

CALENDAR VOLUME-II

University Accounts Code

(As amended upto October, 2023)



Indira Gandhi University Meerpur, Rewari

(Established Under Haryana Act. No.29 of 2013)



Foreword

The higher education system in India has grown in a remarkable manner for the last decade to become second largest system of its kind in the Universe. Consequently, concerns are being raised about quality and excellence output from the Universities for the swift growth of higher education in India. In this context, Vice-Chancellor's role being the chief executive and academic Head of University is of great worth to implement National Higher Education Policy and Programmes from time to time along with innovative enhancement in research and its sustainability; and adoption of international best practices of good governance. Act, statues, ordinances and rules provide guidelines for the statutory functionaries of university and its officials for taking decisions in enhancing the academic standards and protecting interest of students. In view of the complex and demanding role in various disciplines along with diverse responsibilities of Vice-Chancellor, such act, statues, ordinances and rules provide important tool to the Vice-Chancellor for the coordination and improvement of academic standards in the University.

It is an honour and privilege for me to take the responsibility of releasing/ bringing out Indira Gandhi University's own Calendars, Volume-I (comprised of act and statues); and Volume-II (Accounts Code). Since the establishment of Indira Gandhi University in 2013, University was following the rules and regulations of Maharishi Dayanand University, Rohtak. Act, statues and accounts incorporated in the Volumes I and II contain latest changes till date.

The efforts made by the officials of various branches of the university for giving final shape is highly appreciated. Vital efforts have been made to release error free Calendars- Volume I and II which in turn will act as a guide for required amendments in future, if necessary. Any error pointed by the users will be highly appreciated and the same will be rectified.

(J.P. Yadav)

Vice-Chancellor



Foreword

It is with great pride and a sense of responsibility that I introduce this comprehensive document Volume-II outlining the Accounts Code of the University. As Registrar of Indira Gandhi University Meerpur, I am deeply aware of the critical role that well-structured guidelines play in maintaining the integrity, efficiency, and academic excellence.

In the dynamic and ever-evolving landscape of higher education, it is imperative for any academic institution to have a robust administrative framework that not only addresses current needs but also anticipates future challenges. Our rules and ordinances are crafted with the intention of supporting our mission to provide an exceptional educational experience while upholding the highest standards of academic and administrative excellence. These are designed to ensure fairness, transparency, and consistency across all facets of university life.

I extend my gratitude to all those who have contributed to give final shape to this document. Though all efforts have been made to make it error free; nevertheless if any discrepancy is brought to notice by any well wisher, the same will be rectified.

(Parmod Kumar)

Registrar

INDIRA GANDHI UNIVERSITY, MEERPUR

(A State University Established under Haryana Act No. 29 of 2013)

CALENDAR VOLUME-II (UNIVERSITY ACCOUNTS CODE)

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CHAPTER - 1

INTRODUCTION

1.1 Short Title and Commencement

- 1.1.1 The rules contained in this Calendar shall be called the University Accounts Code.
- 1.1.2 These rules shall come into force on such date as the University may, with the approval of the Executive Council, notify it.
- 1.1.3 The Finance Department, Government 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:

- 1.2.1 “**Act**” means Indira Gandhi University Act, 2013 (No. 29 of 2013) as amended by the Haryana State Assembly from time to time.
- 1.2.2 “**Academic Council**” means Academic Council of the University.
- 1.2.3 “**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.
- 1.2.4 “**Appropriation**” means the allotment of a particular amount of money to meet expenditure on a specified object including primary unit of appropriation.
- 1.2.5 “**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.
- 1.2.6 “**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.
- 1.2.7 “**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.
- 1.2.8 “**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.

- 1.2.9 **“College”** means a constituent College of the University.
- 1.2.10 **“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.
- 1.2.11 **“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.
- 1.2.12 **“Controlling Officer”** means the Officer of the University, Chairperson/Incharge of a Department or other officer who is entrusted with the responsibility to control the incurrence of expenditure and/or collection of revenue.
- 1.2.13 **“Court”** means Court of the University.
- 1.2.14 **“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.
- 1.2.15 **“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/her parent Department in Government.
- 1.2.15(a) ***“Emoluments”** for the purpose of-
 - (a) leave salary contribution means-
 - (i) basic pay in [level/pay scale]; and
 - (ii) any other amount specially classed as emoluments for the purpose by the competent authority.
 - (b) pension contribution for those who covered under the Haryana Civil Services (Pension) Rules, 2016 means-
 - (i) basic pay in the [level/pay scale], actual fixed/refixed last;
 - (ii) dearness allowance on (i) above;
 - (iii) non-practicing allowance; and
 - (iv) any other amount specially classed as emoluments for the purpose

* Approved by the 13th meeting of E.C. Vide Reso. No. 29(4) dt. 06.09.2017

by the competent authority;

- (c) matching contribution in lieu of pension contribution (for those who covered under the Defined Contributory Pension Scheme) means-
 - (i) basic pay in [level/pay scale], actual fixed/refixed last;
 - (ii) dearness allowance admissible on (i) above; and
 - (iii) any other amount specially classed as emoluments for the purpose by the competent authority.

1.2.16 **“Executive Council”** means Executive Council of the University.

1.2.17 **“Finance Committee”** means Finance Committee of the University.

1.2.18 **“Financial Year”** means the year beginning on the 1st of April and ending on 31st March of the following calendar year.

1.2.19 **“Governing Bodies”** means the Academic Council, Finance Committee, Executive Council, and Court of the University.

1.2.20 **“Government”** means the State Government of Haryana.

1.2.21 **“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.

1.2.22 **“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.

1.2.23 **“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 “programmers” 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” etc.

(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.

1.2.24 **“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.

- 1.2.25 **“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.
- 1.2.26 **“Re-appropriation”** means transfer of funds by a competent authority from one unit of appropriation to another to meet specified expenditure.
- 1.2.27 **“Recurring expenditure”** means the expenditure, which is incurred at periodic intervals.
- 1.2.28 **“Revised Estimates”** means 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.
- 1.2.29 **“Statutes”** and **“Ordinances”** means the Statutes and Ordinances framed by the University under the Act.
- 1.2.30 **“Technical Sanction”** is the sanction of the competent authority to a properly detailed estimate of the cost of a work or repair.
- 1.2.31 **“University”** means Indira Gandhi University, Meerpur - Rewari established by Indira Gandhi University Act, 2013 (No. 29 of 2013) of Haryana State Assembly.
- 1.2.32 **“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.
- 1.2.33 **“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/Chairpersons 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 Indira Gandhi University, Meerpur 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

GENERAL PRINCIPLES OF FINANCIAL MANAGEMENT AND CONTROL

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 shall throughout be borne in mind, and duplication and delays be avoided.
- 2.1.2** Efficient financial administration of the University calls for a coordinated working of all its component units. That all its components shall 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 of College or other institution shall do so with utmost care and responsibility. In exercising this responsibility, Chairperson/Incharge*/Head of Department/office 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/her 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

* Appointed Retired Professors /Visiting Professor due to non-availability of regular Professor and Associate professor in the Department

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 these 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 along with dates of its opening and closing entries.
- 2.1.9** Forms, notes, letters etc. which are used frequently in various offices of the University, shall be standardized and printed. A set of all these forms will be made available in all branch offices and Departments in soft copy form. 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

- (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 shall 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/herself 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/herself that the system of control over the sales and services rendered and the subsequent payment thereof is adequate.
- 2.2.1** The sums received on behalf of the University shall forthwith be deposited in the Bank in full and appropriation of such sums to set off other expenditure

shall be prohibited.

- 2.2.2 An officer or employee of the University authorized by the Vice-Chancellor to receive money on behalf of University shall give the payer a receipt of the amount realized duly signed by him/her. The receipt must be in the prescribed form and from the printed Receipt Book supplied to the employee for the issue of receipts.
- 2.2.3 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.
- 2.2.4 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.
- 2.2.5 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.
- 2.2.6 Computer generated, serially numbered receipts in triplicate shall be generated. First copy of receipt shall be given to the payer, second shall be sent to the concerned Branch/Section and third 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 shall 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 up to 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, beyond his/her power of sanction.
- 2.3.5 That sanction to incur expenditure shall indicate the details of provisions under the relevant budget head where from 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 shall be laid on the following principles while incurring or authorizing expenditure:

Every officer shall exercise the same vigilance in respect of expenditure to be incurred from the University money as a person of ordinary prudence would exercise while spending his/her own money.

- (a) The expenditure shall not, *prima facie*, be more than what the occasion may demand.
- (b) No authority shall exercise his/her powers of sanctioning expenditure to pass an order which will be directly or indirectly to his/her own advantage.
- (c) University moneys shall 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 shall be so decided and regulated that the allowances do not become a source of profit to the recipients.
- (d) No officer of the University shall pass his/her 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/She shall be responsible for observance of all relevant financial rules and regulations both by his/her own office and by offices subordinate to him/her; 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 not only ensure 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/she 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/She must be in a position to assume complete responsibility before the Finance Committee/Executive Council/Court etc. 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.
All bills presented for payment shall be examined in accordance with the relevant provisions in the rules. If the claim is found to be admissible, the authority is proper, the signature is true and in order, and the receipt is a legal acquittance, then only the Disbursing Officer shall make an order on the bill under his/her signature to release the payment. The order shall specify the amount payable both in words and in figures.
- 2.3.11** "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.
- 2.3.12** 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

- 2.3.13** (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 shall 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/her own authority, authorize any payment in

excess of the funds placed at his/her 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/her disposal, he/she 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 shall generally be obtained before placing orders for supplies.
- 2.4.5** That all store items 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 store items 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 shall 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.

- (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.
- (d) That the stores are inspected periodically.
- (e) That the stores are physically verified once in year.
- (f) 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/employee (whether regular/contractual/or temporary basis) shall be personally responsible for the money which passes through his/her hands or is paid on his/her behalf; 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 shall be correct to his/her own satisfaction. An officer has to satisfy not only himself /herself 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/her duty to know the facts to the extent to which he/she 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/her as correct. If the printed matter does not represent the facts, it is his/her duty to make necessary amendment before affixing his/her 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

- 2.6.1 Elements of Contract:** 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 and the acceptance of the offer must 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 shall be capable of entering into contract;
 - (d) their consent shall be free and real;
 - (e) the contract shall be for an object permitted by law;
 - (f) the agreement shall be supported by consideration; and
 - (g) the agreement shall 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:
 - (i) Contract of service
 - (ii) Deputation contract
 - (iii) Agreement relating to special advances given to members of the staff.
 - (b) Contracts between the University and outsiders:
 - (i) Contract for the supply of goods
 - (ii) Contract for the construction of buildings, roads etc. and
 - (iii) 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 shall be exercised and the general procedure prescribed with regard to the various clauses 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 shall 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 shall be precise and definite, and there shall be no room for ambiguity or mis-interpretation/ mis-understanding therein.
- (b) Any contract made between private persons and if required by the law to be registered, shall be registered.
- (c) (i) Wherever possible, standard forms of contracts shall be adopted for specific type after adequate prior scrutiny and consultation with the University Legal Adviser. The alternatives used in the standard forms, which are not applicable, shall invariably be scored out in consultation with the accounts branch of the University.
- (ii) In cases where standard forms of contracts are not used, legal and financial advice shall be taken in drafting the contracts before these

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/e-tender/GeM portal 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 shall be commenced without prior execution of contract documents. Even in cases where a formal written contract is not made, no order for supplies, etc., shall 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, thereof.
- (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 shall 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 shall 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 shall invariably include the following "warranty clause as per prescribed form". 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 Indira Gandhi University Meerpur, Rewari (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 shall 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 called upon to do so, 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 shall not be entered into except in cases of absolute necessity, and the reasons shall be recorded in writing. Whenever such contracts are entered into, all necessary safeguards to protect the interests of the University shall 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 shall 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/herself 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/GST, purchase tax, octroi and terminal taxes and other local taxes and duties are to be paid and, if so, by which party, shall 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 shall be considered and validity of contractual documents shall be ensured. In important and complicated cases, legal advice shall 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 shall 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 modifications 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 shall be clearly indicated.

Calling of Tenders

2.6.11 Generally contracts shall be placed only after tender/e-tender/GeM portal 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 shall be recorded and prior approval of the competent authority be taken in writing, unless such action is taken in accordance with the instructions issued by the University.

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 shall be entered in a register. Whenever an agreement is taken out from safe custody, a record shall 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 shall also be obtained from the person to whom the contract is made over and this shall be kept in the place in which the contract was pending return to safe custody. When it is necessary to refer to any contract, as far as possible, the triplicate copy in the relevant file shall be made use of and recourse to taking the original contract out of safe custody shall 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 Registrar under his/her 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, shall be clearly recorded in the Register under the dated signatures of both the officers.

2.7 Defalcation and Losses

2.7.1 Report of Losses

- (a) Wherever any loss or shortage of University money, revenue, stores or other property by embezzlement, fraud, theft, etc., or negligence 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 shall 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 along with 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/her to the extent of his/her 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 shall 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/her 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/she has acted in good faith and done his/her best to the limits of his/her 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/her 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/her to make good the loss in sufficient proportion or indirectly by reduction or stoppage of his/her increments of pay.
- (iii) It shall 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, shall be recovered from the guilty employee(s). The order of recovery shall also mention the amount and mode of recovery.
- (d) Steps shall be taken to ensure that the University employee involved in any loss or irregularity which is the subject of any enquiry is not inadvertently allowed his/her 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, shall 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.

2.7.5 Material Losses

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)
 - (i) 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/her discretion in determining the stage at which reports shall be sent to the police keeping in view the fact that the police investigation will be increasingly handicapped with lapse of time.
 - (ii) 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.

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

- (b) 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 shall 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 shall be sent by the concerned investigating authority to the Registrar.

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

- 2.7.7** Money 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) shall 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 /She 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/her nominee shall 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 shall be referred to the Finance Officer.
- (b) The Internal Audit Branch shall 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/her Office, he/she shall consult the Internal Audit Officer. Where he/she suspects malpractice in any accounting area, he/she shall 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 shall be obtained;
- (b) all proposals for financial sanction shall 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., related to financial matters shall 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 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, 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 2/1 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 Chairperson/Incharge/Head of the Department/office 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 Chairperson/Incharge/Head of the Department/office will get the bill pertaining to the case simultaneously entered in the Central Suit Register by deputing the concerned official along with 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 endorsements 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 dated 18.8.2009, shall be followed and modified.

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

Letter-PA-11/LAD/406 dated 18/05/2016

Sr. No.	Description of Expenditure	Exemption from Pre-audit upto (Rs.)	
1	All recurring contingent expenses including stationery and consumables	60,000	As per norms adopted by IGU, Meerpur
2	Expenses by teacher against Research Projects of various funding agencies.	50,000	As per norms adopted by IGU, Meerpur
3	All non-recurring expenses including equipments, maintenance and repairs of building, minor construction works, etc.	150,000	As per norms adopted by IGU, Meerpur
4	Expenses relating to conduct of examination including TA/DA	180,000	As per norms adopted by IGU, Meerpur

- (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 audit. However, whenever there is a clarification on pay revision/ACP/pay fixation, these cases shall 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 daily income and receipts of the University will be checked by their Finance Officer and the same shall be post-audited by the Audit staff.
- (d) As per instructions issued by Finance Department vide memo non 14/116/2009-3FA dated 18.8.2009 the modified system of pre-audit shall be implemented by University as given below:
- The bills of constructions/Engineering Branch will be subject to hundred percent pre- audit.
 - The post-audit of expenditure made out of grants will be done on priority basis for timely issue of utilization certificate.
- (e) 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/herself or through his/her 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 shall 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 with the Executive Council/Vice-Chancellor of the University.

CHAPTER – 3

SUBMISSION AND PROCESSING OF BILLS FOR PAYMENT

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 purpose 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 shall be productive in character or that they shall 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 shall belong to the authority incurring the expenditure.
 - (d) Expenditure on a temporary asset can not ordinarily be considered as expenditure of capital nature.

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 shall 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 written in 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/herself 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/her own establishment and pension bills paid by him/her 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 assesses 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/her scrutiny in the course of audit, he/she shall always see that deductions of Income-tax are not omitted in cases where such deductions shall 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 shall be examined to ensure that the increment claimed is according to rules, and that it has actually accrued. It shall 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 shall be subjected to the following checks :

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.

- (a) 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/her office for the safe custody of the money. The "undisbursed pay and allowances shall be refunded by short draws 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 shall be noted against the short draws in the original bills.*

3.5.4 The Accounts Branch shall maintain an Establishment Check Register (UAC Form 9/6) separately for each DDO under his /her 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 do 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 shall 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 shall 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 shall be based on the functional pay scales/levels 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.

The university shall adopt Haryana Civil Services (ACP) Rules, 2016 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.

- (c) 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/her 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 shall 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.*

3.7 Check of Children Education Allowance, Tuition Fees

3.7.1 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.

3.8 Check of Travelling Allowance Bills

3.8.1 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 shall 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/her 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/her; and that he/she is satisfied that these are reasonable;
- (m) that the charges have been classified.

3.8.2 General Check Points

The following points shall 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 shall be ensured:

- (i) that the officer reaches a point outside the radius of 8 kilometers from his/her 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/her 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/her 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 shall be classified under the head "Travel Expenses". The Guidelines issued by Finance Department,*

government of Haryana from time to time in this concern shall be applicable in the University [Authority: Min. of Fin. Department of Exp. O.M.No.19028/1/78-E-IV (B) dated 18.2.1981].

3.9 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 Department vide letter No. 13/19/2008-2SII, dated 5.2.2009. The 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.

3.10 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 3/1.
- (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 Forms 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 Grade IV 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.

3.11 Check of Fully-Vouched Contingencies

Payment of fully-vouched contingencies will be made on detailed bills.

No registers need to 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 shall be conducted as in the case of bills countersigned before payment.

3.12 Contingent Charges for Wages of Mazdoors and Pay & 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).

3.13 Fee for Engagement of Lawyers

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

- 3.13.1** The State Govt. shall invariably be consulted by the University in regard to the fees of lawyers proposed to be engaged/ empaneled 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.
- 3.13.2** 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.

3.14 Scholarship Bills

3.14.1 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 shall be conducted 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.

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

3.14.3 Scholarship bills shall be posted in the Register in UAC Form 3/2 in the same manner as the Register of Grants-in-Aid except for the column meant for voucher receipt of Utilization Certificates.

3.15 Loans and Advances Bills

3.15.1 In respect of loans and advances to University employees, the sanctions shall 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 shall exercise a close watch over repayment of principal and realization of interest. In reviewing the outstanding loans and advances, special attention shall 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 shall 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.

3.15.2 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.

3.15.3 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.

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

3.16.1 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 shall be furnished to the DDO and employee 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.

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

3.16.3 It shall 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 drawal of Motor Car Advance.

3.16.4 The H.B.A. Rules, enshrined in Chapter 20, shall govern the grant of House Building Advance.

3.16.5 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 3/3. Separate pages shall be allotted to record loans/advances sanctioned to University employees in various offices. All the recoveries effected from establishment bills shall be noted based on the schedule of recoveries in the respective pages of the broadsheet which shall be totalled every month and tallied with the ledger figures in the Bill Section. Any discrepancy between these two sets of figures shall 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.

3.17 Check of Contracts

- 3.17.1** 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.
- 3.17.2** Concerned executive authorities who enter into contracts for works or supplies will also be entirely responsible to watch their fulfillment.
- 3.17.3** 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 shall 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 shall be taken in the drafting of contracts before they are finally entered into;
 - (c) Standard forms of contracts shall 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 shall be signed only after tenders/e-tenders have been invited.

That in the existing procedures of the finalization of procurement in respect of works by contract, negotiation policy of the states for

procurement of the work by contract as under (notified by Finance department, Haryana Government instructions vide letter No. 14/26/2023-6FA, dated 10.05.2023):

- (1) The price discovery of the cases related to the procurement of the works may be generally determined based on the rates quoted by the L1 bidder if the quoted rates are found reasonable by indenting University authorities, if any held with the lowest bidder.
- (2) However, negotiation could be held up to four numbers of such bidder(s), in addition to L1 bidder in cases where there are bidder falling within 5% of the L1 bidder. In cases the L1 bidder refuses to further reduce his offered price and any of the four bidders come forward to offer a price which is better than the price offered by L1 bidder, the bidder whose price is accepted becomes the L1 bidder. However, in such situations the original L1 bidder may be given opportunity to improve the discovered price, in case the original L1 bidder further improve upon the price discovered during the negotiation he would be treated as L1 bidder.
- (3) In cases where there is no bidder within 5% of the L1 bidder:
 - (i) L2 bidder will be invariably called for negotiation of the L1 bidder.
 - (ii) L3 bidder will also be called if it is so decided by the Vice Chancellor, in addition to L1, L2 bidders.
- (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 shall, 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 University authority. Any cases where competitive tender/e-tender have not been sought, or where high tender/e-tender

have been accepted, or where other irregularities in procedure have come to light.

- 3.17.4** 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.

- 3.17.5** 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 shall be obtained from the competent authority to the effect that the claim is correct with reference to such contract rates.

3.18 Procedural Instructions for the Check of Contracts and Agreements and Contractor's Bills

3.18.1 Check of Contracts and Agreements, Tenders etc.:

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

3.18.2 In scrutinizing an Acceptance of Tender/e-tender, it shall 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 shall be carefully examined;
- (b) that there is no omission of any important clause e.g. date, place and mode of delivery, dispatch 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/e-tender, Supply Orders etc., all the sheets containing rates, prices and other important conditions shall be signed in ink by the purchasing officer concerned*

- (d) that the provision for the payment of sales tax/GST, excise duty, and other statutory Govt. levies shall be checked with reference to the instructions issued by the University from time to time. Vague provisions, such as, "sales tax/GST will be paid, if legally leviable" shall be objected to and the contracting officer shall be asked to state in definite terms whether sales tax/GST, 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.

3.18.3 All contracts and agreements required to be checked shall be reviewed by the DR/AR (Accounts) and submitted to the Finance Officer for further review. Before checking purchase bills, the Finance Officer shall satisfy himself/herself that the sanctions and agreements were properly checked and bear suitable endorsement of check and review.

3.18.4 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.

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

3.19.1 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 shall be ensured by the Finance Officer that the debits accepted are of 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 shall 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.

3.19.2 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 shall, 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.

3.19.3 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;

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

(b) steps are taken for the adjustment of profits and losses resulting from revaluation, stock taking or other causes.

3.20 Post-Check of Bills Paid by Cheque Drawing DDOs.

3.20.1 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 3.20.1 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 numbers as given in the List of Payments.

3.20.2 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.

3.21 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 (on payment Gateway w.e.f. 01.04.2021), balance sheet preparation, double entry system, 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 (Tally) w.e.f. April 1, 2021. The University staff shall be imparted training in handling the new system. The firm shall make the "Manuals" available for using the system.

BUDGET ESTIMATES

4.1 Object of Budget

The Annual Budget Estimates 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 objective 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 shall contain:

(a) A Budget Note or Explanatory Memorandum :

The Budget Note or Explanatory Memorandum at the beginning shall 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 shall also consist of :

- (i) Review of the fiscal administration of the past year.
- (ii) the financial position for the current year.
- (iii) the Budget Estimates for the ensuing year.

Each Head of the account shall be dealt with separately and the

proposals for new expenditure shall 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 shall be examined and explained.

The Explanatory Memorandum shall 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 shall show over all financial position of the University.

(c) Abstract of Income and Expenditure :

It shall 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 subdivided 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 be 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 shall 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 shall also be briefly included in the case of continuing schemes.
- (h) An appendix called Schedule of Department wise Establishment showing the scales of pay and strength.

4.2.3 The details of progressive expenditure, grants received etc., shall 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 4/1 to 4/3. 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, shall 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/her not later than the 31st October or any other date fixed by him/her, whichever is earlier.

4.4 Scrutiny of Detailed Schemes

The Finance Officer shall cause the scrutiny of all the detailed schedules received by him/her from the HODs, Directors, and other Officers of the University in the light of such information as may be at his/her 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 concerned Officer of the University for the purpose of modifying the detailed schedules received by him/her. 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 30th 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 31st 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/her 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/she shall then prepare the Summary of Estimated Receipts and Expenditure for the next financial year along with 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.

Estimates for Receipts

- 4.7.4** The estimates of receipts from Students as fees, etc. shall 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 shall 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.

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 or 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 shall 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 shall 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., thereafter;
 - (c) Other Development expenditure;
 - (d) Schemes of low priority which have already been held over at
 - (e) a convenient intermediate state or have to reach such stage.
- 4.7.12** Proposals for provision needed for creation of new posts shall 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, shall be given in detail. This will be a recurrent item. The immediate financial impact in the current year shall be indicated by working out the actual cost to be supported by a statement which shall also specify the details of the existing establishment and its cost. A separate statement shall 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, shall be clearly

brought out. A careful and detailed estimate shall be made of the whole cost involved after taking into account the full implications of the proposals. The estimate shall 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 shall be carefully considered when the scheme is likely to be implemented and a pro rata provision shall be made. It may also be stated whether the scheme has received requisite administrative approval of the competent authority.
- 4.7.15** 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 shall be limited to the requirements for preliminary expenses, and for such initial outlay as, for example, collection of material, requirement of skeleton staff, etc.
- 4.7.16** Due allowance shall 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.
- 4.7.17** If the Scheme involves construction of a building or other works of capital nature, the cost of such works shall be stated.
- (a) In the case of building programme, a list showing the major works proposed to be executed during the year shall form part of the Budget. Provision for special repairs of buildings shall 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 shall be clearly shown. If any building already in existence is to be vacated as the result of shifting to new building, it shall be stated how it is proposed to utilize the building to be vacated.
 - (c) Provision shall 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 shall also be stated.
- 4.7.19** The following instructions shall be carefully observed in the preparation of the detailed estimates:
- (a) The aim shall 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 shall 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) The estimates shall 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 shall 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 worst 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 shall be provided for. Suitable provision shall 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 shall be excluded.
- (e) No provision shall 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 shall 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 shall be given.
- (g) The estimates of income and expenditure shall 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 shall be formally reviewed by the Heads of Branches periodically.
- (i) Estimating authorities shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall be given. In case of non-recurring expenditure which will be spread over a number of years, the expenditure in each year shall be given.
- (m) The budget estimates under detailed heads shall be rounded to the nearest thousand rupees. Ordinarily, provisions amounting to Rs. 500/- and above shall be rounded to next thousand and those below Rs. 500/- shall be omitted.
 - (n) All items shall be provided under proper Heads of Account. Special care shall be taken in classifying the Revenue and Capital expenditure.
 - (o) The sub-heads of accounts shall not be unnecessarily multiplied.

4.7.20 In framing the budget estimates, the estimating authorities shall exercise utmost foresight. An exhortation to show foresight is not an invitation to provide for additional items of expenditure without justification. While provision shall be

made for all items of expenditure that can be foreseen, it is essential that the amount of provision shall 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 shall 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 4/4. 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 4/5 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 (Chairperson/Incharge of the Department /Directors/otherControlling 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/herself 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 ControlPeriodical 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 shall 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

heads viz. (i) Maintenance Grant, (ii) Development Grant, (iii) Earmarked (Special) Funds, and (iv) Debt, Deposits and Advances, etc. 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 (Investment and Review of Cash Balance).
- 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

UNIVERSITY REVENUES

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-Finance 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 and cheques/drafts for grants/contributions 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 5/1 for reference and record.

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 5/2 (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 cheque or bank draft or postal order. Except in the case of payments by postal orders or a receipt in UAC Form 5/3 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 be 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 5/4. 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 3/3.

5.6 Disposal of Money Received

Money received under Rule 5.4 shall be immediately entered in a Cash Book in UAC Form 5/5 (a) and UAC Form 5/5 (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.1000/- 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 5/6. 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.

5.8 Classified Statement of Income

At the end of each month, a scheme wise classified Statement of Income realized shall be prepared in UAC Form 5/7 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 (in the form of Cheque/RTGS) 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/She shall, at the same time, record and sign a certificate indicating voucher number, cheque number 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 5/4. 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 shall 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

- (a) As soon as cheques are signed, these shall be entered in Bank Ledger in UAC Form 5/8. 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	
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 5/9.

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 5/9) for each Scheme shall be totalled, and a consolidated scheme wise 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 5/7) 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 scheme wise 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 5/10.

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.

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/her 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 5/10.
- (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

GRANTS

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 which 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 shall 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 shall 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 shall be planned and the cost thereof assessed.

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

The projection of working expenses shall 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 shall 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 shall be referred to in projecting the requirement for consumable items. Likewise, any rise in the rates of “postage and the cost of travelling” shall 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 shall 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 shall 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 shall be based on past experience and current trends and shall 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 shall 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 shall 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 shall 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

- (i) 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. However, before doing so, the Finance Officer will ensure that the requirements received from the Department/Offices are within the approved budget provision. He/She shall also ensure that the grants are utilized for the purpose for which they are sanctioned and according to terms and conditions, if any.
- (ii) 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.
- (iii) 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

A statement of accounts duly audited and 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

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 shall 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 6/1 and 6/2. The Heads of Branch shall maintain the register up-to-date and shall furnish the following certificates to the Finance Officer every year before 15th of April.

Certificates

(i) 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”.

(ii) 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

PRE-CHECK PAYMENT PROCEDURE

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 shall 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/her scrutiny. This shall be done along with the concerned “DDO-wise Bill Passing-cum-Expenditure Control Register” in UAC Form 7/1. The DDO will examine the bills and satisfy himself/herself regarding the correctness of the charges. Thereafter, he/she will tick off the relevant entry, affix his/her initials in the ECR and approve the pay orders under his/her 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 in which the University has 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 bank 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 7/2 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 7/3 to the party concerned by Registered Post and the receipt of acknowledgement shall 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 7/2).

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 7/4 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 7/5) on a separate page. The register may be prepared with second and third perforated copies for each page for making two carbon copies required as Daily.

7.2.6 Memorandum of Pre-check Payments". The acknowledgement receipt shall be watched in every case and shall 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 7/3 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, 2008, 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/her 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/herself from the records maintained in his /her office, viz. the payment/error scrolls received from the paying bank, Register of Cheques delivered.
- (c) 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.
- (d) The party requesting for the issue of fresh cheque in place of the lost one shall 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.

- (e) 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/she 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 shall be returned to the Bill Counter with a Half Margin Memorandum in UAC Form 7/6 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 shall 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 shall 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/She 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/her to ascertain the number of cheque forms that have been actually used during the day. At the end of the financial year, he/she 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 shall 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 shall be made regarding its non-encashment. If the same cannot be traced, the payment shall be stopped and the charge representing it cancelled. The entries in the accounts books against it shall be suitably revised.*

- 7.6.4 The following particulars of the cheques outstanding/remaining un-encashed for more than three months shall 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
- (vii) 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.

The Check Register of Outstanding Pre-check Cheques will be maintained personally by the Finance Officer in UAC Form 7/7. This Register shall show the total daily issue and encashment of cheques and the balance of unpaid cheques at the end of each month. This shall 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 shall 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 shall be followed by his/her 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/her credit. It shall, however, be ensured that no payee makes it a practice to get uncrossed cheques in his/her 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 shall not be permissible.

“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) cheque number, (iv) amount (v) bill number and date against which amount received, and (vi) acknowledgement.

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 credited 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.

- 7.7.3** Acquittance for payments made to University employees shall 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/her 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/her 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/She 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/her to complete his/her 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

UNIVERSITY ACCOUNTS

8.1 Objectives of Financial Information and Accounting Systems

- 8.1.1** (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 up to 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.

8.2 Form of Accounts and General Classification Book of Accounts

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

Form of Accounts

8.2.2 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

8.2.3 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 Accounts

8.2.4 The major, minor and other 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

8.2.5 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 on receipt.

Recording of Classification

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

8.3 Classification of Expenditure as Revenue and Capital

8.3.1 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

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

- (a) Capital shall 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 shall be regulated by the broad principle that revenue shall 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.

- 8.3.3**
- (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 or Development Grant, 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 shall be classified as revenue expenditure.
 - (c) Expenditure like customs duty/GST, 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

- 8.3.4** Capital receipts related to expenditure previously debited to Capital, accruing during the process of construction of project, shall be utilized in reduction of capital expenditure. Thereafter, their treatment in the accounts will depend on

circumstances but they shall never be credited to the ordinary revenue account.

8.4 Classification of Advances

- 8.4.1** (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 31st March of a year shall be reviewed. The amount of advances where supplies have not been received or services have not been rendered shall 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.

8.5 Inter-Departmental Adjustments

8.5.1 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 Department/Offices, but there is a separate provision for such stores in the budget of the Department/Office.
- (b) When the cost of a joint scheme/project initially debited against one Department/Office is apportioned subsequently amongst other Department/Offices concerned.
- (c) When an auxiliary unit like University Press renders service to other Department/Offices and the accounts of its output have to be kept to show the working results of the auxiliary unit.

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

8.6 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.

8.7 Monthly and Annual Accounts Monthly Accounts

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

Annual Accounts

8.7.2 (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.
- (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 preceding year as compared with the Budget Estimates for that year (Refer to Rule 4.11 of Chapter 4 for further details).

8.8 Arrangement for Maintenance of Accounts

8.8.1 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:
 - (i) Accounts of imprest and departmental advances (Refer to Chapter 12)
 - (ii) Store Accounts (Refer to Chapter 17)
- (b) The Department/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.

8.9 Internal Audit/Concurrent Check of Financial Transactions and Accounts

8.9.1 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.

8.9.2 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

- 8.9.3** (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 shall not be confined to routine checking of records. The Internal Audit Officer shall, on the other hand, be concerned with all operations of the University, and shall help 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 Departments/ 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/she 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

- 8.9.4** 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 shall, therefore, be observed in spirit and not in letter as opposed to spirit.

Audit Programme

- 8.9.5** 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 Departments/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

- 8.9.6** (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

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

CHAPTER – 9

SALARIES AND ALLOWANCES

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 9/1. 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 Establishment Branch. The Service Book shall be transferred with the transfer of the employee from one DDO to another, it shall not be given to employee when proceeding on leave. It shall 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/her 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/her Service-Book, if he/she, at any time, desires to do so.
- (e) If any conditions are attached to the appointment, these shall 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 shall be made in the prescribed columns and entries in the leave account shall be completed.

Note: *Chairperson/Incharge of the department 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 Department : "That all kinds of leaves availed by the employee during his/her stay in the Department of upto (date of relieving by the Department), 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 Group A employees. In respect of other categories, these may be sent only where some action is required to be taken by the Finance Office which shall 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 9/6).

9.4 Preparation of Pay Bills

- 9.4.1** (a) The pay bills shall be prepared in the electronic UAC Form 9/2, 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 scheme-wise pay bills shall be prepared for each category of the employees. The Finance Office shall prepare Employees' scrolls in UAC Form 9/3 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/her 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 PNB, IGU Meerpur Branch, Rewari, and the acknowledgement of the Bank of the scroll may be deemed as my receipt".
- Further, bills of pay-arrears of all employees shall also be credited to their bank accounts. Likewise bills relating to payment of salary on the occasions of removal, dismissal, resignation and transfer out of Meerpur 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 9/4 by the employee under whom such labour 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 9/5.

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 9/6 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 scheme wise salary bills of the employees shall be prepared by the DDO concerned in UAC Form 9/2. 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, 11 or 12 in red ink and ignored in totaling. In the remarks column shall 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 9/7 in each Department/Office wherein entry of every spell of leave will be made and attested by the

Chairperson/Incharge/Head of the Department/Office. The Chairperson/Incharge/Head of the Department/Office shall sanction the casual and compensatory leaves and maintain the records in the Department/Office itself. In the case of Earned Leave, the Chairperson/Incharge/Head of the Department/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 9/8 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 9/8) 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 9/6) 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/herself 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 along with Establishment Check Register shall then be forwarded for internal audit/Govt. auditors. After the audit endorsement 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/her 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 9/9 shall be prepared and got verified from the RSA/RAO/Joint Director (Local Audit). It will then be forwarded to the new DDO along with his/her Service Book and personal file after adjusting the outstanding advances on the basis of entries made in the Last Pay Certificate.

9.10 Deductions of components from salary

- 9.10.1** (a) As pay bills are checked in the Office of the DDO, entries of deductions such as Income Tax, Employees Welfare Fund, CTD., Electricity Charges, Community Centre/Faculty Club Membership, Life Insurance, attachments by Courts etc. shall be made in bills in UAC Form 9/10. The total deducted amount signed by the DDO shall be sent for pre-audit to the Finance Office/Joint Director, Local Audit as the case may be. Separate cheques in respect of the entire amount of the deductions shall be sent to respective Heads of the Offices.
- (b) Single voucher may be prepared for various 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. Vouchers/bills 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/Officials 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 9/11 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 enforcement has been obtained, the bill shall be passed on to the Cheque Branch for issue of cheques. Cheques or RTGS/NEFT transitions shall be issued/made in favour of University employee or DDO in case of Experts, Examiners, Members of Executive Council/Finance Committee/Academic Council, etc. so that he/she may arrange spot payment to them. Some important information such as rates 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 9/12 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/her on his/her own treatment or that of his/her family members. He/she will submit the medical claim bill in UAC Form 3/2, with the prescribed certificate signed by the Chief/Senior Medical Officer of the University, to the concerned Finance Branch through the Head of the Department/Office where the employee is posted. The retired University employees shall submit their Fixed Medical Allowance Bill in UAC Form 9/13 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/her 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

dependent upon him/her.

- (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 9/14. The DDO shall have an entry of the bill made in the Medical Reimbursement Check Register, to be maintained in UAC Form 9/15, 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 functioning at the Headquarters of the employee i.e. Rewari/any other place, the certificate given by the Medical Officer of the Hospital/College/University will suffice.*

9.14 Honoraria

Claims for honoraria shall be prepared in UAC Form 9/2. Entries of such payments shall be made in the concerned Branch in the monthly payment cages of the Establishment Check Register (UAC Form 9/6) 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/her name unless he/she 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 Chairperson/Incharge of the Department /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 Group-IV) on leave desires payment of his/her dues at a station other than his/her normal Headquarters, the amount shall be remitted at his/her expense. In case of Group-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/her leave salary or pay (if on vacation duty or out of India) by granting

him/her a power of attorney to enable him/her 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 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 Chairperson/Incharge of the Department /DDO concerned in his/her 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/her 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/her Agents/Agent”.

- 9.15.2** (a) The travelling allowances of employees, on receipt of cheques from the concerned Finance Branch, the DDO shall transfer the amount through A/C payee cheque/RTGS/NEFT to the account of the concerned Official/employees /Officer obtain their acknowledgements (stamped if necessary), on the office copies of the bills and make corresponding entries in the Cash-Book in UAC Form 5/4.
- (b) Towards the close of the month, the concerned 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 Chairperson/Incharge of the Department /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 Chairperson/Incharge of the Department /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

CONTINGENCIES

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 Department/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 Drawal of Money for Contingencies

Subject to the sanction of the competent authority to incur expenditure, and to the provisions of these Rules, the Chairperson/Incharge/Director or a gazetted Officer authorized in this behalf may draw money for contingent expenditure within the amount allotted to the Department/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 Chairperson/Incharge of the Department/Office of the responsibility of seeing that the grants placed at his/her 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 shall 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/her own money.

