	13	14

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### REGISTER OF EXAMINATION EXPENDITURE

Name of Exam. : \_\_\_\_\_

Probable date of Exam. : \_\_\_\_\_.

Nature of Expenditure 1	Particulars of payment 2	Amount (Rs.) 3	Cheque No. & date 4	Initials of DDO 5	Remarks 6
1. Remuneration to Paper Setters and Examiners					
2. Remuneration to Examiners and Sub-Examiners/other Assistants such as Lab staff					
3. Remuneration to Supervisory staff including Supdts.					
4. Payment on account of authorized contingent expenditure					

## **MAHARSHI DAYANAND UNIVERISTY, ROHTAK**

### **BILL FOR REMNERATION TO THE EXTERNAL EXAMINERS ETC.**

Name of the Examiner : \_\_\_\_\_  
Address : \_\_\_\_\_

Name of the Examination for which Paper has been set/Practical held/Answer sheets evaluated/ Re-evaluated	No. of Papers Set/No. of Students who appeared in Practical Exam./No. of Papers Evaluated/No. of Papers Re-evaluated/ Ph.D. Oral/Theses evaluation, etc.	Rate of payment (Rs.)	Expenditure on account of Column (3) (Rs.)	Contingent Expenditure, if any (Rs.)	Total claim (4+5) (Rs.)	Remarks
1	2	3	4	5	6	7

Pre-receipted

Total (in words) : Rs. \_\_\_\_\_

Received payment

Sign of the Examiner

Sign of the Examiner \_\_\_\_\_

- Note :
1. Affix Revenue Stamp if the amount exceeds Rs. 500/-
  2. Please sign at both the places earmarked above

**Budget Allotment**

- 1. Allotment for the year Rs. \_\_\_\_\_
- 2. Amount of the present bill Rs. \_\_\_\_\_
- 3. Total of the previous bills Rs. \_\_\_\_\_
- 4. Total upto-date Rs. \_\_\_\_\_
- 5. Balance available Rs. \_\_\_\_\_

Certified that the claims have been checked from relevant record and are correct to my knowledge and belief.

Sign of the Assistant

AR(Accounts)

**For use in Audit/Finance Office**

Passed for Rs. \_\_\_\_\_ (in figures)  
Rs. \_\_\_\_\_ (in words)

Internal Audit Officer/RSA/RAO/JD (Audit)

Paid vide Vr. No. \_\_\_\_\_  
Cheque No. \_\_\_\_\_  
Date \_\_\_\_\_  
Classified \_\_\_\_\_

Assistant

AR (Accounts)

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### PROFORMA FOR OBTAINING ADMINISTRATIVE APPROVAL AND FINANCIAL SANCTION

No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Subject:** Administrative approval and financial sanction for Rs. \_\_\_\_\_.

It is requested that administrative and financial sanction may be accorded for the items detailed below:

1.	Name of the Dept./Office.	
2.	Scheme and/or Budget Head	
3.	Date of receipt of funds (for funds allocated between April-Nov.).	
4.	Date of submission of proposal for financial sanction.	
5.	Justification for delay (if more than 2 months from the date of allocation of funds, particularly allocations made between April- Nov.) in submission of proposal for obtaining financial sanction.	
6.	Item (s) required for which financial sanction is applied for : Detailed specifications of the item are :	Qty.      Cost
7.	<u>For purchase of equipments etc.</u> i. Whether above items are already available in the Dept. or not ii. If no, whether any other arrangement can be made in coordination with Other Dept. to carry on the work. iii. If similar equipment is already available in the Dept/Office. If yes, justification for additional requirement.	

	<p>iv. In case of replacement or requirement, whether the equipment already on stock is beyond economical repairs.</p> <p>v. Whether the purchase would involve additional recurring charges such as Maintenance. If so, give details thereof and how it is proposed to be met.</p>	
8.	<p><u>For change of equipment:</u></p> <p>i. Details of equipment/item presently approved for purchase.</p> <p>ii. Details of equipment/item now required to be purchased in place of earlier demand.</p> <p>iii. Justification for the purchase of the proposed equipment. Elucidate how the work is being carried on in the absence of the proposed equipment.</p>	
9.	<p>For sanctions obtained in the last quarter of the financial year (i.e. January, February &amp; March), but purchase could not be effected.</p> <p>i. Reasons due to which item (s) could not be purchased.</p> <p>ii. Have the funds been declared non-lapsable?</p>	
10.	<p><u>Certificates:</u></p> <p>i. Certified that the funds for the above purchase exist in the current year's budget.</p> <p>ii. Certified (in case of UGC/other Agency funds) that items proposed to be purchased are the same as approved by the Funding Agency.</p> <p>iii. Certified (in case of purchase against non-lapsable funds) that the items proposed to be purchased are the same as were got approved at the time of getting funds declared non-lapsable.</p>	

Submitted for approval.

Registrar/Vice-Chancellor

Head of the Dept./Office

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**STOCK REGISTER FOR CONSUMABLE ARTICLES**

Name of the Article: \_\_\_\_\_

Date of purchase	Description	Source of supply	Bill No. & date	Cost/Unit (Rs.)	Total Cost (Rs.)	Qty. received	Quantity Issued & to whom issued	Balance	Sign. of Store Keeper	Sign of DDO	Remarks
1	2	3	4	5	6	7	8	9	9	10	11

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**STOCK REGISTER FOR NON-CONSUMABLE (PERMANENT) ARTICLES**

Name of the Item : \_\_\_\_\_

Date	Description including warranty period	Source supply of	Bill No. & date	Cost/Unit	Quantity.	Total cost (Rs.)	Total qty. in stock	Sgn. of S.K.	Sign of DDO
1	2	3	4	5	6	7	8	9	10

Present location	Depreciated value (Rs.)	Manner of disposal	Qty. disposed of	Amount of sale proceeds (Rs.)	Receipt No. & date	Net balance	Sign of DDO
11	12	13	14	15	16	17	18

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**FORMAT FOR SENDING CENTRAL EXCISE DUTY EXEMPTION CERTIFICATE TO**  
**THE ASSTT. REGISTRAR (P&S)**

No. : \_\_\_\_\_

Dated: \_\_\_\_\_

To

\_\_\_\_\_ The Asstt. Registrar (P & S),  
-----  
-----

**Subject: Supply of Central Excise Duty Exemption Certificate.**

Sir,

An order was placed by this Dept./Office vide Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_ with M/s \_\_\_\_\_ for the supply of \_\_\_\_\_ (Photocopy enclosed). The item (s) to be purchased is/are covered under Govt. Notification No. 10/97-Central Excise dated 1.3.1997 for availing of Excise Duty exemption. The manufacturer/supplier has submitted Proforma Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ (Original/ Photocopy enclosed). The Proforma Invoice is in order. Four copies of Excise Duty Exemption Certificate duly signed by the undersigned (with seal) and countersigned by the Registrar, CCS HAU, Hisar are sent for furnishing the same to the supplier.

Further, I undertake to furnish the details of Excise Duty exemption availed of while submitting half -early Report for the period ending June/December by the specified date.

Yours sincerely,

Signature of the HOD  
(Office Seal)

Encl: As above

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**FORMAT OF CENTRAL EXCISE DUTY EXEMPTION CERTIFICATE**

No. : \_\_\_\_\_

Dated: \_\_\_\_\_

**Subject: Central Excise Duty Exemption Certificate for Purchase of \_\_\_\_\_  
(names of items).**

It is certified that:

1. the University is an institution of national importance;
2. the University is registered with the Department of Scientific & Industrial Research, Ministry of Science and Technology, Govt. of India, New Delhi for the purpose of availing of Central Excise/Custom duty exemption in terms of Govt. Notification No. 10/97-Central Excise dated 1.3. 1997 vide Registration No. ----- dated -----upto -----; and
3. the item (s) (described under subject above) for which order was placed with M/S \_\_\_\_\_ vide Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed) is/are required for research purpose only.

Signature of the HOD  
(Office Seal)

Dated:

Countersignature

Registrar: -----  
(Office seal)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**FORMAT FOR HALF-YEARLY INFORMATION REGARDING EXCISE DUTY EXEMPTION  
AVAILED BY THE UNIVERSITY**

**Subject: Information regarding goods on which Excise Duty Exemption has been availed for the half-yearly period ending June/December\_\_\_\_\_.**

S.No.	Name of Item	Cost of Item <sup>*</sup>	Amount of Excise Duty	Name & address of the supplier	Bill No. & Date	Remarks
1.						
2.						
3.						

\* The Amount of material under column No. 3 should be given after deducting discount, if any, and before adding CST/ VAT etc.

Certified that the information given above is correct

Dated:

Signature of HOD  
(Office Seal)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**FORMAT FOR SENDING CUSTOM DUTY EXEMPTION CERTIFICATE TO THE  
ASSTT. REGISTRAR (P&S)**

No.: \_\_\_\_\_

Dated: \_\_\_\_\_

To

The Asstt. Registrar (P & S),

\_\_\_\_\_  
\_\_\_\_\_

**Subject: Supply of Custom Duty Exemption Certificate.**

Sir,

An order was placed by this Dept./Office vide Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_ with M/s \_\_\_\_\_ for the supply of (names of items) \_\_\_\_\_ (Photocopy enclosed)). The item (s) to be purchased is/are covered under Govt. Notification **51/96- Customs dated 23.7.1996** for availing of Custom Duty exemption. The manufacturer/**supplier** has submitted Proforma Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ (Original/Photocopy enclosed). The Proforma Invoice is in order. Four copies of Custom Duty Exemption Certificate duly signed by the undersigned (with seal) and countersigned by the Registrar, \_\_\_\_\_ University, \_\_\_\_\_ are sent for furnishing the same to the supplier.

Further, I undertake to furnish the details of Custom Duty exemption availed of while submitting Half-Yearly Report for the period ending June/December by the specified date.