- (b) The expenditure shall not be prima-facie more than the occasion demands.
- (c) No authority shall exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (d) Money shall 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 shall 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 shall 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 Chairperson/Incharge/DDO, while preparing a bill, shall 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 shall 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) Chairperson/Incharge /DDO shall maintain a Contingent Budget Register in UAC Form 10/1.
- (c) The Standard Objects of Expenditure shall be noted in the columns of the Contingent Register along with 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) Chairperson/Incharge/DDO may keep with him/her, 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/her on the Sub-Voucher relating to the charge by means of rubber stamp in UAC Form 10/2, 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 rubber stamped in UAC Form 10/3 and details of the expenditure shall be noted in the Contingent Budget Register (UAC Form 10/1).

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 10/1) and a contingent bill for recoupment shall be prepared in UAC Form 9/5, duly classified with reference to the Budget Head concerned. This bill, supported by relevant sub-vouchers, shall be put up to the Chairperson/Incharge /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 Chairpersons

When a permanent advance is given to an employee who is not declared as a Chairperson/Incharge/Head of Department/Office, he/she shall also maintain Contingent Budget Register in UAC Form 10/1 in accordance with the Rules prescribed in this Chapter, but it will not be necessary for him/her to keep a Cash Book in UAC Form 5/5. 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 9/5 and put up to the Chairperson/Incharge/Head of Department/Office concerned for his/her 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 10/1), 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 payment shall be made to supplier through crossed cheque/RTGS/NEFT transition.

10.11 Expenditure by Book Transfer

If any expenditure is debited to the allotment placed at the disposal of a Chairperson/Incharge 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 Departments/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 Drawal 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 10/4. It will be the duty of the Chairperson/Incharge /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 shall 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 10/5. 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 along with 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 9/6) 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 10/6 to be maintained by the Finance Office. When Chairperson/Incharge/DDO has drawn a Permanent Advance, keep a Revolving Fund or deposit permanent security under proper sanction, he/she shall process the bill like other contingent bills, but before putting up the bill for pre-audit, he/she shall cause an entry to be made in the Register of Permanent Securities (UAC Form 10/6) maintained by the Finance Office. On 1st April each year, all Chairpersons/Incharge/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 10/6 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 Chairperson/Incharge/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/e-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 form of 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 10/7. Earnest Money/Security received in the form of demand draft/RTGS/NEFT transition to University account prior to the date fixed for opening of tenders/quotations/auctions etc. shall 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 Chairperson/Incharge/Heads of Departments/Offices shall deposit the amount of such Security/Earnest Money Deposits received in the form of 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 10/7.

(d) Procedure for Refund

Procedure for refund will be as under:

- (i) Deposits in the form of Bank Drafts of all the parties concerned (successful/unsuccessful) shall be refunded after due pre-audit unless returned on the day the tenders/e-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 Chairperson/Incharge/ DDO without pre-audit, but against

acknowledgement in the prescribed Register.

- (iv) In case where earnest money is adjusted towards security, the fact shall be specifically mentioned in the Register maintained in UAC Form 10/7 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 Chairperson/Incharge/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 Chairperson/Incharge 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

EXAMINATION EXPENDITURE

11.1 Procedure for Incurring Expenditure on Examination Work

All the bills relating to Examinations shall be 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/subject experts for UMC report.
- (c) Remuneration to Examiners and Sub-Examiners for evaluation work.
- (d) Remuneration to Examiners for oral/practical examinations.
- (e) Remuneration to Supervisory staff i.e. Superintendents, Deputy Superintendents, Assistant Superintendents and Supervisors, Invigilators, Observers, Secrecy Officer etc.
- (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 in connection with work related to examinations.
- (h) Payment to Lab Staff.
- (i) Payment of TA/DA/Honorarium to Convener and Members of the Flying Squad/UMC Committee
- (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/her 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 perform the task of typing of question papers work under the entire responsibility and supervision of Asstt. Registrar/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/her 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 11/1 and the procedure described hereunder shall be followed:

- (a) Payment to the Examiner(s) which includes contingent expenditure shall be made by Cheque/RTGS/NEFT (Bank Charges if any 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/her after due scrutiny shall be preferred in UAC Form 11/2.
- (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 11/1 with suitable details.

11.6 Rates of remuneration for examination related works

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

1. Remuneration for Paper Setting- Theory		
I	All Certificate Courses	Rs. 600/-
II	All UG Courses (Except Professional) & UG Diplomas	Rs. 700/-
III	All UG Professional Courses	Rs. 800/-
IV	All PG/PG Professional/PG Diploma/Ph.D coursework	Rs. 900/-
V	For setting of question papers (having Multiple Choice Type Questions)	Rs. 50/- per question + Rs. 20/- per question for translation in Hindi, if required.
VI	For moderation of Question Bank	Rs. 20/- per question + Rs. 10/- per question for translation in Hindi, if required.
<p>Note: (a) In case of Hindi Translation, Rs. 150/- per question paper shall be paid in addition to remuneration for paper setting. This does not include M.C.Q. type question paper and moderation work.</p> <p>(b) Paper Setters who send their question papers by post shall be paid Rs. 100/- as contingency charges including postage charges.</p> <p>(c) In case of courses where there is joint paper setting, amount payable shall be Divided equally between the paper setters.</p>		
2. Remuneration for Evaluation/Re-Evaluation of Answer books, Expert Report of UMCs- Theory & other Examination related work.		
I	All UG/Diploma/Certificate Courses (Except UG Professionals)	Rs. 15/- per answer book subject to a minimum of Rs. 100/- (Question paper wise)
II	All PG/All Professional/Ph.D course work	Rs. 20/- per answer book subject to a minimum of Rs. 100/- (Question paper wise)
III	Checking of evaluated/Re-evaluated answer books by Checking Assistant (If signed)	Rs. 70/- per 100 answer books subject to a minimum of Rs. 70/- (Question paper wise)
IV	Delivery of Answer Books packets from the local colleges to the Collection Centres/Secrecy Branch of the university	Rs. 60/- per session
V	Chief Secrecy Officer (appointed for	Rs. 1000/- per day

	post-entrance examination work)	
Note:- Evaluator/Re-evaluator committing 5% mistakes shall be penalized at the rate of Rs. 5/- per mistake. Evaluator/Re-evaluator committing more than 5% mistake shall be disqualified for the job.		

3. Remuneration for spot Evaluation		
I	Coordinator	Rs. 300/- per day
II	Clerk	Rs. 175/- per day
III	Peon/other Class IV employee	Rs. 90/- per day
IV	Sweeper (1 only)	Rs. 90/- per day
V	Contingent expenditure (stationery etc.) for UG examinations.	Rs. 600/-(lump sum)
VI	Contingent examiner (stationery etc.) for supplementary UG examinations	Rs. 300/-(lump sum)
Note:- Head Examiner will be entitled to be paid the same rate which is to be fixed for the Evaluation on the spot Evaluation Centre. He/She will be paid for at the most 10% of the answer books evaluated by the Evaluators under him/her.		
4. Remuneration for Supervising Secrecy Work in the Secrecy Branch		
I	Co-ordinator	Rs. 300/- per day
5. Remuneration for paper setting – Practicals		
I	B.A./B.Sc./B.Com./B.Sc. (Home Science)//B.Ed. (Spl. Edu.)/ and other Undergraduate Courses	Rs. 200/- for the first Question Paper and Rs. 150/- setting each subsequent paper
II	M.A./M.Sc./M.Sc. (Home (Science) M.Ed. M.Tech. and other Master degree courses	Rs. 300/- per Question Paper
III	B.Lib.I.Sc./All Diploma Courses	Rs. 200/- for Setting first Question paper; Rs. 150/- for each subsequent Paper
IV	B. Pharmacy	Rs. 200/- per question paper
V	Certificate Course in Indian or Foreign Languages	Rs. 150/- for first question paper; Rs. 75/- for each subsequent paper
6. Remuneration for Evaluation – Practicals		
I	B.A./B.Sc./B.Com./D.S.P./B.Sc. (Home Science)/B.P.Ed/B.Ed. (Spl. Edu.)/ and other Undergraduate Courses	At par with the evaluation of answer books (per candidate per session) subject to

		minimum of Rs. 300/-
II	M/A/M/Sc./M.Sc. (Home Science) M.Ed./M.Tech./M.Phil and other Master Degree Courses	At par with evaluation of answer books (per candidate per session) subject to minimum of Rs. 500/-
III	B.E./B.Tech./Other UG Courses <u>Practical Exams.</u> Major Project Minor Project Other Project	Rs. 20/- per candidate subject to a minimum of Rs. 500/- Rs. 15/- per candidate subject to a minimum of Rs. 250/- Rs. 12/- per candidate subject to a minimum of Rs. 100/-
7. Remuneration for Supervisory Duties/other Expenditure for Conducting Entrance Examinations		
I	Superintendent-in-Chief (One in an Institution)	Rs. 600/- (for one Centre); Rs. 300/- (for each additional Centre)
II	Observer	Rs. 1000/-
III	Centre Superintendent	Rs. 600/- each centre
IV	University Asstt. Co-ordinator/ Dy. Centre Supdt./Security Officer	Rs. 400/-
V	Invigilator/ Asstt. Supdt./ Driver	Rs. 350/-
VI	Centre Clerk	Rs. 350/-
VII	Daftri (One)	Rs. 200/-
VIII	Chowkidar/Security Man	Rs. 150/-
IX	Waterman (Two)	Rs. 150/-
X	Sweeper (One)	Rs. 150/-
XI	Contingency	Rs. 500/- per Centre (This includes the charges of arranging/shifting of seats, typing of seating plan, wax, thread and needles etc.)
XII	Refreshment	Rs. 20/- per Member (for all members including Policemen on duty)
8. Remuneration to Lab Staff-Practical Examinations - UG/Engg./ Professional Courses Examinations		
I	Tech. Asstt./Sr. Lab. Asstt./ Sr. Tech. Asstt./ Jr. Tech. Gr.-I/Jr. Tech Gr-II/Jr. Tech. Asstt./ Store Keeper/ Computer	Rs. 2/- per student subject to minimum of Rs. 100/-

	Operator/ Technician-C/ Technician-D/Key Punch Operator	
II	Jr. Tech. Asstt./Jr. Tech. Gr.-III/ Lab. Asstt./ Technician-A/Techician-B	
III	Gas man/ Mechanic/ Instrument Maker/ Lab Assistant	
IV	Lab Attendant/ Plant Collector	
V	Game Boy/Ground Man	
VI	Lab Cleaner/Sweeper	Rs. 100/- per day
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.		
9. Remuneration to Lab Staff – Practical examinations – PG		
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. 3/- per student subject to minimum of Rs. 150/-
II	Jr. Tech. Asstt./Jr. Tech. Gr.-III/ Lab. Asstt./ Technician-A/ Techician-B	
III	Gas man/ Mechanic/ Instrument Maker/ Lab Assistant	
IV	Lab Attendant/ Plant Collector	
V	Game Boy/Ground Man	
VI	Lab Cleaner/Sweeper	Rs. 100/- per day
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.		
10.Remuneration to Staff-Regular courses examinations		
I	Convener of Flying Squad /Observer Member	Rs. 250/- per Session
II	Supdt. In Chief for Semester/ Annual/ Biannual/ Supplementary Exams.	Rs. 250/- per session (No double remuneration during vacations)
III	Centre Supdt.	Rs. 250/- per Session (Opening and closing of examination centre will be considered as one session each)

IV	Dy. Centre Supdt.	Rs. 200/- per Session (Upto strength of 30, no Deputy Centre Supdt. will be admissible. In such case, he/she will act as Assistant Superintendent)
V	Asstt. Centre Supdt.	Rs. 175/- per Session (One for every 30 candidates or part thereof as per strength in a centre as a whole. One additional Assistant Superintendent is admissible for keeping off outside interference, if strength is above 100)
VI	Centre Clerk/Clerk with Supdt. In Chief	Rs. 160/- per Session (Opening and closing of examination centre will be considered as one session each)
VII	Contingency Charge	<u>Rs. 1000/- Upto strength of 2000 students</u> <u>Rs. 2000/- above strength of 2000 students</u>
Note:- 2nd Centre Clerk will be admissible if strength is beyond 400		
VII	Service Staff: Daftri (One each for a Centre) Waterman /woman on every 100 or part these Sweeper Security Man/Chowkidar	Rs. 130/- per Session Rs. 75/- per Session Rs. 75/- per Session Rs. 75/- per Session
Note:- (i) 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. (ii) In case strength is less than 30 Daftri will act as waterman in addition to his/her duties		
VIII	Miscellaneous Items: Typing of Seating Plan Arrangements of Seats/Furniture	Rs.30/- per session (upto 200 candidates) Rs.50/- per session (above 200 candidates)

		Rs.50/-per Centre
IX	Local Conveyance	Rs. 50/- per day Applicable for all examinations including Entrance Exams to teaching staff during holidays and vacations, to non-teaching staff during holidays only and to Lab-Staff during holidays and vacations where applicable.
Remuneration to Nodal Centres' Staff for Delivery of Question Papers/ Collection of Bundles of Answer Books		
I	Chief Coordinator (Principal/ Director)	Rs. 450/- per day (Not to be clubbed with the remuneration of Supdt.-in-Chief)
II	Asstt. Coordinator and the teachers deputed for delivery of question papers/ bundles of Answer books at Nodal Centre	Rs. 450/- per day
III	Clerk	At par with Centre Clerk
IV	Peon/Chowkidar	At par with Centre Staff
V	Contingency Charges	Rs. 1000/-
	Note:- All the question papers be supplied to the Chairperson of UTDs/ Nodal Centre in a go. Otherwise, the staff who will deliver the Question Papers from Conduct Branch to UTD Examination Centre/ Nodal Centre shall be paid remuneration Rs. 75/- per session for UTDs and Rs. 200/- per Nodal Centre.	
11. Contingent Expenditure in Practical Examinations		
I	Chemistry Practical Exam. a) B.Sc. Part-I b) B.Sc. Part-II and Part-III c) M.Sc. I and II	Rs. 3.00 per candidate Rs. 7.50 per candidate Rs. 10.00 per candidate
II	Botany Practical Exam. a) B.Sc. Part-I b) B.Sc. Part-II and Part-III c) M.Sc. I and II	Rs. 2/- per candidate Rs. 3/- per candidate Rs. 5/- per candidate
III	Physics Practical Exam. a) B.Sc. Part-I b) B.Sc. Part-II and Part-III	Rs. 1/- per candidate Rs. 2/- per candidate

	c) M.Sc. I and II	Rs. 3/- per candidate
IV	Zoology Practical Exam. a) B.Sc. Part-I/II/III b) M.Sc. I and II	Rs. 5/- per candidate Rs. 6/- per candidate
V	Geography Practical Exam. a) B.A. Part-I b) B.A. Part-II/III (Pass & Hons.) c) M.Sc. I and II	Rs. 1.00 per candidate Rs. 2.00 per candidate Rs. 3.00 per candidate
VI	Home Science Practical Exam. a) B.A./B.Sc. Part-I b) B.A./B.Sc. Part-II/III c) M.Sc. I and II	Rs. 5.00 per candidate (combined for papers A & B) Rs. 6.00 per candidate (combined for papers A & B) Rs. 7.00 per candidate (combined for papers A & B)
12. Rumuneration to Chairpersons/ Members of the Unfair Means committee and Subject Experts for Unfair Means Reports		
I	Chairpersons of the Unfair Means Committee	Rs. 500/- per day
II	Members of Unfair Means Committee	Rs. 400/- per day
III	Subject Experts	Rs. 20/- per answer book subject to a minimum of Rs. 100/-(question paper wise) for PG programmes(including B.Pharmacy and other Technical Courses) Rs. 15/- per answer book subject to a minimum of Rs. 100/-(question paper wise) for UG programmes
13. Rates of evaluation of Thesis/ Dissertation/ Project Reports etc. & conduct of viva-voce		
I	Ph.D.	Rs. 2500/- for evaluation of thesis + Rs. 2000/- for viva per candidate. For foreign examiner: US \$ 200 or its equivalent in Indian Currency
II	M.Phil	Dissertation + Viva Rs. 400/- per candidate subject to a minimum of Rs. 1000/- (full

		payment for external and half for internal examiner)
III	M.E./M.Tech. /LL.M. Dissertation	Dissertation + Viva Rs. 400/- per candidate subject to a minimum of Rs. 1000/-
IV	Workshop U.G. Classes	Rs. 20/- per candidate Minimum Rs. 300/-
V	Workshop P.G. Classes	Rs. 30/- per candidate Minimum Rs. 500/-
VI	Other PG Programmes and Diplomas: Evaluation of Dissertation/Project Report/Field Work/Training Report etc. ii. Viva-Voce/Comprehensive Viva Voce for project without evaluation	Rs. 60/- for evaluation and Rs. 20/- for viva-voce per candidate to each external examiner subject to minimum of Rs. 300/- For Internal examiner Rs. 40/- per candidate. Rs. 20/- per candidate subject to minimum of Rs. 200/- for external examiner(s) only.
VII	Other UG Programmes and Diplomas(minor Projects): Projects involving evaluation of Project Report/Filed Work/Training etc. Viva-Voce/Comprehensive Viva-Voce for Projects without evaluation	Rs. 30/- per candidate subject to minimum of Rs. 300/- for external examiner(s)only. Rs. 20/- per candidate subject to minimum of Rs. 300/- for external examiner only.

INDIRA GANDHI UNIVERSITY MEERPUR, REWARI

Form for adjustment of temporary advance and Remuneration to the Centre Supdt.

Entered in the Bill Register at Page.....

IMPORTANT:- The Bill shall be prepared strictly in accordance with instruction printed overleaf.

Budget Head

Conduct.....

Voucher No. with Month

Contingent Bill of Shri Superintendent Exam. (Name in Capital Letters)

Centre.....

Session.....

No. of Candidates.....

Total expenditure Rs.....

Serial No. of Voucher	Particulars	Amount Spent Rs.	Remarks	Detail of deduction made
1.	Postage on the registered Letters, Statement (A)			
2.	Postage on the Registered Parcels -do- (B)			
3.	Railway Freight on Parcels -do- (C)			
4.	Postage on Ordinary Letters -do- (D)			
6.	Service Staff -do- (F)			
7.	Sitting Arrangements			
8.	Typing of Plan (Mention the No. of Plans got			
9.	typed) Stationary used by Supdt. (Certificate as required			
10.	under rule (2) & (B) may be attached			
11.	Auto charges (if any)			
12.	Cartage (if any)			
	Miscellaneous Expenditure (Give Details)			
	Total			
	Expenditure-			

Less sale- Proceeds of unused articles etc.-		
Net Expenditure- Less amount advanced-		
Balance-		
Add. Superintendent's Honorarium-		
2% deduction for T.W.F.-		
Net amount payable-		

I certify that the charges entered in this bill have actually incurred by me.

The articles purchased have been consumed in the conduct of the examination and could not be avoided in the interest of the University work.

The letters regarding necessary, sanction/approval of the Controller of Exams is/are attached herewith.

Received payment

Centre Superintendent

Permanent address (Please write legibly)

Affix Re-I
Revenue Stamp if
the amount exceeds
to Rs. 5000/-

.....
.....

*The payment will not be made if any sanction is wanting. The payment of all bills be made after the declaration of the result.

For use of University Office only	
Does Budget Prov. Exist or not?	The bill may be passed for the expenditure of Rs. Less advance of Rs. And for payment of the balance Rs. Clerk/Asstt. Supdt. (Remuneration)
PAY ORDER	
Pay Rs.....	
Rupees.....	
Advance Register Page No.....	
Examined. Clerk/Asstt./Account Dated... Supdt. (Remuneration)	

INSTRUCTIONS

The expenses incurred by the Centre Superintendent in connection with the conduct of examination shall be ground in this bill in the manner specified in the body of the bill (overleaf).

1. The Superintendents are requested not to pay any bill regarding examination in Practical Exam. Such bills may be forwarded for payment to University office after verification and countersignature on the prescribed bill form.
2. A bill shall be sent under separate registered cover addressed to the Asstt. Registrar (Conduct) IGU, Meerpur. It must reach this office within fifteen days after the examination is over.
3. A mere cash-memo is not valid quittance for payment unless the fact of payment is expressly acknowledged. The receipt of the payee shall invariably be obtained on the face of the memo in these words "Received in full payment". Re. 1 revenue stamp must be affixed on receipts for the amount exceeding Rs. 5000/-. No certificate in respect of any expenditure will be with exception of Stationery and Miscellaneous articles is allowed under rule 62 (a) & (b) in the Book of Instructions of Superintendent.
4. Separate statement duly arranged showing the details of expenditure incurred on account of postage on registered letters, registered parcels, ordinary letters, telegrams, railway freights and service staff shall be attached with the bills in support of the claim in order to show how the amount was expended. Similarly separate statements of the expenditure incurred on stationery, auto-rickshaw, cartage, hiring of furniture etc. shall be submitted alongwith the bill in order to facilitate the checking.
5. The actual payee's receipt in support of payment made to service staff and autowalas shall clearly bear the signature or thumb impression of the payee's which shall be attested by the Superintendent giving the dates on which such payments are made.
6. The details of the unused and spare articles kept in the Stationery box as per instruction shall be supplied as directed, because in the absence of this information no useful check over the adequacy of the amount fetched can be exercised.
7. The imperishable articles purchased by the Superintendent in connection with the conduct of the examinations shall be deposited in the Stationery Box and after making entry in the form R.S.F.-5 to this effect shall be attached with the contingent bill to avoid unnecessary reference being made in this respect, and also a copy of the same shall be kept alongwith articles in the Stationary box for record. A copy of the same to be forwarded to Asstt./Deputy Registrar (Conduct).
8. The statement on form No. R.S.F.-4 showing the balance of unused blank Answer- books duly filled any signed by the superintendent shall be attached with the bill. A copy of the same be forwarded to the Dy. Registrar (Conduct). The bills without form R.S.F.-4 will not be paid.
9. Re 1/- revenue stamp be affixed on the face of the bill if the amount exceeds Rs. 5000/- to avoid delay in payment.

General Instructions

1. In the absence of sanction of the Controller of Examinations obtained in writing before hand or during the examination only one Assistant Superintendent shall be allowed for every 30 candidates in a hall and one Assistant Superintendent for each room for less than 30 candidates.
2. On the days when number of candidates is small, sitting arrangement for the candidates shall be made in the hall or in a large room. The number of Assistant Superintendents is to be adjusted on day to day basis according to the number of candidates appearing on each exam day.
3. The attendance for the Evening session shall be marked just below the attendance of Morning session.
4. One Assistant Superintendent shall be appointed for keeping off outside interference by the Supdt-in-Chief when the number of candidates appearing is above 100 .
5. There shall be one clerk at each centre. An additional clerk will be allowed when two or more different examinations, are being held simultaneously and the number of candidates exceed 400.
6. Assistant Superintendents shall be allowed honorarium only for the days they have actually worked.
7. Half time Assistant Superintendent may not be permissible.
8. Sanction from the Controller of Examinations whenever obtained under rule I, shall either be attached with or noted on the bill.
9. Assistant Superintendents are not be employed to act as witness at the time of opening the question papers. The Superintendent can always arrange under these circumstances to have college teachers for a couple of minutes.
10. Remuneration bill not presented within a year of the date of examination shall lapse. However, the delay shall be condoned by the Hon'ble Vice-Chancellor on valid reasons.
11. One Deputy Superintendent may be appointed for every centre. However, no Deputy Superintendent is required when the number of candidates does not exceed 40. The Deputy Superintendent will be appointed without altering the basis of strength of Supervisory Staff i.e. at the rate of One Assistant Superintendent for every 40 candidates. This strength of Supervisory Staff will include the Deputy Superintendent, hence he/she will not be an additional hand. Deputy Superintendent shall work as Assistant Superintendent up to strength of 40 candidates.
12. One Waterman/Waterwoman will be appointed for every 100 candidates or part thereof. However, when the number of candidates does not exceed 40, the Daftri shall perform the duties of Waterman/Waterwoman in addition to his/her own duties. No separate Waterman is required for women candidates.
13. When 20 or more girls are appearing at a Centre, Lady may be appointed on the Supervisory Staff without altering the normal norms i.e. the ratio 1:4.
14. Only one Chowkidar shall be deputed for the centres running in a building.

Form No. Ec-2 (1)

NOTE: This form duly completed must accompany the bill for Deputy/Assistant Superintendents and Centre Clerk.

INDIRA GANDHI UNIVERSITY MEERPUR-REWARI QUESTIONANRE

Questions

Answers

1. Have you satisfied yourself that the Deputy/ Asstt. Supdts. for whom you have charged Rs. 200/- and Rs. 175/- respectively are certified teachers? Have they been shown as such on the face of the bill?	1.
2. Have you shown the number of candidates in different rooms, if any, separately in column 1 on the face of the bill?	2.
3. Have you employed Asstt. Superintendents in excess of the number allowed under the rules (one Assistant Superintendent for every 30 candidates or fraction thereof)? If so, have you given the letter number and date under which this office sanctioned the employment of additional Assistant Superintendent?	3.
4. Was any candidate supplied with an amanuensis at your centre? If so, have you remitted the prescribed fee realized from the candidate with the University office at the cost of the candidate? The claim of the writer shall be included in the bill of Supervisory Staff. Have you done this?	4.
5. What is the receipt number under which the fee realized from the candidate for supplying amanuensis was deposited in the office?	5.
6. Have you satisfied yourself that the full address and correct qualifications of each Deputy/Assistant Superintendent has been given?	6.
7. Have columns, I, II and IV on the face of the bill have been correctly filled in?	7.

*The amount must be remitted to this office at the cost of candidate and shall in no case be accounted for towards the contingent expenses of the examination.

Place.....

Dated.....

Superintendent
Examination Centre

CHAPTER – 12

STORE PURCHASE REGULATIONS

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

12.1 Definition of Goods

The definition of “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/ University 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.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 Chairperson, six Members and a Member-Secretary. The Chairperson shall be nominated from amongst the Deans/ Directors/ Chairpersons/Incharge /Professors/University Librarian/ Registrar/ any other Officer of equivalent rank, five Members from amongst the Deans/ Directors/Chairpersons/ Incharge/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/Chairperson/Incharge/Professor/Registrar/University Librarian/ any other Officer of Equivalent rank - Chairperson
- (ii) Deans/Directors/Chairpersons/Incharge/Professors/Registrar/University Librarian/Associate Professor/any other Officer of equivalent rank - 5 Members
- (iii) Finance Officer/Representative not below the rank of Supdt. - Member
- (iv) Asstt. Registrar /In-charge (P & S)- Member – Secretary

The Vice-Chancellor shall be the competent authority to nominate the Chairperson, 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 Chairperson will form the quorum for holding the CPC Meetings.

12.5 Frequency of Meetings

The Central Purchase Committee shall meet on 10th day of each month preferably at 3 p.m. If 10th 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 or as and when required.

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 Departments shall 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 or as and when required, 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 Departments/Offices or last minute rush for purchases. The Chairpersons/ 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 Department/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 12/1).

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

12.8 Opening of Quotations/Tenders

The Quotations/Tenders/e-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/Tenders/e-tenders if deemed proper. The Officers opening Quotations/Tenders/e-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. It shall then be sent to the competent authority for the approval.

12.9 Inspection of the Material

The material purchased by the UTD departments shall be inspected by the Chairperson and two senior faculty members of the concerned department. The Inspection Committee shall record the following Certificate 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 Chairperson/Controlling Officer shall obtain administrative approval and financial sanction of the competent authority to incur expenditure against the approved budgeted allocation as defined in “Delegation of Financial Powers”, and shall invariably use UAC Form 12/1 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 12/2), while articles of permanent nature shall be entered in Permanent Stock Register (UAC Form 12/3). 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 drawl. 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 Vice-Chancellor 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 Departments/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, sanitizers.
- (v) Cleaning material and Ultramarine (Neel).
- (vi) Brooms, Bamboos, face mask, shield, hand gloves etc.
- (vii) Locks.
- (viii) Hessian Cloth
- (ix) Foot mats, Dusters, Chalk (White & Coloured), pen for white boards etc.
- (x) Household plastic wares such as bucket, mugs etc.
- (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 Departments/Offices shall borrow/purchase these items from the Central Stores. However, they may purchase these Items from the market after obtaining NA certificate 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 Chairperson/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 Departments/Offices

Annual rate contracts shall be finalized in respect of such items as are frequently needed by the Departments/Offices. The Central Purchase Committee shall be competent to finalize the Annual Rate Contracts with various firms/suppliers 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/glass slides, beakers, cylinders, flasks etc.
- (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 stationery including refilling of cartridges.

The Departments/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 approved for purchase by CPC on case to case basis by inviting quotations/Tenders/e-tenders by constituting a committee/sub-committee.

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 Departments 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/e-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/e-tender Notices shall be sent to the prospective suppliers/for publication in the newspaper(s) Under Postal Certificate/Registered Cover/E-mail to supplier.
- (iv) The dates of opening the Quotations/Tender/e-tender shall be announced in the Quotation/Tender/e-tender Notices.
- (v) The bids shall be opened in public, and authorized Representatives of the bidders shall be permitted to attend the bid opening, if they want to be present.
- (vi) A Quotation/Tender/e-tender Register shall be maintained in the format as per Annexure- UAC form 12/15. 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/e-tender shall also be recorded by the Quotation/Tender/e-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 supplies do not agree to make supply on credit. To ensure that the firms 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/GST 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 12/5 to 12/8) to the supplier duly countersigned by the Registrar, Indira Gandhi University, Meerpur, Rewari to avail of these benefits. Instructions to this effect shall be given while inviting quotations/tenders/e-tender and placing supply order.

12.22 Submission of Information Regarding Custom/ Excise Duty Exemption by the Departments/Offices

Custom/Excise Duty Exemption reports are required to be submitted to the Department of Science and Technology, Govt. of India every six months failing which this facility is liable to be withdrawn. As such, the Department/Office concerned shall submit the half-yearly Custom/Excise Duty Exemption reports to the A.R. (P & S) strictly as per UAC Form 12/6 & 12/9 failing which the Department/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 Department of Science and Technology, Govt. of India.

12.23 Requirement of Three Quotations/Tenders/e- tenders

- (a) Purchase on the basis of three Quotations/Tenders/e-tenders.

As a matter of general rule, there shall 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/e-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 Department/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/urgent Purchases upto Rs. 5000/-).

- (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.5000/- per month 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 certificate would be necessary for non-centralized items.
- (ii) Annual monetary limit for all purchases made by the Chairperson/ Incharge/ 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.60,000/-.
- (iii) Annual monetary limit for all purchases made by the Sr. Medical Officer/ Director of Youth Welfare, and other Branch Officers/other Officers of equivalent rank without calling quotations shall be Rs.50,000/-.
- (iv) Annual monetary limit for all emergent/urgent purchases for centrally stored items for the Store Purchase Office shall be Rs. 60,000/-.
- (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.

12.25 Purchase of Items upto Rs. 10000/- through the Department/ Office Purchase Committees

- (i) The Chairpersons/Incharge of the Department/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 Chairperson, 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 certificate 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 DPC (Department Purchase Committee) to be constituted by the above Controlling Officers under intimation to the Chairperson, 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 certificate would be necessary for non-centralized items.

- (iii) Annual monetary limit for all purchases made by the Chairperson/Incharge of the Department/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.60,000/-.
- (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.50,000/-.
- (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.

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.

All items costing more than Rs. 50,000 and up to 1.00 lac shall be purchased by inviting quotations from minimum 3 firms after seeking approval from the Vice Chancellor.

Provided that in case of emergency via spot purchase, (i) up to Rs. 50,000/- may be allowed by the Registrar (vide resolution no 1(i) of 36th meeting of Executive Council held on 23.12.2023); and (ii) above Rs. 50,000/- to Rs 1.00 Lac be allowed be the Vice Chancellor through adhoc committee(s) of atleast 3 persons.

- (ii) Items costing more than Rs.3 lacs shall be purchased through the Central Purchase Committee.
- (iii) For the items costing more than 1.00 lac, process of e-tender shall be followed by the concerned Department/Offices, notified by Haryana Government Department of Industries and Commerce vide letter no G.O. 2/2/2016-4I BII dated 10.06.2016.
- (iv) The amount of Rs. 1 lac for e-tendering can be relaxed in organizing University functions like Convocation, Youth festivals, visit of Governor/Chief Minister of Haryana etc. by the approval of the Vice-Chancellor.

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) Chairperson of concerned department : Convener
- (ii) Two senior members from departmental staff council. : Member

Convener shall convene the meeting of the Brand Selection Committee as and when required 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) Chairperson, CPC/senior most chairperson of the concerned : Chairman
Departments
- (ii) Chairperson, Computer Science & Engg. Department : Member
- (iii) Chairperson concerned department : Convener
- (iv) One senior teacher from the department of C.S.E. : Member

Convener shall convene the meeting of the Brand Selection Committee as and when required to finalize the brands of items listed above.

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

In case the Departments need only a specific make of certain equipment, there shall be clear recommendations of the Chairperson to this effect. In such cases, quotations/tenders/e-tenders shall 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 shall be floated amongst manufacturers and authorized distributors/dealers on the basis of complete specifications to be given by the Chairperson/Incharge/Office concerned. Even after the receipt of quotations, if the concerned Chairperson/Incharge/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 Departments/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 Departments 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.

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 Departments/Offices shall be competent to purchase equipments and other Items from various Govt./Semi-Govt./Public Sector Undertakings/ Autonomous bodies such as Cooperatives Stores, Khaadi 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/Nominee : Member
- (iii) Dean, Students Welfare/Representative not below Class-II : Member
- (iv) DR/AR (P & S)/ Representative not below Dy. Supdt. : Convener

The Sports Materials Purchase Committee may recommend the purchase on the basis of quotations/tenders/e-tenders 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) Representative of Chairperson, Pharmaceutical Sciences
- (iii) Finance Officer/ Representative not below Dy. Supdt.
- (iv) AR (P & S)/ Representative not below Dy. Supdt.

The SMO/Staff Nurse 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).

- (i) As per Para No. 12.24, 12.25 and 12.26
- (ii) Cost of printing of above said items exceeding Rs. 1 lac shall be made from approved sources.

12.35 Hiring of Specialized Services

The Departments/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 Department/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 Department/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.

B. Constitution of the Spot Purchase Committees.

The constitution of the Spot Purchase Committees shall normally be as under :

- (i) Chairperson concerned/Representative not below Class-I
- (ii) Finance Officer/ Representative not below Assistant .
- (iii) One Member to be nominated by the CPC.

C. Requirement of Quotations Needed for Spot Purchases

As a matter of general rule, there shall 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 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 Department/Office concerned. Such emergent purchases shall be made within 15 days from the date of constitution of the Committee.

12.38 Repeat Orders

The following rules shall govern the placement of repeat orders:

- (i) Repeat Order would mean the order by the same Department/Office, of the IGU on the same terms and conditions of the department/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 Department/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.

12.39 Maintenance of the Equipments Including Computer Hardware and Softwares

It is desirable to cover the costly equipment under service contracts. Whenever a Department/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 Department/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 Department /Office shall obtain a certificate from such Undertakings/Bodies that service contract rates and other terms and conditions offered to IGU Meerpur 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 Department /Office shall send their demands to the AR/Incharge (P&S)/CPC for service contracts with Private Sector Undertakings/Institutions/other firms after ensuring that funds are available for this purpose. The Department /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/Incharge (P&S) will process the case, obtain the approval of the Central Purchase Committee, and convey the same to the Department /Office concerned. Order for AMC and payment thereof shall be made/placed by the Department/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/Gen Sets

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/her Representative 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)/Labs/Rooms

- (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/Incharge (P & S)/CPC subject to financial sanction of the competent authority.

Transport Officer

= upto Rs. 50,000/-

Dean/Director/HOD/ Controlling Officer concerned = upto Rs.50,000/-

Central Purchase Committee = Above Rs. 50,000/-

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/Chairperson/Incharge of the Department
 - (ii) Senior Faculty Member
 - (iii) Finance Officer/Representative not below the rank of Assistant.
 - (iv) AR /Incharge (P&S)/Representative not below the rank of Assistant.
- (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/Incharge (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/Rep. not below Grade I.
- (ii) Transport Officer
- (iii) Finance Officer/ Representative not below the rank of Assistant.
- (iv) AR/Incharge (P&S)/ Nominee not below the rank of Assistant

The Department/Office concerned shall coordinate the work.

- (d) Aluminium/glass partitioning in the labs/rooms shall be processed by the Chairperson/Incharge of the concerned department/branch officer.

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:

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.

- (i) All the firms, which have been granted BIS (earlier ISI) Standard would be included in the mailing list for the relevant items.
- (ii) 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 UAC form 12/10.
- (iii) The manufacturers/distributors/dealers that have obtained sales tax number/GST 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 /herself 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 shall, therefore, be the endeavour of all the Controlling Officers/Chairperson/Incharge/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 shall be placed by 31st 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 Department/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/ e-tenders. The Quotation/Tender/e-tenders 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 12/14 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 Departments/Offices shall place the orders directly to the manufacturers and issue the Custom Duty Exemption Certificate to the firm duly countersigned by the Registrar, Indira

Gandhi University, Meerpur 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 Department/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 would be invited for purchases upto Rs. 1.00 lac from reputed manufacturers/dealers.
- (iii) *Open/e-tenders shall be invited by giving wide publicity in at least two Newspapers if the cost of the material exceeds Rs. 1.00 lac. The Press Tender Notice shall also be displayed on University's Website.

(iv) The fee of Tender Documents shall be as under:

Rs. 1 lac to less than 5 lacs	= Rs. 500/-
Rs. 5 lacs to less than 10 lacs	= Rs.1000/-
Rs. 10 lacs to less than Rs. 20 lacs	= Rs.2000/-
Rs. 20 lacs to less than Rs. 50 lacs	= Rs.3000/-
Rs. 50 lacs to less than 100 lacs	= Rs.4000/-
Rs. 1 crore and above	=Rs. 5000/-

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 shall preferably be accepted by Registered Post/Courier Agency /Speed post under sealed cover. The Suppliers shall 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

* E-tendering Letter

****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 paid in the form of RTGS/NEFT/ Bank Draft in favour of the Finance Officer, IGU, Meerpur. Rate of Earnest Money be amended from time to time as per guidelines issued by Govt. of Haryana.**

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 Chairperson/Incharge of concerned Department/AR Registrar (P & S) may further 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 Chairperson/Incharge of Department/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 I.G. University, Meerpur 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 Department/Office holding Performance Security [in most of the cases AR (P & S)] shall invite comments from the user Department/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 Department/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 Department/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

**** As per Finance Department notification No. 8366-C-2016/13819 dated 08.12.2016**

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 Departments/Offices shall be cancelled by the former on the recommendation of the latter. The orders placed by the Departments/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/ Chairperson/Incharge/Outstations/Offices for ready reference. The AR (P&S)/Chairperson, CPC shall give a seminar on purchase procedure in the month of May every year to the Deans/Directors/Officers/ Chairperson/Incharge/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 instructions circulated vide Letter No. 3/20/2000/3SIT/2769 dated 6.10.2015 of the Electronics and Information Technology Department, UO No.11/61/2014-1FD-III/19214 dated 01.10.2015 of the Finance Department, adopted by Executive Council in its 35th meeting vide resolution no 40.

1. 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 shall 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 Chairperson/Incharge/Head of 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, IGU Meerpur 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 GST & Surcharge, if any. The GST & 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, item wise 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 shall divide extra amount proportionately against each store and specific rates for store shall 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 along with GST 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 shall 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 Chairperson concerned reserves the right to reject or accept any offer without assigning any reason.
2. 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 shall not be less than the reserve prices, only after completing minimum recommended life

without going through the process of inviting offers from the empaneled vendors/press tender/limited quotations. The old items can also be donated to State/Central Govt. recognized Organizations after obtaining approval from the Chairperson/Incharge/Head of the Department/Office. One employee shall be entitled to bid only for one complete computer system.

3. 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) Payment by way of rent under any lease, sub-lease, tenancy or any land or building as per the guideline of the income tax Department of Central Govt. of India 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/ Departments /Offices are provided in the University Accounts Code (UAC Forms 12/ 1-15). These may be used for obtaining administrative and financial sanction of the competent authority (UAC Form 12/1), for stock entry of consumable articles (UAC Form 12/2), for stock entry articles of permanent nature (UAC Form 12/3), for sending the Excise Duty Exemption Certificate to the AR (P & S) after countersignatures of Registrar (UAC Form 12/4), format for issuing Excise Duty Exemption Certificate (UAC Form 12/5), for sending the half-yearly information regarding Central Excise Duty (UAC Form 12/6), for sending the Custom Duty Exemption Certificate to the AR (P & S) after obtaining countersignatures of Registrar (UAC Form 12/7), for issuing Custom Duty Exemption Certificate (UAC Form 12/8), for sending the half-yearly information regarding Custom Duty (UAC Form 12/9), for registration of suppliers with the Store Purchase Office (UAC Form 12/10), for inviting offers/quotations for rate contract (UAC Form 12/11), for inviting quotations/tenders (UAC Form 12/12), for issuing

supply order (UAC Form 12/13), for inviting quotations for importing items from abroad (UAC Form 12/14), and for recording of bids received from Bidders in the Quotation/Tender Register (UAC Form 12/15). The CPC may modify these forms as and when required.

CHAPTER – 13

FELLOWSHIPS, SCHOLARSHIPS AND STIPENDS

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., state 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 13/1 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 Drawal 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 UAC Form 13/2. The certificates prescribed thereon shall be signed by the Dean/Chairperson/Incharge/Director/other employee empowered in this behalf and bills forwarded to the Finance Office for issue of cheques/RTGS/NEFT transitions after making entries in the Fellowship/Scholarship/ Stipend Check Register in UAC Form 13/1 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 13/1.

- (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 5/5 and disbursed, taking acknowledgement on the office copies of the bills in UAC Form 13/2. The Chairperson/Incharge of the Department shall request the Finance Office to prepare cheques/RTGS/NEFT transitions 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 5/5 of the Chairperson 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/Chairperson/Incharge/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 13/3 in the Bank column. When a cheque is drawn in favour of the Chairperson/Incharge/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

- (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 13/1 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 Human Resource Development Group (HRDG) of CSIR in the process of streamlining the payment of fellowship of CSIR fellows and readdressing and their grievances by complete end to end auto mission of its fellowship payment system and has introduced a web based application "Fellow AMS Portal"
- (c) The Fellow AMS portal will comprise of processes:
 - *Registration of certifying officer (may be same as checker in newfms) of the host institute on Fellow AMS Portal (<https://fellowams.csir.res.in>), creation of guide master and assignment of guides to the respective fellows on the aforesaid portal.

- *Registration by Fellows and online attendance lodging on portal.
 - *Registration by guides and online approval of attendance of respective fellows.
- (d) Certifying officer be nominated for certifying the attendance lodged by the Fellow in online mode on fellow AMS Portal and duly approved by his/her guide on the portal.

Note: Any guideline issued by other funding agencies like UGC etc. from time to time with regard to the disbursement of fellowships/contingency to fellows shall be applicable.

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 shall 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 shall take necessary action for the preparation of Medal and its award, to the candidate concerned. The Finance Office shall also maintain account of receipt of interest on the investment in UAC Form 13/4.
- (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, Registrar/Finance Officer will arrange to withdraw the amount by raising temporary advance which shall not exceed the yearly interest received on the investment.

CHAPTER – 14

GENERAL PROVIDENT FUND RULES, 2016

14.1 Scope

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 Short title and commencement

- (i) These rules may be called Indira Gandhi University General Provident Fund Rules, 2016.
- (ii) These rules shall be deemed to have come into force from Haryana Government Finance Department vide notification no.2/5/2013-4FR/1581 dated 19th July 2016.

14.3 Applications and effects of rules

These rules shall apply to all permanent employee of University.

- 14.3.1** (i) Who entered in university service before the 1st January, 2006 and are working on regular basis.
- (ii) To whom the benefit of past service toward pension has been allowed on their subsequent appointment by direct recruitment or otherwise on or after 1st January, 2006.
- (iii) 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.

14.3.2 These rules shall not apply to the following categories

- (i) University employees who covered under New Defined Contributory Scheme, pension Scheme applicable w.e.f 1st January 2006.
- (ii) No employee of the University shall be entitled to the benefit of the Provident Fund whose service in the University entitles him/her to a Pension or on whose account the University contributes towards his/her pension or who has been appointed by the University on a consolidated salary or on special terms.
- (iii) Any other category of University employees to whom the competent authority (Executive Council) may by general or special order, direct that these rules shall not apply to them.

14.4 Transfer of provident fund

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/her credit in any

recognized Provident Fund to which he/she was a subscriber immediately before his/her appointment in the University and may with his/her 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.

14.5 Rate of subscription

14.5.1 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.

*The maximum monthly subscription shall be upto basic pay of the subscriber:

Provided that the sum of the monthly subscription in a financial year together with the amount of arrear subscription deposited in that financial year shall not exceed the maximum limit of five lakh rupees, deductible in twelve installments or ₹ 41667/- (forty one thousand six hundred and sixty seven rupees only) per month (subject to maximum limit of five lakh rupees), whichever is less:

Provided further that the aforesaid limit shall not be applicable in case of transfer of accumulated standing amount from the New Pension Scheme to General Provident Fund account of an employee who is transferred from New Pension Scheme to earlier applicable pension scheme. Amount deposited by the subscriber against advance (refundable) shall also not be applicable to the aforesaid maximum limit.”. (notified by HARYANA GOVERNMENT FINANCE DEPARTMENT Letter No. The 15th May, 2023 No. 11/150/2022-1FR/25269)

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/her personal qualifications, which has been sanctioned for a post held by him/her substantively or in an officiating capacity or to which he/she is entitled by reason of his/her 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 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.

- (iv) 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.

14.6 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.

14.7 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.

14.8 Account Nos. of Subscribers

An employee who is required or permitted to subscribe to the Fund shall send an application in UAC Form 14/1 along with nomination form in UAC Form 14/2, as the case may be, in duplicate, to the Finance Office for the allotment of the permanent number to him/her. This number shall always be referred to in all transactions or correspondence relating to the account of the subscriber.

14.9 Ledger and Liability Accounts of Subscriber

- (ii) 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 14/3 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 14/4 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/she proceeds on leave preparatory to retirement.

14.10 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 14/5 by the DDO and submitted along with the relevant salary and establishment bills for Internal Audit/J.D. (Local Fund Audit).

14.11 Advances from the Provident Fund:

- (i) (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/her 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/her family dependent upon him/her.
- (ii) To pay for the overseas passage only for reasons of health or education of the subscriber or a member of his/her family dependent on him/her.
- (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/her 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/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.

- (ii) 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.
- (iii)
 - (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/her 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/she 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/her 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.

- (iv) A subscriber at the termination of his/her service, shall be entitled to receive the amount which accumulates to his/her credit; provided that if the subscriber leaves the service within one year of the commencement of the Fund, he/she 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/she has established to the satisfaction of the University that his/her retirement is necessitated by incapacity for further service.
- (v)
 - (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/her 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/she 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/her retirement on superannuation which ever is earlier :
 - (i) For meeting the cost of higher education of himself /herself or of children actually dependent upon him/her 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 years' duration
 - (ii) For meeting the expenditure in connection with the marriage of the subscriber's daughter(s), and if he/she has no daughter(s) of any other female relation dependent upon him/her.
 - (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/her alongwith interest thereon standing at his/her credit in his/her 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 or 90% of the amount subscribed by him/her alongwith interest thereon standing to his/her credit in his/her 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/her, 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/her into a non-refundable advance on his/her satisfying the condition laid down for such advances.

14.12 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 there from 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.

14.13 Yearly Closing of Subscribers Accounts

At the end of each year, the accounts of individual subscribers in UAC Form 14/4 shall be closed after addition of interest to which the subscribers are entitled.

14.14 Issue of GPF Pass Books to Subscribers

Pass Books shall be maintained in UAC Form 14/4 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 14/4 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 Pass 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/her office. However, it would be open for the subscriber to review his/her Pass Book on any day fixed by the DDO.

14.15 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 14/6. The Finance Officer shall maintain a Register of Investments in UAC Form 5/10 to watch the maturity of investments and recovery of interest. The investments may be re-invested in fixed deposits on maturity.

14.16 Nomination by Subscribers

Every subscriber shall be required to sign a written declaration, in the prescribed form (UAC Form 14/2), stating the name or names of the persons to whom he/she wishes the balance at his/her credit to be paid in the event of his/her 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.

14.17 General Provident Fund from Previous Employer

If an employee, before joining the service, has his/her General Provident Fund in some Govt./Other organization, the amount in his/her account with his/her previous employer may, on his/her request, be credited to his/her 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 1st January 2006 shall be regulated by the provisions, 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

given below:

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 Tier-II. Contribution to Tier-I is mandatory for all University employees joining University service on or after 1st January, 2006.
- (c) In Tier-I, University employee shall have to make a contribution of 10% of his/her Basic Pay plus Dearness Allowance, which shall be deducted from his/her salary bill every month by the concerned Accounts 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 Incharge/Supdt. (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 1st 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) 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 by Finance Officer on receipt of applications of the employee through the Chairperson/Incharge/Head of the Departments/Offices in UAC Form 15/1.
- (k) 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 concerned employees by the Establishment Branch of the University.
- (l) 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.
- (m) 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 15/2. Every Drawing and Disbursing Officer shall attach this Schedule with the pay bill.
- (n) Schedule of matching contributions shall also be prepared by Drawing and Disbursing Officer as per UAC Form 15/2 (in pink colour compulsorily) and attached with the pay bill
- (o) The Branch Officer (Estt. Teaching / Non-Teaching) will issue instructions to all the employees joining service on or after 01-01-2006 to fill up the UAC Form 15/1, and forward the same to the Pension Branch for obtaining Permanent Retirement Account
- (p) Number (PRAN).

15.1.2 As per the letter issued by Finance Department, Govt of Haryan vide no 1/1/2004 -1 Pension 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/her Basic Pay plus Dearness Allowance, as defined under the scheme and the employer makes 14 % 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

15.2 Procedure for operation of Defined Contributory Pension Scheme

15.2.1 Clause 15.2.1 shall be operative from the date the approval of Executive Council of the University. 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/She may further delegate his/her power to sanction the pensionary benefits to the Officers not less than the rank of the Finance Officer/Registrar of the University.
- (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

* Amended vide FD letter No. 2/47/2007-I pension dated 27/01/2022. Any amendment in this regard directed by guidelines of Finance Department, Govt. of Haryana time to time shall be applicable.

competent authority.

- (b) Immediately on joining University service, the University employee will be required to provide particulars such as his/her name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship of the nominee etc. in the prescribed form (UAC Form 15/1) to the Estt. Branch (Teaching/Non- Teaching). The Branch Officer (Estt. Teaching/ 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. Teaching/Non Teaching) concerned in the prescribed Performa (UAC Form 15/3) to the Bills Section by 7th of the following month. UAC Form 15/1 will be retained by the Estt. Branch.
- (c) On receipt of UAC Form 15/3 from the Estt. Branch, the Incharge/Supdt. (Bills) will submit the case to online portal for generation of Permanent Retirement Account Number (PRAN). The allotted PRAN will be intimated to the concerned employee and proper record be maintained by the Incharge/Supdt. (Bills).
- (d) The Incharge/Supdt. (Bills) 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 15/4 and intimate to the Estt. Branch by a copy of the statement duly indicating therein the PRAN allotted to each individual.
- (e) The Incharge/Supdt. (Bills) shall, after allotment of PRANs, return a copy of UAC Form 15/3 to the Branch Officer (Estt. Teaching/Non-Teaching) concerned and endorse a copy to the Incharge/Supdt. (Pension) by the 12th of every month.
- (f) The Incharge/Supdt. (Pension) shall maintain the record and take other necessary action.
- (g) The DDO shall prepare subscriber contribution file in respect of NPS contribution as per instructions mentioned in letter no 2/42/2010/1-Pensions dated 19.08.2011 to TOs/ATOs on or before 25th of month to which the bill relates.
- (h) 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) The University employees covered by NPS shall be eligible for benefit of “Retirement Gratuity” and “Death Gratuity” on the pattern of Haryana Government employees recruited on or after 01.01.2006. (FD, Government of Haryana vide letter No.

2/6/2010-I pension dated 19.01.2017)

- (ii) Exit from Tier-I can only takes place when an employee leaves University surface.
- (iii) "Dearness allowance" shall be treated as Dearness pay and has been reckoned for the purpose of contribution (FD, Government of Haryana vide letter No. 1/1/2004-I Pension dated 04.12.2008).
- (iv) (a) Every employee shall subscribe monthly to the NPS when on duty but not during the period of suspension. (FD Government of Haryana, No. 2/47/2007-I pension (Part-II) dated 30th July 2010.
 - On exoneration or otherwise, the amount of subscription shall be the emoluments to which he/she was entitled on the first day after his/her return to duty.
 - If a subscriber elects to pay arrears of subscriptions in respect of a period of suspension, the emoluments or portion of emoluments which may be allowed for that period on reinstatement, shall deemed to be emolument drawn on duty.
 - In Half pay leave cases, the subscription of the University would be restricted to that proportionate to leave salary.
 - In extra ordinary leave cases (including on medical allowance), no contribution either from university employee or university would be payable.
- (v) University employee contribution toward Tier-I shall be taken as income for the purpose of income tax.
- (vi) The contribution payable be the University employee and those paid by the University shall be rounded off to the nearest rupee.

Whenever there is any increase or decrease in the emoluments of a University employee in the middle of a month, the change in the rate of contribution of both University employee and University will be given effect only from the first of the following month.
- (vii) Non-practicing allowance (NPA) payable to medical officers shall be treated as a part of pay for the purpose of working out the contributions towards NPS. (FD Government of Haryana, No. 2/13/2011-I pension dated 3rd January 2012.).
- (viii) Those ex-servicemen who have been re-appointed in University on or after 01.01.2006 are covered under New Pension Scheme only. (FD Government of Haryana, No. 2/27/2010-I pension, dated

17/04/2014.)

- (ix) University employee who are appointed on or after 01.01.2006 are not covered under family pension Scheme 1964, so no benefit under CSR volume -II will not be available to them. (FD Government of Haryana, 1/18/2010- 1 Pension, dated 31st August 2010.)
- (x) Subscriber on superannuation can exit from NPS and claim withdrawal of their pension corpus. The subscriber are allowed to withdraw 60% (sixty) of the accumulated savings (pension wealth), and it is mandatory to invest minimum 40% (forty) of pension wealth for purchase of a life annuity from any annuity service provider (ASP) appointed by PFRDA. Subscriber also have an option to purchase annuity for an amount greater than 40 %. The maximum amount which can be withdrawn is 60% of the total corpus. The withdrawal of the funds on account of superannuation will be handled manually by Central Record Keeping Agency (CRA) (FD Government of Haryana, No. 2/47/2007-1 Pension, dated 23rd July 2012)
- (xi) The subscriber shall be allowed to withdraw only a maximum of three times during the entire tenure of subscription under the NPS and not less than a period of five years shall have elapsed from the last date of each of such withdrawal. The mandatory requirement of five years having elapsed between two withdrawal shall not apply in case of treatment for specified illness or in case of withdrawal arising out of exit from NPS due to the death of the subscriber.
- (xii) The provisions related to lump sum withdrawal by subscribers shall be as per the guidelines issued vide notification PFRDA/2021/41/SUP-ASP/06, dated 21 September, 2021).
- (xiii) Any amendment related to NPS shall be applicable per instructions/guidelines issued by PFRDA/State Govt from time to time.

UNIVERSITY (REVISED PENSION) PART-I RULES, 2017

16.1 Short title and commencement.

- 16.1.1 These rules may be called the Indira Gandhi University (Revised Pension) Part-I Rules, 2017.
- 16.1.2 They shall be deemed to have come into force on the 1st day of January, 2016, unless otherwise provided by the University for any class or category of pensioners notified by Haryana Government Finance Department vide No. 2123/2016-1 Pension dated 03.03.2017

16.2 Applicability of these rules

These rules shall apply to all pensioners/family pensioners who were drawing their pension/family pension prior to the 1st January, 2016 or who were eligible /entitled to pension/ family pension on the 1st January, 2016 under the provisions of the Indira Gandhi University (Pension) Rules, 2016 and as applicable to the pensioners/family pensioners and whose pension/family pension is debitable to the Consolidated Fund of the University.

16.3 Non-applicability of these rules

These rules shall not apply to—

- (i) any category of persons whose pension/family pension etc. is not governed by the provisions of the Indira Gandhi University (Pension) Rules, 2016.

16.4 Definitions

In these rules, unless the context otherwise requires,—

- (a) “existing pensioner or existing family pensioner” means a pensioner/family pensioner who was drawing pension/family pension prior to the 1st January, 2016 or University servant who becomes entitled to pension/family pension on the 1st January, 2016, consequent upon his/her retirement/death;
- (b) existing pension means the basic pension (inclusive of commuted portion, if any,) as on the 31st December, 2015:
- Provided that in respect of a person retiring on the 31st December, 2015, and becoming entitled to receive pension with effect from the 1st January, 2016, his/her pension shall be fixed under the provisions of the Indira Gandhi University (Pension) Rules, 2016 and thereafter revised as per provisions contained in these rules;
- (c) “existing family pension” means the basic family pension to be drawn as on the 31st December, 2015, under the Indira Gandhi University Pension Rules 2006, as

the case may be:

Provided that family pensioners who become entitled to family pension with effect from the 1st January, 2016, his/her family pension shall be revised as per provisions contained in these rules,

- (d) Government means the Government of the State of Haryana in the Finance Department, save as otherwise provided by or under these rules.

16.5 Consolidation of Pension/Family Pension

- (1) For existing pensioners, who have retired before the 1st January, 2016, the revised pension/family pension with effect from the 1st January, 2016, shall be determined by multiplying the existing basic pension/family pension by 2.57. The amount of revised pension/family pension so arrived at shall be rounded off to next higher rupee.

Illustration:1

Pensioner 'X' retired at last pay drawn of ₹79,000 on the 31st March, 2015 under the 6th CPC regime in the scale of 67000-79000:-

		Amount in Rs.`
1	Basic Pension fixed in 6 th CPC	39,500
2	Revised Pension fixed under 7 th CPC (using a multiple of 2.57). (39,500x2.57=1,01,515)	1,01,515

Illustration: 2

Pensioner 'Y' retired at last pay drawn of `4,000 on 31st March, 1989 under the 4th CPC regime in the pay scale of `3000-100-3500-125-4500:-

		Amount in Rs.`
1	Basic Pension fixed in 4 th CPC	1940
2	Basic Pension as revised in 6 th CPC	12,600
3	Revised Pension fixed under 7 th CPC (using a multiple of 2.57) (12,600x2.57=32,382)	32,382

- (2) For this purpose, the existing pension/family pension shall be the basic pension/family pension only without the element of additional pension available to the old pensioners/family pensioners attaining the age of 80 years and above. The additional pension/family pension payable to the old pensioners/family pensioners will be worked out in accordance with rule 8 of these rules.
- (3) The minimum pension/family pension w.e.f the 1st January, 2016 shall be 9,000/- p.m. (excluding the additional pension/family pension to the old pensioners). The maximum pension shall be Rs. 1,12,050 i.e. 50% and family pension Rs. 67,230/- i.e. 30% of the highest pay i.e. Rs. 2,24,100/- in the Government of Haryana.

16.6 Pro-rata of Pension/Family Pension

The entitlement to revised pension under these rules shall be worked out in terms of rule 5 of these rules and shall further be reduced pro-rata as prescribed in the Indira Gandhi University (Pension) Rules, 2016 in all cases where the pensioner had less than the minimum service required for full pension, and in no case it shall be less than `9000/- per month. The requirement of minimum service shall be considered under the provisions of rules applicable at the time of retirement/death of the employee.

16.7 Deduction of commuted portion of pension

As the entitlement of consolidated pension shall be inclusive of commuted portion of pension, the commuted portion, wherever applicable, shall be deducted from the pension while making monthly disbursements.

16.8 Additional Pension/Family Pension

- (1) The quantum of additional pension/family pension available to the old pensioners/family pensioners shall continue to be as specified in the table given below :-

Table

Serial Number	Age of pensioner/family pensioner	Additional quantum of pension/family pension
1	2	3
I	From 80 years to less than 85 years	20% of revised basic pension/family pension
II	From 85 years to less than 90 years	30% of revised basic pension/family pension
III	From 90 years to less than 95 years	40% of revised basic pension/family pension
IV	From 95 years to less than 100 Years	50% of revised basic pension/family pension
V	From 100 years or more	100% of revised basic pension/family pension

- (2) The Pension Disbursement Authorities shall ensure that the date of birth and the age of the pensioners/family pensioners is invariably indicated in PEN-I (issued by Principal Accountant General (Accounts and Entitlement), Haryana) and the pension payment order to facilitate payment of additional pension/family pension by them as soon as it becomes due. If the requisite information is not available in the PEN-I {issued by Principal Accountant General (Accounts and Entitlement), Haryana} in those cases the requisite information may be obtained from Principal Accountant General (Accounts and Entitlement), Haryana before adding the additional pension/family pension in the existing basic

pension/family pension. The amount of additional pension/family pension shall be shown distinctly in the pension/family pension payment order.

Illustration:-

In case where a pensioner/family pensioner is more than 80 years of age and his/her consolidated pension/family pension in terms of rule 5 above is Rs. 10,000/- pm, the pension/family pension will be shown as (i) basic pension/family pension= Rs.10,000/- and (ii) additional pension/family pension= Rs. 2,000/- per month. The pension/family pension on his/her attaining the age of 85 years will be shown as (i) basic Pension/family pension= Rs.10,000/- and additional pension/family pension= Rs.3,000/- per month.

- (3) The additional quantum of pension/family pension on attaining the age of 80 years and above shall be admissible from the first day of the month in which his/her date of birth falls.

Illustration:-

If a pensioner/family pensioner completes age of 80 years on any date in the month of July 2016, he/she shall become entitled to additional pension/family pension with effect from the 1st July, 2016. Those pensioners/family pensioners whose date of birth is 5th July shall also become entitled to additional pension/family pension with effect from the 1st July, 2016 on attaining the age of 80 years and above.

- (4) Dearness relief shall also be admissible on the additional quantum of pension/family pension available to the old pensioners and family pensioners in accordance with the orders issued by the Government from time to time.

16.9 Entitlement of dearness relief

The consolidated pension/family pension as worked out in accordance with the provision of rule 5 above shall be treated as “Basic Pension” or “Basic Family Pension”, as the case may be, with effect from the 1st January, 2016. The revised pension/family pension arrived includes dearness relief sanctioned from the 1st January, 2016, and shall qualify for grant of dearness relief sanctioned thereafter by the competent authority from time to time.

16.10 Authorization to the Pension Disbursing Authorities

- (1) The Pension Disbursing Authorities handling disbursement of pension to the Indira Gandhi University pensioners/family pensioners are hereby authorized to pay pension/family pension to the existing pensioners/family pensioners at the consolidated rates in terms of above rules without any further authorization from the Principal Accountant General (Accounts and Entitlement), Haryana /Head of Office etc. However, before disbursement of the pension, the Pension Disbursing Authority shall authenticate that the fixation made is strictly in

accordance with the provision of these rules.

- (2) Where a pensioner is in receipt of more than one pension, consolidation may be done separately in terms of these rules.
- (3) Wherever the age of pensioners/family pensioners is available on the Pension Payment Order, the additional pension/family pension in terms of rule 8 above may also be paid by the Pension Disbursing Authorities immediately without any further authorization from the Principal Accountant General (Accounts and Entitlement) Haryana / Head of Office etc.
- (4) A suitable entry regarding the revised consolidated pension shall be recorded by the Pension Disbursing Authorities in both halves of the Pension Payment Order.
- (5) An intimation regarding disbursement of revised pension may be sent by the Pension Disbursing Authority to the competent authority.

16.11 Payment of arrears of pension/family pension.

It is desirable that the benefit of these rules shall reach the pensioners/family pensioners as expeditiously as possible to achieve this objective. It is desired that all the Pension Disbursing Authorities shall calculate the arrears of revised pension/family pension payable and make necessary payment to the pensioners/family pensioners or credited in their bank account preferably within 3 months from the date of notification of these rules.

16.12 Undertaking for recovery of over payment of pension/family pension

- (1) It is not unlikely that the arrears due in some cases may be calculated incorrectly leading to over payment that might have to be recovered subsequently. The Pension Disbursing Authorities shall, therefore, make it clear to the pensioners/family pensioners while drawing arrears that the payments are being made subject to adjustments from amounts that may be due to them if any discrepancy is noticed later. For this purpose an undertaking shall also be obtained in writing from every pensioner/family pensioner at the time of revision of pension/family pension to the effect that excess payment that may be found to have been made as a result of incorrect consolidation of pension/family pension the said amount will be refunded by him/her to the University either by adjustment against future payment or otherwise. A specimen form of undertaking is enclosed as Annexure -I.
- (2) The fixation of pension/family pension and adjustment of arrears shall also be subject to rectification and adjustments in certain cases where a particular pension or provisional pension had been granted to a pensioner/family pensioner at the strength of some interim orders of the court of law, after the final disposal of the case suitable appropriate decision may be taken by the University keeping in view the observation /instructions of the Court of law. The

Pension Disbursing Authority shall, therefore, also make it clear to all such pensioners/family pensioners while disbursing the arrears of pension/family pension that payments are being made subject to appropriate decision taken by the University on such final decision of the Court of law. A specimen form of undertaking is enclosed as Annexure-II.

16.13 Overriding effect

The provisions of Haryana Civil Services Rules or Punjab Financial Rules or any other rules or instructions made or issued in this regard shall not save as otherwise provided in these rules or any other subsequent instructions issued in continuation to these rules, apply to cases where pension/family pension is regulated under these rules to the extent they are inconsistent with the provisions of these rules.

16.14 Interpretation

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the State Government for decision.

16.15 Residuary Provisions

In the event of any general or special circumstances which are not covered under these rules or about which certain inconsistency are noticed, the matter shall be referred to the State Government and the State Government shall 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, the Government may prescribe such conditions and such additional conditions as prescribed by the Government shall be deemed to be the part of these rules.

16.16 Power to relax

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 these rules 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 section approval from the State Government.

16.17 Display

The Pension Disbursing Authority /Finance Officer / is directed to promptly display these rules on their notice board for the benefit of pensioners/family pensioners.

16.18 Revision of Pension for Pre 01.01.2016 Retirees

The University has adopted the revised Pension/Family Pension of pre 01.01.2016 pensioners/family pensioners of Haryana Government (7th CPC) w.e.f. 01.01.2016 notified vide Finance department, Govt. of Haryana Gazette Notification No. 2/23/2016-I Pension dated 03.03.2017 and letter No. 2/23/2016-I Pension dated 10.01.2018, as under:-

(i) the revised pension/family pension with effect from 1st January, 2016 in respect of all University pensioners/family pensioners, who retired /died prior to 01.01.2016, may be revised by notionally fixing their pay in the pay matrix recommended by the 7th CPC in the level corresponding to the pay in the pay scale/pay band and grade pay at which they retired/died. This will be done by notional pay fixation under each intervening Pay Commission based on the Formula for revision of pay. While fixing pay on notional basis, the pay fixation formulae approved by the State Government and other relevant instructions on the subject in force at the relevant time shall be strictly followed. 50% of the notional pay as on 01.01.2016 shall be the revised pension and 30% of this notional pay shall be the revised family pension with effect from 1st January, 2016 as per the first Formulation. In the case of family pensioners who were entitled to family pension at enhanced rate, the revised family pension shall be 50% of the notional pay as on 01.01.2016 and shall be payable till the period up to which family pension at enhanced rate is admissible as per rules. The amount of revised pension/family pension so arrived at shall be rounded off to next higher rupee.

(ii) for the purpose of calculation of notional pay with effect from 1st January, 2016 of those University servants who retired or died before 01.01.1986, the pay scale and the notional pay as on 1.1.1986, as arrived at in terms of the notification issued vide this Department's No. 1/2 (8)/98- 2FR-II (Part-IV) dated 13.01.2000, will be treated as the pay scale and the pay of the concerned University servant as on 1.1.1986.

In the case of those University servants who retired or died on or after 01.01.1986 but before 1.1.2016, the actual pay and the pay scale from which they retired or died would be taken into consideration for the purpose of calculation of the notional pay as on 1.1.2016 in accordance with these orders.

(iii) The revision of pension will be done by notional pay fixation under each intervening Pay Commission based on the formula for revision of pay. Based on the fitment tables provided by the Pay Revision Branch (Finance Department), concordance tables for fixation of notional pay of employees who retired/died in various grades during the 4th, 5th and 6th Pay Commission periods have been prepared by the Finance Department and consequently be adopted.

(iv) These concordance tables have been prepared to facilitate revision of pension of pre-2016 pensioners/family pensioners by the concerned Pension Sanctioning Authorities. Due care has been taken to prepare these concordance tables based on the fitment tables for fixation of pay from 4th to 5th, 5th to 6th and 6th to 7th Pay Commission by the Pay Revision Branch (Finance Department). In case of any inconsistency in the concordance tables vis-à-vis the relevant rules/instructions, the notional pay and pension/family pension of pre-2016 pensioners/family

pensioners may be fixed in accordance with the rules/instructions applicable for fixation of pay in the intervening Pay Commission periods.

- (v) The revised pension under this order shall be worked out and shall further be reduced pro-rata as prescribed in the Haryana Civil Services (Pension) Rules 2016 in all cases where the pensioner had less than the minimum service required for full pension and in no case it shall be less than Rs. 9,000/- per month. The requirement of minimum service shall be considered under the provisions of rules applicable at the time of retirement/death of the employee. Further the calculation of pension on notional pay shall also be carried out on the basis of Average Emoluments or Last Pay drawn (as the case may be).
- (vi) The higher of the two formulations i.e. the pension/family pension already revised in accordance with Haryana Civil Services (Revised Pension) Part-I Rules 2017 (notified on 3.3.2017) or the revised pension/family pension as worked out in accordance with this order, shall be granted to pre-2016 University pensioners as revised pension/family pension with effect from 1st January, 2016. In cases where pension/family pension being paid w.e.f 1.1.2016 in accordance with the Haryana Civil Services (Revised Pension) Part-I Rules 2017 happens to be more than pension/family pension as worked out in accordance with these orders, the pension/family pension already paid shall be treated as revised pension/family pension with effect from 1st January, 2016.
- (vii) This option/formulation (Sr. No. vi) will not be applicable for the purpose of revision of pension of those pensioners who were drawing compulsory retirement pension or compassionate allowance under University (Pension) Rules 2016. The pensioners in these categories will continue to be entitled to the revised pension in accordance with the provisions contained in the University (Revised Pension) Part- I Rules 2017 .
- (viii) No arrear on account of revision of pension/family pension on notional fixation of pay will be admissible for the period prior to 1.1.2016. The arrear on account of revision of pension/family pension in terms of these orders would be admissible with effect from 01.01.2016. For calculation of arrear becoming due on the revision of pension/family pension on the basis of this order, the arrears of pension and the revised pension/family pension already paid on revision of pension/family pension in accordance with the provisions contained in the University (Revised Pension) Part-I Rules 2017 shall be adjusted.
- (ix) All others conditions as given in the aforesaid notification No. 2/ 23/ 2016 - 1 Pension dated 3. 3. 2017 (Haryana Civil Services (Revised Pension) Part-I Rules, 2017), as amended from time to time shall be adopted.

CHAPTER – 17

T.A. AND L.T.C. REGULATIONS

17.1 *Introduction: This chapter contains rules and regulations regarding T.A. and LTC.

17.1.1 (A) T.A. Rules and Regulations

(a) For the purpose of TA/DA etc. grading of the employees and rates of daily allowance shall be as under:

Grade- I Level 19 or above	Employees drawing Grade pay of Rs. 10000/- or above Level 19 or above	Rs. 700/- per day in Haryana	Rs. 800/- per day in outside Haryana /Chandigarh
Grade – II Level 16 to Level 18	Employees drawing grade pay of Rs. 8900/- to 9800/- Level 16 to Level 18	Rs. 600/- per day in Haryana	Rs. 700/- per day in outside Haryana/ Chandigarh
Grade – III Level 8 to Level 15	Employees drawing Grade Pay of 4600 to 8800/- Level 8 to Level 15	Rs. 500/- per day in Haryana	Rs. 600/- per day in outside Haryana/ Chandigarh
Grade – IV Level 5 to Level 7	Employees drawing Grade Pay of Rs. 2500 to 4200/- Level 5 to Level 7	Rs. 400/- per day in Haryana	Rs. 500/- per day in outside Haryana/ Chandigarh
Grade – V Level 4 and below	Employees drawing Grade Pay Rs. 1300 to 2400/- Level 4 and Below	Rs. 300/- per day in Haryana	Rs. 400/- per day in outside Haryana/ Chandigarh

(b) Entitlement of mode of journey while on tour within/out of India

Grade	Journey By Air	Journey by Sea or River semester	Journey by Train	Journey by Road
Grade-I	First Class if out of India Business/ Club Class if within	Highest Class	A.C. First Class or Executive	AC Bus Including Volvo

* Adopted vide EC Resolution No. 12 of 22.10.2018.

	India		Class	
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 nd Class/2 nd Class Sleeper	Ordinary Bus

Note:

1. The actual cost of reservation and sleeper charges will be reimbursed in full. In case of Journey by Air/A.C. Rail/A.C. Bus/Deluxe Bus, tickets shall be appended to T.A. Bills.
2. In case of Rail Journey by 1st 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.
3. Journey by air may be allowed by the Vice-Chancellor, where it is absolutely necessary in the University interest.

(c) The rates of local journey within or out of Haryana and journey by road by a mode other than Public transport within India:

Grade	Local Journey within or out of Haryana	Journey by Taxi/ Autorickshaw	Journey by own conveyance	Rate of Road Mileage
Grade-I	AC/Non-AC Taxi charges upto 50 kms. per diem for travel within city at the rates given	AC Taxi	By Own Car*	Rs. 16/- pkm for AC Car

	under Rule 17.1.1 (c)			
Grade-II	-do-	-do-	-do-	-do-
Grade-III	-do-	-do-	-do-	-do-
Grade-IV	Up to maximum of 50 km @ Rs 9/- per km or actual expenses whichever is less.	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. 9/- pkm for own Scooter/ Motorcycle or by Autorickshaw
Grade-V	-do-	-do-	-do-	-do-

*Own Car means a registered personal vehicle in the name of university employee concerned or in the name of his/her spouse or a vehicle borrowed by him/her from him/her immediate family members vide Haryana Government Finance Department notification no. 69/02/2018-1FR/27317 dated 07.04.2023.

1. Members of the University Court, Executive Council, Academic Council, Selection Committee, Finance Committee, Faculties, Board 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 concerned by rail and be allowed to charge TA by road provided the distance each way does exceed 200 kms. The Vice- Chancellor, in special cases may allow travel by their own car or by taxi even if the distance involved each way exceeds 200 kms.
2. Journey by car/taxi may be allowed to the Assistant Professors entitled to Grade pay of Rs. 6000/- working in the University Teaching Department 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, in one side distance is maximum up to 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.
3. Bills not presented within 6 months from the date of journey shall lapse and shall not be entertained unless this period of 6 months is extended by the Vice-Chancellor for a good cause shown.

4. The receipt of the Toll Tax will be submitted for claiming the TA in case Journey by Taxi or Car.

(d) The rates of daily allowance for different place shall be as under:

Grade	In any town/city in Haryana	In any town/city outside Haryana/Chandigarh/other tour above 10 lac populations
1.	2.	3.
Grade-I	Rs. 700/ per day	Rs. 800/ per day
Grade-II	Rs. 600/ per day	Rs. 700/ per day
Grade-III	Rs. 500/ per day	Rs. 600/ per day
Grade-IV	Rs. 400/ per day	Rs. 500/ per day
Grade-V	Rs. 300/ per day	Rs. 400/ 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 charges accommodation plus Daily Allowance
Grade-I	Upto Rs. 5000/ per day plus D.A. of Rs. 500 per day
Grade-II	Upto Rs. 4000/ per day plus D.A. of Rs. 400 per day
Grade-III	Upto Rs. 3000/ per day plus D.A. of Rs. 300 per day
Grade-IV	Upto Rs. 1500/ per day plus D.A. of Rs. 200 per day
Grade-V	Upto Rs. 500/ per day plus D.A. of Rs. 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 travel 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 Chairpersons of the Departments/ Institutes/Directorates etc., Professors, Registrar, Controller of Examinations, Librarian, Deputy Registrar, Finance Officer, and other equivalent officers/teachers; the Registrar/ Chairperson/ Incharge of the Department/ Librarian/ Finance Officer/Controller of Examinations/Deputy Registrar/equivalent officers shall be competent to approve the performance of journeys/tour programmes in respect of other Grade I/II/III/IV Employees working in respective Teaching /Non-Teaching Branches.

The Registrar in case of Grade I/II/III/IV Employees, may, when he/she considers it necessary, sanction payment of travelling allowance in advance, and the amount so paid shall be deducted from the relevant T.A. Bill.

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.

- a. The Vice-Chancellor shall be entitled to air-conditioned travel/accommodation.
- b. The Vice-Chancellor may travel by road, by rail, or a portion of the journey by road and a portion by rail according to his/her discretion and convenience and charge T.A. accordingly. If he/she travels by road between stations connected by rail in a public carrier, he/she shall be entitled to the actual fare paid plus daily allowance as provided in 17.1.1.
- c. The Vice-Chancellor may travel by air at his/her discretion and he/she shall be paid for such journey actual air fare and in addition daily allowance as provided in 17.1.1.

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 AC Taxi (receipt to be attached).

17.1.6 Life members in recognised schools shall be considered as officers drawing Grade Pay of Rs. 8000/-.

17.1.7 The Judge of the Punjab and Haryana High Court shall be entitled to receive, for the journeys performed by him/her in connection with the affairs of the University,

T.A. at the rates admissible to him/her as a High Court Judge or at the University rates, whichever he/she chooses.

- (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 favorable 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/her declared income or the pay last drawn by him/her, 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.

17.1.8 Persons invited to deliver extension lectures shall be paid normal T.A. according to University rates, but without any halting allowance.

17.1.9 (a) If a person travels in another person's car, he/she 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 :

1.	Where absence from Headquarters is for less than 6 hours	No daily allowance
2.	Where absence from Headquarters is for 6 hours or more but less than 12 hours	Half daily allowance
3.	Where absence from Headquarters is more than 12 hours	Full daily allowance

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/she 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/her more than the Railway fare/Bus fare of the Class to which he/she is entitled, he/she shall be paid the actual cost of the journey, local mileage and D.A. etc.