Yours faithfully,

Signature of the HOD  
(Office Seal)

Encl: As above

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**CENTRAL CUSTOM DUTY EXEMPTION CERTIFICATE**

No. : \_\_\_\_\_

Dated: \_\_\_\_\_

**Subject: Central Custom Duty Exemption Certificate for Purchase of \_\_\_\_\_  
(names of items).**

It is certified that :

1. \_\_\_\_\_ University, \_\_\_\_\_ is a University established by a State Act, entitled “ The \_\_\_\_\_ University Act, 1976 No. ----- of 1976;
2. the University is an institution of national importance;
3. the University is registered with the Department of Scientific & Industrial Research, Ministry of Science and Technology, Govt. of India, New Delhi for the purpose of availing of Central Excise/Custom duty exemption in terms of Govt. Notification No. **51/96-Customs dated 23 July 1996** vide Registration No. \_\_\_\_\_ dated \_\_\_\_\_ upto \_\_\_\_\_; and
4. the item (s) (described under subject above) for which order was placed with M/S \_\_\_\_\_ vide Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed) is/are required for research purpose only.

Dated:

Signature of the HOD  
(Office Seal)

Countersignature

Registrar, -----  
(Office seal)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK****FORMAT FOR HALF-YEARLY INFORMATION REGARDING CUSTOM DUTY EXEMPTION  
AVAILED BY THE UNIVERSITY**

**Subject: Information regarding goods on which Custom Duty Exemption has been availed for the half-yearly period ending June/December \_\_\_\_\_ .**

S.No.	Description of the Item	Cost of Item* (Rs.)	Name & address of the Supplier	Bill No. & Date	Actual date of release of consignment
1	2	3	4	5	6
1.					
2.					
3.					
4.					

\* The Amount of material under column No. 3 should be given after deducting discount, if any.

A Total value (FOB/ CIF) of consumables imported (Append details separately) : Rs. \_\_\_\_\_  
 B Total value (FOB/ CIF) of Equipments imported (Append details separately) : Rs. \_\_\_\_\_  
 C Total imports availing Custom Duty Exemption (A+B) : Rs. \_\_\_\_\_

Certified that the information given above is correct.

Dated :

Signature of HOD  
(Office Seal)

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### FORMAT FOR OBTAINING INFORMATION FROM THE MANUFACTURERS/ DEALERS ETC. FOR REGISTRATION WITH STORE PURCHASE OFFICE

No. : \_\_\_\_\_

Dated: \_\_\_\_\_

To

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject: Information for registration as supplier**

Dear Sir,

Please supply the following information if you want to get registered your firm with this Office for supply of the items manufactured/distributed/supplied by you :

1. Name, postal address, shop registration number, sale tax number, income tax number telephone number, Fax No., and e-mail address of the firm.
2. Constitution of the firm (Whether partnership/Private or Public Limited).
3. If manufacturer, supply the following information:
  - a. Articles manufactured.
  - b. Location of works, factory or factories.
  - c. Brief details of factories and number of workers.

- d. Quality control methods.
  - e. Availability of testing facilities at site.
4. Whether sole manufacturer in India of any item. If so, give details.
  5. Do you specialize in any Item and claim special expertise? If so, give details.
  6. Whether currently holding any rate contract with DGS&D, Govt. of India, New Delhi or Director, Supplies & Disposal, Haryana, Chandigarh or any other Govt. Institute or University or Research/Educational Institute for supply of any goods. If so, give details.
  7. If an authorized distributor/dealer, supply the following information:
    - a. Name and address of the Principal(s).
    - b. Whether exclusive distributor or authorized distributor/dealer.
    - c. Details of stocks maintained, if any.
    - d. Whether after-sale services are available. If yes, give details.
  8. If stockist only, supply the following information:
    - a. Articles and their brands.
    - b. Approximate stocks.
    - c. Location of warehouse.
  9. Name and address of the Bankers.
  10. Any other information.

The above information must be supplied on the letterhead of the firm duly signed by authorized signatory by enclosing necessary documents.

Yours sincerely

Asstt. Registrar (P & S)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**FORMAT FOR INVITING RATE CONTRACT OFFERS FROM MANUFACTURES/DEALERS**

No.: \_\_\_\_\_

Dated: \_\_\_\_\_

To

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Rate contract for the purchase of \_\_\_\_\_ for the period ending \_\_\_\_\_.**

Dear Sir,

It is understood that you are an manufacturer/exclusive distributor/authorized dealer/stockist for the above item. The University is interested to enter into rate contract with you for its purchase for the period from \_\_\_\_\_ to \_\_\_\_\_. You are, therefore, requested to quote your rates, and other terms and conditions subject to the following :

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by \_\_\_\_\_ (date) by \_\_\_\_\_ (time), and shall be opened on \_\_\_\_\_ at \_\_\_\_\_ in the Office of \_\_\_\_\_. The quotees or their authorized representatives are allowed to attend the meeting of \_\_\_\_\_.

- the Quotation Opening Committee at their own costs.
2. The offer received late/or incomplete will be rejected outrightly.
  3. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. \_\_\_\_\_ DATED \_\_\_\_\_". The offer may be sent to \_\_\_\_\_, **M.D. University, Rohtak –124001 (Haryana)**. The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.
  4. The following terms may be spelt out in your offer clearly:
    - i. Rates accompanied by authenticated manufacturer's price list.
    - ii. Discount on manufacturer's price.
    - iii. F.O.R
    - iv. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
    - v. Payment terms.
    - vi. Delivery period.
    - vii. Guarantee/Warranty period.
    - viii. After-sales service.
    - ix. Installation charges, if any.
    - x. Validity period of the quotation.
    - xi. Bank Draft charges, if any.
    - xii. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
  5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
  6. Charges not mentioned in the quotation shall not be paid.
  7. If you have rate contract for the above item with DGS&D/DS&D (Haryana), supply an authenticated copy of the same along with your offer for supply to this University. In case, the rate contract has not been finalized till date with the above authorities, supply a copy of such rate contract, as and when finalized, to this office.
  8. A security of Rs. \_\_\_\_\_ in the shape of Fixed Deposit Receipt/ Deposit at Call in favour of Finance Officer, M.D. University Rohtak valid upto \_\_\_\_\_ may be furnished with the offer. The security by other means except FDR/DAC shall not be accepted. In case, the rate contract is not honoured as per the settled terms and conditions, security shall be forfeited, besides taking other action as deemed proper by the University. No firm with whom the University approves rate contract is exempted from depositing the security.
  9. As a general policy, the University tries to make 100% payment within 15 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.

10. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
11. The articles of fragile nature, particularly glasswares etc. shall be accepted through personal delivery or else the transit risk shall be to the supplier's account. The samples shall be asked for, wherever required
12. Record the following certificates in the offer:
  - i. "That we are maintaining only one countrywide price list applicable to all the customers on which the present rate contract is based".
  - ii. "That the rates, and other terms and conditions offered to M.D. University Rohtak are in no way inferior to those being offered to other Govt./Semi Govt. Depts./Public Sector Undertakings/Institutions including DGS&D/DS&D (Haryana)".
  - iii. "That in case, the rates are reduced/or more discount including any special incentive for sales promotion is offered by you during the currency of rate contract, the University shall be informed promptly and shall be entitled for that benefit/incentive".
  - iv. "That the discount offered to M.D. University Rohtak is the same as is offered by you to your Distributors, in case of direct supply".
  - v. "That you have not been debarred/blacklisted by DGS&D/DS&D (Haryana) or any State Govt. Dept./Central Govt. Dept./University etc."
13. Proof of your being manufacturer/exclusive distributor/authorized dealer must accompany the offer.
14. In case, any family member of your firm is serving in the University, then you must record a certificate to that effect on the offer, failing which the quotations/tenders filed by you shall be rejected outrightly.
15. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. ----- on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
16. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak (Haryana). Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

Asstt. Registrar (P & S)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**FORMAT FOR INVITING QUOTATIONS/TENDERS**

No.: \_\_\_\_\_

Dated: \_\_\_\_\_

To

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Invitation for Quotation/Tender for supply of \_\_\_\_\_**

Sealed quotations/tenders are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/stationers for the items detailed below:

S.No.	Name & specifications of the Item	Quantity

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by \_\_\_\_\_ (date) by \_\_\_\_\_ (time). The same shall be opened on \_\_\_\_\_ at \_\_\_\_\_ in the office of \_\_\_\_\_. The quotees or their authorized representatives are allowed to attend the meeting of the \_\_\_\_\_.

- Quotation Opening Committee at their own costs.
2. The Quotation/Tender received after due date and time or incomplete shall be rejected outrightly.
  3. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. \_\_\_\_\_ DATED \_\_\_\_\_". The offer may be sent to the \_\_\_\_\_, **M.D. University, Rohtak –124001 (Haryana)**. The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.
  4. The following charges and terms may be spelt out in your offer clearly:
    - i. F.O.R
    - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
    - iii. Payment terms.
    - iv. Delivery period.
    - v. Guarantee/Warranty period.
    - vi. After-sales service.
    - vii. Installation charges, if any.
    - viii. Validity period of the quotation.
    - ix. Bank Draft charges, if any.
    - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
  5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
  6. Charges not mentioned in the quotation/tender shall not be paid.
  7. FOR shall be M.D. University, Rohtak or Offices situated at Outstations as the case may be. The rates quoted Ex-Godown can be rejected.
  8. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
  9. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
  10. Quantity may increase or decrease without any notice.
  11. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
  12. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.

13. The security/earnest money equivalent to 2% (two percent) of the total cost of the material rounded off to nearest Rs.10.00 (Rs. Ten only) in the shape of “Deposit at Call or Fixed Deposit Receipt” drawn in the favour of the **Finance Officer, M.D. University, Rohtak** shall accompany the tender/quotation failing which the quotation/tender will not be considered, except with the approval of Central Purchase Committee (CPC). The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted.
14. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Asstt. Registrar (P & S) with the approval of CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D.University, Rohtak whose decision shall be final.
15. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
16. As a general policy, the University tries to make 100% payment within 15 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
17. The acceptance of the material shall be subject to satisfactory report of this Office’s Inspection Committee/Technical Committee/ Experts Committee.
18. The samples of the material, if necessary and possible, shall be supplied with the quotation. The unapproved samples shall be collected on receipt of information failing which the same shall be despatched by Goods Carrier on your risk with the condition of **“Freight To Pay”**. Samples **costing less than** Rs. 100.00 shall not be returned to the **quotees**. However, if the **quotees** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
19. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The undersigned also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
20. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96- Customs dated 23.7.1996 vide Registration No. \_\_\_\_\_ dated \_\_\_\_\_ upto \_\_\_\_\_. Thus the University is

exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.

21. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
22. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. ----- on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
23. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
24. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Asstt. Registrar (P & S)

Encl: As above

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK****FORMAT OF SUPPLY ORDER**

Order No.: \_\_\_\_\_

Dated: \_\_\_\_\_

To

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Subject: Supply of** \_\_\_\_\_

Sir,

This has reference to your Quotation/Letter/Rate Contract No. \_\_\_\_\_ dated \_\_\_\_\_.

Please arrange to supply the following Items as per terms and conditions mentioned below/printed overleaf :

S. No.	Description of Items	Quantity	Rate/Unit (Rs.)	Total Cost (Rs.)	Terms & Conditions
1	2	3	4	5	6
					Special terms and conditions, if any, to be mentioned here

1. Supply the material along with Invoice/Proforma Invoice directly at the following address:

---

---

---

2. The order must be executed within \_\_\_\_\_.
3. The bank charges, if any, shall be charged to your account.
4. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
5. The goods shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Asstt. Registrar (P & S)/CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material per day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material to be supplied/supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, Maharshi Dayanand University, Rohtak whose decision shall be final.
6. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
7. Our bankers are: State Bank of India, MDU Branch, Maharshi Dayanand University, Rohtak -124001.
8. Invoice No. must be duly printed/machine numbered.
9. Goods shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts.
10. The goods, which are not found according to our specifications/approved samples etc., and are thus not accepted, shall be lifted back by the Supplier at their own risk and cost.
11. Damage to the goods or any other loss (theft/pilferage) during transit shall be the responsibility of the Supplier.
12. The disputes, if any, shall be subject to jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in your quotations or invoices shall be invalid and shall have no legal sanctity.

13. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned in Column No. 6 overleaf, and your acceptance of this order shall be construed as your agreement to all the terms and conditions contained in this order.

Asstt. Registrar (P & S)/HOD

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK (HARYANA)(INDIA)**  
**FORMAT FOR INVITING QUOTATIONS FOR IMPORTING ITEMS FROM ABROAD**

No. MDU/ \_\_\_\_\_

Dated: \_\_\_\_\_

**QUOTATION/TENDER NOTICE**

Sealed quotations/tenders are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/stationers for the items detailed below:

S.No.	Description of the Item	Quantity

1. The sealed quotations/tenders, complete in all respects, must reach the Office of the undersigned latest by \_\_\_\_\_ (date) by \_\_\_\_\_ (time). The same shall be opened on \_\_\_\_\_ at \_\_\_\_\_ in the Office of \_\_\_\_\_. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The quotation/tender received after due date and time or incomplete shall be rejected outrightly.
3. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. \_\_\_\_\_ DATED \_\_\_\_\_". The offer

may be sent to \_\_\_\_\_, M. D. University, Rohtak (Haryana) (India) The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.

4. The following charges and terms must be spelt out in your offer clearly:
  - i. FOR
  - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
  - iii. Payment terms.
  - iv. Delivery period.
  - v. Guarantee/Warranty period.
  - vi. After-sales service.
  - vii. Installation charges, if any.
  - viii. Validity period of the quotation.
  - ix. Bank Draft charges, if any.
  - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as “packing, forwarding, freight and insurance charges etc. extra”.
6. Charges not mentioned in the quotation/tender shall not be paid.
7. FOR shall be M.D. University, Rohtak or Offices situated at Outstations as the case may be, if order is executed through an Indian Agent.
8. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
9. Country of origin of the goods shall be mentioned.
10. Goods supplied shall conform to the standards mentioned in the technical specifications or latest standards issued by the concerned manufacturer.
11. The responsive bidder shall be required to deposit Performance Security equivalent to 2% (two percent) of the cost of ordered material. Performance Security shall be valid for guarantee/warranty period plus 60 days, shall be denominated in the currency as mentioned in the supply order/contract or in a freely convertible currency acceptable to this University, and shall be drawn in favour of the Finance Officer, M.D. University, Rohtak in either of the following forms:
  - a. Bank Guarantee
  - b. Fixed Deposit Report
  - c. Deposit at all
12. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of the goods.

13. The goods shall be quoted with Warranty/Guarantee period of 12 months from the date of delivery and final acceptance at the destination or 18 months from the date of shipment from the port or place of loading whichever is earlier.
14. Letter of Credit shall be established in an Indian Bank and the standard conditions as per Reserve Bank of India Policy shall be applicable.
15. On shipment, 90% of the cost of material shall be paid through Letter of Credit established in an Indian Bank and upon submission of the documents as specified below.
16. Balance 10% (Ten percent) payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative. Payment of local currency portion including Agency Commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.
17. The date of opening of Letter of Credit shall determine the Foreign Currency Exchange rates for all transactions.
18. Bid security equivalent to 2% (two percent) of the quoted price shall accompany the tender which shall be valid for 45 days beyond the validity date of the bids and should be drawn in favour of the Finance Officer, M.D. University, Rohtak in either of the following forms:
  - a. Bank Guarantee
  - b. Fixed Deposit Report
  - c. Cashier's Certified Cheque
19. During evaluation of the tenders, the purchase Dept./Office/Purchase Committee may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, but no change in prices or substance of the tender shall be sought, offered or permitted.
20. The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior to placing the supply order without assigning any reason thereto without any obligations to inform the affected bidders.
21. The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior to placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
22. It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govts.
23. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, Govt. of India, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96- Customs dated 23.7.1996, and is, therefore, exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption only on receipt of information/documents regarding shipment of material.

24. If the material is not supplied during the delivery period mentioned in the supply order and/or not installed within the stipulated period, the supplier shall pay damages @ 0.5% per week or part thereof subject a maximum of 10% of the contract price.
25. If the material is not supplied by the supplier within the delivery period mentioned in the supply order and the liquidated damages cross the limit of 10%, the purchaser reserves the right to cancel the order/contract and reserves the right to recover the liquidated damages out of the EMD/or Performance Security, besides other action as may be deemed proper.
26. The supplier shall notify the purchaser and the Insurance Company within 24 hours of shipment either by Fax or e-mail the full details of the shipment including contract number, description of goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the purchaser, with a copy to the Insurance Company:
  - i. Four copies of the Supplier's invoice showing goods description, quantity, unit cost and total amount.
  - ii. Original and four copies of the negotiable, clean and bill of landing marked prepaid freight and four copies of non-negotiable bill of landing.
  - iii. Four copies of packing list identifying contents of each package.
  - iv. Insurance Certificate.
  - v. Manufacturer's/supplier's certificate.
  - vi. Inspection certificate issued by the nominated Inspection Agency and the Supplier's factory inspection report
  - vii. Certificate of origin.
  - viii. Excise gate pass (octroi receipts wherever applicable) duly sealed indicating payment made, and
  - ix. Other documents evidencing payments of statutory taxes.

The above documents shall be received by the Purchaser at least one week before the arrival of goods at the port or place of arrival. If the above documents are not received as per schedule, the Supplier shall be responsible for any consequent expenses.

A R (P & S)/HOD

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **QUOTATION /TENDER REGISTER**

1. Name of the Item: \_\_\_\_\_
2. Closing date & time: \_\_\_\_\_
3. Opening date & time: \_\_\_\_\_
4. Details of quotations/tenders received:

S.No.	Date & time of receipt with Diary No.	Name & address of the Bidder	Details of Tender Fee	Details of EMD Receipt	Sign	Remarks
1.						
2.						

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### FELLOWSHIP/SCHOLARSHIP/STIPEND CHECK REGISTER

Year : \_\_\_\_\_

Sanctioned vide letter No. \_\_\_\_\_ dated \_\_\_\_\_

Dept. /Office : \_\_\_\_\_

Sr. No.	Name & Admn. No. of the Student	Rate (per month)	Period		Amount received		Sign. of DDO
			From	To	Letter No. & date/ Cheque/B. Draft No. & Date	Amount  (Rs.)	
1	2	3	4	5	6	7	8

	Voucher No. .... (month) July 20 (Rs.)
9	
	Voucher No..... (month) Aug. 20 (Rs. )
10	
	Voucher No. .... (month) Sep. 20 (Rs. )
11	
	Voucher No. .... (Month) Oct. 20 (Rs.)
12	
	Voucher No. .... (month) Nov 20 (Rs.)
13	
	Voucher No. ....(month) Dec. 20 (Rs.)
14	
	Voucher No. .... (month) Jan. 20 (Rs.)
15	
	Voucher No. .... (month) Feb. 20 (Rs.)
16	
	Voucher No.....(month) March. 20 (Rs.)
17	
	Voucher No .....(month) April. 20 (Rs.)
18	
	Voucher No. .... (month) May 20 (Rs.)
19	
	Voucher No..... (month) June 20 (Rs.)
20	
	Voucher No. .... (month) July 20 (Rs.)
21	

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### FELLOWSHIP/SCHOLARSHIP/STIPEND BILL

Name of Programme : \_\_\_\_\_

Month : \_\_\_\_\_

Name of Fellowship/Scholarship holder or stipendiary	Admission No.	Rate per month (Rs.)	Period	Amount payable (Rs.)	Acknowledgement
1	2	3	4	5	6

Name	Admn No.	Amount (Rs.)			
1	2	3	4	5	6
					<u>Amount to be refunded</u>
				Total Payable	: Rs. _____
				Less amount refunded by short drawal per details in the margin	: Rs. _____
				Net payable (in figures)	: Rs. _____
				(in words)	: Rs. _____
		Total : Rs. _____			

I hereby certify that the students on whose account the amount stated above is claimed, have been regular in attendance and have conferred to the Rules under which the fellowship, scholarship and stipends are tenable.