17.1.10 A person may be permitted to travel in 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.

17.1.11 A delegate to an Educational Conference/Seminar *etc.* may be paid T.A./D.A. *etc.*, as per University rules as contained in 17.1.1 of the T.A. Regulations. The Registration Fee (excluding Boarding & Lodgings) 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.

17.1.12 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.

17.1.13 (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.

17.1.14 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/she 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/she may draw actual cost of transport not exceeding the amount of the daily allowance to which he/she is entitled under the rules.

17.1.15 No person shall be entitled to charge travelling allowance from a place further than the one in which he/she ordinarily resides. The Vice-Chancellor may, however, relax this condition as a special case.

17.1.16 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.

17.1.17 A member of a University Body, who has to attend meetings on two or more consecutive days, may return to his/her Headquarters after completion of University business each day if the distance involved in the return journey does not exceed 50 miles or 80 kms.

17.1.18 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.

17.1.19 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.

17.1.20 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.

(a) In the case of flying squad(s), own car/taxi charges @Rs.12/- per Km. for actual mileage or Rs. 1000/- 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. 400/- 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.

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

17.1.21 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.

17.1.22 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.

17.1.23 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/she spends the night succeeding such day.

17.1.24 A University employee, summoned to give evidence of facts that have come to his/her knowledge in the discharge of his/her 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.

17.1.25 A University employee, summoned to give evidence of facts that have come to knowledge in the discharge of his/her 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/she gets from the Court, he/she shall credit the same to the University.

17.1.26 A University employee, accompanying the students on educational excursions, will be entitled to usual T.A.

17.1.27 The class to which a retired person belongs on his/her re-employment, shall be determined with reference to the pay which he/she actually receives plus the amount of pension, if any, which he/she is permitted to draw in addition to pay.

17.1.28 The Chauffeur of a vehicle supplied at the expense of the University, when making a journey by road in the University vehicle in his/her charge, may draw daily allowance according to the proviso to Rule **17.1.10 (b)** of Part-II of these Regulations.

17.1.29 Transfer travelling allowance/composite transfer grant on retirement:

University employee on retirement shall be granted a concession of composite transfer grant (Transfer travelling allowance) on the scale and condition set out under rules to enable him/her to proceed from the IGU to the place to settlement or home town whichever is earlier, notified vide Haryana Government Finance Department vide notification no2/2/2013-4FR/1571 dated 19.07.2016.

17.1.30 Conditions to avail the concession of transfer travelling allowance on retirement

- (i) The concession of transfer travelling allowance (composite transfer grant) may be drawn by a IGU employee within one year after the date of:
 - (a) his /her retirement or retrenchment; or (b) expiry of the period of his/her re-employed after retirement.
- (ii) The family members of the University employee may proceed during a period before one month or with in six months after retirement in case of settlement at a station beyond 500 Km from IGU.
- (iii) A certificate is required by the retiree that he/she has shifted his/her

house hold at the place for which claim is being submitted.

Note 1: it shall be admissible only once.

Note 2: It shall not be admissible to University employee who quits service by resignation, removal or dismissal from service.

Note 3: if both husband and wife are in service in any Department/Organization under any Government at the same station it shall be admissible to one of them on the undertaking of both that spouse shall not claim.

Note 4: It shall be admissible irrespective of the fact that leave travel concession of home town has been availed by the retiree during the last year before his/her retirement.

17.1.31 Transportation charges of vehicle on retirement

The University employee entitled to journey by own car, on his/her retirement, shall be allowed to draw in addition to transfer travelling grant/composite transfer grant, the transportation charges of only one car or jeep owned by him/her or a vehicle borrowed by him/her from him/her immediate family members. Settlement out of Haryana beyond a distance of 500 KM from IGU. The provision for transportation of vehicle are as under:

- (i) Whenever a motor car/jeep is transported by a University employee by railway or truck on his/her retirement, the actual expenditure incurred on such transportation as per railway receipt or at the rates approved by the registered truck union shall be admissible;
- (ii) The university employee and his/her family member traveling in own vehicle, when transported under self-propulsion, road mileage allowance @ Rs. 8/- KM, in lieu of transportation shall be admissible. No additional road mileage allowance/fair charges for journey shall be admissible for family members. No separate charges shall be allowed for transporting a two-wheeler vehicle and it shall form a part of the household effects.

***Haryana Civil Services (TA) Rules 2016**

17.1.32 Settlement at the last station or within 20 KM.

University employee retired from service, on what so ever reason, shall be entitled to the concession of transfer travelling allowance, composite transfer grant as mentioned below, if he/she wishes to settle down at the last station of duty or at any other station with in a distance of 20 Km. Provided it is certified by the retiree that he/she has actually changed his/her residence.

Grading	Rate of composite transfer grant

Grade-I and II	Rs. 8000/-
Grade-III	Rs. 6000/-
Grade-IV	Rs. 4000/-
Grade-V	Rs. 2000/-

17.1.33 Transfer travelling allowance to the family of deceased or disappeared University employee

The family of deceased or disappeared university employee shall be entitled to travelling allowance (composite transfer grant) by the shortest route from the last headquarters to the home town, provided the journey is completed within one year from the date of death or date of report given by police regarding untraceable disappeared university employee as the case may be

17.1.34 Grading of the family of a deceased or disappeared University employee:

Travelling allowance of the family of a deceased or disappeared University employee shall be regulated with reference to the emoluments drawn by him/her before his/her death or disappearance while in service as the case may be.

17.1.35 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.

17.1.36 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 (B) Leave Travel Concession 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/she 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 (01.01.2019 to 31.12.2023) and the subsequent block shall be 2024-2027 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/her 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.) there upon), and when the concerned employee is drawing his/her 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.

- (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 Leave Travel Concession 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 LTC is also available for 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 1.1.2019 to 31.12.2023 and the subsequent block shall be 2024-2027 and so on.

Provided that the pensioner, who has retired during the current block of four years (2019-2023) and has availed the benefit of LTC before his/her 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.

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 disbursal of pension to the concerned pensioner shall also be competent to disburse the entitled amount in his/her case.
- (vi) The LTC to the pensioners of age group of 90 years and above shall be disbursed along with 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 along with 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 along with 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 along with the regular pension for the month of January in the fourth year of the block of four years.
- (vii) This being an allowance, no arrears would be admissible even when the pension is revised from a retrospective date.

17.3.3 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)

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)

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]

CHAPTER – 18

MEDICAL AID TO UNIVERSITY EMPLOYEES AND STUDENTS AND USE OF THE UNIVERSITY AMBULANCE REGULATIONS

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/her 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 Dispensary as they can avail medical facilities in the Govt. Hospital, Rewari.
- 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 Dispensary Centre.
- 18.1.7 No fee will be charged from the University employees/ students for the facilities available in the University Dispensary 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 Rewari 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. Further the Executive Council may, on appropriate recommendations, grant any financial help to the employee 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, Rewari 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. 6/- per km.

(ii) Family members/dependents of the University employees

- Rs. 6/- per km.

(iii) Retired employees of the University

- Rs. 8/- per km.

(iv) Bonafide/full time regular students of UTDs/Instt.

- 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 shall 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
 - (ii) For dependents of the employees
- Free of Charge

The University employees sustaining injury while on duty will also be allowed use of Ambulance free of charges.

- 18.2.4** When the Medical Officer is required to visit any University employees or his/her 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 Civil Hospital, Rewari 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 Rewari 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/her home/native place, and the Resident Medical Officer recommends, the Ambulance will be allowed on payment of charges @ Rs.2/- per km.

Freight charges for ambulance may be amended from time to time as per guidelines issued by Govt. of Haryana.

CHAPTER – 19

DR. RADHA KRISHNAN FOUNDATION FUND

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 the University;
- ii) for welfare of students of Colleges (except Govt./Govt. aided Colleges) and University Teaching Departments.
- iii) for purchase of text-books, equipment and for updating of Laboratories and necessary furniture items etc.

Constitution of Fund:

The fund shall constitute the amount collected annually from the students of University Teaching Departments 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 50% 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 Departments shall remit the total amount so collected from the students to the Finance Officer, IGU, Meerpur, Rewari.

The amount received from the University Teaching Departments; 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, I.G. University, Meerpur Rewari. 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 |
| (to be nominated by the Vice-Chancellor) | |

- | | | |
|----|--|---------------------|
| 5. | Two Principals of affiliated Colleges
(except Govt./Govt. aided Colleges)
(to be nominated by the Vice-Chancellor) | Member |
| 6. | Two teachers of University
Teaching Departments (to be nominated by the Vice-Chancellor) | Member |
| 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.

UTILISATION OF FUND

i) 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 spent for payment of TA/DA 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 fund 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:

- For students of Science stream a minimum of 65% marks in the qualifying examination.
- For students of other stream a minimum of 60% marks in the qualifying examination.

These scholarships shall be of the value of Rs. 750/- per month for Post- graduate students and Rs. 500/- 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 fund. 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:

- Award of research fellowships.
- 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.

GUIDELINES FOR THE UTILISATION OF FUND ACCRUED 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 KRISHNAN FUND

1. The money retained by the college out of Dr. Radha Krishnan 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 “IGU Dr. Radha Krishnan 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 65% marks in the qualifying examination.
- (b) For students of other stream a minimum of 60% marks in the qualifying examination.

These scholarships shall be of the value of Rs. 750/- per month for Postgraduate students and Rs. 500/- 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 the annual statement of income/expenditure account duly verified by the Principal and audited to the Dean, Students' Welfare (DSW). The statement shall reach the DSW, in the month of July every year.

CHAPTER - 20

ADVANCES/LOANS

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, 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/Purchase of Built up house allotted by Govt. agencies or any other registered society/through Private source*

34 months basic pay in any pay matrix subject to a maximum of Rs.25 lacs 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*

10 months basic pay in any pay matrix subject to a maximum of Rs.5.00 lac recoverable in 96 monthly installments.

* Modifications have been made on the basis of order of Principal Sec. to Govt. Haryana, Finance Department Vide letter no. 2/2/2004-WM(3) dtd. 18th July, 2018 available at www.finhry.gov.in

- (c) ***For Extension of a House/Purchase of Built up house allotted by Govt. agencies or any other registered society/through Private source***

10 months basic pay plus dearness pay plus special pay subject to a maximum of Rs.5.00 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.

60% of total admissibility of House building Advance i.e. 20 months basic pay, in any pay matrix, subject to a max. of Rs. 15.00 lac. Thereafter, remaining admissible amount subject to the max. of Rs. 10.00 lac can be created for construction of House on the same plot. 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 13th 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 shall have a clear title to the plot in his/her favour (a documentary proof is required). In case the employee has purchased the plot from Haryana Urban Development Authority or Improvement Trust etc., he/she will have to produce conveyance deed of the plot in his/her 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/she will have to do so within two months of the sanction of the loan failing which he/she will forfeit his/her 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 7 years of the start of drawal of earlier loan.*
12. *Second House Building Advance will not be allowed.*

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/herself within the State of Haryana including Chandigarh or if he/she is retiring within 10 years at any place in India where he/she 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 4th installment, utilization certificate to the effect that the house has been completed shall be submitted.
- (c) Satisfactory evidence shall 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/she shall see the original title deed in possession of the employee.
 - (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/she or any dependent member of his/her family does not

own a house at the place he/she wants to construct a house with this loan.

- (g) Not more than one advance shall be made for the same house and no employee shall be allowed a second advance while any portion of the previous advance with interest accrued thereon is outstanding against him/her.
- (h) Application for advance must be made through the applicant's departmental superior who will record his/her 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/herself that:
shall there be any surplus funds after the house is completed, it will at once be refunded to the University'. He/She shall also certify that he/she is unable to build a house without the advance.
- (i) 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.
- (j) The advance shall not be sanctioned, if there is any break of any of the canons of financial propriety.
- (k) 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.
- (l) 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/her 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 Forms 20/1 & 20/2. 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 Registrar, IGU Meerpur. Provided further that an employee may be allowed to execute 2nd mortgage only if he/she takes loan for repayment of balance amount of loan (together with interest thereon) raised by him/her 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/her 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/her. 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 20/3.
- (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/her, 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/she 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. 3,00,000/- or 10 months basic pay (in any pay matrix of the employee whichever is less in case of marriage of son/daughter/dependent sister (s) and marriage of the concerned employee.

20.2.2 Eligibility

All permanent University employees (except class I officers) will be eligible for the advance. No second or subsequent advance will be permissible till previous advance together with interest accrued thereon, has been fully recovered from him/her. The number of advances to be allowed to a University employee during the whole of his/her 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 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 shall 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 Group-B, C and D, University 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 daughters/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 advance shall be submitted to the Finance Office through proper channel in UAC 20/4 & 20/5. 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/her 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 1st 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/her 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 20/6 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 funded 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 for Vehicle advance

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. Employees drawing revised pay Rs.45,000 & above shall be eligible for the advance Motor Car.
- (iii) The University employee seeking advance for purchase of Motor Car/Motor Cycle/Scooter shall furnish Surety Bond in UAC Form 20/5.
- (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) The 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 shall 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 shall 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 shall 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/ Laptop Loan	University employees drawing Basic Pay of Rs. 9,000/- including D.P./NPA/Pay but less than Rs. 12000/-	Rs. 50,000/- or actual price of computer which-ever is less recoverable in not more than 100 monthly installments
2.	Advance for the Purchase of Motor Car	University employees drawing revised Basic pay of Rs. 45,000/- & above	20 months basic pay subject to max. of Rs. 6.5 Lac or 85% the actual price of vehicle which-ever is less, recoverable in 100 monthly installments. Rate of interest shall be equal to that of GPF.
3.	Purchase of Motor Cycle/ Scooter (This loan is available for purchase of new vehicle)	University employees drawing Basic Pay of Rs. 6,000/- (pre-revised) including DP/NPA/Spl. Pay but less than Rs. 9,000/-	Rs. 50,000/- for motor cycle & Rs. 40,000/- scooter or the actual price of vehicle which-ever is less, recoverable in not more than 100 monthly installments.
4.	Purchase of Bicycle (This loan is available to purchase a new bicycle)	No pay limit	Rs. 4,000/- 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 shall 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 shall 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) shall all be taken as one installment for formula (ii).*

- (iv) ***The prescribed rates of interest chargeable shall be applicable time to time as per guidelines issued by FD, Government of Haryana.***

Note: On 2nd time conveyance loan, 2% excess interest will be charged and 4 % excess if drawn 3rd time.

- (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 shall 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 shall be applicable to University employees. Where rules are silent, the State Government rules shall be applicable.*

Chapter -21

Preservation/Destruction of Records

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 of the Papers | 6 months after the date of declaration of result entrance examination |
| 2. Used and unused question booklets and OMR (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 | 2 years from the date of declaration of result |
| 5. Result Gazette/Merit lists | 1 year from the declaration of result |

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 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 Prospectus, 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 | 5 years or till the postaudit is complete, whichever is later |
| 4. Stock Registers | Permanent |

EXAMINATIONS BRANCH

- | | |
|---|-----------|
| 1. Examination forms for various examinations | 3 years |
| 2. Result Sheets | Permanent |
| 3. Award Lists/Re-evaluation Awards | 2 years |
| 4. Cut Lists | 5 years |

5. Application forms of which Certificates have been issued

- | | |
|--|-----------|
| (i) Duplicate detail marks cards, date of birth certificate, provisional merit certificates, counterfoils and degree in absentia | 2 year |
| (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) with Certificate Section | Permanent |
| 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 | 2 years |
| 3. Correspondence Files | 2 years |
| 4. Main approvals/Substitute approvals of the Supdts. and Dy. Supdts. | 2 years |
| 5. Inspectors' approval lists/Flying Squad/Observer approval lists | 2 years |
| 6. Question Papers & Date Sheets | 2 years |
| 7. Superintendents last packets, seating plans etc. | 6 months |
| 8. Paid bills | 2 year after the post audit |

CONDUCT BRANCH - PRACTICAL SECTION

- | | |
|--------------------------|---------|
| 1. Programme Chart | 2 years |
| 2. Examiners Acceptances | 1 year |
| 3. Examiners Lists | 3 years |
| 4. Other Correspondence | 2 years |
| 5. Figure Register | 2 years |

CONDUCT BRANCH - UNFAIR MEANS CASES SECTION

- | | |
|--------------|---------------------------------|
| 1. UMC Files | 1 year after the Final decision |
|--------------|---------------------------------|

SECRECY BRANCH - Ph.D. SECTION

- | | |
|---|---------|
| 1. Examiner's Reports (Ph.D.) | 3 years |
| 2. Proceedings of Research Degree Committee (Ph.D.) | 3 years |

3. Other Records (Correspondence files) (Ph.D.) 3 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 dispatch 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 (except disputed cases)
9. Record file containing Executive Council's decisions, rulings, *etc.* 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 2 year after the post audit
14. Important cases files including Executive Council's Resolutions Permanent
15. Controller of Examinations and Registrar's approvals for T.A. to Examiners 1 years
16. Registers regarding receipt of answer books 2 years
17. Registers regarding dispatch of answer books 2 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 *etc.* 1 year

RE-EVALUATION BRANCH

1. All papers and correspondence including complaints *etc.*, 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 which-ever 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 Dispatch Registers and related papers such as UPC lists, Postal Registration receipts, Peon Books <i>etc.</i>	2 years
5. Registers of Dispatch of Answer Books to the evaluation/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	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 adjustment of advances whichever is later
10. Re-evaluation cases/forms for various examinations, including awards lists of 'No Change' cases.	9 months or till adjustment of advances 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 etc. whichever is later
12. Re-evaluated/Re-checked answer books	9 months or till adjustment of advances 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.	All accounts or documents relating to Trust, Donation and Subscriptions :	
	I. Record connected with claims to service and personal matters affecting persons in the service	
	II. Cash Books	Permanent
	III. Income and Expenditures Registers	
	IV. Classified Register of Receipts and Expenditures	
	V. Standard measurement Books	
	VI. Calculations relating to particulars designs	
	VII. 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.	Bills Registers relating to payments to:-	
	(i) Examiners remuneration contingencies <i>etc.</i>	
	(ii) Supervisors, Laboratory Staff of Examination Centre	4 years
	(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 (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/statutes/ordinances/rules and the calendars are reprinted.	5 years
10.	Circulars and notifications relating to Syllabi and Courses	3 years
11.	Registers of members of University Bodies	10 years
12.	Proceedings of the Meeting of the Boards of Studies.	5 years

13.	Proceedings of the Meetings of Faculties	5 years
14.	Proceedings of the Academic Council (2 copies)	Permanent
15.	Joint Research Board Proceedings	Permanent
16.	Research Degree Committee Proceedings	5 years
17.	Academic Planning Board	Permanent
18.	Equivalence Committee Proceedings	3 years
19.	Constitution/ Election of University Bodies	3 years
20.	Proceedings of prices board	3 years
21.	Clarification of service and conduct Regulations : Rulings	Permanent
22.	Clarification of service and conduct Regulations : Office copies	5 years
23.	Various resolutions of the various Unions	3 years
24.	Non-recognition Files of various examinations of other Universities	5 years
25.	Recognition Files of various Universities	5 years or till such time the recognized list is reprinted.
26.	Calendars and Syllabi of other Universities <i>etc.</i>	3 years
27.	Association of Indian University Proceeding/Standing Committee	Permanenet
28.	Information for inclusion in Hand-Book of Association of Indian University	3 years
29.	Information for Commonwealth Universities Year-book for the Association of Commonwealth Universities, London	3 years
30.	Printed Syllabus and Prospectuses (5 copies)	Permanent
31.	Rulings obtained from time to time	Permanent
32.	Court cases	Permanent
33.	Files pertaining to Foreign Teachers	3 years
34.	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

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|----|---|-----------|
| 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 related to 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. | Forwarding of 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 or after audit |
| 6. | Leave Register (Other than Casual leave) maintained by the Establishment Section | 3 years |
| 7. | Office copies of General enquiries regarding qualifications, grades <i>etc.</i> | 3 years |

GENERAL BRANCH

- | | | |
|----|---|---|
| 1. | House rent and Water charges Recovery Register | 3 years |
| 2. | Rent Register of shops/booths <i>etc.</i> | 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 |

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|----|--------------------|---------|
| 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) Individual Teacher's returns of all colleges | 3 years |
| | (b) Registers of College 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 |

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|-----|----------------------------------|-----------------------------------|
| 19. | Record pertaining to Court cases | Till the finalization of the case |
| 20. | Diary/Dispatch Record | 3 years |

PUBLIC RELATIONS OFFICE

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|----|--|--|
| 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 Non-teaching 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 Receipt Books | 8 years |
| 15. | Class tests, Assignments and other records | 3 Months after of Internal Assessment 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 | 2/5 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 |

PRINTING AND PUBLICATIONS

- | | | |
|----|--|--|
| 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 provided 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 provided 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 provided 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

REVISED PAY RULES & PAY FIXATION-2016

The Haryana Civil Services (Revised Pay Rules and Pay Fixation) 2016 contained in this Chapter, as approved by the State Govt. and conveyed by the Additional Chief Secretary to Govt., Haryana Finance Department vide Endst. No. 1/20/2016 (RP)-5 PR (FD) dated 28.10.2016, shall be applicable to the Universities non-teaching and other employees, who are not covered under U.G.C. pay scales, w.e.f. 1.1.2016.

22.1 Short title and commencement

- (i) *These rules may be called the Haryana Civil Services (Revised Pay) Rules, 2016.
- (ii) These rules shall be deemed to have come into force on the 1st day of January, 2016, unless otherwise provided by the University for any class or category of persons.

22.2 Categories of Government employees to whom these rules apply

- (1) Save as otherwise provided under these rules, it shall apply to the persons appointed to the Indira Gandhi University, Meerpur, Rewari services and posts in connection with the affairs of the University, who are under the administrative control of the University and whose pay is debit able to the Consolidated Fund of the University.

Note:- These rules shall also be applicable to re-employed pensioners including military pensioners, who are drawing pay in the existing pay structure subject to revision of pension from 1st January, 2016.

- (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 or appointed under outsourcing policies;
 - (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 under University (Assured Career Progression) rules with effect from the date on which they started drawing their pay in the pay scale under University (Assured Career Progression) rules and till the time they draw their pay in that pay scale;

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-

- (a) “basic pay in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix but does not include any other type of pay like special pay, etc;
- (b) “direct recruit” 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 fresh entrant in the University service; (Adopted by Executive council in its 13th meeting, held on 6/09/2017 (Resolution No. 10))
- (c) existing basic pay means pay in the existing functional pay band on the date of option plus functional Grade Pay of the post as on 31st December, 2015 held by the person, it does not include any other type of pay like “special pay”, “personal pay” etc;

Exception: Where a higher pay structure (other than ACP pay structures) has been sanctioned by the competent authority to a University employee as a measure personal to him/her, his/her basic pay in that pay structure shall be treated the existing basic pay.

- (d) “existing emoluments” means the sum of (i) existing basic pay and (ii) existing dearness allowance at Index average as on 1st day of January 2016. It does not include interim relief or any other relief or emoluments;
- (e) “existing Pay Band and Grade Pay/Scale” or “existing pay structure” in relation to a University employee means the present system of Pay Band and Grade Pay or Higher Administrative Grade applicable to the post held by a University employee as on the date immediately before the coming into force of these rules whether in a substantive or officiating capacity;

Explanation: The expressions “existing Pay Band and Grade Pay/Scale” or “existing pay structure”, in respect of a University employee who on the 1st day of January, 2016 was on deputation out of India or on leave or on foreign service, or who would have on that date officiated in one or more lower posts but for his/her officiating in a higher post, shall mean such basic pay, Pay Band and Grade Pay or scale in relation to the post which he/she would have held but for his/her being on deputation out of India or on leave or on foreign service or officiating in higher post, as the case may be;

- (f) “functional pay structure or functional level” in relation to a University employee means the functional level in pay matrix prescribed for the post held by him/her. It does not mean any other level in which the University employee is drawing his/her pay as a measure personal to him/her with any other justification like

length of service, or higher/additional qualification or upgradation of pay scale due to any other reason;

- (g) “University employee” means the IG University, Meerpur employees to whom these rules apply under rule 2;
- (h) “Government” means the Government of the State of Haryana in the Finance Department save as otherwise provided by or under these rules;
- (i) “leave” means any sanctioned leave as defined in University Rules, except “casual leave”. Any type of absence without the sanction of competent authority shall not be considered as leave;
- (j) “applicable level” in the Pay Matrix shall mean the Level corresponding to the Pay Band and Grade Pay/ scale as on 1st January, 2016 specified in Schedule-I ;
- (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 appointment” means appointment of a University employee on a permanent or temporary post as a temporary measure. The appointment of a University employee working on regular basis is also to be considered as officiating during the period of probation;
- (m) “pay in the level” means pay drawn in the appropriate Cell of the Level as specified in the Schedule-I ;
- (n) “pay matrix” means Matrix specified in the Schedule-I , with Levels of pay arranged in vertical cells as assigned to corresponding existing pay band and grade pay/scale;
- (o) “pay scale as a measure personal to a University employee” means any pay structure granted by the competent authority to a University employee as a measure personal to him/her. It does not include ACP pay structure or any other pay structure granted for possessing additional qualification etc;
“pay” means the amount drawn monthly by a University employee, other than special pay or pay granted in lieu of his/her personal qualification or his/her length of service, in the functional pay structure, which has been sanctioned for a post held by him/her in 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/she is entitled by reason of his/her position in a cadre;
- (p) “persons” means persons who are IG University, Meerpur employees for the purposes of these rules;
- (q) “revised emoluments” means revised pay in the level of a University employee in the revised pay structure;

- (r) “revised pay structure” in relation to a post means revised level in pay matrix corresponding to the existing Pay Band and Grade Pay or existing pay structure of the post unless a different revised Level is notified separately for that post;
- (s) “schedule” means schedule appended to these rules;
- (t) “substantive pay” means pay drawn by a University employee on the post to which he has been appointed substantively or by reason of his/her substantive position in a cadre;

Note:- A University employee who has been appointed temporarily to a post while still drawing his/her salary in his/her earlier pay scale or in any other pay scale except the pay scale prescribed for the post on which he/she 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 Level of posts

- (a) The functional Level of post shall be determined in accordance with the various Levels as assigned to the corresponding existing functional Pay Band and Grade Pay or scale as specified in PayMatrix in the Schedule-I .
- (b) Where the functional pay scale of a post was ₹ 6500-10500 as on 31st December, 2005 and thereafter revised to PB-2 with Grade Pay ₹ 4200 w.e.f. 1st January, 2006, the revised level of that post applicable w.e.f. 1st January, 2016 shall be 7 (seven) corresponding to Grade Pay ₹ 4600. However, where the functional pay scale of a post was less than ₹ 6500-10500 and upgraded to Grade Pay ₹ 4200 on or after 1st January, 2006 shall not be covered under this provision of upgradation, e.g. Pay Scale of JBT Teacher was ₹ 4500-7000 and that of Staff Nurse was ₹ 5000-7850 as on 31st December, 2005, which were revised to PB-2, Grade Pay ₹ 4200 w.e.f. 1st January, 2006. The revised level of JBT Teacher and Staff Nurse shall be 6 (six) in the new Pay Matrix applicable w.e.f. 1st January, 2016.

The functional level of the post of Lab Technician (General) of the Department of Health Services, Haryana shall be Level-6 (six) of Pay Matrix (existing Grade Pay ₹ 2800 to be upgraded to Grade Pay ₹ 4200 (corresponding Level-6 (six))).

- (c) Where existing functional grade pay of Group A post is ₹ 5400 in PB-2 or PB-3, the corresponding revised Pay Level shall be 10 (ten) of the Pay Matrix for all the employees appointed on such posts by way of direct recruitment or otherwise subject to the condition that these posts are of Group A as specified in the Service Rules.

22.5 Drawal of pay in the revised pay structure

Save as otherwise provided in these rules, a University employee shall draw pay in the Level in the revised pay structure applicable to the post to which he/she is appointed:

Provided that a University employee may elect to continue to draw pay in the existing pay structure until the date on which he/she earns his/her next increment or

until he/she vacates his/her post or ceases to draw pay in the existing pay structure.

Provided further that in cases where a University employee has been promoted or appointed from one post to another of higher grade pay or scale, between 1st day of January, 2016 and the date of notification of these rules may elect to switch over to the revised pay structure from the date of such promotion, 1st July, 2016 or subsequent appointment, as the case may be.

Explanation 1. The option to retain the existing pay structure under the provision of this rule shall be admissible only in respect of one existing Pay Band and Grade Pay / Scale.

Explanation 2. Where Grade Pay of a post has been merged with higher grade pay or upgraded, the employee promoted to such post, between the period from 01.01.2016 and the date of notification, may opt for revised pay structure from a date of promotion or 1st July, 2016 but in that case the existing basic pay admissible in the pay structure as on 31.12.2015 of the promotional post shall be taken into account.

Explanation 3. The aforesaid option shall not be admissible to any person appointed to a post for the first time in University service by direct recruitment or otherwise on or after the 1st day of January, 2016, and he/she shall be allowed pay only in the revised pay structure.

22.6 Exercise of option

(i) The option under the provisos to rule 5 shall be exercised in writing in the form appended to these rules so as to reach the authority mentioned in sub-rule (2) within three months from-

- the date of notification of these rules; or
- the date where revision in the existing pay structure and/or re-fixation of pay with retrospective effect is made by any order subsequent to the date of notification of these rules;

Provided that in the case of a University employee who is, on the date of such notification or, as the case may be, date of such order, out of India either on leave or deputation or 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/her taking charge of his/her post in India;

Provided further that where a University employee is under suspension on the 1st day of January, 2016, the option may be exercised within three months of the date of his/her return to his/her duty if that date is later than the date prescribed in this sub-rule.

(ii) The option shall be intimated by the University employee to the Head of his/her office alongwith an undertaking, in the form appended to these rules.

(iii) If the intimation regarding option is not received within the time mentioned in sub- rule (1), the University employee shall be deemed to have elected to be governed by the revised pay structure w.e.f. the 1st day of January, 2016.

(iv) The option once exercised shall be final.

Note 1. Persons whose services were terminated on or after the 1st January, 2016, 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, shall be entitled to exercise option under sub-rule (1).

Note 2. Persons who have died on or after the 1st day of January, 2016, 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 1st day of January, 2016, or such later date as is most beneficial to their dependents, if the revised pay structure is more favorable and in such cases, necessary action for payment of arrears shall be taken by the Head of Office.

Note 3. Persons who were on earned leave or any other leave on 1st day of January, 2016 which entitled them to leave salary shall be entitled to exercise option under sub-rule (1).

22.7 Fixation of pay in the revised pay structure

The pay of a University employee who elects or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2016, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien or would have held a lien if it had not been suspended, and in respect of his/her pay in officiating post held by him/her, in the following manner namely:-

(A) In the case of all employees-

- (i) the pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

Illustration 1:

1.	Existing Pay Band :	PB-1
2.	Existing Grade Pay :	₹ 2,400

3.	Existing Pay in Pay Band :	₹ 10,160
4.	Existing basic pay :	₹ 12,560 (10,160+2,400)
5.	Pay after multiplication by a fitment factor of 2.57 : $12560 \times 2.57 =$	₹ 32,279.20 (rounded off to 32279)
6.	Level corresponding to GP 2400 :	Level 4
7.	Revised Pay in Pay Matrix (either equal to or next higher to ₹ 32279 in Level 4) :	₹ 32,300

Grade Pay	1800	1900	2000	2400	2800
Levels	1	2	3	4	5
1	18000	19900	21700	25500	29200
2	18500	20500	22400	26300	30100
3	19100	21100	23100	27100	31000
4	19700	21700	23800	27900	31900
5	20300	22400	24500	28700	32900
6	20900	23100	25200	29600	33900
7	21500	23800	26000	30500	34900
8	22100	24500	26800	31400	35900
9	22800	25200	27600	32300	37000
10	23500	26000	28400	33300	38100
11	24200	26800	29300	34300	39200

Illustration 2:

- (ii) Where Grade Pay has been merged with higher Grade Pay or upgraded, the basic pay as on 1st January, 2016 in the pre-revised pay structure (as before merging) shall be taken into account at the time of initial fixation of pay from unrevised to revised pay structure adopting above said formula, as clarified in the illustration 2 below:-

Mr. T was drawing Grade Pay ₹ 3600 as on 1st January, 2016 while working on a post of Assistant. The functional Grade Pay of this post has been merged to ₹ 4200 and the corresponding Level is 6 in the Pay Matrix. His/her pay in the revised level shall be fixed as under:-

1.	Existing Pay Band :	PB-2
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2.	Existing Grade Pay : (merged with GP ₹ 4200)	₹ 3,600
3.	Grade Pay after merger	₹ 4,200
4.	Existing Pay in Pay Band :	₹ 15,000
5.	Existing basic pay :	₹ 18,600 (15,000 +3,600)
6.	Pay after multiplication by a fitment factor of 2.57 :	₹ 18,600 x 2.57 = 47,802
7.	Level corresponding to GP ₹ 4,200 :	Level 6
8.	Revised Pay in Pay Matrix (either equal to or next higher to ₹ 47,802 in Level 6) :	₹ 49,000

Grade Pay	GP 2800	GP 4200	GP 4600
Level	Level 5	Level 6	Level 7
1	29200	35400	44900
2	30100	36500	46200
3	31000	37600	47600
4	31900	38700	49000
5	32900	39900	50500
6	33900	41100	52000
7	34900	42300	53600
8	35900	43600	55200
9	37000	44900	56900
10	38100	46200	58600
11	39200	47600	60400
12	40400	49000	62200
13	41600	50500	64100
14	42800	52000	66000

Illustration 3:

- (iii) Where a University employee has been promoted between the period from 1st January, 2016 and the date of notification, to a post the Grade Pay of which has been merged with higher grade pay or upgraded, opt for revised pay structure from a date later than 1st January, 2016 but in their case the pay structure as on 31st December, 2015 of the post held by him/her on the date of option shall be taken into account, as clarified in the illustration 3 below :-

Mr. P was working as Labour Inspector in the grade pay of ₹ 3600/-. He/She was promoted to the post of Labour Officer in GP-4200/- w.e.f. 01.08.2016, the GP of the post of Labour Officer is upgraded from GP-4200/- to GP-4600/- w.e.f. 1st January, 2016, Mr. P opted revised pay rules from the date of promotion. The pay of Mr. P will be fixed in the following manner

1.	Existing Pay Band :	PB-2
2.	Existing pay as on 01.07.2016 as Labour Inspector:	₹ 23,300 (19,700 + 3,600)
3.	Date of promotion :	01.08.2016
4.	Existing grade pay of promotional post:	₹ 4,200
5.	Upgraded grade pay of promotional post:	₹ 4,600
6.	Pay as Labour Officer on 01.08.2016 in the pay structure as on 31.12.2015 i.e. PB-2, Grade Pay 4200	20400+4200 = 24600
7.	Pay fixed as Labour Officer after multiplication by the fitment factor i.e. (24,600 x 2.57= ₹ 63,222 in Level-7):	₹ 64,100

Grade Pay	GP 4200	GP 4600	GP 4800
Level	Level 6	Level 7	Level-8
1	35400	44900	47600
2	36500	46200	49000
3	37600	47600	50500
4	38700	49000	52000
5	39900	50500	53600
6	41100	52000	55200
7	42300	53600	56900
8	43600	55200	58600
9	44900	56900	60400
10	46200	58600	62200
11	47600	60400	64100
12	49000	62200	66000

13	50500	64100	68000
14	52000	66000	70000

- (iv) If the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-clause (i), (ii) or (iii) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.
- (B) In the case of Medical Officers in respect of whom Non-Practicing Allowance (NPA) is admissible, the pay in the revised pay structure shall be fixed in the following manner:-
- (i) the existing basic pay shall be multiplied by a factor of 2.57 and the figure so arrived at shall be added to by an amount equivalent to Dearness Allowance on the pre-revised Non- Practicing Allowance admissible as on 1st day of January, 2016. The figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix;
- (ii) the pay so fixed under sub-clause (i) shall be added by the pre-revised Non Practicing Allowance admissible on the existing basic pay until further decision on the revised rates of Non-Practicing Allowance.

Illustration 4:

1.	Existing Pay Band :	PB-3
2.	Existing Grade Pay :	₹ 5,400
3.	Existing pay in Pay Band :	₹ 15,600
4.	Existing basic pay :	₹ 21,000
5.	25% NPA on Basic Pay :	₹ 5,250
6.	DA on NPA @ 125% :	₹ 6,563
7.	Pay after multiplication by a fitment factor of 2.57 : $21,000 \times 2.57 = 53,970$	₹ 53,970
8.	DA on NPA :	₹ 6,563 (125% of 5,250)
9.	Sum of serial number 7 and 8 =	₹ 60,533
10.	Level corresponding to Grade Pay ₹5400 (PB-3):	Level 10
11.	Revised Pay in Pay Matrix (either equal to or next higher to ₹ 60,540 in Level 10) :	₹ 61,300

12.	Pre-revised Non Practicing Allowance :	₹ 5,250
13.	Revised Pay + pre-revised Non Practicing Allowance :	₹ 66,550

Grade Pay	5400	6600	7600
Levels	10	11	12
1	56100	67700	78800
2	57800	69700	81200
3	59500	71800	83600
4	61300	74000	86100
5	63100	76200	88700
6	65000	78500	91400

- Note 1.** A University employee who is on leave including Study Leave on the 1st day of January, 2016, and is entitled to leave salary shall be entitled to pay in the revised pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.
- Note 2.** In case of University employee under suspension, he/she shall continue to draw subsistence allowance based on existing pay structure and his/her 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.
- Note 3.** 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.
- Note 4.** Where a University employee is in receipt of personal pay immediately before the date of notification of these rules, which together with his/her existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such University employee as personal pay to be absorbed in future increase in pay.
- Note 5. (a)** Where in the fixation of pay under sub-rule (1), the pay of a University employee, who, in the existing pay structure was drawing immediately before the 1st day of January, 2016, more pay than another University employee junior to him/her in the same cadre, gets fixed in the revised pay structure in a cell lower than that of such junior, his/her pay shall be stepped up to the same cell in the revised pay structure as that of the junior.

- (b) In case where a senior University employee promoted to a higher post before the 1st day of January, 2016, draws less pay in the revised pay structure than his/her junior who is promoted to the higher post on or after the 1st day of January, 2016, the pay of the senior University employee shall be stepped up to an amount equal to the pay in the pay structure as fixed for his/her junior in that higher post. The stepping up shall be done with effect from the date of promotion of the junior University employee.

The stepping up under (a) and (b) above shall be done subject to the fulfillment of the following conditions, namely :-

- (i) both the junior and the senior University employees shall belong to the same cadre and the posts in which they have been promoted shall be identical in the same cadre;
- (ii) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay shall be same;
- (iii) the senior University employee at the time of his/her promotion shall have been drawing equal or more pay than that of the junior;
- (iv) the anomaly is directly as a result of the application of the provisions of Civil Services Rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure:

Provided that if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increment(s) or otherwise granted to him/her on a personal measure, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

- (c) After re-fixation of the pay of the senior employee in accordance with clause (a) and (b), he/she shall be entitled to the next increment on completion of his/her required qualifying service with effect from the date of re-fixation of pay.