Signature of the DDO

HOD/Director

- (i) Allotment for current year : Rs. \_\_\_\_\_
- (ii) Amount of present bill : Rs. \_\_\_\_\_
- (iii) Total of previous bills : Rs. \_\_\_\_\_
- (iv) Total to date : Rs. \_\_\_\_\_
- (v) Balance available : Rs. \_\_\_\_\_

Pay Rs. \_\_\_\_\_ (in figure)  
 Rs. \_\_\_\_\_ (in words)

Assistant AR (A/c)

Paid vide Cheque No. \_\_\_\_\_  
 Vr. No. Classified \_\_\_\_\_

Assistant

## MAHARSHI DAYANAND UNIVERISTY, ROHTAK

### CASH BOOK FOR SUNDRY DEPOSITS (UGC/OTHER FUNDING AGENCIES)

#### RECEIPTS

Date	Nature of assistance	Receipt No.	U.G.C. Fellowship/ Scholarship		Post-Metric scholarship Govt. of Haryana		C.S.I.R.. Fellowship/ Scholarship		I.C.A.R. Fellowship/ Scholarship		Other Funding Agency		Total (Rs.)	Initials of the DDO	Remarks
			Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**PAYMENTS**

Date	Particulars	Sub-voucher No.	U.G.C. Fellowship/Scholarship		Post-Metric scholarship Govt. of Haryana		C.S.I.R.. Fellowship/Scholarship		I.C.A.R. Fellowship/Scholarship		Other Funding Agency		Total (Rs.)	Initials of the DDO	Remarks
			Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**FORM FOR THE MAINTENANCE OF ACCOUNT OF RECEIPT OF INTEREST ON THE  
INVESTMENT OF A DONOR FOR GOLD AND OTHER MEDALS**

- |    |                            |   |   |    |                                      |   |  |
|----|----------------------------|---|---|----|--------------------------------------|---|--|
| 1. | Name of sponsoring agency  | : |   | 6. | Date of investment                   | : |  |
| 2. | Purpose of investment      | : |   | 7. | Rate of interest                     | : |  |
| 3. | Amount invested            | : | Rs. <span style="border-bottom: 1px solid black;"></span> | 8. | Payable quarterly/Half yearly/yearly | : |  |
| 4. | Bank with which invested   | : |   | 9. | Date of Maturity of FDR              | : |  |
| 5. | Fixed Deposit Receipts No. | : |   |    |                                      |   |  |

Initials of Controlling Officer

Recovery of interest			Withdrawal		Balance (Rs.)	Initial of Controlling Officer/DDO	Remarks
Date	Amount (Rs.)	Total (Rs.)	Cheque No. & Date	Amount (Rs.)			
1	2	3	4	5	6	7	8

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**APPLICATION FORM FOR ADMISSION TO THE PROVIDENT FUND (IN DUPLICATE)**

Account No. to be allotted by the Finance Office	Name of the applicant	Date of Birth	Designation	Office to which attached	Whether post is permanent or temporary or whether applicant is on probation to a permanent post	Rate of emoluments per mensem (Rs.)	Rate of subscription per mensem (Rs.)	Whether the applicant has a family or not	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that I have no pensionary rights or hold lien on any post, whatsoever, in any **University/Central Govt./State Govt.**

Station : \_\_\_\_\_  
 Date : \_\_\_\_\_

Signature of the Applicant

Signature of the DDO

**Finance Office**

No. \_\_\_\_\_ /CPF/ \_\_\_\_\_ dated \_\_\_\_\_

Returned with Account No. allotted (**Column 1 above**). This number should be quoted in all correspondence connected therewith. A form of Nomination in prescribed Form, duly filled in, may please be sent as soon as possible.

Finance Officer/DR (A/C)/AR (A/C)

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### NOMINATION FORM FOR PAYMENTS IN CASE OF DEATH OF THE UNIVERSITY EMPLOYEE (IN DUPLICATE)

Employee No. \_\_\_\_\_  
 Name & designation of the Employee \_\_\_\_\_ Father's name \_\_\_\_\_  
 Department/Office \_\_\_\_\_

I hereby nominate the persons mentioned below to receive the amount that may be admissible to me in the event of my death and direct that the said amount shall be distributed among the aforesaid persons in the manner shown against their names :

S.No.	Name & address of the Nominee	Relationship with the Employee	Age & Date of Birth of the Nominee	%age of share of the Deposit/ Assistance	Name & address of the person to whom share is to be paid on behalf of the Minor	Name, Address & Relationship of the person, if nay, to whom the right of Nominee shall pass in the event of his/her pre-deceasing the Employee or on the happening of the contingency /contingencies
1.						
2.						
3.						
4.						

Place :

Signature of the Employee

Date :

Designation & Office

Names and Addresses of two witnesses:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of HOD/Office

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

**General Provident Fund Ledger Monthly Report (Year) :** \_\_\_\_\_

Month: \_\_\_\_\_

Page: \_\_\_\_\_

Sr. No.	GPF/CPF No.	Name of the Employee	Opening (Rs.)	Subscription						Contribution			Withdrawals			Balance		Total (Subs+Contr.) (Rs.)	Advance paid in the month of
				Recovery of Advance			Compulsory (Rs.)	Optional (Rs.)	Total (Rs.)	Opening (Rs.)	Amount (Rs.)	Total (Rs.)	Refundable (Rs.)	Non-refundable		Subs. (Rs.)	Contr. (Rs.)		
				(i) Rs.	(ii) Rs.	(iii) Rs.								Subscription (Rs.)	Contribution (Rs.)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18	20

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**GENERAL PROVIDENT FUND ANNUAL REPORT**

Period \_\_\_\_\_  
 Employee No. \_\_\_\_\_ Name \_\_\_\_\_ Father's Name \_\_\_\_\_  
 GPF/CPF No. \_\_\_\_\_

Month	Opening Balance (Rs.)	Subscription						Contribution			Withdrawals		Balance		G. Total (Subs+Contr.) (15+16) (Rs.)	Yearly Interest	
		Recovery of Advance			Compulsory (Rs.)	Optional (Rs.)	Total (2 to 7) (Rs.)	Opening Balance (Rs.)	Amount (Rs.)	Total (9 to 10) (Rs.)	Refundable (Rs.)	Non-refundable		Subs. (8-13)  (Rs.)			Contr. (11-14)  (Rs.)
		(i)  Rs.	(ii)  Rs.	(iii)  Rs.								Subscription (Rs.)	Contribution (Rs.)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
April																	
May																	
June																	
July																	
August																	
September																	
October																	
November																	
December																	
January																	
February																	
March																	

1. Own share (Column 15) = Rs.
2. University share (Column 16) = Rs.
3. Interest (Column 18) = Rs.

-----  
 Closing Balance as on 30.03.20 = Rs.

For Finance Officer

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### BILL OF PROVIDENT FUND SUBSCRIPTION AND UNIVERSITY CONTRIBUTION

Month : \_\_\_\_\_ No. & Name of Scheme : \_\_\_\_\_

Name & designation of the Subscriber	GPF/CPF A/C No.	Monthly Pay (Rs.)	Month to which pay relates	Recovery of Advance (Rs.)			Amount of subscription deducted		Total (5+6+7) (Rs.)	Amount of Univ. Contribution (Rs.)	Rand Total (8+9) (Rs.)	Remarks
							Compulsory (Rs.)	Optional (Rs.)				
				I	II	III	6	7				

- (i) Allotment for the current year : Rs.
- (ii) Amount of present bill : Rs.
- (iii) Total of previous bill : Rs.
- (iv) Total to-date : Rs.
- (v) Balance available : Rs.

Signature : \_\_\_\_\_  
Drawing & Disbursing Officer

**For use in Finance Office**

For use by the Internal Audit/ JD, Local Fund Audit  
Passed for Rs. \_\_\_\_\_ (figures)  
Rs. (words) \_\_\_\_\_ (words)

Pay : Rs. \_\_\_\_\_ (figures)  
Rs. \_\_\_\_\_ (words)

Internal Audit Officer/JD, Local Fund Audit  
Paid vide Vr. No.....

FO/AR (A/C)

Paid vide Vr. No. \_\_\_\_\_  
Cheque No. \_\_\_\_\_  
Classified \_\_\_\_\_

Assistant/Accountant

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**GENERAL/CONTRIBUTORY PROVIDENT FUND ACCOUNT**

Date	Opening Balance (Rs.)	Name of deposit	University Account Cheque No.	Amount (Rs.)	Name of Withdrawals	Monthly Vr. No.	Saving Bank Cheque No.	Amount withdrawn (Rs.)	Balance after each transaction (Rs.)	Sign. of FO/AR (A/C)
1	2	3	4	5	6	7	8	9	10	11



## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **SCHEDULE OF EMPLOYEE'S SUBSCRIPTION/UNIVERSITY' CONTRIBUTION UNDER NEW PENSION SCHEME**

Employee's Subscription and University's Matching Contribution for the Month of \_\_\_\_\_

S. No.	PRAN	Name and Designation	Plan type	Pay Band + Grade Pay	Employee's Contribution  (Rs.)	University's Contribution  (Rs.)	Total	Arrears, if any		G. Total  (Rs.)
								Installment No.	Amount  (Rs.)	
1	2	3	4	5	6	7	8	9	10	11

Certified that the basic pay entered in column 5 of the statement has been verified with entries in the Service Book and Pay Bill.

Signature of DDO  
(Seal)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**FORM FOR SENDING INFORMATION TO THE BILLS SECTION REGARDING ADMISSION OF**  
**THE UNIVERISTY EMPLOYEES TO THE NEW PENSION SCHEME (IN TRIPLICATE)**

No. \_\_\_\_\_ Dated \_\_\_\_\_

**Subject : Allotment of Permanent Retirement Account Number**

The details of the following persons, who have joined the University service recently, are sent in triplicate for allotment of Permanent Retirement Account Number :

S. No.	Permanent Retirement Account Number (PRAN)	Employee No.	Employee Name & Designation.	Dept./Office	Date of 1 <sup>st</sup> entry in University Service	Scale of Pay	Date of Birth	Date of Superannuation	Nomination			Remarks
									Name	Relationship	Share	

Kindly allot the PRANs to each of them and return a copy to this Office and forward another to the AR/Supdt. (Pension) for necessary.

AR/Supdt. (Estt. Branch -Teaching)/  
AR/Supdt.(Estt. Branch - Non-Teaching)

AR/Supdt. (Bills Section)

No. \_\_\_\_\_ Dated \_\_\_\_\_

The PRANs, allotted by this Office, are mentioned against each employee above . A copy of the above is forwarded for necessary action at your end.

AR/Supdt. (Bills Section)

1. AR/Supdt. (Estt. Branch -Teaching)
2. AR/Supdt. (Estt. Branch - Non-Teaching)

**UAC Form -12/4**

[Referred to in Rule 15.2.1 (d)(i)]

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### INDEX REGISTER FOR ALLOTMENT OF PRANs UNDER NEW PENSION SCHEME

S. No.	Permanent Retirement Account Number (PRAN)	Employee No.	Employee Name & Designation.	Dept./Office	Date of 1 <sup>st</sup> entry in University Service	Scale of Pay	Date of Birth	Date of Superannuation	Nomination			Sign of DDO	Remarks
									Name	Relationship	Share		

UAC Form - 13/1

[Reference to in Rule 25.6.1 & 25.6.2]

# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## UNIVERSITY LIBRARY SYSTEM

### Accession Register

Date	Accession No.	Author	Title	Edition	Place & Publisher	Year	Pages	Volume	Source	Cost (Rs./\$/£/€ etc.)	Class No.	Book No.	Bill No. & Date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

UAC Form - 13/2

(Referred to in Rule 25.6.6)

# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## UNIVERSITY LIBRARY SYSTEM

No.: \_\_\_\_\_

Dated: \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject : Books as gratis - Acknowledgement**

Sir/Madam,

This is with reference to your Letter No. \_\_\_\_\_ dated \_\_\_\_\_. The receipt of the gratis specified below is acknowledged with thanks:

S. No.	Particulars	Quantity	Accession No.

University/Deputy/Asstt. Librarian

**UAC Form - 13/3**

[Referred to in Rule 25.6.1 & 25.6.8]

# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## UNIVERSITY LIBRARY SYSTEM

### Withdrawal Register

Date	Withdrawal No. (in serial order)	Accession No.	Author	Title	Reason for withdrawal	Withdrawal Order No. & date	Sanctioning Authority	Cost (Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10

UAC (Annexure -13/4)

[Referred to in Rule 25.7]

# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## UNIVERSITY LIBRARY SYSTEM

### Acquisition Record for Ephemeral Literature

Date	Sr. No.	Author	Title of document	Year	Pages	Source	Cost	Bill No. & Date	Disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11

UAC Form 13/5

[Referred to in Rule 25.9.3]

# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## UNIVERSITY LIBRARY SYSTEM

### Subscription Record

Title : \_\_\_\_\_ Call No.: \_\_\_\_\_

Publisher : \_\_\_\_\_

Agent	Period covered	Vol No.	Amount of Subscription	Invoice No. & Date	Period extended	Refund	Remarks
1	2	3	4	5	6	7	8

### Attendance Record

Year	Volume	January	February	March	April	May	June	July	August	September	October	November	December	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Frequency : \_\_\_\_\_ Vol. Per year: \_\_\_\_\_ Dept.: \_\_\_\_\_

Library has: \_\_\_\_\_

Title : \_\_\_\_\_

[Referred to in Rule 25.10.2]

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**UNIVERSITY LIBRARY SYSTEM**  
**Overdue Charges Register**

Date 1	Name of the Borrower 2	Accession No. 3	Date of return 4	Overdue charges 5	Receipt No. 6	Remarks 7

**UAC Form - 13/7**

[Referred to in Rule 25.12.12]

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**UNIVERSITY LIBRARY SYSTEM**

**Cash Memo**

Book No. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Library Member's Name \_\_\_\_\_

Accession No.	Author and tile	Price (Rs.)
Total amount		

Amount in words \_\_\_\_\_

Signature of the Official

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**FORM OF MORTGAGE FOR HOUSE BUILDING ADVANCE**

This indenture made is on the \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ of \_\_\_\_\_, an employee of Maharshi Dayanand University, Rohtak (hereinafter referred to as the 'mortgagor' which term shall where the context so admits include his heirs, executors, administrators and assigns) of the one part and the Vice-Chancellor, Maharshi Dayanand University, Rohtak (hereinafter referred to as the 'mortgagee' which term shall where the context so admits include his successor and assigns) of the other part.

Whereas the 'mortgagor' is absolutely seized and possessed for an advance of the sum of Rs. \_\_\_\_\_ for the purpose of enabling him to defray the expenses of \_\_\_\_\_ as a suitable residence for his own use.

And whereas under the provisions contained in the Maharshi Dayanand University House Building Advance Rules, 2010 (hereinafter referred to as the 'said rules' which expression shall, where the context so admits, include any amendment thereof or addition thereto for the time being in force), the 'mortgagee' has agreed to advance to the 'mortgagor' the said sum of Rs. \_\_\_\_\_, payable as follows, i.e. the sum of Rs. \_\_\_\_\_ on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal monthly installments, the first of such installments to be payable on the \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_.

Now this indenture witnesseth that in pursuance of the said agreement and in consideration of the sum of Rs. \_\_\_\_\_ paid on or before the execution of these presents to the 'mortgagor' by the 'mortgagee' (the receipt

whereof the 'mortgagor' doth hereby acknowledge) for the purpose of enabling the 'mortgagor' to defray the hereinbefore cited expenses, the 'mortgagor' hereby covenants with the 'mortgagee' to repay to the 'mortgagee' the said sum of Rs. \_\_\_\_\_ (and such further sum as shall hereafter be paid by him to the 'mortgagor' pursuant to the hereinbefore cited agreement in that behalf), and interest thereon calculated according to the 'said rules' on the \_\_\_\_\_ day of \_\_\_\_\_ next, and if the loan shall not be repaid on that date, will pay interest in accordance with the 'said rules'. And this indenture also witnesseth that for the consideration aforesaid, the 'mortgagor' doth hereby convey transfer and assure the 'mortgagee' all that piece of land situated in the \_\_\_\_\_ district of \_\_\_\_\_ registration district of \_\_\_\_\_ sub-registration district of \_\_\_\_\_ containing \_\_\_\_\_ more or less now in the occupation of the 'mortgagor' and bounded on the North by \_\_\_\_\_ on the South by \_\_\_\_\_ on the East by \_\_\_\_\_ and on the West by \_\_\_\_\_ together with the dwelling house and the out offices, stables, cook-rooms and out-building now erected or hereafter to be executed on the said piece of land together with all rights of easements and appurtenances to the said hereditaments or any of them belonging to the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the 'mortgagor' absolutely subject to the proviso for redemption hereinafter contained, provided always that if and as soon as the said advance of Rs \_\_\_\_\_ (and of such further sums as may have been paid as aforesaid) made upon the security of these presents shall have been repaid and interest thereon calculated according to the 'said rules' by the deduction of monthly installments from the salary of the 'mortgagor' as mentioned in the 'said rules' or by any other means whatsoever, then and in such case, the 'mortgagee' will, upon the request and at the cost of the 'mortgagor', re-convey, re-transfer or re-assure the said hereditaments unto and to the use of 'mortgagor' or as he may direct and it is hereby agreed and declared that if there shall be any breach by the 'mortgagor' of the covenants on his part herein contained or if he shall die or quit the service before the said sum of Rs. \_\_\_\_\_ (and any further sum as may have been paid as aforesaid) and interest thereon calculated according to the 'said rules' shall have been fully paid off, then and in any such cases, it shall be lawful for the 'mortgagee' to sell the said hereditaments or any part thereof either

together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby, and to do and execute all such acts and assurances for effectuating any such sale as the 'mortgagor' shall think fit, and it is hereby declared that the receipt of the 'mortgagor' for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom and it is hereby declared that the 'mortgagee' shall hold the moneys to arise from any sale in pursuance of the aforesaid power upon trust in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time-being owing on the security of these presents and then to pay the surplus (if any) to the 'mortgagor', and it is hereby agreed and declared that the 'said rules' shall be deemed and taken to be part of these presents.

The 'mortgagor' hereby covenants with the 'mortgagee' that the 'mortgagor' will during the continuance of this security observe and perform all the provisions and conditions of the 'said rules' on his part to be observed and performed in respect of these presents and the said hereditaments.

In witness whereof the 'mortgagor', hath hereunto set his hand the day and year first above written.

Signed by the said ('mortgagor')

Occupation : \_\_\_\_\_

in the presence of

1<sup>st</sup> witness : \_\_\_\_\_

2<sup>nd</sup> witness : \_\_\_\_\_

Address : \_\_\_\_\_

Address : \_\_\_\_\_

Occupation : \_\_\_\_\_

Occupation : \_\_\_\_\_

- Note:**
1. The deed should be registered.
  2. There must be two witnesses to the 'mortgagor'

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### AGREEMENT FORM

**An agreement to be executed by University employee at the time of or before drawing advance for the construction of house for adjustment of the balance advance outstanding at the time of retirement against the death-cum-retirement gratuity, University share of C.P.F. pay or other arrears, etc.**

This agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_ between \_\_\_\_\_ of \_\_\_\_\_, an employee of Maharshi Dayanand University, Rohtak (hereinafter called the Borrower, which expression shall include his legal representative and assigns) of the one part and the Vice-Chancellor of Maharshi Dayanand University, Rohtak (hereinafter called Vice-Chancellor which expression shall include his successors and assigns) of the other part

Whereas the Borrower has agreed to erect a house thereon the piece of land situated in State \_\_\_\_\_ in the registration district of \_\_\_\_\_ in Tehsil \_\_\_\_\_ Thana \_\_\_\_\_ containing \_\_\_\_\_ more or less and bounded on the North by \_\_\_\_\_ and on the South by \_\_\_\_\_ on the East by \_\_\_\_\_ and on the West by \_\_\_\_\_ (hereinafter referred to the 'said land') for the sum of Rs. \_\_\_\_\_ and whereas the Borrower has, under University House Building Refundable Rules (hereinafter referred to as the 'said rules' which expression shall include any amendment thereof for the time being in force and amended from time to time), applied to the Vice-Chancellor for a loan

of Rs. \_\_\_\_\_ that the last installment of loan together with the interest accrued thereon will be recovered from the gratuity or C.P.F. or other arrears payable to him at the time of retirement or to the members of his family after his death under Clause \_\_\_\_\_ of the University Calendar, Vol. \_\_\_\_.