22.8 Fixation of pay of employees appointed first time in University service by direct recruitment or otherwise on or after 1st day of January, 2016

The pay of employees appointed first time in service by direct recruitment or otherwise on or after 1st day of January, 2016 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post to which such employees are appointed:

Provided that where the existing pay of such employee appointed on or after 1st day of January, 2016 and before the date of notification of these rules, has already been fixed in the existing pay structure and if his/her existing emoluments happen to exceed the minimum pay or the first Cell in the Level, as applicable to the post to which he/she is appointed on or after 1st day of January, 2016, such difference

shall be paid as personal pay to be absorbed in future increments in pay.

22.9 Increments in Pay Matrix

The increment in the pay matrix shall be as specified in the vertical Cells of the applicable Level in the PayMatrix.

Illustration 5:

An employee in the Basic Pay of ₹ 32,300 in Level 4 will move vertically down the same. Level in the cells and on grant of increment, his/her basic pay will be ₹ 33,300.

Grade Pay	1800	1900	2000	2400	2800
Levels	1	2	3	4	5
1	18000	19900	21700	25500	29200
2	18500	20500	22400	26300	30100
3	19100	21100	23100	27100	31000
4	19700	21700	23800	27900	31900
5	20300	22400	24500	28700	32900
6	20900	23100	25200	29600	33900
7	21500	23800	26000	30500	34900
8	22100	24500	26800	31400	35900
9	22800	25200	27600	32300	37000
10	23500	26000	28400	33300	38100
11	24200	26800	29300	34300	39200

22.10 Date of next increment in the revised pay structure

- (1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his/her appointment, promotion or grant of financial upgradation.

Provided further that a University employee who does not complete six months qualifying service before the date of normal increment due on 1st July or 1st January, as the case may be, his/her date of next increment shall be changed to 1st January or 1st July and shall be granted subject to admissibility.

The increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of July and 1st day of January (both

inclusive) shall be granted on 1st day of July.

- (a) In case of an employee appointed or promoted in the normal hierarchy during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.
- (b) In case of an employee appointed or promoted in the normal hierarchy during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis.

Provided that in the case of employees whose pay in the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

22.11 Fixation of pay from a date subsequent to the 1st day of January, 2016

Where a University employee continues to draw his/her pay in the existing pay structure is brought over to the revised pay structure from a date later than the 1st day of January, 2016, his/her pay from the later date in the revised pay structure shall be fixed in accordance with clause (A) of sub-rule (1) of rule 7.

22.12 Fixation of pay on reappointment after the 1st day of January, 2016 to a post held prior to that date

A University employee who has officiated in a post prior to the 1st day of January, 2016, 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 provisions in Civil Services Rules to the extent it would have been admissible had he been holding that post on the 1st day of January, 2016, and had elected the revised pay structure on and from that date.

22.13 Fixation of pay on promotion on or after 1st day of January, 2016

The fixation of pay in case of promotion from one post to another in the higher or identical Level of revised pay structure shall be made in the following manner, namely:-

- (i) One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the Level to which promoted, he/she shall be placed at the next higher Cell in that Level.
- (ii) On enhancement in presumptive pay of feeder post due to increment or otherwise while working on promotional post, the pay of promotional post shall be re-fixed

as if the incumbent has been promoted on the date of such enhancement, if it is advantageous to him/her, as provided in rule 4.14 (2) of Punjab Civil Services Rules Volume-I Part-I, applicable prior to 19th July 2016 and Rule 21 of Haryana Civil Services (Pay) Rules 2016, applicable from 19th July, 2016.

Illustration 6:

Fixation of pay of Mr. "A" on his/her promotion from Level 7 to Level 8

1.	Level of pay of feeder post :	Level 7
2.	Basic Pay in the Level of feeder post as on 01.01.2016 :	₹ 52,000
3.	Date of next increment	01.07.2016
4.	Date of promotion from Level 7 to Level 8	01.02.2016
5.	Level of pay of promotional post	Level 8
6.	Pay after adding one increment in Level 7 of feeder post	₹ 53,600
7.	Pay as on the date of promotion in the Level of promotional post i.e. Level 8 :	₹ 53,600 (either equal to or next higher to ₹ 53,600 in Level 8)
8.	Date of next increment in the Level 8 of promotional post.	01.01.2017
9.	Presumptive Pay of the feeder post as on 01.07.2016 after adding one normal increment due on that day.	₹ 53,600
10.	Re-fixation of pay of promotional post due to enhancement in presumptive pay of feeder post as per provision in Rule 4.14(2) of Pb. CSR Volume-I, Part-I.	₹ 55,200
11.	Date of next increment	01.07.2017 and so on.

Grade Pay	4200	4600	4800
Levels	6	7	8
1	35400	44900	47600
2	36500	46200	49000
3	37600	47600	50500
4	38700	49000	52000

5	39900	50500	53600
6	41100	52000	55200
7	42300	53600	56900

Illustration 7:

Fixation of pay on promotion of an employee Mr. B from Level 4 to Level 5

1.	Level of pay of feeder post :	Level 4
2.	Basic Pay as on 01.01.2016 in the Level of feeder post:	₹ 27,900
3.	Date of next increment	01.07.2016
4.	Pay on annual increment as on 01.07.2016	₹ 28,700
5.	Date of next increment	01.07.2017
5.	Date of Promotion	01.12.2016
6.	Level of pay of promotional post	Level 5
7.	Pay after adding one increment in Level 4 of feeder post	₹ 29,600
8.	Pay as on the date of promotion in the Level of promotional post i.e. Level 5 :	₹ 30,100
9.	Date of next increment	01.07.2017 and so on.

Grade Pay	2400	2800	4200
Levels	4	5	6
1	25500	29200	35400
2	26300	30100	36500
3	27100	31000	37600
4	27900	31900	38700
5	28700	32900	39900
6	29600	33900	41100
7	30500	34900	42300

Illustration 8:

Fixation of pay on promotion in identical/ same level after merger:-

Before 01.01.2016, the Grade Pay of School Principal was ₹ 6000 and Grade pay of promotional post namely District Education Officer was ₹ 6400.

Now, Grade Pay of ₹ 6000 and ₹ 6400 of all the posts have been merged with Grade Pay ₹ 6600 and the feeder and promotional posts have come in identical Level-11. Pay of

a Principal on promotion as District Education Officer will be fixed as under:-

1.	Level of pay of feeder as well as promotional post :	Level 11
2.	Basic Pay as on 01.07.2016 in the Level of Principal	₹ 88,400
3.	Date of next increment	01.07.2017
4.	Date of promotion as DEO	31.08.2016
5.	Level of pay of promotional post	Level 11
6.	Pay after giving one increment in Level 11 of feeder post	₹ 91,100
7.	Date of next increment	01.07.2017 and so on.

Grade Pay	5400	6600	7600
Level	10	11	12
1	56100	67700	78800
2	57800	69700	81200
3	59500	71800	83600
4	61300	74000	86100
5	63100	76200	88700
6	65000	78500	91400
7	67000	80900	94100
8	69000	83300	96900
9	71100	85800	99800
10	73200	88400	102800
11	75400	91100	105900
12	77700	93800	109100

- (iii) In the case of University employees receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance shall not exceed the average of basic pay of the revised scale applicable to the HAG Level (₹ 2,24,100) and the Level of the Chief Secretary (₹ 2,25,000) which comes to ₹ 2,24,550.

22.14 Mode of payment of arrears of pay

The arrears shall be paid in cash, preferably during the current financial year 2016-17.

Explanation:-

For the purposes of this rule:

- (a) “arrears of pay in relation to a University employee means the difference between:

the aggregate of the pay and dearness allowance to which he/she is entitled on account of the revision of his/her pay under these rules, for the period

effective from the 1st day of January, 2016 and the aggregate of the pay and dearness allowance to which he/she would have been entitled (whether such pay and dearness allowance had been received or not) for that period had his/her pay and allowances not been so revised;

- (b) The Interim Relief ₹ 2,000/- (Two thousand rupees only) per month paid to Group C and D employees is discontinued from 1st January, 2016 and the same paid from 01.01.2016 onwards shall be recovered from them.
- (c) The Risk Allowance of Rs. 5,000/- (Five Thousand rupees only) per month granted to the personnel of Haryana Police and Prisons Department Haryana vide instructions dated 19th December, 2013 shall be continued till such time as may be separately ordered by the Government.

22.15 Overriding effect of rules

The provisions of Civil Services Rules 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.

22.16 Power to relax

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 Government.

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.

22.17 Power to make addition or deletion etc

Where the University is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the schedules of these rules, the matter will be referred to the State Government which will be competent to add or delete or change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

22.18 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.

22.19 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.

**Schedule I
Pay Matrix**

Pay Band		PB-1, 5200-20200					PB-2, 9300-34800					PB-3, 15600-39100					PB-4, 37400-67000						HAG
-1S, 4440-7440		1800	1900	2000	2400	2800 (GP-2500 merged with GP-2800)	4200 (GP-3600* & 4000 merged with GP-4200)	4600	4800	5400 (GP-5200 merged with GP-5400)	5400	6600 (GP-6000 & 6400 merged with GP-6600)	7600	8000	8700	8800	8900	9500	9800	10000	67000-79000		
Grade Pay	1650 (GP-1300 & 1400 merged with GP-1650)																						
Entry Pay (pay in PB +GP)	6580	7000	7730	8460	9910	11360	13500	17140	18150	20280	21000	25350	29500	33110	46100	46200	46300	46900	47200	47400	67000		
Index	2.57	2.57	2.57	2.57	2.57	2.57	2.62	2.62	2.62	2.62	2.67	2.67	2.67	2.67	2.57	2.57	2.67	2.67	2.67	2.72	2.72		
level	DL **	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
1	16900	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	88400	118500	118700	123600	125200	126000	128900	182200		
2	17400	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	91100	122100	122300	127300	129000	129800	132800	187700		
3	17900	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	93800	125800	126000	131100	132900	133700	136800	193300		
4	18400	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	96600	129600	129800	135000	136900	137700	140900	199100		
5	19000	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	99500	133500	133700	139100	141000	141800	145100	205100		
6	19600	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	102500	137500	137700	143300	145200	146100	149500	211300		
7	20200	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	105600	141600	141800	147600	149600	150500	154000	217600		
8	20800	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	108800	145800	146100	152000	154100	155000	158600	224100		
9	21400	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	112100	150200	150500	156600	158700	159700	163400			
10	22000	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	115500	154700	155000	161300	163500	164500	168300			

Pay Band	-IS, 4440-7440	PB-1, 5200-20200					PB-2, 9300-34800					PB-3, 15600-39100					PB-4, 37400-67000					HAG
Grade Pay	1650 (GP-1300 & 1400 merged with GP-1650)	1800	1900	2000	2400	2800 (GP-2500 merged with GP-2800)	4200 (GP-3600* & 4000 merged with GP-4200)	4600	4800	5400 (GP-5200 merged with GP-5400)	5400	6600 (GP-6000 & 6400 merged with GP-6600)	7600	8000	8700	8800	8900	9500	9800	10000	67000-79000	
Entry Pay (pay in PB +GP)	6580	7000	7730	8460	9910	11360	13500	17140	18150	20280	21000	25350	29500	33110	46100	46200	46300	46900	47200	47400	67000	
Index	2.57	2.57	2.57	2.57	2.57	2.57	2.62	2.62	2.62	2.62	2.67	2.67	2.67	2.67	2.57	2.57	2.67	2.67	2.67	2.72	2.72	
level	DL **	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
11	22700	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	119000	159300	159700	166100	168400	169400	173300		
12	23400	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	122600	164100	164500	171100	173500	174500	178500		
13	24100	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	126300	169000	169400	176200	178700	179700	183900		
14	24800	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	130100	174100	174500	181500	184100	185100	189400		
15	25500	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	134000	179300	179700	186900	189600	190700	195100		
16	26300	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	138000	184700	185100	192500	195300	196400	201000		
17	27100	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	142100	190200	190700	198300	201200	202300	207000		
18	27900	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	146400	195900	196400	204200	207200	208400	213200		
19	28700	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	150800	201800	202300	210300	213400	214700	219600		
20	29600	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	155300	207900	208400						
21	30500	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400	160000								
22	31400	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700	164800								
23	32300	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100	169700								

Pay Band	-IS, 4440-7440	PB-1, 5200-20200					PB-2, 9300-34800					PB-3, 15600-39100					PB-4, 37400-67000					HAG
Grade Pay	1650 (GP-1300 & 1400 merged with GP-1650)	1800	1900	2000	2400	2800 (GP-2500 merged with GP-2800)	4200 (GP-3600* & 4000 merged with GP-4200)	4600	4800	5400 (GP-5200 merged with GP-5400)	5400	6600 (GP-6000 & 6400 merged with GP-6600)	7600	8000	8700	8800	8900	9500	9800	10000	67000-79000	
Entry Pay (pay in PB +GP)	6580	7000	7730	8460	9910	11360	13500	17140	18150	20280	21000	25350	29500	33110	46100	46200	46300	46900	47200	47400	67000	
Index	2.57	2.57	2.57	2.57	2.57	2.57	2.62	2.62	2.62	2.62	2.67	2.67	2.67	2.67	2.57	2.57	2.67	2.67	2.67	2.72	2.72	
level	DL **	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
24	33300	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600	174800								
25	34300	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300	180000								
26	35300	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100	185400								
27	36400	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100	191000								
28	37500	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200	196700								
29	38600	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500	202600								
30	39800	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900									
31	41000	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500									
32	42200	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200									
33	43500	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800										
34	44800	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000										
35	46100	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400										
36	47500	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000										

Pay Band	-IS, 4440-7440	PB-1, 5200-20200					PB-2, 9300-34800					PB-3, 15600-39100					PB-4, 37400-67000					HAG
Grade Pay	1650 (GP-1300 & 1400 merged with GP-1650)	1800	1900	2000 (GP-1950 merged with GP-2000)	2400	2800 (GP-2500 merged with GP-2800)	4200 (GP-3600* & 4000 merged with GP-4200)	4600	4800	5400 (GP-5200 merged with GP-5400)	5400	6600 (GP-6000 & 6400 merged with GP-6600)	7600	8000	8700	8800	8900	9500	9800	10000	67000-79000	
Entry Pay (pay in PB +GP)	6580	7000	7730	8460	9910	11360	13500	17140	18150	20280	21000	25350	29500	33110	46100	46200	46300	46900	47200	47400	67000	
Index	2.57	2.57	2.57	2.57	2.57	2.57	2.62	2.62	2.62	2.62	2.67	2.67	2.67	2.67	2.57	2.57	2.67	2.67	2.67	2.72	2.72	
level	DL **	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
37	48900	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400											
38	50400	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300											
39	51900	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300											
40	53500	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500											

(Note:- * Grade Pay 3200 and 3300 have already merged/ upgraded with Grade Pay 3600 vide Government order dated 28.08.2014.
** DL denotes Level for Group-D.

Note:- * Grade Pay 3200 and 3300 have already merged/ upgraded with Grade Pay 3600 vide Government order dated 28.08.2014.
** DL denotes Level for Group-D.

SCHEDULE - II
Form of Option
[See rule 6]

- * (i) I,_____hereby elect the revised pay structure with effect from 1st January, 2016.
- * (ii) I,_____hereby elect to continue on the existing paystructure of pay of my substantive/
officiating post mentioned below until:

* The date of my next increment;

I vacate or cease to draw pay in the existing pay structure;

the date of my promotion to _____

Present pay structure _____

Date:_____

Signature _____

Station:_____

Name _____

Designation _____

Office in which employed _____

* To be scored out, if not applicable.

**MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES (REVISED PAY)
RULES, 2016**

Rule 1	This rule is self-explanatory.
Rule 2	This rule lays down the categories of employees to whom the rules apply. Except for the categories excluded under sub-rule (2), the rules are applicable to all persons under the rule making power of Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debitable to the consolidated fund of the State of Haryana. These rules do not apply to any other categories of employees.
Rule 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 is to be taken as the meaning for and in these rules or, as the case may be, in any other rules/ instructions/ orders/ notifications etc.
Rule 4	This rule is self-explanatory.
Rule 5	The intention is that all Government employees shall be brought over to the revised pay structure except those who elect existing pay structure. The Government employees who exercise the option to continue in the existing pay structure will continue to draw the dearness allowance and interim relief at the rates in force on 1 st January, 2016.
Rule 6	This rule prescribes the manner in which option has to be exercised and also the authority who shall be apprised of such option. The option has to be exercised in the form appended to the rules. It shall be noted that it is not sufficient for a Government employee to exercise the option within the specified time limit but also to ensure that it reaches the prescribed authority within the time limit. In the case of persons who are outside India at the time of notification of these rules, the period within which the option has to be exercised is three months from the date they take over charge of the post in India. In the case of Government employees the revised pay structure of whose posts are announced subsequent to the date of issue of these rules, the period of three months will run from the date of such announcement. Persons who have retired between 1 st January 2016 and the date of notification of these rules are also eligible to exercise option.
Rule 7	This rule deals with the actual fixation of pay in the revised functional pay scales on 31 st December, 2015. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. The illustrations indicating the manner in which pay of Government employee

	shall be fixed under this rule have been given below the respective rule.
Rule 8	This rule prescribes the method of fixation of pay of employees appointed on direct recruitment on or after 1 st day of January, 2016.
Rule 9 & 10	These rules prescribe the manner in which the next increment in the new pay structure shall be regulated. The illustrations indicating the manner in which increment of a Government employee shall be regulated have been given below the respective rule.
Rules 11 to 14	These rules are self-explanatory.
Rules 15	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.
Rules 16	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 Government 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 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.
Rules 17	If the circumstances so requires the Government can add or delete or change any of the parameters as mentioned in the Schedule-I 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
Rules 18 & 19	These rules are self-explanatory.

P. RAGHAVENDRA RAO,
Additional Chief Secretary to Government, Haryana
Finance Department 54742—C.S.—H.G.P., Chd.

UNIVERSITY EMPLOYEES ACP RULES 2016

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. 1/20/2016 (ACP)-5PR-FD dated 28/10/ 2016, shall be applicable to the Universities non-teaching and other employees, who are not covered under U.G.C. pay scales, w.e.f. 1.1.2016.

23.1 Short title, commencement and objective

- 23.1**
- (i) These rules may be called the University Employees ACP (Assured Career Progression) Rules, 2016.
 - (ii) These rules shall be deemed to have come into force on the 1st day of January, 2016, 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 employees of University. The first category of scheme is cadre-specific Assured Career Progression Scheme for some cadres/ posts/ services. The second category of scheme is primarily to remove stagnation in service, in the form of a general assured career progression scheme. The second category scheme seeks to ensure that all University employees, whose cadres are not covered by cadre-specific assured career progression scheme, get at least three financial upgradations, including financial upgradation, availed by such University employees as a consequence of functional promotion during his/her entire career. It also seeks to ensure that no University employee stagnates without any financial upgradation for more than eight years unless he/she has already availed three financial upgradations in his/her career.

23.2 Categories of University employees to whom these rules apply

Save as otherwise provided under these rules, it shall apply to the persons appointed to Indira Gandhi University, Meerpur 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.

Note: These rules shall also be applicable to re-employed pensioners, including military pensioners, who are drawing pay in the existing pay structure subject to revision of pension from 1st January, 2016.

These rules shall not apply to -

- (i) Persons not in whole time employment;
- (ii) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis or appointed under outsourcing policies;

23.3 Definitions

In these rules, unless the context otherwise requires;

- (a) "ACP Level" in relation to any University employee means corresponding Assured Career Progression level in which the University employee is eligible or entitled to be placed as a consequence of application of these rules in place of his/her present pay structure;
- (b) "applicable level" in the ACP Pay Matrix shall mean the ACP Level corresponding to the pay band and grade pay/ scale as on 1st January, 2016 specified in Schedule-I;
- (c) "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;
- (d) "direct recruit" means the post on which a University employee was recruited as a regular and direct recruit fresh entrant in the University service and is in continuous employment of University since such recruitment;
- (e) "existing basic pay" means pay as on 1st January, 2016 or on the date of option in the present pay structure as on 31st December, 2015, it does not include any other type of paylike "special pay", "personal pay" etc;
- (f) "existing ACP pay structure" in relation to any post or any University employee means the pre-revised ACP pay structure as on the date immediately before the coming into force of these rules.
- (g) "first / second/ third assured career progression level under general ACP scheme" means the first/second/third financial upgradation in terms of higher level for all University employees covered under the General ACP scheme, as mentioned in columns 3, 4 and 5 respectively of Part II of Schedule I with reference to the functional grade pay as on 1st January, 2016 mentioned in column 3 of Part II of Schedule I, and shall be referred to as 1st ACPL, 2nd ACPL and 3rd ACPL respectively;
- (h) "University" means the Indira Gandhi University, Meerpur, Rewari, save as otherwise provided by or under these rules;
- (i) "University employee" means the University employees to whom these rules apply under rule 2;

- (j) "leave" means any sanctioned leave as defined in University Services Rules, except casual leave. Any type of absence without the sanction of competent authority shall not be considered as leave;
- (k) "memorandum explanatory" means the memorandum explanatory appended to these rules, as Annexure-I briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (l) "present pay structure" in relation to a University employee or post means the ACP Pay Band and Grade Pay admissible under the rules applicable immediately before the coming into force of these rules;
- (m) "persons" mean persons who are University employees for the purposes of these rules;
- (n) "revised emoluments" means pay in the ACP level of a University employee in the revised pay structure;
- (o) "Schedule" means Schedule appended to these rules.

23.4 Cadre Specific Assured Career Progression Scheme

The ACP Level mentioned in column 4 of Part I of Schedule-I to certain cadres/ posts/ services mentioned in column 2 of Part I of Schedule-I shall be admissible to the University employees who become members of such specific cadres/services by way of direct recruitment or promotion subject to eligibility.

23.5 General Assured Career Progression scheme

Financial upgradation in the form of the first, the second and the third ACP Level as mentioned in column 3, 4 and 5 of Part II of Schedule-I shall be admissible to all University employees covered under this scheme with reference to the functional grade pay as on 1st January, 2016. However, in case of an employee holding a post after promotion, the entitled ACP level shall be the level of pay corresponding to the existing functional grade pay as on 1st day of January, 2016 of the promotional post.

23.6 Eligibility for grant of cadre specific ACP Level

For the grant of cadre specific ACP Level the eligibility conditions shall be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in rule 8, hereunder;

Note 1. Where grant of ACP Level is restricted to the percentage of cadre strength, it shall be worked out in the following manner:

- (i) If ACPL is available to 20% (twenty percent) of the total cadre strength, the minimum strength of the cadre must be three. It shall be admissible to only one eligible University employee where the cadre strength is of three to seven posts.
- (ii) If ACP is available to 15% (fifteen percent) of the total cadre strength, the

minimum strength of the cadre must be four. It shall be admissible to only one eligible University employee where the cadre strength is of four to ten posts.

Note 2. Cadre strength mean total sanctioned post in a cadre.

Note 3. See also Note 1 and 2 below rule 8.

23.7 Eligibility for grant of ACP Level under the General ACP scheme

- (i) Every University employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the first ACP Level (given in column 3 of Part II of Schedule-I in respect of the functional pay structure as on 1st day of January, 2016 of his/her post) if he/she has completed 8 (eight) years of regular satisfactory service and has not got any financial upgradation in these 8 (eight) years with reference to the functional pay structure of the post to which he/she was recruited as a direct recruit.
- (ii) Every University employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the second ACP Level (given in column 4 of Part II of Schedule-I in respect of the functional pay structure as on 1st day of January, 2016 of his/her post) if he/she has completed 16 (sixteen) years of regular satisfactory service provided he/she has availed only one financial upgradation with reference to the functional pay structure of the post to which he/she was recruited as a direct recruit.
- (iii) Every University employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the third ACP Level (given in column 5 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his/her post) if he/she has completed 24 (twenty four) years of regular satisfactory service and has not got more than two financial upgradations so far with reference to the functional pay structure of the post to which he/she was recruited as a direct recruit.
- (iv) In case of a University employee who gets promoted, he/she shall be considered for the next ACP Level after he/she completes 8 (eight) years of regular satisfactory service in the promotional post without any financial upgradation after promotion and shall be entitled to the next ACP Level with reference to the level of the promotional post he/she holds.
Provided that a University employee shall not be entitled to avail ACP upgradation if he/she has already availed of three financial upgradation of any kind in his/her career.

Explanation 1. “Regular Satisfactory Service” for the purpose of these rules shall mean the service on regular basis mentioned below shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the University employee during this period and there are no adverse remarks about integrity in the Annual Confidential Reports of this period :-

- (i) Service from the date of joining to a post on regular basis in a University either by direct recruitment or otherwise.
- (ii) The period spent on deputation/foreign service shall be counted towards 'Regular service' for the purpose of these rules.
- (iii) All kinds of leave (excluding EOL without medical certificate) duly sanctioned by the competent authority.
- (iv) On appointment from one University to another under the Haryana Government by direct recruitment or otherwise, the past regular satisfactory service where the Pay Structure/ Pay Level as well as line of service of both the posts are identical/ same shall be counted. However, under these rules the Government employee shall not be considered until he/she completes the probation period of the new post satisfactorily. The financial upgradations already availed shall also be kept in view.

For the purpose of the explanation;

Line of service means same nature of job profile e.g. appointment from Engineering to Engineering cadre of the post of same pay structure cover under this rule. However, appointment, say from Conductor to Clerk is not covered.

- (v) Benefit of deemed date of appointment/ promotion counted towards seniority.
- (vi) The period of service rendered by a University employee who while working on a regular basis is given adhoc promotion within the prescribed quota and subsequently regularized on the same post, then his/her period of service of adhoc promotion shall be treated as regular satisfactory service.

Regular satisfactory service however, does not include

- (i) Service rendered on adhoc/contract/ work-charged basis/ daily wages followed by regularization, shall not be counted.

Past service(s) of an employee on his/her subsequent appointment by direct recruitment or otherwise to a post of lower or higher pay scale/pay structure. The financial upgradations already availed shall not be taken into account.
- (ii) Past service rendered in any other State Government/ Central Government before appointment in any Department of Haryana Government.
- (iii) Military service (other than emergency military service counted towards seniority) rendered by an ex-serviceman before his/her re-employment in civil service.

Note 1. Resignation from service to join subsequent appointment shall be a technical formality, if application for the same has been submitted through proper channel.

Note 2. The regular service defined above shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the Government employee. There are no adverse remarks about integrity in the Annual Confidential Reports during the period of regular service.

Explanation 2. “Financial Upgradations” for the purpose of these rules shall mean any kind of following benefit(s) granted to a University employee:-

- (i) Grant of 1st, 2nd or 3rd ACP upgradation under HCS (ACP) Rules, 1998 or 2008.
- (ii) Promotion from one post to another in the same or higher pay scale with the benefit of next stage or one increment or more in the pay scale of promotional post.
- (iii) Promotion while drawing pay in ACP Pay structure at a stage less than minimum of the pay scale or pay band of promotional post where pay is fixed at minimum of pay scale or pay structure of the promotional post with the benefit of equal to or more than one increment
- (iv) Promotion before 1st January, 1996 with the benefit of next stage or more while drawing pay in Higher Standard Pay Scale.
- (v) Grant of Higher Standard Pay Scale provided pay was fixed directly from Higher Standard Pay Scale to ACP Pay Scale admissible under HCS (ACP) Rules, 1998.
- (vi) Modification of Pay Level from a date after 1st January, 2016.
- (vii) Benefit of Stepping up of ACP Scale or ACP Level for whatsoever reason, before or after 1st January, 2016.
- (viii) Grant of Selection Grade provided the University employee was promoted to a post of higher pay scale while drawing pay in Selection Grade of the feeder post.
- (ix) Grant of benefit under special entitlement of Haryana Civil Services (Assured Career Progression) Rules, 1998/ 2008, as the case may be.
- (x) Grant of 2nd ACP directly on completion of 16 (sixteen) years or more regular satisfactory service shall be treated as two financial upgradations instead of one.

Benefits not to be treated a financial upgradation:-

- (i) Benefit of additional increment(s) at 11th/22nd stage or on 8/18 years service in Group 'C' or 'D' post.

- (ii) Grant of selection grade/Higher Standard Scale shall not be financial upgradation if pay has been fixed in functional pay scale at the time of general revision of pay scales.
- (iii) Promotion(s) availed while working on ex-cadre post(s) for a limited period provided the pay of ex-cadre post(s) has not been taken into account at the time of reversion to a cadre post. For example, initial appointment as Clerk, then Clerk to Steno-typist and to Junior Scale Steno by way of department examinations, thereafter promotion to a post of Assistant with reference to seniority as Clerk, provided neither the pay of Steno-typist nor that of Junior Scale Steno has been taken into account at the time of fixation of pay of Assistant.

23.8 Other general conditions of eligibilities of ACP Level

The following general conditions shall also be fulfilled by a University employee for availing benefit of ACP Level :-

- (a) after completing the respective prescribed period for eligibility for the grant of any of 1st, 2nd or 3rd ACP Level the University employee shall be fit to be promoted to the immediate next higher post only in the functional hierarchy in his/her cadre, but despite of fitness he/she could not be functionally promoted due to lack of vacancy or otherwise on the promotional post in the hierarchy to which he/she is eligible to be promoted.
- (b) if such promotion involved passing of any departmental or other test, acquisition of higher educational qualification, etc., such condition shall also be fulfilled by the University employee.

Exception:- The condition of educational qualification and departmental test, if any, shall not be applicable to Group D employees while determining the eligibility for ACP Level where there is no promotional post in the hierarchy other than the post for which educational qualification of Matriculation or above is essential.

Note 1. When a University employee is not fit for promotion due to departmental/ judicial proceedings pending against him/her or otherwise on the date of eligibility for grant of ACP Level, he/she shall not be granted the benefit of ACP Level until he/she is declared fit for promotion, it has also consequential effect on subsequent ACP upgradation.

Note 2. Where a University employee is denied for grant of benefit of ACP Level due to departmental proceedings pending against him/her, and subsequently another charge sheet is also issued in connection with another case but in the meanwhile if the previous charge sheet is dropped, he/she shall be granted the benefit of ACP Level provided the same is otherwise admissible before the date

of issue of subsequent charge sheet.

Note 3. ACP Level will be granted from the 1st day of the following month in which a University employee becomes eligible for the same.

Note 4. Where there is no promotional post in the hierarchy, in such case the ACP Level shall be granted on completion of prescribed regular satisfactory service only.

23.9 Responsibility to be discharged etc.

On placement in the ACP Level, the University employee shall continue to hold operational duties of his/her previous post held by him/her and shall continue to hold the previous designation till such time as he/she is actually promoted to the higher post on the occurrence of a vacancy.

23.10 Consequences of ACP Level etc

Placement in the ACP Level shall entitle only financial benefit of drawal of pay and allowances on pay in the ACP Level. The other entitlements including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his/her post on which he/she is working in the substantive or officiating capacity, while drawing pay the ACP Level.

23.11 Grant of Assured Career Progression Level

- (i) Rule 6, 7 and 8 only prescribe eligibility conditions for placement in the relevant ACP Level and does not authorize automatic placement in ACP Level in which University employee is eligible to be placed under these rules. The authority competent to grant promotion in case of a University employee shall be required to pass suitable orders for grant of ACP Level under these rules, authorizing the placement of a University employee in the appropriate ACP Level. Before passing such order under rule 6 or 7, the authority competent shall ensure:-
 - (a) that if there is a Departmental Promotion Committee, such Committee shall consider the cases for grant of ACP Level 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;
 - (b) that the conditions and provisions laid down in these rules or any other order/instructions etc. issued under these rules or otherwise with this purpose, are strictly adhered to;
 - (c) that the number of financial up-gradations granted to a University employee, covered under ACP General Scheme 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 financial upgradation will be counted as one upgradation. The benefit of ACP shall not be extended to

a University employee under ACP General Scheme, if he has already availed three financial upgradations in his/her career by way of ACP or otherwise;

- (d) that provisions of these rules or any other rules or instructions issued by the Government from time to time have been complied with.

Explanation:- (i) The "authority competent" for the purpose of this rule shall mean the authority competent to grant promotion to the next promotional post in the hierarchy.

- (ii) The ACP Level so granted shall be effective from the 1st day of the following month in which a University employee becomes eligible and not from the date on which the orders are issued by the competent authority, if the orders are issued by the competent authority on a date which is different from the due date of eligibility :

Provided that the University employee shall draw his/her pay only after the orders for granting such pay structure are issued by the competent authority in the relevant ACP level.

- (iii) In case of University employees who are drawing pay in ACP pay structure on or before the date of notification of these rules, there shall be no need to pass any orders under the provisions of sub-rules (1) and (2) above and they shall be entitled to draw their pay in the ACP Level corresponding to their ACP pay structure in which they are drawing their pay :

Provided that this deemed grant of ACP Level shall not affect his/her entitlement for revised pay structure in which he/she shall be placed as a consequence of application of these rules. Such University employees shall be placed in the appropriate revised ACP Level 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 ACP Level and/or pay shall be admissible to the senior employee appointed by promotion on the same post on which the junior direct recruit University employee is drawing higher ACP Level. The condition of maximum three financial upgradations shall not be a bar. However, condition of satisfactory record and qualification etc. shall be fulfilled for the purpose of this rule. ACP Level and/or Pay shall be stepped up in the following manner:

- (i) If the Level of Matrix of senior is inferior than that of junior, the Level shall be stepped up;
- (ii) if both Level of Matrix as well as pay are inferior than both Level as well as pay

shall be stepped up upto the extent admissible on grant of ACP Level subject to satisfactory record and eligibility.

23.13 Special entitlement for ACP Level

Where a University employee after promotion from one post to another is drawing pay in the level inferior than his/her presumptive pay and/or ACP Level which shall have been admissible to him/her in 1st/2nd/3rd ACP Level had he/she not been promoted, he/she shall be granted difference of pay of promotional post and presumptive pay of ACP pay structure and/or change of level to ACP Level as a special entitlement:

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 Level

- (i) A University employee who foregoes his/her promotion in the line of hierarchy or seeks reversion on his/her own accord to feeder post on any ground whatsoever, while drawing pay in:
 - (a) 3rd ACP Level, the pay shall be re-fixed in 2nd ACP Level;
 - (b) 2nd ACP Level, the pay shall be re-fixed in the 1st ACP Level;
 - (c) 1st ACP Level, the pay shall be re-fixed in the Functional pay structure, equal to the presumptive pay which shall have been admissible had he/she not been granted 3rd/2nd/1st ACP Level, as the case may be.
- (iii) If such University employee becomes ready to accept promotion, in such case the period of service between the date of foregoing promotion/reversion and date of application indicating readiness to accept the promotion, subject to minimum one year, shall be excluded from the regular satisfactory service for the purpose of grant of ACP Level. On assuming the charge of promotional post the pay shall be re-fixed equal to the pay drawn in ACP Pay structure immediately before foregoing promotion or fixation of pay of the promotional post under normal rules, whichever is higher:

Provided that the request for seeking reversion or foregoing promotion once accepted by the competent authority shall not be withdrawn. Once a University employee has foregone his/her promotion or sought reversion to a feeder post, such foregoing/ reversion shall remain in force for a minimum period of one year or upto the period he/she gives in writing to re-consider his/her name for promotion, whichever is later.

23.15 ACP Levels of posts

The ACP Level (ACPL) for the purpose of these rules shall be as under:-

- (a) The revised ACP Level in case of cadre-specific ACP schemes shall be as mentioned in Part I of Schedule-I :

- (b) The revised ACP Level in case of General ACP scheme shall be as specified in Part II of Schedule-I :

Provided that in case of the posts for which the functional pay structures have been revised/modified on or before 1st January, 2016, the so revised scales shall be considered as the functional scales of those posts for the purpose of this rule.

23.16 Drawal of pay in revised ACP Level

- (i) Save as otherwise provided in these rules, a University employee shall draw pay in the revised ACP Level, that is in 1st ACPL or 2nd ACPL or 3rd ACPL, as applicable in his/her case :

Provided that a University employee may elect to continue to draw pay in the present pay structure until the date on which he/she earns his/her next increment in the present pay structure or until he/she vacates his/her post or ceases to draw pay in the present pay structure:

Provided further that in cases where a University employee has been granted ACP, between 1st day of January, 2016 and the date of notification of these rules may elect to switch over to the revised pay structure from the date of grant of such ACP, 1st July, 2016, as the case may be.

Explanation 1. The option to retain the present pay structure under the proviso to this rule shall be admissible in respect of only one pay structure.

Explanation 2. Where an ACP Grade Pay of a post has been upgraded by way of merger, the employee granted ACP Pay Structure of such post, between the period from 1st January, 2016 and the date of notification, may opt for revised pay structure from a date of grant of ACP Pay Structure or 1st July, 2016 but in that case the existing basic pay admissible on the date of option in the ACP pay structure as on 31st December, 2015 of the post shall be taken into account for the purpose of fixation of pay in the revised ACP pay structure.

Explanation 3. The aforesaid option shall not be admissible to any person granted ACP for the first time on or after the 1st day of January, 2016, and he/she shall be allowed pay only in the revised pay structure.

23.17 Exercise of option

The option under the provisos to rule 16 shall be exercised in writing in the form appended to these rules so as to reach the authority mentioned in sub-rule (2) within three months from the date of notification of these rules; or the date where revision in the pay structure and/or re-fixation of pay with retrospective effect is made by any order subsequent to the date of notification of these rules;

Provided that:

- (i) in the case of a University employee who is, on the date of such notification or, as the case may be, date of such order out of India either on leave or deputation or 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 /her taking charge of his/her post in India; and
- (ii) where a University employee is under suspension on the 1st day of January, 2016, the option may be exercised within three months of the date of his /her return to his/her duty if that date is later than the date prescribed in this sub-rule. The option shall be intimated by the University employee to the Head of his/her office alongwith an undertaking, in the form appended to these rules. If the intimation regarding option is not received within the time mentioned in sub- rule (1), the University employee shall be deemed to have elected to be governed by the revised ACP pay structure w.e.f. the 1st day of January, 2016.

The option once exercised shall be final.

Note 1. Persons whose services were terminated on or after the 1st January, 2016, 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, shall be entitled to exercise option undersub-rule (1).

Note 2. Persons who have died on or after the 1st day of January, 2016, 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 1st day of January, 2016, or such later date as is most beneficial to their dependents, if the revised pay structure is more favorable and in such cases, necessary action for payment of arrears shall be taken by the Head of Office.

Note 3. Persons who were on earned leave or any other leave on 1st day of January, 2016 which entitled them to leave salary shall be entitled to exercise option under sub-rule (1).

23.18 Fixation of pay in the revised ACP pay structure

The pay of a University employee who elects or is deemed to have elected under rule 17 to be governed by the revised ACP pay structure on and from the 1st day of January, 2016, shall be fixed in the following manner namely:-

- (a) In the case of all employees covered under ACP Schemes:
 - (i) The pay in the applicable ACP Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that ACP Level and if such an identical figure corresponds to any Cell in the applicable ACP Level, the same shall be the pay, and

- (ii) If no such Cell is available in the applicable ACP Level, the pay shall be fixed at the immediate next higher Cell in that applicable ACP Level. If the minimum of the revised ACP Level is more than the amount arrived at as per above, the pay shall be fixed at the minimum of the revised ACP Level;

Where a University employee has been granted ACP between the period from 1st January, 2016 and the date of notification, to a post the Grade Pay of which has been merged with higher grade pay or upgraded, opt for revised pay structure from a date later than 1st January, 2016 but in their case the pay structure as on 31st December, 2015 of the post held by them on the date of option shall be taken into account.

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 (a) above :

- (b) 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 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 clause (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 relevant notifications related to these allowances;
- (c) In the case of Medical Officers in respect of whom Non-Practicing Allowance (NPA) is admissible, the pay in the revised ACP pay structure shall be fixed in the following manner; namely:-
- (i) The existing basic pay shall be multiplied by a factor of 2.57 and the figure so arrived at shall be added to by an amount equivalent to Dearness Allowance on the pre-revised Non-Practicing Allowance admissible as on 1st day of January, 2016. The figure so arrived at will be located in the ACP Level and if such an identical figure corresponds to any Cell in the applicable ACP level, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.
- (ii) The pay so fixed under sub-clause (i) shall be added by the pre-revised Non Practicing Allowance admissible on the existing basic pay until further decision on the revised rates of Non Practicing Allowance.

- Note 1.** A University employee who is on leave including Study Leave on the 1st day of January, 2016, and is entitled to leave salary shall be entitled to pay in the revised ACP pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.
- Note 2.** In case of University employee under suspension, he/she shall continue to draw subsistence allowance based on existing pay structure and his/her pay in the revised ACP pay structure will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.
- Note 3.** 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.
- Note 4.** Where a University employee is in receipt of personal pay immediately before the date of notification of these rules, which together with his/her existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such University employee as personal pay to be absorbed in future increase in pay.
- Note 5.** (a) Where in the fixation of pay under this rule, the pay of a University employee, who, in the existing ACP pay structure was drawing immediately before the 1st day of January, 2016, more pay than another University employee junior to him/her in the same cadre, gets fixed in the revised ACP pay structure in a cell lower than that of such junior, his/her pay shall be stepped up to the same cell in the revised pay structure as that of the junior.
- (b) In case where a senior University employee granted ACP pay structure before the 1st day of January, 2016, draws less pay in the revised ACP pay structure than his/her junior who is granted ACP level on or after the 1st day of January, 2016, the pay of the senior University employee shall be stepped up to an amount equal to the pay in the ACP pay structure as fixed for his/her junior. The stepping up shall be done with effect from the date of grant of ACP level to the junior University employee.
- The stepping up under (a) and (b) above shall be done subject to the fulfillment of the following conditions, namely:-
- (i) both the junior and the senior University employees shall belong to the same cadre and the ACP pay structure shall be identical;
 - (ii) the present pay structure and the revised ACP pay structure of the lower and higher posts in which they are entitled to draw pay shall be the same;

- (iii) the senior University employee at the time he moved into 1st, 2nd or 3rd ACP, as the case may be, shall have been drawing equal or more pay than that of the junior;
- (iv) the anomaly is directly as a result of the application of the provisions of Civil Services Rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure.

Provided that if the junior officer was drawing more pay in the present pay structure than senior by virtue of any advance increment(s) or otherwise granted to him/her on a personal measure, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer

- (c) The order relating to re-fixation of the pay of the senior officer in accordance with clause (a) and (b) shall be issued under the Haryana Civil Services Rules and the senior officer shall be entitled to the next increment on completion of his/her required qualifying service with effect from the date of re-fixation of pay.

Note- The placement in the first, second or third ACP Level, as the case may be, does not amount to a functional promotion but the benefit of one increment @ 3% (three percent) is admissible in the ACP Level. On promotion from one post to another of higher level while drawing pay in ACP Pay structure the benefit of one increment of promotion shall also be admissible, however, such benefit of promotion shall not be admissible where the level of promotional post is identical to or lower than the ACP Level in which the University employee is drawing his/her pay before promotion.

23.19 Date of next increment in the revised ACP pay structure

- (i) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of grant of ACP upgradation.

Provided further that a University employee who does not complete six months qualifying service before the date of normal increment due on 1st July or 1st January, as the case maybe, his/her date of next increment shall be changed to 1st January or 1st July and shall be granted subject to admissibility.

- (ii) The increment in respect of an employee on grant of financial upgradation during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee on grant of financial upgradation during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day

of July.

- (a) In case of an employee granted ACP during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.
- (b) In case of an employee granted ACP during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised ACP pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

23.20 Fixation of pay from a date subsequent to the 1st day of January, 2016

Where a University employee continues to draw his/her pay in the present pay structure is brought over to the revised pay structure from a date later than the 1st day of January, 2016, his/her pay from the later date in the revised pay structure shall be fixed in accordance with clause (A) of sub-rule (1) of rule 18.

23.21 Fixation of pay on placing in ACP Level on or after 01.01.2016

- (i) In the case of moving from one level to another in the revised ACP Level, the fixation shall be done as follows:

One increment shall be added in the Cell of the Level of University employee in which he/she is drawing pay immediate before the grant of ACP level and he shall be placed at a Cell equal to the figure so arrived at in the ACP Level and if no such Cell is available in the ACP Level, he/she shall be placed at the next higher Cell in that ACP Level.

On enhancement in presumptive pay of previous level due to increment or otherwise while drawing pay in the ACP Level, the pay of present level shall be re-fixed as if the incumbent has been granted ACP Level on the date of such enhancement, if it is advantageous to him/her, as provided in rule 4.14 (2) of Punjab Civil Services Rules Volume-I Part-I, applicable prior to 19th July 2016 and rule 21 of Haryana Civil Services (Pay) Rules 2016, applicable from the 19th July, 2016.

23.22 Mode of payment of arrears of pay

The arrears shall be paid in cash preferably during the current financial year 2016-17.

Explanation: For the purposes of this rule;

- (a) “arrears of pay” in relation to a University employee means the difference between:
- (i) the aggregate of the pay and dearness allowance to which he/she is entitled on account of the revision of his/her pay under these rules, for the period effective from the 1st day of January, 2016; and
 - (ii) the aggregate of the pay and dearness allowance to which he/she would have been entitled (whether such pay and dearness allowance had been received or not) for that period had his/her pay and allowances not been so revised;
- The Interim Relief ₹ 2,000/- (Two thousand rupees only) per month paid to Group C and D employees is discontinued from 1st January, 2016 and the same paid from 1st January, 2016 onwards shall be recovered from them.
- (b) The Risk Allowance of Rs. 5,000/- (Five Thousand rupees only) per month granted to the personnel of Haryana Police and Prisons Department Haryana vide instructions dated 19th December, 2013 shall be continued till such time as may be separately ordered by the Government.

23.23 Overriding effect of rules

The provisions of Civil Services Rules 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.

23.24 Power of relax

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.

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, shall not amount to any discrimination with other class and categories of University employees.

23.25 Power to make addition or deletion etc

Where the Government is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the Schedules of these rules, the Government shall be competent to add or delete or change such conditions. The provisions of these rules shall apply on such additions or deletions or changes, as the Government may direct by specific orders or in the absence of that, all the provisions of these rules shall apply as if the changes were made.

23.26 Interpretation

If any question arises relating to the interpretation of any of the provisions of these

rules, it shall be referred to the Finance Department through Administrative Department concerned.

23.27 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 shall prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government 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 and therefore shall be applicable upon the University.

Schedule-A

Pay Band	-1S, 4440-7440	PB-1, 5200-20200					PB-2, 9300-34800								PB-3, 15600-39100						PB-4, 37400-67000						67000-79000 (HAG)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
GP	GP-1300 & 1400 merged with GP-1650	1800	1900	2000	2400	2800	3200	3600	4000	4200	4600	4800	5400	6000	6400	6600	7600	8000	8700	8800	8900	9500	9800	10000																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				

4	18400	19700	21700	23800	27900	31900	35100	36300	37400	38700	49000	52000	58000	71800	73000	74000	86100	96600	129600	129800	135000	136900	137700	140900	199100
5	19000	20300	22400	24500	28700	32900	36200	37400	38500	39900	50500	53600	59700	74000	75200	76200	88700	99500	133500	133700	139100	141000	141800	145100	205100
6	19600	20900	23100	25200	29600	33900	37300	38500	39700	41100	52000	55200	61500	76200	77500	78500	91400	102500	137500	137700	143300	145200	146100	149500	211300
7	20200	21500	23800	26000	30500	34900	38400	39700	40900	42300	53600	56900	63300	78500	79800	80900	94100	105600	141600	141800	147500	149600	150500	154000	217600
8	20800	22100	24500	26800	31400	35900	39600	40900	42100	43600	55200	58600	65200	80900	82200	83300	96900	108800	145800	146100	152000	154100	155000	158600	224100
9	21400	22800	25200	27600	32300	37000	40800	42100	43400	44900	56900	60400	67200	83300	84700	85800	99800	112100	150200	150500	156600	158700	159700	163400	
10	22000	23500	26000	28400	33300	38100	42000	43400	44700	46200	58600	62200	69200	85800	87200	88400	102800	115500	154700	155000	161300	163500	164500	168300	
11	22700	24200	26800	29300	34300	39200	43300	44700	46000	47600	60400	64100	71300	88400	89800	91100	105900	119000	159300	159700	166100	168400	169400	173300	
12	23400	24900	27600	30200	35300	40400	44600	46000	47400	49000	62200	66000	73400	91100	92500	93800	109100	122800	164100	164500	171100	173500	174500	178500	
13	24100	25600	28400	31100	36400	41600	45900	47400	48800	50500	64100	68000	75600	93800	95300	96600	112400	126300	169000	169400	176200	178700	179700	183900	
14	24800	26400	29300	32000	37500	42800	47300	48800	50300	52000	66000	70000	77900	96600	98200	99500	115800	130100	174100	174500	181500	184100	185100	189400	
15	25500	27200	30200	33000	38600	44100	48700	50300	51800	53600	68000	72100	80200	99500	101100	102500	119300	134000	179300	179700	186900	189600	190700	195100	
16	26300	28000	31100	34000	39800	45400	50200	51800	53400	55200	70000	74300	82600	102500	104100	105600	122900	138000	184700	185100	192500	195300	196400	201000	
17	27100	28800	32000	35000	41000	46800	51700	53400	55000	56900	72100	76500	85100	105600	107200	108800	126600	142100	190200	190700	198300	201200	202300	207000	
18	27900	29700	33000	36100	42200	48200	53300	55000	56700	58600	74300	78800	87700	108800	110400	112100	130400	146400	195900	196400	204200	207200	208400	213200	
19	28700	30600	34000	37200	43500	49600	54900	56700	58400	60400	76500	81200	90300	112100	113700	115500	134300	150800	201800	202300	210300	213400	214700	219600	

Schedule-I

PART - II

General ACP Matrix

(in Rs.)

Sr. No.	Functional Pay structure as on 01.01.2016	1 st ACPL (8 yrs.)	Min. of the ACPL	2 nd ACPL (16 yrs.)	Min. of the ACPL	3 rd ACPL (24 yrs.)	Min. of ACPL
1	2	3		4		5	
1	1650	ACPL-1 (1800)	18000	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100
2	1800	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200
3	1900	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200
4	2000	ACPL-4 (2400)	25500	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200
5	2400	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200	ACPL-8 (4000)	34200
6	2800	ACPL-6 (3200)	32100	ACPL-7 (3600)	33200	ACPL-8 (4000)	34200
7	3200	ACPL-7 (3600)	33200	ACPL-8 (4000)	34200	ACPL-9 (4200)	35400
8	3600	ACPL-8 (4000)	34200	ACPL-9 (4200)	35400	ACPL-10 (4600)	44900
9	4000	ACPL-9 (4200)	35400	ACPL-10 (4600)	44900	ACPL-11 (4800)	47600
10	4200	ACPL-10 (4600)	44900	ACPL-11 (4800)	47600	ACPL-12 (5400)	53100
11	4600	ACPL-11 (4800)	47600	ACPL-12 (5400)	53100	ACPL-13 (6000)	65700
12	4800	ACPL-12 (5400)	53100	ACPL-13 (6000)	65700	ACPL-14 (6400)	66800
13	5400	ACPL-13 (6000)	65700	ACPL-14 (6400)	66800	ACPL-15 (6600)	67700
14	6000	ACPL-14 (6400)	66800	ACPL-15 (6600)	67700	ACPL-16 (7600)	78800

15	6400	ACPL-15 (6600)	67700	ACPL-16 (7600)	78800	ACPL-17 (8000)	88400
16	6600	ACPL-16 (7600)	78800	ACPL-17 (8000)	88400	ACPL-18 (8700)	118500
17	7600	ACPL-17 (8000)	88400	ACPL-18 (8700)	118500	ACPL-19 (8800)	118700
18	8000	ACPL-18 (8700)	118500	ACPL-19 (8800)	118700	ACPL-20 (8900)	123600
19	8700	ACPL-19 (8800)	118700	ACPL-20 (8900)	123600	ACPL-21 (9500)	125200
20	8800	ACPL-20 (8900)	123600	ACPL-21 (9500)	125200	ACPL-22 (9800)	126000
21	8900	ACPL-21 (9500)	125200	ACPL-22 (9800)	126000	ACPL-23 (10000)	128900
22	9500	ACPL-22 (9800)	126000	ACPL-23 (10000)	128900	ACPL-24 (12000)	182200
23	9800	ACPL-23 (10000)	128900	ACPL-24 (12000)	182200	No ACP	No ACP
24	10000	ACPL-24	182200	No ACP	No ACP	No ACP	No ACP
25	HAG 67000- 79000	No ACP	No ACP	No ACP	No ACP	No ACP	No ACP

SCHEDULE - II

Form of Option

[See rule 6]

*(i) I,_____hereby elect the revised pay structure with effect from 1st January, 2016.

*(ii) I,_____hereby elect to continue on the existing pay structure of pay of my
substantive/ officiating post mentioned below until:

* The date of my next increment;

I vacate or cease to draw pay in the existing pay structure;

the date of my promotion to _____

Present pay structure _____

Date:_____

Signature _____

Station:_____

Name _____

Designation _____

Office in which employed_____

* To be scored out, if not applicable.

Annexure- I

[See rule 3 (L)]

MEMORANDUM EXPLANATORY TO THE UNIVERSITY SERVICES (ASSURED CAREER PROGRESSION) RULES, 2016

Rule 1. This rule is self explanatory.

The objective of this rule is to provide two kinds of Assured Career Progression Scheme namely

- (1) Cadre Specific Assured Career Progression Scheme for certain categories of employees/cadres.
- (2) General Assured Career Progression Scheme for all other group A, B, C and D employees of University who are not covered under scheme (1).
- (3) The object is that in case of stagnation i.e. in the absence of promotion for a certain years of service, the employee will move to the 1st, 2nd and 3rd ACP structure of pay though he/she 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 up- gradations at different stages of his/her career if the requirements do not allow him/her 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 University employments. It was felt that to keep the level of 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 shall 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/her to rise in the hierarchy. He/She continues to perform the same job as before but moves into the prescribed higher pay band and grade pay, subject to his/her 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 are to relieve stagnation without unduly upsetting the hierarchy. Thus, the StateUniversity

employee of group A, B, C and D shall be covered under this scheme in following manner:-

- (i) The scheme will provide opportunities of financial upgradation to employees on completion of 8, 16 and 24 years of services, if they have not got promotion during previous 8 years of service. For this purpose, every employee's service record may be reviewed on completion of 8, 16 and 24 years. If on these landmarks of career, it is found that they have not been promoted in the last 8 years, then they may be given financial upgradation in the form of conferring the next available grade pay.
- (ii) When an employee gets promoted, for the purpose of admissibility of ACP subsequent to the promotion, his/her service in the promoted cadre/ post will be taken into consideration to determine if he/she has stagnated at that stage. For example, if a peon gets promoted as clerk, his/her case will be reviewed after 8 and 16 years as clerk and ACP will be given with reference to the functional level of clerk.

As per General ACP Scheme, an employee can get a maximum of three ACPs in his/her career. This means, if the employee has got ACP upgradation in the post in which he/she was initially recruited, then in the promotional post, the number of ACPs will be reduced after adjusting the number of ACPs he/she got in the post of his/her 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 employees recruited in a particular level shall be allowed to move to his/her respective and specific higher level on completion of specified period of residency in the lower level, with reference to the level or post, to which he/she was recruited as a direct recruited fresh entrant.
- (ii) on placement in next higher level, the incumbent shall continue to perform duties of his/her original posts and will continue to hold the old designation till such time as he/she is actually promoted to the higher level on the occurrence of a vacancy.
- (iii) placement in higher level will entail only the financial benefits.
- (iv) the number of financial up-gradations to be given shall be counted from the pay scale 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 got higher level under this scheme, if both the senior and junior are not subject to identical circumstances.

The present scheme provides for following distinguishing features:-

- (i) the classification is based on the differentiation distinguishing the direct recruits in a lower pay structure and the direct recruits in a higher pay structure. Further it differentiates University employees based on the length of service, For example a suitably eligible employee in a lower pay structure may be granted the higher pay structure after completing 8, 16 and 24 years of service while he/she still continues functionally holding the same post on which he/she was recruited. He/She may, therefore, actually be placed in a higher pay structure after completion of 16 or 24 years of service, as the case may be, in the lower post than the pay structure prescribed for the next promotional post in the hierarchy. But he/she 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.
- (ii) the objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 8, 16 and 24 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 (i) above meets this objective and, therefore, is having a rational relation to the object sought to be achieved by these rules.

Rule 2. This rule lays down the categories of employees of whom the rules apply, except for the categories excluded under sub-rule (2) of this rule. The rules are applicable to IGU University employees appointed under the rule making power of the University employees appointed under the rule making power of the University serving in connection with the affairs of University and whose pay is debitable to the consolidated fund of the State of Haryana.

Rule 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, as the case may be, in any other rules/instructions/orders/notifications etc.

- Rule 4.** This rule is self explanatory.
- Rule 5.** This rule is self explanatory.
- Rule 6.** This rule is self explanatory.
- Rule 7 & 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 9 & 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 11.** This rule is self explanatory.
The rule lays down the authorisation of grant of the benefit to be extended under these rules. It further exempts the categories of I G U 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 12.** This rule is self explanatory.
- Rule 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/she would have been entitled to better financial benefits.
- Rule 14.** This rule is self explanatory.
The rule provides that the benefit of these rules are not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy for such Government 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 somebody foregoes the promotion and thereby refuses to shoulder higher responsibility, he/she is not entitled for the benefit of these rules.
- Rule 15.** The rule is self explanatory.

- Rule 16.** The rule is self explanatory.
- Rule 17.** This rule prescribes the manner in which option has to be exercised and also the authority who shall be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It shall further be noted that it is not sufficient for a University employee to exercise the option within the specified time limit, but also 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 employees 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 enable such University employees the above said relief.
- The persons, who have retired between 1st January, 2016 and the date of issue of these rules are also eligible to exercise the option.
- Rule 18.** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1st January, 2016. 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 University employee shall be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given below :-
- Rule 19 & 20.** These rule prescribes the manner in which the next increment in the new scale shall be regulated. The provisos 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. However, the benefit of these rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.
- Rule 21 and 22.** These rules are self explanatory.
- Rule 23.** 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 24.** 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 25. This rule is self explanatory

If the circumstances so require the University can add or delete or charge any of the parameters as mentioned in the 1st 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 26. This rule is self explanatory.

Rule 27. This rule is self explanatory.

Illustration 1

Mr. A was recruited as fresh entrant on the post of Clerk (by direct recruitment) on 05.08.2010 in the PB- 1, 5200- 20200, GP-1,900/- and he/she is working on the same post and has not got any financial upgradation. He/She will be completing 8 years of service on 04.08.2018 and will be entitled for 1st ACP w.e.f. 01.09.2018 (from 1st day of following month in which he/she completes required service of 8 years). He/She will be drawing pay in FPL-2 and his/her pay will be fixed in ACP level-4 in following manner:-

Functional level of the post of Clerk	FPL-2
Date of entitlement of 1 st ACP under Rule 7.1 of HCS (ACP) Rules, 2016	01.09.2018
ACP level admissible	ACPL-4
Existing pay in Level-2 on 31.08.2018	Rs. 24,500/-
Pay level on adding one increment on account of ACP	Rs. 25,200/- in Level-2

Nearest next higher stage in Level-4	Rs. 25,500/- this will be his pay on grant of 1 st ACP Level-4 w.e.f. 01.09.2018, subject to fulfillment of eligibility conditions.
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Illustration 2

Mr. B was recruited as fresh entrant on the post of Peon on 05.08.2007 in the PB-1S, 4440-7440, GP- 1300/- and he/she is working on the same post. He/She has got 1st ACP grade pay of ` 1800/- on 01.09.2015. in case, he/she remain on the same post and does not get any financial upgradation in next 8 years, he/she will be entitled for 2nd ACP w.e.f. 01.09.2023 and his/her pay in relevant ACP level will be fixed as under:-

Functional level of the post of Peon	DL
Present ACP level in which employee is drawing his/her pay w.e.f. 01.09.2015 onwards	ACPL-1 of ACP Pay Matrix

2 nd ACP level admissible under Rule 7.2 of HCS (ACP) Rules, 2016	ACPL-4
Existing pay in ACP Level-1 on 31.08.2023 (imaginary)	Rs. 24,500/-
Pay level on adding one increment on account of ACP	Rs. 25,200/- in ACPL-1
Nearest next higher stage in ACPL-4	Rs. 25,500 this will be his/her pay on grant of 2 nd ACP Level-4 w.e.f. 01.09.2023, subject to fulfillment of eligibility conditions.

Illustration 3

Mr. C was recruited as fresh entrant on the post of Clerk on 04.02.2007 in the PB-1, 5200-20200, GP- 1,900/-. He/She was promoted as Assistant on 08.10.2010 in PB-2, 9300-34800, GP-3,200/- which was further modified to GP-3600/- w.e.f. 01.09.2014. Assuming that he/she will be holding the post of Assistant upto 2020, he/she will be entitled for 2nd financial upgradation (1st ACP Level corresponding to the pay scale of the post held by him/her), on 01.11.2018 and his/her pay in relevant ACP level will be fixed as under:-

Level of the post of Assistant	FPL-6
1 st ACP level admissible under Rule 7.4 of HCS (ACP) Rules, 2016	ACPL-10

Existing pay in FPL-6 on 31.10.2018 (imaginary)	Rs. 44,900/-
Pay level on adding one increment on account of ACP in FPL-6	Rs. 46,200/-
Nearest next higher stage in ACPL-10	Rs. 46,200/- this will be his/her pay on grant of 1 st ACP (2 nd financial upgradation) in ACPL-10 w.e.f. 01.11.2018, subject to fulfillment of eligibility conditions.

Illustration 4

Mr. D was recruited as fresh entrant on the post of Junior Engineer on 19.09.2006 in the PB-2, 9300-34800, GP- 3,600/- and he/she is working on the same post and has not got any financial upgradation. The grade pay ` 3,600/- has been upgraded to ` 4,000/- w.e.f. 01.09.2014. He/She has completed 8 years of service on 18.09.2014 and is entitled for 1st ACP w.e.f. 01.10.2014 (from 1st day of following month in which he /she completes required service of 8 years). His/her pay will be fixed in the following manner:-

FPL of the post of JE	FPL-6
1 st ACP level admissible under Rule 7.4 of HCS (ACP) Rules, 2016	ACPL-10
Existing pay in Level-8 (ACP) on 01.01.2016 (13290 + 4000 = 17290 * 2.57 = 44435/-)	Rs. 44,900/-

Due date of 2 nd ACP and relevant ACPL	01.10.2022. ACPL-12,
Existing basic pay in 1 st ACPL-10 as on 30.09.2022 (imaginary)	Rs. 53,600/-
Pay level on adding one increment on account of ACP (GP-5400/-)	Rs. 55,200/-
Nearest next higher stage in Level-12	Rs. 56,300/- this will be his/her pay on grant of 2 nd ACPL-12 w.e.f. 01.10.2022, subject to fulfillment of eligibility conditions.

P. RAGHAVENDRA RAO,
Additional Chief Secretary to Government Haryana,
Finance Department. 54742—C.S.—H.G.P., Chd.

CHAPTER - 24

SELF-FINANCING SCHEMES

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 1st July of the year till the 30th 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 Indira Gandhi University, Meerpur established under the Haryana State Assembly Act No. 29 of 2013.
- (g) Vice-Chancellor’ means the Vice-Chancellor of Indira Gandhi University, Meerpur Authority Competent to Introduce a Self-financed Course/Programme

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

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 shall 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.

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) Chairperson/Incharge of the Department
- (iii) Nominee of the Vice- Chancellor

However, in the case of Chairperson/Incharge of the Department, 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

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-imbursement, 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.

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, 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.

Provided that a woman employee appointed on "Likely to continue basis" shall be entitled to fully paid maternity leave upto a maximum of six months or till the currency of subsisting contact, 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 contact, 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 Vice-Chancellor shall be competent to grant 'Maternity Leave'.

The new Defined Contributory Pension Scheme as applicable to the University employees who have joined on or after 1st 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 be allowed to retain lien on their selection on a post in the State Government/Central Government or a State/Central University for a period of two years or till the completion of probation period whichever is earlier. 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, E.O.L. (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.

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.

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 workload 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 Group C & D employees from Haryana Kaushal Rojgar Nigam.

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. Remuneration will be paid as per the rules passed by Executive Council from time to time. However, the honorarium shall 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/Incharge of the Department;
 - (e) 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, he/she 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/Incharge of the concerned University Teaching Department(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 shall 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/she 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/her superior authorities
- (iii) Every employee shall extend the utmost courtesy and attention to all persons with whom he/she has to deal in the course of his/her 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/her, communicate documents or information directly or indirectly to any other person to whom he/she 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/her 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/her 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/her interests in respect of matters pertaining to his/her 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/she 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

UNIVERSITY LIBRARY SYSTEM

25.1 General

These rules will govern the purchase of books, journals, other learning resource (print and electronic) and maintenance of there records of books etc.

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 with 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 make recommendation for the development of library and also recommend the purchase of books, journals, manuscripts, audio-visual and other materials to update the library and also the receipts of gifts of books, manuscripts, etc.
 - (vii) To advise in respect of arrangement for periodicals, inspection of the University Library including safeguards against termite,

humidity control, etc.

- (viii) To consider and finalize Annual Report on the working of the Library before its submission to the authorities.

25.3 Library Rules

Various rules regarding acquisition of Books and other Reading Materials, purchasing of books/e-journals, verification of bills, maintenance of records etc. are prescribed below

25.3.1 Acquisition of Books and other Reading Materials

- (a) The books and other reading material shall be purchased on the recommendations of concerned subject Chairpersons including University Librarian in accordance with the Acquisition Policy approved by the Library Committee. This will also apply to purchase 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 shall 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 etc., sanction of the competent authority may be taken in advance.
- (g) The Librarian shall make appropriate arrangements for binding of books.

25.3.2 The following terms and conditions shall be mentioned while placing the orders:

- (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/her, 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 Indian 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 shall 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.

25.3.2 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 publisher’s prices have been charged and proof thereof is enclosed”.

25.3.3 Certificates to be Recorded on the Invoices of Books, etc.

The following certificates shall be certified by the Librarian/Representative not below the rank of Assistant Librarian on the invoices of books purchased from the suppliers. In case Assistant Librarian is not appointed, in that case any other regular employee of the library may certify.

- (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.

25.4 Verification of Bills etc.

- a) Pre-auditing will limit to the stage prescribed in the University Account Code.
- b) The Librarian/Representative 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 so far have been processed and properly arranged on the shelves.

25.5 Maintenance of Records

25.5.1 The Acquisition Section of the Library shall maintain the following records.

- (i) Accession Register (UAC Form 25/1)
- (ii) Withdrawal Register (UAC Form 25/2)

(iii) Shelf List/Database

There shall be an Accession Register. It shall be maintained in the UAC Form 25/1 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 of shall be entered in the Accession Register in the order. Separate Accession Registers shall be maintained for:

- (i) Books purchased
- (ii) Gratis books
- (iii) Journals (bound volumes)/periodicals
- (iv) Non-book materials (Audio/Video Cassettes/ Microfilms, Microcards, etc.)
- (v) Art objects and Manuscripts, etc.

25.5.2 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.

- 25.5.3 (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/Representative not below the rank of Asstt. Librarian.

25.5.4 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 25/3.

25.5.5 Separate Accession Register(s) may be maintained for the accessioning of gifts (UAC Form 25/1), but there shall be the same sequence of Accession Numbers irrespective of nature of reading material.

There shall be a Withdrawal Register. The Withdrawal Register shall be maintained in the UAC Form 25/2. 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.

25.5.6 All corrections in the Accession Register and other records shall be duly attested under the signatures of the Librarian/Representative not below the rank of Asstt. Librarian.

25.5.7 Non-book material having 49 or less pages excluding Title Page shall not be accessioned because they are not meant to be stored permanently.

25.5.8 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.

25.6 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 25/4. The Librarian/ Representative 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".

25.7 Safe Custody and Safeguards for Preservation of Books and other Articles

25.7.1 The Librarian shall be responsible to make arrangements for the safe custody and preservation of books and other articles in his/her charge. He/She 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/her possession. Rare manuscripts, art objects, and other valuable acquisitions, shall receive his/her special attention.

25.7.2 The Librarian shall review, from time to time, the arrangements to be made for safe- custody and preservation of library collections and submit his/her proposals to the Vice- Chancellor.

25.8 Subscription of Periodicals and Serials

25.8.1 (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/tenders/e-tenders.
- (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).
- (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/ Representative 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.

- 25.8.2 The periodicals shall be bound on the completion of volume and subsequently accessioned in the Accession Register.
- 25.8.3 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 25/5. The cards shall be maintained for a period of five years after their full utilization.
- 25.8.4 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.
- 25.8.5 e-Books/e-Journals/e-resources shall be purchased directly from the publishers/vendors in case of specific titles, otherwise purchase be effected through a consortium to be formed for all the universities and colleges of Haryana.

25.9 Fine and Overdue Charges

- 25.9.1 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 25/6 under the initials of the staff posted at the Circulation Counter. The duplicate foil shall be maintained in the library.
- 25.9.2 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 25/6. 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/Representative not below the rank of Assistant Librarian.

- 25.9.3 The overdue charges realized under rules shall be accounted for in the Cash Book in UAC Form 5/4.
- 25.9.4 The overdue charges realized during the day shall be deposited with the University Cashier on the following day.
- 25.9.5 At the end of the month, a statement of such credit shall be forwarded to the Finance Office in the UAC Form 25/7 in accordance with the rules.

25.10 Physical Verification of Books and other Reading Materials

- 25.10.1 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 stock takings, 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 the 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.

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/Representative not below the rank of Assistant Librarian:

"The stock taking/physical verification has been conducted and the stock has been found in order".

- 25.10.2 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 Clause 25.10.1 because they are property of the University Library.

25.11 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 Chairperson/Incharge/Heads of Departments/ Offices shall ensure before relieving an employee/students 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 Dues 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.

25.12 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.

25.13 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 Chairpersons/HODs/Professors to be nominated by the Vice-Chancellor - 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 25.13 (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.

25.14 Other Regulations

The Librarian shall implement the Library Rules, as approved by the Library Committee/ Vice-Chancellor from time to time.

* any amendment made by University Library committee and dully approved by Executive council time to time shall be applicable.

CHAPTER - 26

UNIVERSITY AUXILIARY SERVICES

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 of 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/She 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 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 26/1. 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 be recorded.
- 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 26/2.
- 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 26/3.

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 26/4.
 - (ii) A Log Book shall be maintained for each vehicle in UAC Form 26/5 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 26/6. 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 26/7.
- (iv) Record of repairs, replacements, costs involved, quantity of spare parts, etc. shall be maintained in UAC Form 26/8. The driver of vehicle shall maintain the vehicle in good condition. He/She shall ensure that the milometer is in working condition
- (v) An inventory of the vehicle shall be made in UAC Form 12/3.
- (vi) History Sheet of each vehicle shall be maintained in UAC Form 26/9 wherein vehicle number 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 26/10.
- (viii) Record of batteries, received with the vehicle and changed from time to time, shall be maintained in UAC Form 26/11.
- (d) Requisition for the vehicles other than bus shall be submitted in the UAC Form 26/12, and for buses in UAC Form 26/13.
- (e) The distance shown in the logbook shall 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 trip 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. shall be purchased over the signature of responsible officer only.
- (i) When the vehicle is kept off the road due to repair 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 26/14.

Staff Cars

26.3.2 The use of staff cars, including Mini Bus and Three Wheeler used by the University shall 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 26/15 and the bill will be raised in UAC Form 26/16.

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. Various kinds of nurturing 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 12/2.

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 shall be taken by the Estates Officer as per University Rules.
- (c) The receipts for sale proceeds shall be issued in UAC Form 5/3.

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 12/3, while the record of consumable tools such spades, sickles, etc. shall be maintained in UAC Form 12/2.
 - (ii) Nursery Register shall be maintained in UAC Form 26/17.
- (b) The Register of plants, trees, and fruit trees shall be maintained by the Estate Officer in UAC Forms 26/18, 26/19 and 26/20, 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 to Controlling Officer 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.
 - (i) The duties and functions of the Press Advisory 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 26/21 duly filled in and signed by the Chairperson/Incharge/Head of the Department/Office.

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 26/22. 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 26/23 shall be opened for each printing job undertaken by the Press to record job no., Indentor's name, requisition/order number, quality of paper to be used, MSS page number, requisition no., quantity of paper, etc. On completion of the job, the draft print proofs will be sent to the Indentor in UAC Form 26/24 for proof reading who will return the same to the Press Manager after making corrections. If the Indentor does not want second proof, he/she shall mark/write "Correct & Print" under his/her 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/her

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.

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 26/25. 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.

26.5.6 Officewise/Private Customerwise Ledger Account

- (a) The Press Manager shall maintain a Officewise/Outside Customerwise Ledger (Income Register) in UAC Form 26/26 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.

26.5.7 Charges for Printing, Binding and other Jobs

- (a) The rates of printing shall be fixed with the approval 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 shall be raised in UAC Form 26/27.

26.5.8 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.

26.5.9 Consumable Stores Register

The Press Manager shall maintain the record of various consumable stores in UAC Form 12/2, and carry out physical verification of the same as on 31st March at least once a year. The Paper Consumption Register shall be maintained in UAC Form 26/28.

26.5.10 Registers of Plants and Machinery

The Press manager shall maintain the Register of Plants and Machinery in UAC Form 12/3, wherein information regarding date of purchase, description of the plant/machinery (including warranty period), source of supply, bill number and date, cost/unit, quantity, normal life, annual depreciation, disposal, amount of proceeds of disposal, etc. shall be recorded.

26.5.11 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.

26.5.12 Annual Accounts

Every year, at the close of the financial year, the Press Manager shall prepare Annual Statement of Accounts in UAC Form 26/29 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 31st 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. Electricity 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 or 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 26/30.
- (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 26/31.
- (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 UAC Forms 26/32, and 26/33, 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 26/34 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 26/35. 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 Consumers' Ledger

The electricity consumed by the occupants of University houses shall be accounted for in the Consumers' Ledger, which shall be maintained in UAC Form 26/36. 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 26/37 and sent to them for payment by 20th 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 26/38 and sent to the Salary Section by 20th 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 : _____ Units
(L.T.)
3. Losses in H.T. Mains Rectifiers and : _____ Units
Transformers
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. and the same 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 31st 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 values, etc. shall be maintained in Water Supply Section.

26.6.19 Electric and Water meters shall be installed at each tube well 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 26.6.16 and 26.6.17 above shall also 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 shall 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 for the users to make 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 Branches/Departments/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/Centre, 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/Centre.

26.8 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/Centre (s) 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 Centre.

26.9 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 12 of this Code.
- (c) The Branch shall arrange for annual physical verification of all non-

consumable and consumable stores including computer peripherals, stationery etc.

26.10 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 Atal Bihari Vajpayee Library. Other Library Rules shall apply *mutatis mutandis*.

26.11 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.

- (a) The Computer Centre shall, as a Service Centre of the University, undertake computing jobs assigned to it by various Branch/Deans/Chairpersons/Incharge.
- (b) The indents for the jobs shall be signed by the Head of Branch. The Chairperson, 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 by Chairperson/Incharge/Head of the Department/Office. These records will indicate the time in prescribed units for use of the Computer and peripherals, printer output stationery and any other details required for job costing.

26.12 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.

26.13 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.

CHAPTER – 27

UNIVERSITY FINANCE

1. The Vice-Chancellor shall exercise general supervision over the funds of the University and shall advise as regards its financial policy.
2. Subject to the powers of the Executive Council, Vice-Chancellor or an officer authorized by him/her, shall manage the property and investments of the University.
3. All funds and moneys belonging to the Indira Gandhi University, Meerpur, Rewari shall be kept in the name of the Indira Gandhi University in the Punjab National Bank provided that investment in a current account or fixed deposit for an amount to be determined by the Executive Council may be made in a scheduled bank other than the Punjab National Bank.
4. The budget estimates of the University, as recommended by the Finance Committee shall, after due consideration by the Executive Council, be submitted to the Court for sanction not ordinarily later than March 31st of each year, in such form and in accordance with such directions as may be given by the Executive Council.
5. Subject to the control of the Executive Council, Registrar or any other officer may be authorised by the Vice-Chancellor to be responsible for:
 - (a) the preparation of the annual accounts and financial estimates and their presentation to the Executive Council and to the Court;
 - (b) maintenance of accounts and to see that all moneys are expended on the purpose for which they are provided for; and
 - (c) signing all contracts entered into by the University.

In the absence of any officer, authorised to attend to these funds, the Vice-Chancellor shall take such action as he/she deems necessary for their proper performance.

6. The Vice-Chancellor may, in consultation with the Executive Council, authorize the Registrar, the Chairperson/Incharge of a Department or any other officer with such financial powers to sanction expenditure to pass bills and to make payments to the extent defined in each case as he/she may consider necessary.
7. The Director, Local Audit Haryana, through his/her resident audit party, shall submit to the Vice-Chancellor a brief half yearly audit report with particular reference to the following points for consideration by the Finance Committee and the Executive Council:
 - (a) that the accounts of the University are properly kept;

- (b) that the state of the balance shown therein agrees with the bank's accounts;
 - (c) that all payments are supported by proper vouchers and that they are authorised under proper sanction;
 - (d) that all receipts and payments are classified in accordance with the rules and regulations of the University ; and
 - (e) that supporting record is duly maintained in regard to each voucher and recovery made.
8. No re-appropriation of funds in the annual budget shall be made except by the Executive Council. The re-appropriation of funds in the annual budget can be modified by the Vice-Chancellor. This re-appropriation can be done for the funds within the budget head provisions from one sub-head to detailed head to another. The action taken in this regard by the Vice-Chancellor must require the approval of the Executive Council.

CHAPTER - 28

WRITING OFF OF LOSSES OF STORE ARTICLES, CASH, DEMURRAGE ETC., AND FOR DETERMINING STORE ARTICLES AS SURPLUS, OBSOLETE OR UNSERVICEABLE AND THEIR DISPOSAL

Introduction

- 28.1** It shall be the duty of each Chairperson/Incharge/Head of the Department/Office 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 shall be viewed seriously.
- 28.3** Each Chairperson/Incharge of the Department/Office 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) Chairperson/Incharge of the Department/Office concerned - Convenor
 - b) Finance Officer (or his/her nominee)
 - c) Assistant Registrar/ Incharge (General Branch)
- Where some electrical, electronic, mechanical equipments, etc., are proposed to be declared condemned, 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 Departments/ Offices of the University at least once in a quarter :
- 1. Assistant Registrar/ Incharge (General Branch) – Convener
 - 2. Nominee of the Registrar
 - 3. Nominee of Finance Officer
- The proceedings of these Committees shall be submitted to the Registrar for approval. Thereafter the Chairperson/Incharge/Head of the department/Office concerned shall arrange to have all such stores/items along with their list shifted to the Salvage Store within two weeks positively for disposal through auction as per rules.