For this purpose, the University employee concerned shall execute an agreement to this effect and modify the nomination, if any, made by him for payment of gratuity or C.P.F. or other arrears etc. after his death in such a way so as to provide therein that the unpaid amount of loan/advance out of the University funds together with interest thereon shall be the first charge recoverable by the University from the gratuity payable to him after retirement or to his family after his death.

Now it is hereby agreed between the parties herein that in consideration of the said order, the Borrower, having modified the nomination, if any, made by him in the manner provided above, hereby authorize the Vice-Chancellor to extinguish the last installment of loan together with the interest accrued thereon from the gratuity payable to the Borrower or to his family or his legal heirs.

In witness whereof the Borrower hath hereunto set his hand the day and year first above written

Signed by the said (Borrower)

Occupation : \_\_\_\_\_

in the presence of

1<sup>st</sup> witness : \_\_\_\_\_

2<sup>nd</sup> witness : \_\_\_\_\_

Address : \_\_\_\_\_

Address : \_\_\_\_\_

Occupation : \_\_\_\_\_

Occupation : \_\_\_\_\_

**Note :** 1. There must be two witnesses to the 'Borrower'

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### RE-CONVEYANCE FOR HOUSE BUILDING ADVANCE

This indenture is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ between the Vice-Chancellor, Maharshi Dayanand University, Rohtak (hereinafter referred to as the Vice-Chancellor) of the one part and \_\_\_\_\_, an employee of Maharshi Dayanand University, Rohtak. (hereinafter referred to as the mortgagor) of the other part is supplemental to the Indenture of Mortgage, dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ and made between the Mortgagor of the \_\_\_\_\_ in Book \_\_\_\_\_ Volume \_\_\_\_\_ pages \_\_\_\_\_ to \_\_\_\_\_ as No. \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called the Principal Indenture) whereas all moneys due and owing on the security of the Principal Indenture have been fully paid **the satisfied**, and the Vice-Chancellor has, accordingly at the request of the Mortgagor, agreed to execute such re-conveyance of the mortgaged premises **in the within written** Indenture comprised as is hereinafter contained. Now this Indenture witnesses that in pursuance of the said agreement and in consideration of the premises, the Vice-Chancellor doth hereby grant assign and re-convey unto the mortgagor, his heirs, executors, administrators and assigns all that the piece of land situated in the \_\_\_\_\_ containing \_\_\_\_\_ more or less bounded on the North by \_\_\_\_\_ on the South by \_\_\_\_\_ on the East by \_\_\_\_\_ on the West by \_\_\_\_\_ together with the dwelling house and out-offices, stables, cook-rooms and out buildings thereon and all and singular other than premises in the Principal Indenture comprised or expressed to be thereby assured or which means nor are by any means vested in the Vice-Chancellor subject to redemption under or by virtue of the Principal Indenture with their rights as month and appurtenances as in the Principal Indenture expressed and all the estates right title interest property claim demand whatsoever of the

Vice-Chancellor into out of or upon the same premises by virtue of the Principal Indenture to have and to held the premises hereinbefore expressed to be hereby granted assigned and re-conveyed unto and to the use of the mortgagor his heirs, executors, administrators and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions suits accounts, claims and demand for or in respect of the said moneys or any part thereof or, for or in respect of the Principal Indenture or of anything relating to be premises and the Vice-Chancellor hereby covenants with the mortgagor his heirs, executors, administrators and assigns that the Vice-Chancellor has not done or knowingly suffered or been party or privy to anything whereby the said premises or a part

thereof are, is or can be impeached, encumbered or affected in title estate or otherwise howsoever in witness whereof the parties have hereunto set their hands and seal the day and year first above written.

**Singed** sealed, and delivered by \_\_\_\_\_ for and on behalf of the Vice-Chancellor of Maharshi Dayanand University, Rohtak in the presence of \_\_\_\_\_

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **APPLICATION FORM FOR MARRIAGE//HOUSE BUILDING/MOTOR CAR, ETC. ADVANCE**

1. Name (in Block Letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Name of Parent Dept. & Designation : \_\_\_\_\_
4. Name of the Dept. where working : \_\_\_\_\_
5. Emoluments on which loan is admissible: \_\_\_\_\_  
Salary Head: \_\_\_\_\_ Basic Pay: \_\_\_\_\_ D.Pay : \_\_\_\_\_  
Spl. Pay: \_\_\_\_\_ Total : \_\_\_\_\_ (GPF Account No. \_\_\_\_\_)
6. Whether permanent or temporary : \_\_\_\_\_
7. Purpose of Advance : \_\_\_\_\_
8. Amount of advance required : \_\_\_\_\_
9. Date of joining in University Service : \_\_\_\_\_
10. Date of Birth : \_\_\_\_\_
11. Date of Superannuation : \_\_\_\_\_
12. Date of Birth of Son/Daughter/Sister : \_\_\_\_\_
13. Exact date of marriage : \_\_\_\_\_

14. Whether advance for the same purpose was obtained previously, if so :

	Date	Amount
i) Date of drawal of the first advance	_____	Rs. _____
ii) Date of drawal of the second advance	_____	Rs. _____
iii) The amount of advance 1 <sup>st</sup> /2 <sup>nd</sup> or interest		Rs. _____

thereon still outstanding if any.

a. Name & Date of Birth of the Child/Sister for whom previous Marriage Advance was drawn

Name : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

15. Whether Husband/Wife is in University Service : \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Certified that my wife/husband is/is not a University/Haryana Government employee and he/she has not applied/obtained Marriage Advance for the same purpose.

Dated: \_\_\_\_\_  
Applicant

Signature & Designation of the

**CERTIFICATE FROM THE DEPARTMENT**

It is certified that the advance of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) applied for is admissible according to the instructions, and the information given by the applicant is correct.

It has been verified that the Daughters/Sons/Sister of the employee is really dependent upon him and she/he had not drawn marriage advance earlier for the same.

.Signature of Drawing & Disbursing Officer

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### SURETY BOND

**(For grant of marriage/motor car/motor cycle etc. advance to temporary/regular University employees)**

This deed is made on the \_\_\_\_\_ day of \_\_\_\_\_ (Two thousand and \_\_\_\_\_ ) between Sh./Dr. \_\_\_\_\_ working as \_\_\_\_\_ in the Department of \_\_\_\_\_ (hereinafter referred to as the surety) of the one part and the **Registrar, M.D. University, Rohtak (hereinafter referred to as the Registrar)** of the other part.

Whereas the loan of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ ) has been granted to Sh. \_\_\_\_\_ working as \_\_\_\_\_ in the Department of \_\_\_\_\_ (hereinafter referred to as borrower) on the terms and conditions laid down in the agreement dated \_\_\_\_\_ subject to the borrower furnishing a permanent University servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated \_\_\_\_\_.

And whereas the borrower is not an adhoc employee.

And whereas Sh. \_\_\_\_\_ has, in fulfillment of the conditions of the Marriage/Motor Car/Motor Cycle advance, agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows: -

1. In pursuance of the said agreement and in consideration of a sum of Rs. \_\_\_\_\_ advanced by the University to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the

conditions set out in the agreement dated \_\_\_\_\_ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that whatsoever, before the amount due to the University from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the University on account of the principal and interest under the said agreement.

2. For the consideration aforesaid and in further pursuance of the agreement, it is hereby agreed that the University granting time or any other indulgence to the borrower shall not affect the liability of surety.

3. The University shall be entitled to deduct from the Pay, Traveling Allowance or any other sum which may be or become payable by the University to the surety the amount due to it from the surety under this deed.

In Witness whereof the parties have signed, this deed on the dates respectively mentioned against their signatures in the \_\_\_\_\_ year of the Republic of India.

(1) Witness  
Signature : \_\_\_\_\_  
Address : \_\_\_\_\_  
Date : \_\_\_\_\_

(2) Witness  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

**Surety**

Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department : \_\_\_\_\_

Signed by : \_\_\_\_\_

(For and on behalf of the Vice-Chancellor, M.D. University Rohtak)

I, \_\_\_\_\_ do hereby authorize the **Finance Officer, M.D. University, Rohtak** to recover from the Death-cum-Retirement Gratuity, the amount which would become due to me on the date of Superannuation/Retirement the balance of outstanding marriage advance, with interest in terms of the penultimate paragraph of the agreements dated the \_\_\_\_\_.

Dated:

Signature \_\_\_\_\_  
Designation \_\_\_\_\_

Certified that I hereby cancel the nomination made by me in respect of Death-cum-retirement gratuity payable to me at the time of retirement.

Signature \_\_\_\_\_  
Designation: \_\_\_\_\_

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **ADVANCE UTILIZATION CERTIFICATE**

**(For Marriage/House Building/Motor Car, etc. Advance to the University Employees)**

1. Nature of loan \_\_\_\_\_ (Refundable/Permanent, etc. advance)

Certified that an advance of Rs. \_\_\_\_\_ was drawn by me vide Cheque No. \_\_\_\_\_ dated \_\_\_\_\_  
for \_\_\_\_\_ (mention the purpose). The same has been utilized for the purpose it was drawn.

\_\_\_\_\_  
(Signature of the Employee)

Name & designation: \_\_\_\_\_

Department/Office : \_\_\_\_\_

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### GUEST REGISTER

S.No.	Name, Address & Telephone No.	Arrival		Room No. (AC/Non AC)	No. of Guests	Private/Official	Total Days of Stay
		Date	Time				
1	2	3	4	5	6	7	8

Departure		Amount Paid (Rs.)	University Receipt No.	Signature of Supervisor	Signature of Hospitality Officer	Signature of Guest
Date	Time					
9	10	11	12	13	14	15

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **TELEPHONE REGISTER**

S.No.	Name & Address	Telephone No. called	Nature of Call (Local/STD/ISD)	Call Charges	Sign of the Guest	Remarks
1	2	4		8	9	10

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **CASH/CREDIT MEMO FOR SERVICE CHARGES**

Book No. \_\_\_\_\_

Date : \_\_\_\_\_

Name of the Payee : \_\_\_\_\_

Date of Service	Quantity & Particulars	Rate (Rs.)	Amount (Rs.)
Total Meal Charges			
Room Rent as per Serial No. in Guest Register			
Grand Total			

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **PARTICULARS OF VEHICLES AND INCUMBENCY OF DRIVERS**

1. Registration No. :
2. Type of vehicle :
3. List of tools and accessories :
4. List of spares with the driver :

#### **Particulars of the Driver Incharge of the Vehicle & Check of Tools and Accessories**

S. No.	Name of Driver	Period of charge		Sign of Driver	Sign of Transport Officer
		From	To		
1	2	3	4	5	6

Check of tools and accessories				
Date of checking	Name and Designation of checking officer	Discrepancy, if any	Sign. of checking officer	Remarks
7	8	9	10	11

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### VEHICLE LOG BOOK (OTHER THAN TRACTOR)

Vehicle No. \_\_\_\_\_ Tank Capacity : \_\_\_\_\_ liters. Average Mileage/Litre : Long \_\_\_\_\_ Km./Local \_\_\_\_\_ Km.

Sr. No.	Date	Time		Name and Designation of the User	Purpose (Official/Private)	Duty Places	
		Out	In			From	To
1.	2	3	4	5	6	7	8

Milometer Reading			Fuel Consumption				Sign of Driver	Sign of User	Remarks
Out	Total Run	In	POL Drawn	Balance at Start	Consumed	Balance in Tank			
9	10	11	12	13	14	15	16	17	18

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### TRACTOR LOG BOOK

		Working hours			Diesel			Mobile oil			Grease			Sign. of Driver	Sign. of TO/CO
Date	Brief details of work done	From	To	No. of hours	Received	Consumed	Balance	Received	Consumed	Balance	Received	Consumed	Balance		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **REGISTER OF FUEL (PETROL/DIESEL) PURCHASED FROM THE FILLING STATION**

Sr. No.	Period for which bill received	Name of the fuel indenting Office/Dept.	Details of bills raised by the Filling Station	Total value of bills raised by Filling Station	Name of the Filling Station	C.P. No.	Details of Reminders, if any, issued to Offices defaulting on payment.	Details of Payment (Cheque No. date and amount)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**RECORD OF REPAIRS ETC. OF THE UNIVERSITY VEHICLES**

Vehicle No. \_\_\_\_\_

S. No.	Date of Entry of Bill	Details of Repairs/Replacements	Quantity of Spare Parts	Bill No. & Date	Name of Workshop	Amount (Rs.)	Monthly Expenditure	Cumulative Expenditure	Record of Unserviceable Parts	Sign of Driver	Sign of Transport Officer	Remarks
1	2	3	4	5	6	7		8	9	10	11	12

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### HISTORY SHEET OF THE VEHICLE

1. Vehicle No. \_\_\_\_\_

Date	Date of Purchase (Bill No. & Date)	Details of Vehicle (Type, make, model, Engine No., Chasis, seating capacity, etc.)	Purchase Value	Insurance Details			Details of accident, if any	Sign of T.O.
				Policy No.	Premium	Period		
1	2	3	4	5	6	7	8	9

Normal life	Depreciated value	Date of disposal	Amount of disposal	Receipt No.	Sign of T.O.	Remarks
10	11	12	13	14	15	16

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### RECORD OF TYRES/TUBES

1. Vehicle No. : \_\_\_\_\_
2. Norms of replacement : \_\_\_\_\_
3. Details of tyres received with the vehicle : \_\_\_\_\_
- i. No. of tyres received with the vehicle: \_\_\_\_\_
- ii. Tyre Nos. : \_\_\_\_\_

S.No.	Date	Distance covered (Kms.)	Date of replacement	Tyre Nos.	Bill No. & Date	Amount (Rs.)	Supplier	Sign of the Transport Officer	Remarks
1	2	3	4	5	6	7	8	9	10

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### RECORD OF BATTERIES

Vehicle No. \_\_\_\_\_.

S.No.	No., Make and Bill No. of the existing battery	Date on which the existing battery were changed	No., Make and Bill No. of the new battery	Date of change of the new battery	Sign of the Transport Officer	Remarks
1	2	3		4	5	6
1.						
2.						
3.						

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### VEHICLE REQUISITION FORM (OTHER THAN BUSES)

**Subject :** Requisition for \_\_\_\_\_ (Name of Vehicle)

1.	Name, designation and address of the Officer/official	
2.	Total no. persons/officials who will travel in the vehicle	
3.	Purpose	
4.	Place (s) of visit	
5.	Nature of Journey	i. Official (Free of Charge) ii. Official on Payment iii. Private on Payment
6.	Date, Time and Place where the Driver is required to report for duty	
7.	Expected date & time of arrival	
8.	Estimated distance to be covered (in Kms.)	

**Note:** Requisition shall be submitted at least three days before the date of journey except in emergencies.

It is certified that I/we \_\_\_\_\_ (Name & designation of the Indentor) shall use the University vehicle only for official/private purpose. I also undertake that I/we will be responsible for arranging the payment of vehicle charges.

Indentor

Registrar  
(Outstation Journeys)

Transport Officer  
(For local journeys)

Endst. No. TO/\_\_\_\_\_

Dated : \_\_\_\_\_

A copy is forwarded to the Indentor with the following information:

1. The Vice-Chancellor/Registrar has allowed the use of the University vehicle for the purpose stated by you.
2. The University vehicle will be provided on availability.
3. The University vehicle can not be made available for the said date and time.

Transport Officer

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### VEHICLE REQUISITION FORM FOR BUSES

**Subject :      Requisition for University Bus**

1.	Name, designation & official address of the Indentor	
2.	Total no. of students (Please attach list of students)	
3.	Purpose	
4.	Details of route (Please attach a copy of route details alongwith places of Night Stay during the tour)	
5.	Nature of Journey	i.      Official (Free of Charge) ii.     Official on Payment iii.    Private on Payment
6.	Date, Time and Place where the Driver is required to report for duty	
7.	Expected time of arrival	

- Note:**
1.      **Requisition shall be submitted at least three days before the date of journey except in emergencies.**
  2.      **Full payment of the bus charges, in case of short journeys /tours to places like Delhi, Chandigarh, Suraj Kund, etc., and 50%, in case of long journeys/tours, may be deposited with the Transport Office alongwith the Requisition.**

It is certified that I/we \_\_\_\_\_ (Name & designation of the Tour Incharge) are proceeding on the above tour alongwith the students of the Department/Institute of \_\_\_\_\_, and shall be responsible for proper operation of the Bus and observation of all other formalities such as payment of State Entry Tax, etc. during the tour. I/we further undertake to arrange the payment/balance payment of the bus charges.

Dean, Students Welfare  
Incharge

HOD

Indentor/Tour

Transport Officer

Endst. No. TO/ \_\_\_\_\_

Dated : \_\_\_\_\_

A copy is forwarded to the HOD/Tour Incharge with the following information:

1. The Vice-Chancellor/Registrar has allowed the use of the University vehicle for the purpose stated by you.
2. The University vehicle will be provided on availability.
3. The University vehicle can not be made available for the said date and time.

Transport Officer

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **DRIVERS' DUTY REGISTER**

Date	S. No. of Duty Slip	Details of Requisitioner	Status of Requisition (Received/Pending)	Type of Journey (Official/Private)	Places of Visit	Duration of Visit	Vehicle No.	Type of Vehicle	Name of Driver & his signature	Remarks
1	2	3	4	5	6	7	8	9	10	11

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **DEMAND AND COLLECTION REGISTER FOR PRIVATE USE OF VEHICLE**

S. No.	Date of Use	User Name & Designation	Distance Covered (Kms.)	Total Charges (Rs.)	Bill No. & Date	Vehicle No.	Place (s) visited	Details of Payment made by the user (Date, Cheque No. etc.)
1	2	3	4	5	6	7	8	9

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### BILL FOR USE OF VEHICLE

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

S.No.	Description	Amount (Rs.)
1.	Vehicle Charges Vehicle No. _____; Date of Use _____ L.B. Page No./S _____; Distance covered : _____; Kms.; Rate/Km. : _____	_____
2.	Night Stay Charges (Charges @ Rs. _____ for _____ days)	_____
3.	D.A. of the Driver                      Total Days : _____                      Total amount : Rs. _____ i. _____ ii. _____	_____
4.	D.A. of the T. Cleaner                      Total Days : _____                      Total amount : Rs. _____ i. _____ ii. _____	_____
Total		

Note : Charges may be deposited with the University Cashier in Income Head No. \_\_\_\_\_, and original receipt may be sent to the Transport Officer for record/proof of payment

Bill entered in Demand, Collection and Balance Register at Page No. \_\_\_\_\_ for the year -----.

Dealing Clerk/Asstt.