- 28.5** If many 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.
- 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/Incharge (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 be 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 :
- Assistant Registrar/Incharge (General)- to convene meetings
 - Nominee of the Registrar
 - Finance Officer (or his/her nominee)
 - University Engineer (or his/her nominee), if necessary
- 28.10** Powers to sanction write off losses shall be exercised as under :

Nature of loss	Vice-Chancellor	Registrar	D.S.W./Dean Colleges/ Chairperson/Incharge of the Departments/ Chairman, Sports Committee/ Provost/ Controller of Exams/ Librarian/ Director/ Finance Officer	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 Chairperson/ Incharge/Head of the Department/Office 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/her 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 (28.10) 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/her, he/she 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, if any, be pointed out. The concerned Chairperson/Incharge/Head of the Office 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 register of the Department/Office.

Any transfer of store articles within the Branches/Offices shall be carried out only after making corresponding entry in the relevant stock registers. The concerned Chairperson/Incharge/Head of the Office 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 Department/Branch.

28.12 The General Branch shall maintain a Salvage Store under the charge of a Superintendent where condemned stores from all Departments/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 (28.9) 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	Quantity	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 Chairperson/ Incharge/
Head of the Department/ Office)**

CHAPTER – 29

RULES REGARDING VARIOUS FUNDS

29.1 General

29.1.1 The Chapter contains rules regarding the following funds:

- (A) Vice-Chancellor's Fund
- (B) Vice-Chancellor's Discretionary Fund
- (C) The Teacher's Welfare Fund
- (D) The Hostel Fund
- (E) Students' Aid Fund
- (F) Amalgamated Fund
- (G) N.C.C. Fund
- (H) Magazine Fund

(A) VICE-CHANCELLOR'S FUND

29.2 Short Title and Commencement

These rules may be called 'Indira Gandhi University Vice-Chancellor's Fund Rules'.

29.2.1 Definitions

In these rules unless the context other wise requires:

- (i) "Fund" means the I.G. University Vice-Chancellor's Fund.
- (ii) "Subscriber" means a person who voluntarily pays and includes an employee who authorises his/her employer to pay, on his/her behalf, from out of his/her 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 beem powered 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.

Incorporation

The Vice-Chancellor of the University, who is the ex-officio Chairman or/ the first member 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 I.G. University Vice-Chancellor’s Fund Committee’, and shall have perpetual succession and a common seal.

29.2.4 Fund

The following shall constitute the “Fund”:

- (i) Any contribution in the form of cheque/Demand Draft by a person or group of persons, institution, local body or 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 Indira Gandhi University, Meerpur.

- (ii) The “Fund” will be held in trust and shall be administered by a Committee, namely Vice-Chancellor's Fund Committee comprised of seven members, 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.

29.2.5 Custody of the “Fund”

The “Fund” shall be kept separate from the other funds of the University in a Bank.

29.2.6 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”.

29.2.7 Annual Report

The Secretary shall prepare the Annual Report, on behalf of the Committee, for

its submission to the Executive Council.

29.2.8 Duties and Powers of the Committee

The Committee shall take all steps, perform all acts and exercise all powers for the promotion and proper utilization of the “Fund”.

29.2.9 Duties of the Secretary

The duty of the Secretary shall be:

- (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/her 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.

29.2.10 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/her 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 decisions shall be taken either by the consensus or by a majority of votes of the members present. The Chairman shall have a vote and in case of tie, he/she shall have a second or a casting vote.

29.2.11 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.

29.2.12 Responsibility for Maintenance of Accounts

- (i) It will be the 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 expenditures could be deduced there from, 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/her, 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.

29.2.13 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.

29.2.14 Receipt of Payment by Cheque/Demand draft

The payment 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.

29.2.15 Receipt of Money by RTGS/NEFT

When money is received by Money RTGS/NEFT 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 thereof.

29.2.16 Withdrawals

All Cheques for withdrawals of money, shall be drawn and signed by the Secretary, after he/she has satisfied himself/herself that the amounts entered therein are the same as are shown in the bills.

29.2.17 Register of Deposits

A register of deposits in cash received by the Committee shall be maintained in the prescribed form.

29.2.18 Audit

The accounts relating to the “fund” shall be subject to audit annually by the Auditors.

(B) Vice-Chancellor’s Discretionary Fund

29.3 The Fund shall be called the “Indira Gandhi University Vice-Chancellor’s Discretionary fund”.

The Fund shall comprise of the allocation made annually by the Indira Gandhi University, Meerpur out of its funds.

The Vice-Chancellor at his/her 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.

(C) The Teacher’s Welfare Fund

29.4 The Fund shall be called the “Indira Gandhi University Teacher’s Welfare Fund”. The Fund shall comprise of :-

- (i) 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.

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/Affiliated 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.

The Fund shall be maintained under a separate head by the University and will be operated upon by the Vice-Chancellor. He/She may, if deemed necessary, constitute a committee to advise him/her in the matter.

(D) The Hostel Fund

29.5 Introduction

29.5.1 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 proforma. These estimates will be considered by the following committee:

1. Dean, Student's Welfare - Chairman
2. Provost (Boys)
3. Provost (Girls)
4. Finance Officer
5. Warden (One each from Boys and Girls Hostel of which one shall be Secretary)

29.5.2 Budget Estimates

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. Expenditure not provided in the Budget Estimates and/or above the budget provision shall not be incurred without the prior approval of the Vice- Chancellor. The maximum limit of financial powers of the various authorities will be as under:

Head of Expenditure	Nature of Expenditure	Financial Power
(i) Utensils and Furniture	(a) Repair of Furniture, utensils fittings and fixtures etc.	(a) Warden: upto Rs. 1000/- Provost : full powers
	(b) Replacements 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,	(c) Not exceeding Rs. 4/- per boarder per annum on the total strength as

	<p>tinning of utensils etc.</p> <p>(d) Purchase of furniture, crockery, utensils, fixtures and fittings.</p> <p>(e) Expenditure regarding advertisement and tenders in the News-papers.</p>	<p>on 31st August of the year.</p> <p>(d) Provost: full powers subject to the availability of funds.</p> <p>(e) Warden: upto Rs. 1000/- Provost: full powers.</p>
(ii) Establishment	<p>(a) Salary of Mess Servants/Ward Bearers (Appointments to be approved by the Provost).</p> <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>(c) Uniforms to Sweepers and other Class-D Employees paid out of this fund.</p> <p>(d) Uniform to Mess Servants and Ward Bearers.</p>	<p>(a) Warden : full powers</p> <p>(b) Warden: full powers</p> <p>(c) Warden: as per scales laid down by the University for Class-D Employees.</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 to the Hostels and other employees paid out of fund.</p> <p>(f) Contingencies including postage, finit, 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>(g) Full washing charges of Ward Bearers Uniforms.</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>(i) Dustbins</p> <p>(j) Looking glass, Soap, Towels, Rexin cloth etc.</p> <p>(k) Washing charges of sofa cover, curtains.</p> <p>(l) Washing charges of sofa cover, curtains.</p>	<p>(e) Warden : as per University Rules</p> <p>(f) Warden : upto consolidated Rs. 1000/- Provost : Full powers.</p> <p>(g) Warden : upto Rs. 1000/- Provost : full powers</p> <p>(h) Warden : upto Rs. 1000/- Provost : full powers</p> <p>(i) Warden : upto Rs. 1000/- provost : full powers</p> <p>(j) Warden : upto Rs. 1000/- Chief Warden : full powers</p> <p>(k) Warden : upto Rs. 1000/- Chief Warden : full powers</p> <p>(l) Warden : upto Rs. 1000/- Chief Warden : full powers</p>
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	(m)Telephones	(m)Warden : upto Rs. 1000/- Provost : full powers
(iv) Common Room	<p>(a) Newspapers & Magazines etc. (list to be approved by the Provost)</p> <p>(b) Purchase & repair of Common Room soft furnishings including painting, T.V. appliances, decoration pieces etc.</p> <p>(c) T.V. Recharging</p> <p>(d) Salary of Common Room Peon (Appointment to be approved by the Provost).</p> <p>(e) Leave Salary P.F. contribution of Common Room Peon.</p> <p>(f) Uniforms of Common Room Peon</p> <p>(g) Expenditure in connection with academic, social and cultural functions including prizes and entertainment of participants.</p> <p>(h) Purchase of games material for out-door and in-door games.</p> <p>(i) Charges of dinner, coffee or tea served to the guests</p>	<p>(a) Warden : full powers, according to requirements and subject to availability of funds.</p> <p>(b) Warden : upto Rs. 1000/- Provost : full powers</p> <p>(c) Warden : full powers</p> <p>(d) Warden: payment as fixed by the University for Class-D employees.</p> <p>(e) Warden : as per University Rules</p> <p>(f) Warden : as per scale laid down by the University for Class-D employees</p> <p>(g) Warden : upto Rs. 50/- per item Provost : upto Rs. 80/- per item</p> <p>(h) Provost : full powers</p> <p>(i) Warden : upto Rs. 1000/- Provost : full powers</p>

	(j) Charges of photograph of participants. (k) Any other item of direct and indirect benefits to the students.	(j) Warden : upto Rs. 1000/- (k) Vice-Chancellor : full powers
(iv) Others	Any other expenditure for the benefits of the students whenever necessary in the Hostel	Warden : upto Rs. 1000/- Provost : full powers

29.5.3 Function of the Warden/Provost

- The Warden shall maintain Current Accounts with the Punjab National Bank, IGU Meerpur Campus 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.
- Prior sanction of the Provost/Vice-Chancellor shall be obtained whenever necessary.
- Quotations/tenders shall be invited for all purchases exceeding Rs. 5000/-. The Warden shall prepare a comparative statement of the rates obtained and place the order of his/her requirements with the lowest tenderer . The Warden shall also check the daily income and expenditure and sign the cash book.
- 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.
- The Warden shall also check the daily Income and expenditure and sign the Cash Book.
- The Warden may write off the articles which were purchased out of Hostel funds upto Rs. 500/- and Provost upto any extent with the approval of the Vice-Chancellor.
- The Warden may impose or remit the fine upto Rs. 500/- and the Provost Rs. 1000/-.
- The Provost can sanction upto Rs. 2,500/- for the expenditure of any item which is not included under the expenditure head.
- Expenditure on items not specifically mentioned in these rules can be incurred with the sanction of the Vice-Chancellor.
- The 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 to whom.

(E) Student's Aid Fund

2.6 Introduction

29.6.1 Name of the Fund

This shall be named as "Indira Gandhi University Students' Aid Fund", hereinafter referred to as IGUSAF.

29.6.2 Aims and Objects

This fund is to render financial assistance to poor students to meet their tuition or examination fees or to purchase books or to meet other similar expenses. Limited assistance may be given to the students to meet their hostel, mess, clothing or medical expenses, if their needs are considered genuine. No scholarship or stipend or reward or prize will be given from this fund.

Individual cases for assistance will be assessed on merit-cum-means basis. Students who are already enjoying any kind of concession/scholarship will not be considered for assistance from this fund. Exceptions, however, be made by the Vice-Chancellor in real hard cases.

29.6.3 Fund

The following shall constitute the fund :

- (i) Subscription by the University students @ Rs. 10/- per student per year or as prescribed by the Executive Council of the University from time to time.
- (ii) Voluntary contributions, by the students, ex-students, staff members of the University and its Colleges.
- (iii) Donations from other sources, permissible under the U.G.C. Rules.

29.6.4 Payment of Aid

This aid will be paid in form to Cheque/RTGS/NEFT to the needy students, through the Chairperson/Incharge of the Department and shall not normally exceed Rs. 1000/- per student per year in lump-sum or in installments, as the Committee may decide.

29.6.5 Management

The financial assistance will be approved by the Vice-Chancellor on the recommendations of the Committee consisting of the following -

- (a) Dean, Students' Welfare.

- (b) Four Chairpersons/ Incharges to be nominated by the Vice-Chancellor.
- (c) Incharge (Accounts Branch)
- (d) President and Secretary of the Indira Gandhi University Students' Association/Union.

The Dean, Students' Welfare shall be responsible for the administration of the fund.

29.6.6 Audit

The accounts of the IGUSAF will be audited by the Resident Audit Officer as may be deputed by the Examiner, Local Fund Accounts. Haryana.

(F) Amalgamated Fund

29.7 Introduction

29.7.1 These rules shall be called the "Amalgamated Fund Rules for Affiliated Colleges and Teaching Department of the Indira Gandhi University, Meerpur."

29.7.2 Fund Operation

The fund shall be operated upon by the Dean, Students' Welfare (DSW) of the University / Principal of College concerned and utilized on the following objects -

- (1) Purchase of sports material for various games.
- (2) Watering, leveling, cleaning, turfing and repairing of the playgrounds, maintenance of swimming pool up to Rs. 1000/-at a time.
- (3) Amenities for N.C.C. Cadets and such other expenditure on N.C.C. as may be approved by the Principal/ D.S.W.
- (4) General expenditure on functions and grants to Societies, Clubs, Associations, Committees etc. organised by the University Teaching Departments.
- (5) Printing of pamphlets, posters, brochures etc. including subsidy to the Magazine Fund, if necessary.
- (6) Expenditure in connection with trips to places of Historical, Geographical, Scientific or other educational interests or mountaineering trips or visit to important institutions and centre of industry within India.

NOTE :

The students shall be entitled to half of the concessional 2nd class rail fare and for station not connected by railway, half of actual bus fare. They may also be paid such other charges for conveyance and transport as may be allowed by the Principal /D.S.W. One teacher for 30 students will be

allowed to accompany the tour. In case of girl students, one lady teacher will also be allowed, but in this case number of girls exceeds 5. In case there is no lady teacher in the Department, lady teacher of other Department/wife of the male teacher shall accompany the tour. However, in case of study tour, where more than one teacher is considered necessary by the Chairperson/Incharge of the Department, D.S.W./Principal of the College may allow more than one male teacher to accompany the tour, Journeys by Mail trains/bus between stations connected by rail may be permitted by the D.S.W./Principal in special circumstances. The University employees accompanying such students shall be allowed usual travelling allowance according to the rules governing their service.

- (7) Expenditure in connection with the functions relating to extra-curricular activities of the students like declamation, music, dramatic or paper-reading contest etc. and payment of travelling allowance to the students and the teachers accompanying them to compete in such contests at outside places. The travelling allowance will be paid at the rates mentioned in clause (12) below.
- (8) Expenditure as may be approved by the D.S.W./Principal on tea and refreshment to students, players, competitors and guests invited to various college/ department functions @ Rs. 25/- per student and Rs. 50/- per guest.
- (9) Conveyance, refreshment, mess and boarding charges of outside Assistant Professors, prominent citizens, poets, artists and students visiting from outside as may be approved by the Principal/ D.S.W.
- (10) Travelling allowance at University rates to persons invited to deliver lecture in the College / Department or to preside over sports and social functions of the College/Departments.
- (11) Expenditure on pay and allowances of Class III and IV employees appointed for sports, N.C.C. Cycle Shed, Common Room, Students Reading Rooms, or for other purpose (i.e. loan etc. out of the Provident Fund Contribution).

NOTE :

- (i) Posts will be sanctioned by the Principal / D.S.W. of the College/ Teaching Departments concerned. The rates shall not exceed those sanctioned from time to time by the University for its Class III or IV employees. Permanent appointment will be made with the approval

of the Vice-Chancellor/Director-General, Higher Education, Haryana / Managing Body.

- (ii) The employees will be entitled to Earned Leave and Casual Leave according to the Service Rules applicable to regular employees of the University.
- (iii) The part-time employees (which term also includes Class III staff employed on keeping account of Amalgamated Fund), members of the staff deputed for some other work connected with the fund will be paid such remuneration as may be sanctioned by the Principal / D.S.W.

- (12) Travelling allowance at the following rates to sports teams, members of the staff or servants accompanying the teams or students / members of the staff deputed for some other work connected with the fund.

Note: Members of the staff will also include the President of the team or his/her representative, the Assistant Professor in Physical Education and some attendants according to need.

The T.A./D.A. shall be admissible to the students and staff members as under:

For Students:

Railway Journey	Concessional II Class Railway
Road Journeys for place not connected by Rail: Daily Allowance Local	Actual Auto-Rickshaw or Bus fare. Rs. 150/- per head per day (full D.A. for days of arrival and departure/as amended by Indira Gandhi University from time to time.
Conveyance	Actual Bus/Auto-Rickshaw fare be given to Students and officials accompanying them for all matches/cultural functions organized locally.

For Staff Members:

T.A./D.A. to members of staff and attendants / servants accompanying the teams / tours will be paid according to the Indira Gandhi University, Meerpur Rules applicable to such employees of the University.

NOTE :

- (i) Journeys between stations connected by rails may be permitted by mail train or bus with the prior sanction of the Principal/ D.S.W.

- (ii) The teams or the students given meals by the hosts/colleges will not be given daily allowance.

- (14). Expenditure on refreshment / meals etc. to players for friendly matches / University matches and other matches played on the college / campus ground or at Rewari.

When the teams along with their managers and coaches are not entitled to D.A. they may be provided with refreshment @ Rs. 30/- per head per day for friendly / University and other matches, in all the games conducted by the Indira Gandhi University Sports Committee. The number of players entitled to refreshment in each team in these games will not exceed the number given in Indira Gandhi University Sports Committee Rule Book.

In case of friendly matches both the participating teams shall be paid @30/- per head as refreshment charges. However if a team wins position additional expenditure may be incurred with the prior sanction of the college Principal / D.S.W.

- (15) Photographs of various sports clubs, Students' Association, dramatic Club, hostel welfare Committee, Magazine Committee and other clubs or societies with important dignitaries and member of staff at the discretion of the Principal/ D.S.W.
- (16) Expenditure in connection with the award of College colours to distinguished players.
- (17) Purchase of stock registers, Cash Books, stationery and expenditure on postage, stamps, telegrams, telephones etc. in connection with the fund.
- (18) Construction of Cycle stand, open-air-theatre, swimming pool, badminton and tennis courts and playground.
- (19) Expenditure in connection with annual sports includings entertainments of parents, guests and prize winner, social and youth welfare and other functions organised by the Colleges/ Departments.
- (20) Expenses on medicines required for the use of the students while at outstation in connection with tournaments etc. While playing matches at station, the medicines not available in the Health Centre may be reimbursed to the players.
- (21) Purchase of furniture and soft furnishing for Common Rooms, radio sets, articles for indoor games and expenditure on their repairs and on petty contingencies. Purchase of musical instruments, water coolers and

general welfare of the students and expenditure on their hire and repairs and on contingencies.

- (22) Uniforms or other equipment for members of various teams and establishment at the discretion of Principal / D.S.W.

NOTE :

The uniforms purchased by members of the various clubs will be returned at the end of the year to the Assistant Professor in Physical Education who will maintain a register for the purpose. A member of the team who pays half the cost of the uniform will have the right to take it with him/her when he/she leaves the College / Department.

- (23) Lump-sum grants to poor athletes for purchase of milk, eggs and other nutritious food and to deserving students for purchase of books and stationery, the grant in individual cases not to exceed Rs. 1000/- in a year.
- (24) Expenditure on entertainment of students and staff of other Universities and institutions arranged for academic and social exchange.
- (25) Expenditure on books, periodicals and newspapers for the students reading room.
- (26) Any other object connected with the students activities of Sports/ educational character as may be approved by the Principal/D.S.W.
- (27) Upto 10 percent of the income from the Amalgamated Fund may be spent (i) on construction of Pavilion, Stadium, Swimming pool, Gymnasium, Open Air Theatre and Students Centre : and (ii) on any other project of direct benefit to the students in their extra curricular and physical development activities with the permission of the Executive Council.
- (28) Expenditure in connection with community projects or social service activities approved by the Principal / D.S.W.
- (29) Rent of Play-grounds
- (30) Expenditure on Hobbies Club.
- (31) Expenditure in connection with refereeing of University matches.
- (32) Payment of protest fee or affiliation fee, nomination fee, entry fee, late fee, fine or subscription for sports, Youth Welfare and other activities.
- (33) Expenses in connection with tuck shop (excluding buildings)
- (34) Youth Welfare activities.
- (35) Educational meals, exhibitions, festivals (This shall include only incidental expenses but not refreshment).

- (36) Purchases of crockery etc. for serving refreshment to students and other college guests.
- (37) Other expenditure of direct and indirect benefit to the students not included in the rules above as may be allowed by the Vice-Chancellor. The Vice-Chancellor may, in exceptional circumstances, relax any of the provisions of these rules.
- (38) The payment of allowance of Rs. 1000/- per month to the Principals of affiliated/maintained colleges as sumptuary allowance of expenditure incidental to the office of the Principal. This will replace any other allowance being paid to the Principals.
- (39) The rates of Bursar allowance being paid out of Amalgamated fund in the Non-Govt. College affiliated to this University shall be as under –

Students Strength	Allowance
Upto Rs. 1000	Rs. 500/- P.M.
More than one Thousand	Rs. 750/- P.M.

(G) N.C.C. Fund

29.8 There shall be an "N.C.C. Fund" for the students of the University Teaching Departments offering N.C.C.

Every student joining the N.C.C. will pay N.C.C. fee as prescribed by the University from time to time. This Fund shall be maintained by the Programme Coordinator NCC/Provost in respect of the students of the Teaching Departments.

This Fund shall be utilized for N.C.C. activities and NCC Programme Coordinator/Provost shall be competent to sanction all items of expenditure connected with N.C.C. activities, including celebration of N.C.C. Day & other occasions notified by N.C.C. Directorate when entertainment is offered to Parents / Guardians of the N.C.C. Cadets and guests. The Programme Coordinator NCC/Provost will also be competent to sanction expenditure for awarding prizes and trophies to cadets who achieve distinction in various competitions and such travelling and other expenses as may be necessary for the cadets to take part in various competitions, courses, parades and Guards of Honour.

Expenses connected with purchase and equipment for storing N.C.C. articles and equipment will be sanctioned by the Programme Coordinator NCC/ Provost.

Expenses on any other items connected with N.C.C. activities not specified above will be incurred with the sanction of the Vice-Chancellor.

(H) Magazine Fund

29.9 These rules will be called the "Magazine Fund Rules for the Affiliated Colleges and Teaching Departments of the Indira Gandhi University, Meerpur".

29.9.1 There shall be a Magazine Fund' for the University Teaching Departments/ Colleges. The magazine fee collected from the students for the purpose shall

be credited to the Magazine Fund. The fund will be operated by the Dean of the Faculty nominated by the Vice-Chancellor / Principal of College concerned.

29.9.2 Every student of the University Teaching Department / College shall subscribe to this fund at the rate prescribed by the University from time to time.

29.9.3 A copy of the Magazine printed out to this fund will be supplied to each student. Copies shall also be sent in exchange to various colleges in the State and elsewhere and also distributed among such other persons as may be determined by the Dean of the Faculty or the Principal of the College concerned.

29.9.4 The Magazine Fund shall be utilised on the following objects :

- (i) Purchase of stationery for preparing the manuscript of the Magazine.
- (ii) Publication cost such as cost of paper, printing, composing, binding and such other expenses, which are incidental to the editing, printing and publication of Magazine and necessary bulletins / Brochures.
- (iii) Award of Prizes to students in different languages to encourage them to write articles for the Magazine on competitive basis.
- (iv) Allowance for computer typing and other work done by part time clerk/ peon for the Magazine as sanctioned from time to time by the Dean, Faculty to be nominated by Vice-Chancellor or the Principal of the College concerned.
- (v) Any other expenditure that is deemed necessary for publication and distribution of the Magazine such as travelling expenses, postage/telegrams, with prior sanction of the Dean, Faculty to be nominated by the Vice-Chancellor /Principal of the College concerned.

CHAPTER – 30

PAYMENT OF OVER-TIME ALLOWANCE TO THE UNIVERSITY EMPLOYEES WHO ARE CALLED UPON TO WORK BEYOND OFFICE HOURS OR ON SUNDAYS/HOLIDAYS

- 30.1 These rules shall apply to all employees (Non-teaching and non-research) employees of the Indira Gandhi University, Meerpur, upto the level of Assistant or equivalent.
- 30.2 The overtime allowance shall not be claimed as a matter of right and shall be recommended by the Chairperson/Incharge/Head of the Department/Office only when absolutely necessary and when a date bound work is to be attended to.
- 30.3 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/Chairperson of the Department concerned.
- 30.4 No compensatory leave shall be admissible to an employee for the period for which payment of overtime allowance has been made.
- 30.5 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.
- 30.6 *Payment of overtime allowance for working before/after office hours and Sundays/Holidays shall be determined on the basis of emoluments with conditions as under (upto the level of Assistants):-

Pay (excluding Grade Pay)	Rate of Overtime Allowance per hour
Upto Rs. 18,000/-	Rs. 80/- per hour
Above Rs. 18,000/- and up to Rs. 25,500/-	Rs. 90/- per hour
Above Rs. 25,500/- and up to Rs. 35,400/-	Rs. 110/- per hour
Above Rs. 35,400/- and up to Rs. 44,900/-	Rs. 150/- per hour
Above Rs. 44,900/-	Rs. 170/- per hour

Conditions:

- 1) The employees who are getting extra payments like for scrutiny of examination forms/scholarship forms/examination forms/conduct of examination for checking of eligibility/payment for registration of forms in the examination branch/distance education/offices/branches and Teaching Departments will not

be allowed over time allowance.

- 2) That the staff shall be put on overtime basis in utmost essential circumstances only.
- 3) Prior approval of the Vice - Chancellor must be obtained to put the non-teaching staff on overtime basis.
- 4) The Staff required to work on overtime basis will work under the direct supervision of the Chairperson/Incharge/Head of the Department/Office.
- 5) The concerned Chairperson/Incharge/Head of the Department/Office will certify daily that the staff has actually worked on overtime for the duration for which the overtime allowance has been sanctioned to him/her, on the overtime Register as well as on the overtime under his/her full signatures.

CHAPTER - 31

COMPASSIONATE FINANCIAL ASSISTANCE OR APPOINTMENT RULES, 2019

31.1 Short Title and Commencement

- (1) These rules may be called the Indira Gandhi University (Compassionate Financial Assistance or Appointment) Rules, 2019.
- (2) These rules shall come into force with effect from 1st August, 2019 notified by Government of Haryana, General Administration Department vide No. G.S.R.32/Const./Art. 309/2019 dated 2nd August 2019.

31.2 Object of rules

The object of these rules is to grant compassionate financial assistance or appointment to the family of University employee who dies or disappears while in service, consequently to relieve the family of University employee concerned from financial Distress

31.3 Extent of application

Save as otherwise provided, these rules shall be applicable to the eligible family member(s) of a *University employee working on regular basis who disappears or dies while in service including death by suicide.*

Note 1. *The family of deceased University employee who died before the date of notification of these rules but have not been sanctioned the compassionate financial assistance by the competent authority due to one reason or the other, they may exercise an option within a period of six months from the date of notification either to avail the benefit under the University Compassionate Assistance to the Deceased IGU Employees Rules, 2006 or these rules. Option once exercised shall be final.*

31.4 Eligibility of Family Members for compassionate appointment

- (1) The family member shall be eligible for consideration of compassionate appointment under these rules subject to the condition that the deceased or missing Government employee shall—
 - (i) have completed five years service on regular basis;
 - (ii) have not attained the age of fifty-two years or more upto the date of death or missing; and not be suspected to have committed fraud or joined any terrorist organisation or gone abroad.

Explanation.- *Five years service includes the period of all kinds of leave sanctioned by the competent authority and availed by the deceased or missing Indira Gandhi University employee while working on regular basis.*

- (2) Compassionate appointment would not be a matter of right and it will be subject to fulfillment of all the conditions, including the availability of vacancy, as laid down for such appointment under these rules.

31.5 Definitions

- (1) In these rules, unless the context otherwise requires:

- (a) ***“compassionate financial assistance”*** means a monthly assistance at the rate specified by University by notification from time to time, which is admissible under these rules to the eligible family member(s) of a University employee who dies or disappears while in service subject to future good conduct;
- (b) ***“compassionate appointment”*** means appointment of an eligible family member of deceased or a missing University employee to the post of, Group C or D, lower than the functional pay level of the post held by the deceased or missing University employee, at the time of death or disappearance while in service;
- (c) ***“deceased University employee”*** means a University employee who while working on regular basis dies while in service;
- (d) ***“dependent”*** means a family member whose total income from all sources is less than the sum of minimum family pension plus dearness relief thereon as specified from time to time by Government.

Note— Parents shall be deemed to be dependent on the University employee if their combined income is less than the minimum family pension, specified from time to time, plus the dearness relief admissible thereon. Unmarried Disabled siblings [brother(s) and sister(s)] shall be deemed to be dependent on the University employee if their income is less than the minimum family pension plus dearness relief;

- (e) ***“eligible family member”*** means spouse or a dependent member of the family of deceased or missing University employee in order of priority seeking financial assistance or appointment on compassionate grounds;
- (f) ***“family for the purpose of compassionate financial assistance”*** means:
 - (i) (a) widow (widows wherever permissible under personal law) or widower, upto the date of re-marriage or death, whichever is earlier;
 - (b) judicially separated spouse of a deceased or missing IGU employee, provided that such separation has not been granted on the ground of adultery and the person surviving was not held

- guilty of committing adultery;
- (c) childless widow of a deceased or missing University employee who has not remarried provided her independent income from all other sources is less than the minimum family pension prescribed by the State Government from time to time plus dearness relief thereon. In all such cases, she shall be required to give a declaration regarding her income from all other sources to the Office of Vice- Chancellor/Registrar once in every six months;
 - (ii) failing (i) above, the eldest unmarried and *dependent* son(s) or daughter(s) upto the age of twenty-five years;
 - (iii) failing (i) and (ii) above, the *dependent* eldest divorced or widowed daughter(s) upto the age of twenty-five years, upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is the earliest provided she shall have been widowed or divorced before the date of expiry of eligibility of other existing familymember for compassionate financial assistance;
 - (iv) failing (i) to (iii) above, the dependent eldest daughter amongst unmarried/widowed/ divorced daughters of above twenty-five years, upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is earlier. In case of widowed/divorced daughter, she shall have been widowed/ divorced before the date of expiry of eligibility of other family member for compassionate financial assistance;
 - (v) failing (i) to (iv) above, son and daughter suffering from disorder or disability of mind or physically crippled or disabled irrespective of his/her age provided they were wholly *dependent* upon the Government employee when he/she was alive;
 - (vi) failing (i) to (v) above, parents who were wholly *dependent* on the IGU employee when he/she was alive provided their present combined income is less than the minimum family pension, prescribed from time to time, plus dearness relief thereon;
 - (vii) failing (i) to (vi) above, unmarried physically disabled sibling (brother and sister) provided they were wholly dependent upon the deceased University employee when he/she was alive:

Note 1- *For the purpose of this rule, "widow" means legally wedded wife of deceased Government employee.*

Note 2- *Divorce by the Panchayat or Social Organizations shall not constitute a legal divorce.*

Note 3- *Son/daughter includes children legally adopted under the*

Hindu Law or personal law of the University employee residing with and wholly dependent upon his/her parent but does not include step children.

Note 4- *It shall be the duty of person who is drawing compassionate financial assistance (son, daughter, parents, siblings or the guardian, as the case may be) to furnish a certificate to the disbursing authority, twice in a year, i.e. in the month of March and September every year, that she/he or they have not started earning his/her or their livelihood. A similar certificate shall also be furnished by a childless widow after her re-marriage;*

(g) “Family for the purpose of compassionate appointment” means:

(i) widow or widower;

Note 1- *Judicially separated wife or husband shall not be a member of the family for the purpose of compassionate appointment without the consent of the remaining eligible family members;*

(ii) children, including adopted children, already not in service in any Department or Organization under any State Government or Government of India; and

(iii) dependent brother and sister in case of unmarried deceased or missing University employee only.

Note 2- *Where there is more than one widow, neither the living widow nor the children of deceased and living widow shall be included in the family for the purpose of compassionate appointment.*

Note 3- *For the purpose of this rule, “widow” means legally wedded wife of deceased University employee.*

Note 4- *Divorce by the Panchayat or Social Organizations shall not constitute a legal divorce.*

Note 5- *Son/daughter includes children legally adopted under the Hindu Law or personal law of the University employee residing with and wholly dependent upon his/her parent but does not include step children;*

(h) “Government” means the Haryana Government in the General Administration Department;

(i) “University employee” means a member of the University Services of Group A, B, C or D whose:

- (i) conditions of service are regulated by rules made by the Governor of Haryana under the proviso to article 309 of the Constitution of India;
- (ii) appointment is made on regular basis in connection with the affairs of University of Haryana; and
- (iii) pay is debited to Consolidated Fund of the University except when serving on foreign service or deputation but it shall not include persons:
 - (1) of casual or daily-rated or part-time employment;
 - (2) paid from contingencies/contingent charges;
 - (3) of work-charged establishment;
 - (4) appointed on contract or adhoc basis; and
 - (5) re-employed after retirement;
- (j) ***“martyred University employee”*** for the purpose of these rules means a employee of the I.G. University, Meerpur working on regular basis who is killed in action while performing duties of his/her office displaying bravery and extraordinary courage;
- (k) ***“missing University employee”*** means a University employee who while working on regular basis:
 - (a) disappears and whose whereabouts are not known;
 - (b) is reported through the Police Station to be missing while on pilgrimage, tour, etc.; or
 - (c) has been kidnapped by insurgents/terrorists;
- (l) ***“while in service”*** means during the period of service but before attaining the age of superannuation.

Exception- *In case of Haryana Civil Medical Services Doctors or any other personnel where the age of superannuation is more than sixty years, the age of superannuation for the purpose of duration of compassionate financial assistance admissible under these rules shall be deemed to be sixty years.*

- (2) The terms not defined in these rules but defined in Haryana Civil Services Rules, 2016 shall have the same meaning and sense for the purpose of these rules.

31.6 Duration of compassionate financial assistance

The compassionate financial assistance shall be admissible to such eligible family member from the next day of the death of the University employee for the following period or upto the date of superannuation of such University employee, whichever is

earlier. In case of death:

1.	before attaining the age of thirty-five years	for a period of fifteen years subject to eligibility.
2.	on attaining the age of thirty-five years but before forty- eight years	for a period of twelve years or upto the date of attaining the age of superannuation or sixty years, whichever is earlier, subject to eligibility.
3.	on attaining the age of forty-eight years or above	for a period of seven years or upto the date of attaining the age of superannuation or sixty years, whichever is earlier, subject to eligibility.

Note- *The Family Pension under the University (Pension) Rules, 2016, where applicable, shall be admissible to the family of deceased or missing University employee, from the next date after the completion of tenure of compassionate financial assistance.*

31.7 Compassionate Appointment on Group C or D post

- (1) In case of death or disappearance of the University employee while in service, before attaining the age of fifty-two years subject to completion of minimum five years service on regular basis, the eligible family member may opt for compassionate appointment, in place of compassionate financial assistance.
 - (a) The compassionate appointments under these rules shall be confined to Group C or Group D post only.
 - (b) Status of the deceased or missing University employee or the higher qualifications of the eligible family member shall not be considered for giving compassionate appointment.
 - (c) The compassionate appointment being offered shall be to a post of at least one step lower Functional Pay Level than the functional level or Assured Career Progression (ACP) Level or any other level higher than the Functional Level of the post last held by the deceased or missing University employee, except in cases where the deceased or missing University employee was working at the lowest level in Group D post.

Explanation 1- *The functional pay level of the post last held by the deceased or missing University employee is FL-12 (corresponding to Functional Grade Pay 7600), the compassionate appointment shall be made to a post of Group C, but not lower than the post of Clerk, depends upon the eligibility and qualification and also the availability of vacancy in the University.*

Explanation 2- *The functional pay level of the post last held by the deceased or missing University employee is FL-6 (corresponding to Functional Grade Pay 4200), the compassionate appointment shall be made to a post of Group C below the*

functional level of 4200, but not lower than the post of Clerk, depends upon the eligibility and qualification of the eligible family member and also the availability of vacancy in the University.

Explanation 3- *The functional pay level of the post last held by the deceased or missing University employee is FL-6 (corresponding to Functional Grade Pay 4200) but pay was being drawn in ACP Level-11 (corresponding to ACP grade Pay 4800) the compassionate appointment shall be made to a post of Group C below the ACP level last held, but not lower than the post of Clerk, depends upon the eligibility and qualification of the eligible family member and also the availability of vacancy in the University.*

Explanation 4- *The deceased or missing University employee was holding the post of Group D and was drawing pay in the functional pay level corresponding to Functional Grade Pay 1650, the compassionate appointment shall be made to a post of Group D in the functional level.*

31.8 Procedure for compassionate appointment

- (a) The family of deceased/martyred University employee shall submit an application for compassionate appointment in the prescribed form within six months from the date of death of the University employee to the Head of Office where the deceased University employee was on the rolls at the time of death, for onward submission to the Head of University for further necessary action.

In case of missing University employee the application in the prescribed form shall be submitted by the family after a period of three months from the date of lodging First Information Report (FIR) in the police station alongwith police investigation report regarding untraceable of missing University employee.
- (b) The proforma as in CFA-2 (or CFA-3 in case of martyred University employee) may be used by departments for ascertaining necessary information and processing the cases of compassionate appointment.
- (c) University may nominate one or more Welfare Officer(s) who shall meet the members of the family of the deceased or missing University employee immediately upon the demise to advise and assist the family in obtaining ex-gratia compassionate appointment under these rules. The applicant shall be called in person at the very first instance and advised about the requirements and formalities to be completed by him/her.
- (d) The Head of the University shall prepare a list of such eligible family members, who have applied within the stipulated period of six months and review the status of application once every month to consider the cases received during the previous month. The names of the eligible family members shall be arranged with reference to the date of death or date of receipt of Police investigation report regarding untraceable of missing University employee. These names shall

remain on the list for a period of four year from the date of death and appointments shall be given by the department strictly in accordance with these rules and the seniority so maintained. An application for appointment is to be considered in the light of these rules. The applicant may also be granted personal hearing by the Head of the University, if necessary, for better appreciation of the facts of the case.

- (e) The validity of the names of the eligible family members on the list shall lapse after four years from the date of death or receipt of Police report, as the case may be.

Explanation- *For the purpose of counting the period of four years, any delay caused on account of negligence of an officer/official of the University can be excluded, provided the delay so caused was on account of such negligence and not on account of normal processing of the case.*

Where the compassionate appointment is not given to the eligible family member due to non-availability of post within a period of one year, in such case the benefit of compassionate financial assistance shall be sanctioned by the Head of University with retrospective effect to the eligible family member provided that:

- (i) a certificate shall be obtained from the Finance Officer regarding withholding of Family Pension for future, if the same has already been sanctioned;
- (ii) Family Pension Payment Order (FPPPO), in original, shall be received back from the Finance Officer and sent to the State Govt. alongwith complete information in this regard;
- (iii) the amount of Family Pension already drawn, if any, shall be recovered from the amount of arrear of compassionate financial assistance; and
- (iv) this process shall be completed within a period of ninety days.