Transport Officer

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### REGISTER OF NURSERY PLANTS

Site	Date of sowing	Quality of Seed sown	Germination (Number of Plants)	(Number of plants survived)	Reference of Register of plants where carried cover with date	Initials of S.O.	Reviewed by LSO giving reasons for low germination or failure	Remarks
1	2	3	4	5	6	7	8	9

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### REGISTER OF PLANTS

1. Girth prescribed by the Estate Officer.....
2. Reference to authority .....

Site/location	Date or receipt	Number	Source of receipt (in case of transfer from Nursery Register, give ref. to page)	Cost in case of purchase Rs.	Initials of LSO	Date of review of girth	No. of plants found dead during the year	Date of transfer to Register of Trees	Number of plants transferred to Register of Trees	Reference to page of Register of Trees	Initials of LSO	Review by LSO	Reference to orders of competent authority approving morality	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### REGISTER OF TREES

Sr.No.	Situation	Measurement			Kind of tree	Age/date	Signature of LSO	No. & date of orders sanctioning the disposal of tree	Amount of sale proceeds (Rs.)	Name & Designation of Officer holding the auction or sanctioning the sale	No. & Date of receipt	Remarks including any explanation if necessary why less then the normal price was realised
		Girth of stem	Height of the stem	Cubic contents of timber								
1	2	3	4	5	6	7	8	9	10	11	12	13

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### REGISTER OF FRUIT TREES

Details of location of Fruit Trees	Name of the fruit crop with details of varieties	Number of Fruit Trees/Plants at the commencement of the year			Source and date of receipt of fruit trees	Date of planting of Fruit Trees	Cost in case of purchase & ref. to page in case of transfer from Nursery Register	No. of planted trees during the year	Details of inputs				Initial
		Fruit bearing trees	Trees still in the unbearing stage	Others					Initials	Date	Item	Quality	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Contd.....UAC Form 15/20

## REGISTER OF FRUIT TREES

Trees/Plants found dead during the year	Reason of death of plants	Total survived (3+4+5+9)-(15)	At the close of the year			plants/trees at the time of fruition and periodic review and	Yield			Income from sale of fruit/product		Initials
			Bearing Fruit Trees	Still in the unbearing stage	Others		Expected (Kgs.)	Actual (Kgs.)	Initials			
15	16	17	18	19	20	21	22	23	24	25	26	27

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### REQUISITION FORM FOR PRINTING

**Subject : Requisition for Printing**

The copy of the manuscript running into \_\_\_\_\_ pages is enclosed for printing. The details of the job are given below :

1. Title of the job :
2. Details of the job :
3. No. of the pages of the manuscript :
4. No. of copies to be printed :
5. Binding requirement : Hard bound/Paperback/Not required
6. Numbering requirement : Required/Not required
7. Date by which material is required :
8. Any other requirement :

It is requested that the above material may be printed as per schedule given above.

Head of Office (with

seal)  
The Press Manager,  
M D University, Rohtak

No. : \_\_\_\_\_ Dated : \_\_\_\_\_

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### JOB REGISTER

For Office use	For Store use		Quantity	Stock Reg. No.	Page No.	Valuation	Delivery Challan-cum-Bill No.
	Req. No. & Date	Quality					
Office : ..... Order No. : ..... Job No. : ..... Quantity : ..... Size : ..... No. of pages : ..... Numbering of pages : ..... Binding : .....							

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### JOB FILE

Job No. : \_\_\_\_\_

Indentor's name and address : \_\_\_\_\_

Order No. and date : \_\_\_\_\_

M.S.S. Pages : \_\_\_\_\_

Quality of paper : \_\_\_\_\_

Requisition No. : \_\_\_\_\_ Date : \_\_\_\_\_

S. No.	Description	Quantity used

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**RETURN OF DRAFT PRINT FOR PROOF READING TO THE INDENTOR**

To

\_\_\_\_\_  
\_\_\_\_\_  
M. D. University, Rohtak

NO. UP/PR/ \_\_\_\_\_  
Dated : \_\_\_\_\_

**Subject : Checking of proofs and return thereof for printing**

Sir,

This has reference to your Requisition/Order No. \_\_\_\_\_ dated \_\_\_\_\_ for printing of \_\_\_\_\_ . The first/second proof of pages from \_\_\_\_\_ to \_\_\_\_\_ is enclosed. You are requested to take action as under.

1. The proofs may be returned at the earliest after getting the same checked.
3. Job No. may be mentioned prominently in your forwarding letter.
4. Each page of proof must be signed with date as a token of having checked the same.
5. It is not advisable to ask for second proof in case of fewer corrections.
6. In case, second proof is not required, "Correct & Print" order with dated signature may be appended on each page.
6. Kindly note that incorporation of corrections pointed out in the proof shall be our responsibility and left out mistakes shall be your responsibility.

Yours faithfully,

Encls.: As above

(Press Manager)

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### DELIVERY CHALLAN-CUM-INVOICE

Delivery Challan-cum-Invoice No. \_\_\_\_\_  
\_\_\_\_\_

Dated:

To

\_\_\_\_\_  
\_\_\_\_\_  
M.D. University, Rohtak

S. No.	Job No.	Description of the Printed Material	Department/Office	Quantity	Delivery Total/Partial

Kindly note that our responsibility shall cease no sooner the goods leave the University Press godown.

Accounts & Store Incharge  
For Press Manager

1. Received the above material in good condition as per this Office requirement.

Sign of the Recipient

2. Stock entry (ies) of the above material has been made in Stock Register No. \_\_\_\_\_ at page No.

\_\_\_\_\_ of \_\_\_\_\_ (Name of Office/Dept.) and in Job Register of the University Press against Job No.  
\_\_\_\_\_

Sign of Store  
Keeper/Clerk

3. The value of the job works out to be Rs. \_\_\_\_\_.

Accounts & Store Incharge



## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### BILL FORM

**Original**

Bill No. \_\_\_\_\_ Dated : \_\_\_\_\_ Order No. \_\_\_\_\_ Dated : \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the work done	Quantity	Rate	Amount (Rs.)
<b>Total</b>			

Note : 1. Payment may made to this Office by Cheque/Bank Draft drawn in favour of the Finance Officer, MDU, Rohtak.

Accountant/Bill Clerk  
For Press Manager

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### PAPER CONSUMPTION REGISTER

GSM : \_\_\_\_\_ Weight : \_\_\_\_\_ Specifications : \_\_\_\_\_ Size : \_\_\_\_\_

Job No.	Requisition No./ Challan No. & Date	Job Description	Quantity consumed	Balance	Sign of the Store Keeper	Sign of Accounts & Store I/C	Remarks
1	2	3	4	5	6		7

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### ANNUAL STATEMENT OF ACCOUNTS OF THE UNIVERSITY PRESS

Name of Office/Dept.	Job No.	Job Description	Challan-cum-Invoice No. & Date	Amount (Rs.)
1	2	3	4	5
A. Income				
1.				
<b>Total (1)</b>				
2.				
<b>Total (2)</b>				
<b>Total A (1+2+3+4+ .....</b> )				
Salaries				
Purchase of Paper				
Purchase of Ink				
Repair of Plant/ Machinery				
<b>Total B</b>				
<b>Net Income (A-B)</b>				

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **HOUSE/BUILDING CONNECTION REGISTER**

House/Building Particulars : \_\_\_\_\_

S. No.	Name of the occupant/Office	Connection No.	Purpose of supply	Date of Connection	Date of Disconnection	Reason of disconnection	Name & Sign. of the designated official	Sign. of the JE/SDE (Elect.)
1	2	3	4	5	6	7	8	9

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **REGISTER OF PAYMENTS TO HARYANA BIJLI VITRAN NIGAM**

Date	New reading	Old reading	Units consumed (3-2) X 2000/3	Bill No. & date	Amount of bill (Rs.)	Payee's Name and address	Details of payment (Cheque No. & Date)
1	2	3	4	5	6	7	8

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### LOG BOOK OF GENERATORS

1. No. & Make of Generator : \_\_\_\_\_                      2. Horse Power : \_\_\_\_\_
3. Rate of Fuel Consumption : \_\_\_\_\_                      4. Location : \_\_\_\_\_

Date	Bill No. & Date	Source	Fuel in the Tank (Litres)	Fuel added (Litres)	Total Fuel (Litres)	Run time		Fuel Consumed (L/hour)	Balance (Litres)	Sign of the Operator	Sign of the Controlling Officer
						From	To				
1	2	3	4	5	6	7	8	9	10	11	12

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **REGISTER OF REPAIRS OF THE GENERATORS**

1. No. & Make of Generator : \_\_\_\_\_ 2. Horse Power : \_\_\_\_\_

3. Location : \_\_\_\_\_

S. No.	Details of Repairs/ Replacements	Bill No. & Date	Source of Repair/Shop from where parts were purchased	Amount (Rs.)	Record of Unserviceable Parts	Sign of the Operator	Sign of the Controlling Officer	Remarks
1	2	3	4	5	6	7	8	9

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **ENERGY CONSUMPTION REGISTER**

S. No.	Meter Reading (Incoming)	Meter Reading (Outgoing)	Energy Consumed	Actual Energy Consumed	Permissible Transmission Loss	Energy Consumed	Losses
1	2	3	4 (3-2)	5	6	7 (5+6)	6 (4-7)



## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### ELECTRICITY/WATER CONSUMERS' LEDGER

1. Name of the Employee : \_\_\_\_\_ Employee No. \_\_\_\_\_

3. Department/Address : \_\_\_\_\_ (address in case of private consumer)

Date of reading	New reading	Old reading	Units consumed	Rate/Unit (Rs.)	Amount (Rs.)	Meter rent (Rs.)	Water Charges (Rs.)	Other charges (Rs.)	Total amount (Rs.)	Reference to Employees' Electricity and Water Charges Rolls/Private Consumers' payment details
1	2	3	4	5	6	7	8	9	10	11

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**ELECTRICITY CHARGES BILL (PRIVATE CONSUMERS)**  
(For Domestic/Commercial Supply)

Book No. : \_\_\_\_\_ Bill No. \_\_\_\_\_ Date: \_\_\_\_\_ Meter No. \_\_\_\_\_ Account No. \_\_\_\_\_

Name and address of the Consumer : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Reading		Meter Reading		Units consumed
Old	New	Old	New	

S. No.	Particulars	Supply & other charges (Rs.)	Electricity (Rs.)	Total amount shown under column 3 and 4 (Rs.)
1	2	3	4	5
1.	Balance from previous month, if any			
2.	Charges against consumption as shown above after allowing rebate			
3.	Rentals: (a) For Service line (b) For meters			
4.	Sundry Charges (a) Debits (b) Allowances			
5.	Total Amount payable by due date.			
6.	Addl. charges in case of non-payment by the due date			
7.	Amount payable after the due date			

Due date for payment: (a) by cash \_\_\_\_\_ (b) by cheque \_\_\_\_\_

Clerk/Assistant/S.D.E. (E)

## **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

### **ELECTRIC CHARGES ROLL OF UNIVERSITY EMPLOYEES**

S. No.	Employee No.	Name, designation & address of the Occupant	Electric charges	Fan charges (Rs.)	Water charges (Rs.)	Other charges (Rs.)	Arrears, if any (Rs.)	Total (Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10