After the completion of tenure of Compassionate Financial Assistance, the proposal with the Forms of Family Pension duly filled by the eligible family member would be sent to the State Govt. by the Head of the University concerned to resanction the Family Pension afresh to the family member who is eligible at that time.

31.9 Competent authority for Compassionate Appointment

- (1) The Vice-Chancellor of the University is competent to give compassionate appointment to the eligible family member.
- (2) While considering the request of the family of missing University employee, the results of the Police investigation after a lapse of minimum six months from the

date of lodging an First Information Report (FIR) by the family shall be taken into account.

31.10 Determination/availability of posts

- (a) Compassionate appointments under these rules shall be made on regular basis only by the competent authority in the parent department of the deceased or missing University employee or any other department where the post for which the applicant is eligible under these rules and is available meant for that purpose.
- (b) Compassionate appointments under these rules shall be made up to maximum of 5% of sanctioned posts (falling under direct recruitment quota) in Group C category to be determined by the Vice- Chancellor of the University on the 31st March of each year. However, for compassionate appointment against the post of Group D category there shall be no such percentage of sanctioned post.
- (c) A person selected for compassionate appointment shall be adjusted in the recruitment roster against the appropriate category viz. Scheduled Caste/ Scheduled Tribes/Backward Classes/ General dependent upon the category to which he/she belongs.

31.11 Exemption

Appointment under these rules are exempted from observance of the following requirements:

- (a) recruitment without the agency of the Haryana Staff Selection Commission. Ban on filling up of posts by direct recruitment issued by the Finance Department, if any, from time to time.

31.12 Undertaking by way of an affidavit

A person appointed under these rules shall give an undertaking in writing by way of an affidavit as in Form CFA-5 that he/she shall maintain all the other members who were completely dependent on the deceased/missing University employee; and in case it is proved subsequently, that the family members are being neglected or, are not being maintained by him/her, his/her appointment may be terminated forth with. A condition to this effect, shall also be inserted in his/her appointment letter.

31.13 No entertainment or request for change in post/department

- (a) Once an appointment has been offered to the dependent of a deceased or missing University employee, no request for change of post shall be entertained with respect to any other post or department under any circumstances. In case the offer is not acceptable to him/her, no further claim shall be entertained.
- (b) When a person has been appointed under these rules to a particular post, the set of circumstances, which led to such compassionate appointment, shall be deemed to have ceased to exist on such appointment.

Therefore-

- (i) he/she shall strive his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassionate to be rejected;
- (ii) any appointment made under these rules shall not be transferred to any other person and any request for the same on considerations of compassion shall be rejected.

31.14 Seniority

The *inter-se* seniority of persons so appointed may be fixed in their respective cadre with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the *inter-se* seniority of direct recruits.

- (a) Date of joining by a person so appointed shall be treated as the date of his/her regular appointment.

31.15 General

- (a) Compassionate appointments made under these rules shall be done in such a way that persons appointed to the posts have the essential educational/technical qualifications, age and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) Compassionate appointment shall not be denied or delayed merely on the ground that there is reorganization in the department/office. It shall be made available to the person concerned, if there is a vacancy meant for such appointment and he/she is found eligible and suitable for such appointment.
- (c) Compassionate appointment under these rules shall have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.
- (d) The eligible family member of the deceased employee shall be required to apply for appointment within six months of the death of the employee. The claim of the eligible family member of deceased or missing University employee regarding his/her appointment shall be considered on the basis of circumstances prevailing on the date of death or disappearance of University employee, as the case may be. It shall be ensured that the dependent who is offered regular employment satisfies the eligibility criteria at the time of offering employment.
- (e) Where the children have become orphans upon the demise of the University employee, the claim of compassionate appointment of such orphans shall remain alive till one child of the deceased has attained the age of majority/minimum age for entry into University service.
- (f) Family Pension shall also be admissible to the family of those deceased or missing University employees who entered in service on regular basis before the 1st

January, 2006, in addition to compassionate appointment under these rules, as per provision in Pension Rules, 2016.

31.16 Ex-gratia Grant

In addition to monthly compassionate financial assistance or appointment, a lump sum ex-gratia grant of Rs. 1,00,000/- (Rupees One lakh only) or as specified from time to time shall be provided to the eligible family member(s) to meet the immediate needs on the loss of the bread earner within the fifteen days from the date of death. The Vice-Chancellor of the University shall be the competent authority for sanction of this grant under the relevant head as mentioned in Schedule to these rules.

31.17 Waiving of recovery of loans and advances of Group C or D employee

- (a) The outstanding amount of loans and advances along with interest, if any, namely marriage advance, cycle advance, wheat advance, festival advance availed by a deceased or missing University employee of Group C or D only shall be waived off for which Vice-Chancellor of the University shall be the competent authority.
- (b) The house building advance and Computer Advance along with interest availed if any by a deceased or missing University employee of Group C or D shall be waived off provided not more than one surviving member of the family of deceased or missing University is/was employed. The second house building advance or interest thereon, availed if any, shall not be waived off under any circumstances.
- (c) The outstanding amount of scooter or motor cycle advance along with interest, availed if any, by a deceased or missing University employee of Group C or D shall be waived off where the death occurs due to accident only and not in other cases.
- (d) The expenditure shall be charged to the relevant Object Code.

31.18 Children Education Allowance and reimbursement of tuition fee

- (1) The family of deceased or missing University employee shall be entitled to children education allowance for first two children upto 10+2 or till such time the deceased University employee would have actually received the same had he/she been alive, whichever is earlier, provided the spouse of deceased University employee is not employed in any Department or Organization under the control of any State Government or Government of India. Thereafter fee on account of tuition fee and laboratory fee equal to the fee of Government Institutions or actually paid, whichever is less, shall be reimbursed for the first two children who are studying in Government or Government Aided or recognized College/Institutions upto the Degree level provided the children get admission in the said course on merit and pass the examination hold from time to time. For this purpose the family has to submit the original fee receipt

given by the College/Institution to the of University for sanction of reimbursement of the same.

- (2) The expenditure shall be charged to the relevant Object Code.

31.19 Fixed Medical Allowance

The family of deceased University employee shall, during the tenure of Compassionate Financial Assistance, be entitled to avail the benefit of fixed medical allowance or reimbursement of medical expenses at the rate prescribed from time to time on the same terms and conditions as prescribed by Haryana Government for their employee in service.

31.20 Special benefit to the family of martyred University employee

An eligible family member of a martyred University employee shall, in addition to financial assistance under these rules, also be eligible for appointment to a post of Group C or D feeder post, depending upon the availability of the post and qualification of the applicant. He/She shall make an application for compassionate appointment within a period of six months in Form CFA-3, to the Vice-Chancellor of the University where the Martyred was working:

Provided that where the children have become orphans upon the demise of the Martyred, the claim of appointment of such orphans shall remain alive till one child of the martyred has attained majority/minimum eligible age for entry into University service.

***Note.-** To allow the benefit of compassionate appointment to the eligible family member, the provisions of minimum service or maximum age of the martyred University employee shall not be applicable.*

31.21 Emoluments of compassionate financial assistance

- (A) Emoluments for the purpose of determination of compassionate financial assistance under various circumstances shall be as under :-

- (1) In case of death while on duty, the emoluments for the purpose of determination of compassionate financial assistance shall be equal to last drawn basic pay including special pay in lieu of higher time scale but excluding advance or additional increments, if any, not merged in the basic pay.

***Note 1-** No annual increment on compassionate financial assistance shall be granted, however, the benefit of refixation of pay, if any, admissible to the deceased or missing University employee before the date of death or missing, as the case may be, shall be granted.*

***Note 2-** On general revision of pay scales of all the employees of University, the benefit of fixation of pay from unrevised to revised pay scales for the purpose of compassionate financial assistance shall be admissible.*

- (2) *In case of death while under suspension, the emoluments for compassionate financial assistance shall be determined equal to basic pay immediately drawn before the date of suspension. The increment(s) falling during the period of suspension shall not be taken into account unless the period of suspension is treated as duty by the competent authority.*
 - (3) *In case of death during the currency of punishment of withholding of last increment or a series of last increments without cumulative effect, the emoluments for compassionate financial assistance shall be determined equal to the amount which would have been admissible had the deceased University employee not been awarded such punishment.*
 - (4) *In case of death while on leave, the emoluments for compassionate financial assistance shall be determined equal to the amount which would have been admissible had the deceased University employee been on duty on the date of death.*
 - (5) *In case of death during the period of absence related to unauthorized leave pending final decision regarding treatment of the said period, the emoluments for compassionate financial assistance shall be determined equal to the last emoluments drawn immediately before the date of absence.*
- (B)** Compensatory allowances on compassionate financial assistance shall be as under:-
- (i) The dearness allowance at the rate prescribed from time to time, fixed medical allowance, if opted, children education allowance subject to eligibility, shall be admissible;
 - (ii) house rent allowance for a period of two years at the rate drawn immediately before death or admissible at the station from where the Compassionate Financial Assistance is being drawn, whichever is less, or to retain University accommodation, if already occupied, for a period of two years on payment of normal license fee;
 - (iii) Children Education Allowance as per provision in the rule 18 of these rules; No other allowances including non-practicing allowance, which were being drawn by the deceased or missing University employee, shall be included in the emoluments for the purpose of compassionate financial assistance.

31.22 Eligibility of compassionate financial assistance in addition to pension or family pension or dual assistance at a time

- (1)
 - (a) where both husband and wife are employees of University; or
 - (b) the spouse is an employee of other University; or
 - (c) the spouse is a pensioner of Haryana or any other Government or University and both or either of them are/is governed by the

provisions of these rules, the compassionate financial assistance in respect of deceased employee of University shall be admissible to the eligible family member of the deceased or missing University employee. In the event of death or ineligibility of surviving spouse before the completion of prescribed period, the compassionate financial assistance shall be payable to the next eligible family member in addition to family pension, if any, in respect of deceased pensioner simultaneously.

- (2) In the event of death of both husband and wife, referred to sub-rule 1 (a) above, compassionate financial assistance for both deceased University employees shall be admissible to the eligible family member(s). However, for determination of the total emoluments for compassionate financial assistance (excluding compensatory allowances) in respect of both deceased University employees shall not exceed the maximum of the highest pay scale of University service or as prescribed from time to time.

Note.- *As on the date of notification of these rules, the maximum of highest basic pay of the University Services is Rs. 2,24,100/-.*

31.23 Regulation of compassionate financial assistance in case of criminal proceedings

- (1) Where a family member, who in the event of death while in service of a University employee, is eligible to receive compassionate financial assistance, is charged with the offence of murdering the University employee or for abetting in the commission of such an offence, the claim of such member, including other eligible member(s) of the family to receive the compassionate financial assistance, shall remain suspended till the conclusion of the criminal proceedings instituted against him/her.
- (2) If on the conclusion of the criminal proceedings referred to in sub rule (1), the family member is:
 - (i) convicted for the murder or abetting in the murder of the University employee, such a person shall be debarred from receiving the compassionate financial assistance which shall be payable to next eligible member of the family, from the next day of the death of University employee;
 - (ii) acquitted of the charge of murder or abetting in the murder of the University employee, the compassionate financial assistance, shall be payable to such person.

31.24 Compassionate financial assistance to next eligible member in the event of death of widow/widower

Where during the currency of the sanctioned compassionate financial assistance the widow/widower becomes ineligible for compassionate financial assistance due to death or otherwise, it shall be payable to the next eligible family member for the

remaining period for which necessary documents alongwith a request in the prescribed form for the grant of compassionate financial assistance shall be submitted by the eligible family member to the competent authority. On receipt of request from the eligible family member, the competent authority shall, after examination, sanction the payment of compassionate financial assistance to the eligible family member. Such member shall also be entitled to receive the arrear of compassionate financial assistance, if any, without production of succession certificate. When no next family member is eligible for compassionate financial assistance, the payment shall cease, however, the payment of arrear of compassionate financial assistance, if any, shall be made on the production of succession certificate.

31.25 Compassionate financial assistance to judicially separated spouse

- (1) Where a deceased University employee is survived only by a judicially separated spouse, the compassionate financial assistance in respect of the deceased shall be payable to the surviving spouse:

Provided that where judicial separation has been granted on the ground of adultery and the death of the University employee takes place during the period of such judicial separation, the compassionate financial assistance shall not be payable to the person surviving if such person was held guilty of committing adultery.

- (2) Where a University employee dies leaving behind a judicially separated husband or wife with a child or children, the compassionate financial assistance in respect of deceased shall be payable to the surviving person: Provided he/she is the guardian of such child or children.

Provided further that where the surviving person has ceased to be the guardian of such child or children, such compassionate financial assistance shall be payable to the person who is the actual guardian of such child or children.

Subject to the proviso to sub-rule (1), after the child(ren) cease(s) to be eligible for compassionate financial assistance under this rule, such compassionate financial assistance shall become payable to the surviving judicially separated spouse of the deceased University employee till his/her or her death or remarriage, whichever is earlier.

31.26 Compassionate financial assistance to widows more than one in equal shares

Where a deceased University employee is survived by more than one widow, where personal law permits, the compassionate financial assistance shall be payable to the widows in equal shares upto the date of prescribed period or ineligibility, whichever is earlier. When one of them becomes ineligible for compassionate financial assistance, her share of the compassionate financial assistance shall become payable to her eligible child, if any:

Provided that if any child of such widow is not eligible for compassionate financial assistance, the share of the compassionate financial assistance shall not lapse but shall be payable to the other widow(s) in equal shares.

***Note.-** The provision of this rule shall not be applicable to Hindu University employee because any second marriage after the commencement of Marriage Laws (Amendment) Act, 1976 during the lifetime of his first wife is a nullity and have no legal effect. Such second marriage cannot be valid on the ground of any custom. In fact, a custom opposed to an expressed provision of law have no legal effect. So, the second wife shall not be entitled to the compassionate financial assistance as a legally wedded wife.*

31.27 Compassionate financial assistance in equal shares to widow and child from another wife

Where a deceased University employee is survived by a widow but has left behind eligible child(ren) from another wife, who is not alive, the eligible child(ren) shall be paid the share of compassionate financial assistance which the mother would have received, if she had been alive at the time of the death of the University employee:

Provided that when the share of compassionate financial assistance payable to such a child or to a widow ceases to be payable, such share shall not lapse, but shall be payable to the other widow and/or to the other child or children otherwise eligible, in equal shares.

31.28 Compassionate financial assistance in equal shares to widow and child from a divorced wife

Where the deceased University employee is survived by a widow but has left behind eligible child(ren) from a divorced wife or wives, compassionate financial assistance shall be payable in equal shares:

Provided that when the share(s) of compassionate financial assistance payable to a child(ren) of divorced wife or to widow ceases to be payable, such share, shall not lapse, but shall be payable to the other widow or widows and/or to the other child(ren) otherwise eligible, in equal shares, and thereafter to the next eligible family member.

31.29 Compassionate financial assistance to the child of marriage, invalidated under Marriage Law (Amendment) Act, 1976

- (1) Notwithstanding that a marriage which is null and void under section 11 of the Marriage Law (Amendment) Act, 1976, but the child of such marriage who would have been legitimate if the marriage had been valid shall be legitimate irrespective of the fact whether or not-
 - (a) a decree of nullity is granted in respect of that marriage under this Act;
 - (b) the marriage is held to be void otherwise than on a petition under this Act.
- (2) The right of such child is required to be protected and shall accrue after the date

of ineligibility of legally wedded wife. The compassionate financial assistance shall be distributed equally among the eligible child of legally wedded wife and the eligible child covered undersub rule (1):

Provided that when the share(s) of compassionate financial assistance payable to such a child ceases, the same shall not lapse but shall be payable to the next eligible child, if there is only one eligible child, in full, to such child, and thereafter to the next eligible family member.

31.30 Compassionate financial assistance to twin children

Where the compassionate financial assistance is payable to twin children it shall be paid to such children in equal shares:

Provided that when one such child ceases to be eligible his/her share shall be transferred to the other child and when both of them cease to be eligible the compassionate financial assistance shall be payable to the next eligible single child or twin children, as the case may be.

31.31 Compassionate financial assistance to minor child through natural of de-facto guardian

In the event of remarriage or death of the widow/widower, if the compassionate financial assistance is payable to the minor child under these rules, it shall be paid through their natural guardian, if any, otherwise through their de-facto guardian on production of indemnity bond till the minor attains the age of eighteen years. In disputed cases, however, payment shall be made through a legal guardian appointed by the Court of law.

Note.- Specimen of indemnity bond is available at Annexure CFA-6

31.32 Compassionate financial assistance to a physically disabled child

- (1) Where the compassionate financial assistance in respect of a deceased University employee is to be paid to a dependent disabled son or daughter (married or unmarried) who is suffering from any disorder or disability of mind or is physically crippled and is unable to earn a livelihood, it shall be regulated as under:-

Where a deceased University employee is survived by two or more children and one child among them is suffering from disorder or disability of mind or who is physically crippled or disabled and is unable to earn a living, the compassionate financial assistance shall be initially payable to the one elder/eldest among physically fit children until he/she becomes ineligible for the same. Thereafter, compassionate financial assistance shall be paid to the next physically fit children up to the period of eligibility. When all physically fit children become ineligible for compassionate financial assistance, it shall be resumed in favour of the disabled child and shall be paid to him/her through the guardian as if he/she

is a minor except in the case of the physically crippled son/daughter who has attained the age of majority.

- (2) Compassionate financial assistance shall be payable on production of medical certificate and subject to the following conditions:-
- (a) he/she is incapable of earning his/her livelihood and was fully dependent upon the deceased University employee;
 - (b) person with impairment in functions of the body shall be examined by the Board under the chairmanship of the Civil Surgeon of the District. Board shall include the specialist according to the requirement. The appellant medical board is at Post Graduate Institute of Medical Science, Rohtak. The persons residing in Chandigarh/Panchkula shall also be examined by the Disability Medical Board of General Hospital, Sector -16, Chandigarh and Government Medical College and Hospital, Sector-32, Chandigarh with the appellant Medical Board at Post Graduate Institute of Medical Education and Research, Chandigarh; the Medical certificate issued by the Medical Board shall be required once in the case of permanent mental or physical disability including mental retardation. Where the disability is temporary, Medical certificate of the medical board shall be required once in every five years to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled;
 - (c) impairment of more than forty percent of any of the following kind shall be entitled for benefits. Disabilities broadly are of four types:-
 - (i) Visual;
 - (ii) Locomotor;
 - (iii) Speech and hearing;
 - (iv) Mental disorders.
- (3) Dependent blind son/unmarried blind daughter shall be entitled to compassionate financial assistance upto the date of eligibility on production of medical certificate of blindness from a Medical Board:
- Provided it is evidenced by the medical certificate that the disability of blindness renders him/her incapable of earning. The compassionate financial assistance once sanctioned for dependent blind child shall-
- (a) be discontinued from the date when a blind son of twenty five years or more subsequently is cured and becomes capable of earning or starts earning a living, whichever is the earlier.
 - (b) remain continue, when a blind daughter is subsequently cured and becomes capable of earning until—

- (i) she starts earning a living; or
 - (ii) gets married; whichever is earlier.
- (4) In case of more than one such child suffering from disorder or disability of mind or who are physically disabled, the compassionate financial assistance shall be paid in the order of their birth and the younger of them shall get the compassionate financial assistance only after the elder next above him/her ceases to be eligible:

Provided that where the compassionate financial assistance is payable to disabled twin children it shall be paid in equal shares:

Provided further that when one such child ceases to be eligible his/her share shall be transferred to the other child and when both of them cease to be eligible, the compassionate financial assistance shall be payable to the next eligible single child or twin children, as the case may be.

- (5) The compassionate financial assistance under these rules shall be admissible to the eligible disabled child(ren) whether born before or after death.
- (6) The person or the guardian who is receiving compassionate financial assistance shall furnish a certificate to the Drawing and Disbursing Officer in the month of January and July every year that the disabled child has not started earning his or her livelihood.

Before sanctioning the compassionate financial assistance for life to any such person, the competent authority shall satisfy that the disability is of such a nature so as to prevent him/her from earning his/her livelihood and the same shall be evidenced by a certificate obtained from a medical board setting out, as far as possible, the exact mental or physically condition of the person.

Note.- *Physically disabled dependent brother and sister, where eligible, shall also be granted compassionate financial assistance subject to medical examination as laid down in this rule for physically disabled children.*

31.33 Compassionate financial assistance to mother or father of deceased University employee

Where the compassionate financial assistance is payable to the dependent parents, in the first instance, it shall be payable to the mother and on her becoming ineligible it shall be payable to the father up to the date of death, ineligibility or prescribed period, whichever is the earliest. Where dependent parents are living separately, the compassionate financial assistance shall be paid to them in equal share.

31.34 Compassionate financial assistance to the family of a missing University employee

- (1) Except as otherwise provided in these rules, the compassionate financial assistance to the eligible family member of a missing University employee shall be paid after the period of six months reckoned from the date of registration of the First Information Report (FIR) with the Police Authorities. The arrear of

compassionate financial assistance shall be paid from the date of missing. The indemnity bond shall also be obtained from the family of missing University employee.

- (2) A University employee, against whom the departmental or judicial proceedings were instituted while in service, is disappeared, the provision of this rule shall not be applicable. In such cases decision shall be taken after the conclusion of proceedings pending against the missing University employee.
- (3) A University employee who disappears after committing fraud or crime, the compassionate financial assistance shall be sanctioned only on acquittal by the Court of Law or fully exoneration on conclusion of the departmental proceedings, as the case may be.

31.35 No recovery of University dues from compassionate financial assistance

No recovery of University dues in respect of deceased University employee shall be made from the compassionate financial assistance.

Note.- For recovery of dues, Licence fee etc. See Pension Rules, 2016.

31.36 Steps to be taken by the Vice-Chancellor of office in case of death of a University employee

- (1) On receiving information of death of a University employee while in service, the Deputy Registrar/Incharge (Establishment) shall send a letter enclosing the Form CFA-1 to the family of the deceased and ask for the necessary documents mentioned therein.
- (2) On receiving the documents referred to in sub-rule (1) above, the Deputy Registrar/Incharge (establishment) shall examine thoroughly and send his/her recommendations to the Vice-Chancellor of University for sanction of compassionate financial assistance, if admissible. The Vice-Chancellor of University after thorough examination shall issue sanction order of compassionate financial assistance to the eligible family member in respect of deceased University employee upto the prescribed period or eligibility.

31.37 Competent authority for sanction of compassionate financial assistance

Vice-Chancellor of University shall be the competent authority to sanction the compassionate financial assistance for the family of deceased University employee of any group. However, in case of Vice-Chancellor the next higher authority shall be competent for the purpose.

31.38 Procedure for payment of compassionate financial assistance

After the sanction of compassionate financial assistance by the competent authority, monthly payment shall be made by the Registrar, subject to production of necessary documents required from time to time from the family of deceased University

employee. The expenditure shall be charged to the relevant Object Code.

31.39 Furnishing of necessary documents

- (1) The following documents are required to be submitted by the eligible family member with the application form for the purpose of compassionate financial assistance:-
 - (i) Application in form CFA-1.
 - (ii) Certificate of Income of child and/or parent from all sources.
 - (iii) Certificate of marriage or remarriage, in case of female member.
 - (iv) Medical certificate of physically disabled child, if any.
 - (v) Certificate of no judicial proceedings in respect of a criminal case are pending against him/her in any Court of law.
- (2) The eligible family member in receipt of compassionate financial assistance shall have to appear personally or furnish life certificate and income certificate duly attested by any gazetted officer or village Sarpanch or Municipal Councillor of the area of his/her residence to the concerned Head of office once in every six months.

31.40 Furnishing the size of family on joining and from time to time

- (1) As soon as a person joins University service on regular basis, he/she shall give details of his/her family in Form CFA-4 to the Establishment Branch. If he/she has no family at the time of joining, he/she shall furnish the details in Form CFA-4 as soon as he acquires a family.
- (2) The University employee shall communicate to the Head of Office any subsequent change in the size of the family, including the fact of marriage of female child.
- (3) The Estt. Branch shall, on receipt of the said Form CFA-4 get it pasted on the service book of the Government employee concerned and acknowledge receipt of the said Form CFA-4 and all further communications received from the University employee in this behalf. On receipt of communication from the University employee regarding any change in the size of his/her family, the Establishment Branch shall have such a change incorporated in Form CFA-4.
- (4) As and when the disability manifests itself in a child which makes him/her unable to earn his/her living, the fact shall be brought to the notice of the Estt. Branch supported by a medical certificate issued by the board. The Establishment Branch shall indicate this in Form CFA-4.

31.41 Lapses and forfeiture of compassionate financial assistance

Unless the University by general or special order otherwise directs, compassionate financial assistance undrawn/unclaimed for a period over one year shall cease to be

payable by the disbursing officer. If the claimant afterwards appears or a claim is presented on his /her behalf, the Establishment Branch shall revalidate the claim along with arrears of compassionate financial assistance after satisfying himself/herself about the circumstances of the lapse. Claims submitted after a lapse of three years shall be considered by the Executive Council in consultation with Government of Haryana.

31.42 Power to interpret, amend, relax and removal of doubt

The power to interpret, change, amend, and relax and removal of doubt of these rules shall lie with the University after approval from the Haryana Government.

***Note 1-** Communications regarding the interpretation and alteration of these rules shall be addressed to the Establishment Branch of the University.*

***Note 2-** Where the University is satisfied that the operation of any of these rules regulating the conditions of service of University employees, 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 seeking approval from the Government of Haryana.*

31.43 Repeal and Savings

- (1) The University Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006, are hereby repealed.
- (2) Notwithstanding such repeal, all things done or action taken shall be deemed to have been done or taken under these rules.

***Note 1-** Any amendment made by Haryana Government in the above said rules shall be amended accordingly.*

Form CFA-1 <i>(see rule 5 and 36)</i>		
Application for Compassionate Financial Assistance		
1	Name :	
2	Date of Birth :	
3	Date of joining on regular basis of deceased employee/disappeared University employee:	
4	Date of death/disappearance alongwith copy of death certificate or First Information Report (FIR)	
5	Designation/Post last held :	
6	Last drawn Basic Pay :	
Full information of Family Member eligible for compassionate financial assistance :		
		Paste passport size attested photo of family member eligible for compassionate financial assistance
7	Name :	
8	Permanent Address :	
9	Corresponding Address :	
10	Relation with the deceased/disappeared University employee :	
11	Branch of concerned Department at Tehsil or District Level selected for payment of compassionate financial assistance.	
12	Name of the Bank Bank Account No. IFSC Code Branch Address	
13	Detailed information regarding dependents of deceased/disappeared University employee	

FORM CFA-2

(see rule 7)

Application form for compassionate appointment

1.	Name of the deceased/missing University employee						
2.	Date of birth of deceased/missing University employee						
3.	Date of joining of deceased/missing University employee						
4.	Date of death of deceased University employee (with proof)						
5.	Date of missing employee (with proof)						
6.	Information of the applicant						
	(a)	Name					
	(b)	Address					
	(c)	Relation with the deceased/missing University employee					
	(d)	Whether fully dependent on the deceased/ missing University employee? If yes, proof thereof					
	(e)	Source of income					
	(f)	Whether employed or unemployed?					
	(g)	If employed in any Department or Organization under any State Government or Government of India, name of the office and Basic Pay.					
	(h)	Whether suffering from any chronic disease or physically handicapped?					
7.	Information about the dependents of the deceased/missing University employee:—						
	Name	Age	Full address (if in service name of office)	Income/ Details of University/ private service	Monthly Income	Details of movable/ immovable property and monthly income thereof	Any other information
	1	2	3	4	5	6	7

	(a)	Widow/Husband	
	(b)	Son (unmarried)	
	(c)	Unmarried daughters	
	(d)	Mother/Father dependent on the deceased/missing Government employee.	
8.	General Financial position of the family (this information is to be given in affidavit proforma.).		
9.	Member of the deceased/missing University employee's family who opts for University service. His/her educational qualifications and other information.		
10.	Any another related information, if any.		
11.	If the job is given under the scheme, an affidavit is to be enclosed by other family members that they shall not claim further appointment under this scheme.		

Place:- _____

Date :- _____

Signature of the applicant and address

Form CFA-3*(see rule-20)**Application for appointment under rule 20 for one of the dependent family member of Martyred University employee.*

1.	Name of Martyred						
2.	Department						
3.	Date of Martyr in certificate						
4.	Full information of applicant						
	(i) Name						
	(ii) Full Address						
	(iii) Relation with Martyred						
5.	Information of family of Martyred						
	Name	Age	Relation	Moveable/ Immovable Property	Income	Any other Information	
6.	Educational Qualification and other Information of dependent family member of Martyred and his wife/dependent interested in University service.						
7.	If any employment under this scheme is to be given to person other than wife then „no objection certificate“ from other dependent member is to be attached.						

Date : _____

Signature of Applicant _____

Full Address _____

Form CFA-4*(see rule 40)***Details of Family for Compassionate Financial Assistance or Appointment**

Name of the University employee						
Designation						
Date of birth						
Date of appointment on regular basis						
Details of the members of my family as on						
Serial Number	Name of the member of family	Date of birth	Relationship with the University employee	Monthly income, if any	Aadhar No.	Remarks
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						

I hereby undertake to keep the above particulars up-to-date by notifying to the Estt. Branch any addition or alteration.

Place :- _____

Dated :- _____

Signature of University Employee

Countersigned

Signature of Head of office

(with date and stamp of Office)

Form CFA-5

(see rule 11)

Affidavit regarding Declaration

I, _____ w/o, h/o, s/o, d/o _____
resident of _____, do hereby solemnly affirm and declare as under: -

- (1) I shall maintain properly the other family members who were dependent on the deceased/missing Government employee mentioned in the form enclosed herewith and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.
- (2) That the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

Place : _____

DEPONENT

Dated : _____

Verification:

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein

Place : _____

DEPONENT

Dated : _____

Form CFA-6
INDEMNITY BOND

(see rule 31)

(To be furnished by the de facto guardian of minor eligible family member of deceased or missing University employee)

KNOW ALL MEN by these presents that we

(a)
(b) the widow/son/brother, etc., of
(c) deceased/missing University employee, resident ofof
..... and son/wife/daughter of.....
..... resident ofthe sureties
for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the Governor of Haryana
(hereinafter called " the University") in the sum of Rs.....
(Rupees.....only) well and truly to be paid to the
University on demand and without a demur together with simple interest at the rate prescribed by Government for
General Provident Fund from the date of payment until repayment is made, we bind ourselves and our respective heirs,
executors, administrators, legal representatives, successors and assigns by these presents.

Signed thisday oftwo thousand and

WHEREAS (c) was at the time of his /her disappearance in the employment
of the University/receiving a Compassionate Financial Assistance at the rate of Rs.....
(Rupees only) per month from the University.

AND WHEREAS the said (c).....disappeared on the day of
..... 20..... and a sum of Rs (Rupees
..... only) per month is to be paid
towards compassionate financial assistance to his/her family members.

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under
University Rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to
indemnify the University against all claims to the amount so due as aforesaid to the said(c)before the said sum can be
paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the surety/sureties have agreed to execute the bond in the
terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made to the Obligor, the
Obligor and/or the surety/sureties shall in the event of a claim being made by any other person against the University
with respect to the aforesaid sum of Rs refund to the University the said
sum of Rs.....and shall otherwise indemnify and keep the University harmless and indemnified
against and from all liabilities in respect of the aforesaid sum and all costs incurred in consequence of the claim thereto
THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force,
effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or
discharged by reason of time being granted by or any forbearance act or omission of the University whether with or
without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be
performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to
sureties, shall but for this provision have the effect of so relating the surety/sureties from such liability nor shall it be
necessary for the University to sue the Obligor before suing the surety/sureties or either of them for the amount due
hereunder, and the University agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the surety/sureties hereto have set and subscribed their respective
hands hereunto on the day, month and year above written.

Signed by the above named 'Obligor' in the presence of

1. _____
2. _____

Signed by the above named 'Surety'/ 'Sureties'

1. _____
2. _____

Accepted for and on behalf of the
Governor of Haryana
by _____.

(Name and designation of the
Officer directed or authorized to
accept the Bond for and on behalf
of the Governor of Haryana)

in the presence of

1. _____.
2. _____

(Name and designation of witness)

NOTE 1.—

- (a) *Full name of the claimant referred to as the 'Obligor'.*
- (b) *State relationship of the Obligor to the deceased.*
- (c) *Name of the deceased University employee.*
- (d) *Full name or names of the sureties with name or names of the father(s)/husband(s) and place of residence.*
- (e) *Designation of the officer responsible for payment.*

NOTE2.—

The Obligor as well as the Sureties shall have attained majority so that the bond may have legal effector force.

INDEMNITY BOND

(See rule 34)

(To be furnished by the eligible family member in case of missing University employee)

KNOW ALL MEN by these presents that we (a)¹____
(b)²____the widow/son/brother/nominee, etc., of
³____who was working as____(Designation) in the ____ Department/Office is reported to have been missing since
____(hereinafter referred to as 'missing University employee' resident of ____ (hereinafter called -the Obligor") and
(d)⁴____
____(Son/wife/daughter) of Shri____resident of____and____son/wife/daughter of
Shri____resident of____the Sureties for and on behalf of the Obligor (hereinafter called
"the Sureties") are held firmly bound to the Governor of Haryana (hereinafter called -the University) equivalent to the
amount received on account of payment of Compassionate Financial Assistance well and truly to be paid to the
University, on demand and without a demur together with simple interest at the rate prescribed by University for General
Provident Fund from the date of payment until repayment is made, we bind ourselves and our respective heirs, executors,
administrators, legal representatives, successors and assigns by these presents.
Signed this day of two thousand and ____.

WHEREAS (c)____was, at the time of his/her disappearance, a University employee receiving pay and
allowances from the Government.

AND WHEREAS the said (c)____disappeared on the ____ day of _20____and there was due to
him/her at the time of his/her disappearance the sumequivalent to the amount on account of payment of arrear of pay and
allowances.

AND WHEREAS the Obligor is entitled to COMPASSIONATE FINANCIAL ASSISTANCE of Rs.
____plus compensatory allowances admissible under the rules.

AND WHEREAS the Obligor has represented that he/she is entitled to the aforesaid sum and approached
the University for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the University has agreed to make payment of the said sum of Rs.____
____(in words) as arrear of pay and allowances plus monthly COMPASSIONATE FINANCIAL ASSISTANCE to
the Obligor upon the Obligor and the Sureties entering into a Bond in the above mentioned sum to indemnify the
Government against all claims to the amount so due to the aforesaid missing University employee.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in
the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the
Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing
University employee on appearance, against the University with respect to the aforesaid sum of Rupees
____(in words) and the sums paid by the University as aforesaid then refund to the
University the said sum of Rupees ____
____(in words) and each and every sum paid by University as COMPASSIONATE FINANCIAL ASSISTANCE
together with simple interest equal to the rate of General Provident Fund and shall, otherwise, indemnify and keep the
University harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs
incurred in consequence of the claim thereto THEN the above- written Bond or obligation shall be void and of no effect
but otherwise it shall remain in full force, effect and virtue.

¹(a) Full name of the claimant referred to as the 'Obligor'

²(b) State relationship of the 'Obligor' to the 'missing Government employee'

³(c) Name of the 'missing University employee'

⁴(d) Full name or names of the sureties with name or names of the father(s)/ husband(s) and place of residence

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/ Sureties hereunder shall not be impaired or discharged by reason or time being granted by or any forbearance act or omission of the University whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the University to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1. _____
2. _____

Signed by the above named 'Surety/ 'Sureties'

1. _____
2. _____

in the presence of

1. _____
2. _____

(Name and designation of witness)

Accepted for and on behalf
of the Governor of Haryana
by _____.

(Name and designation of
the Officer directed or
authorized to accept the
Bond for and on behalf of
the Governor of Haryana)

***Note.**— The Obligor as well as the Sureties shall have attained majority so that the bond may have legal effect or force.*

CHAPTER – 32

REFRESHMENT FOR THE MEMBERS OF VARIOUS STATUTORY AUTHORITIES/BODIES AND STANDING COMMITTEES ETC.

- 32.1 (i) Rs. 50/- per head one time and Rs. 100/- maximum if refreshment served twice (in case of long meeting) for the members of the Court, Executive Council, Academic Planning Board, Finance Committee, Admission Committee, Selection Committees, Faculties, Boards of Studies, Common Syllabi Committees.
- 32.2 Rs. 40/- per head of the members of other Standing Committees constituted by the Vice-Chancellor or the Registrar.
- 32.3 The Driver(s) and Security Guards accompanying the Officers/outside expert shall also be provided free lunch/dinner/refreshment.
- 32.4 Rate for lunch and dinner fixed for Rs. 220/- per head and breakfast Rs/100-perhead.

The number of members shall be certified by the Chairperson/Incharge/Head of the Department/Office will also be entitled for refreshment. The supporting staff of the Branch/Department will also be entitled for refreshment/lunch etc.

Note:-

The Vice-Chancellor is authorized to increase the amount and remove the capping, if needed.

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

Contd.....UAC Form – 2/1

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

FORM FOR REIMBURSEMENT OF MEDICAL CHARGES

Name, Designation & 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: 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. 6000/-

- (i) They reside with me at the place of my duty.
- (ii) The medicines purchased have been fully used
- (iii) Registered No. of the Medical Practitioner is
- (iv) 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 shall 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 shall be duly verified and attested by the employee concerned in token of payment having been made.
 - 3. Name (s) of the medicine (s) shall be given in capital letters on the reverse side of the voucher.
 - 4. Sanction of the competent authority shall be enclosed.

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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/ Scholarshi	Special conditions, if any	Amount (Rs.)		Period of the sanction	NOTE OF PAYMENT		
						Recurring	Non-recurring		Sr. 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 shall 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.

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

LOAN REGISTER

Name and designation _____	Employee No. _____	Documents received _____
Dept./Office _____	Date of joining _____	(i) _____
Nature of Loan _____	Date of retirement _____	(i) _____
Amount of Loan _____	1 st /2 nd /3 rd Loan _____	(i) _____
Cheque No. _____	Rate of Interest _____	(i) _____
Date of Cheque _____	GPF/PF/NPS 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		

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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/Cell :
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 30 th Sept. of the current year (Rs.)	Estimated Expenditure from 1 st Oct. to 31 st 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
Total								

Chairperson/Incharge

Various Heads of Accounts are given below :

2. Salaries
3. Uniform & Liveries
4. Office Expenses
5. Travel expenses
6. e-Governance
7. Rent, Rate & Taxes
8. Contingencies (Recurring)
9. Contingencies (Non-Recurring)
10. Advertising & Pub.
11. Professional & Spl. Services (Outsourcing)
12. Payment out of Discretionary Fund
13. Maintenance of works
14. Lands
15. Buildings
16. Motor Vehicles (Acquisition)
17. Machinery & Equipment
18. Materials & Supplies
19. Learning Resources (Books, Journals, etc.)
20. Gratuities
21. Scholarships & Stipends

Chairperson/Incharge

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

Budget Estimates for
Nominal Roll of Establishment of the Dept./Office
Scheme

.. _____
.. _____
.. _____
.. _____

Sr. No.	Post/Designation	Name	Pay-scale	Basic pay as on 1 st 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 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)=15]	Dearness allowance	University share of CPF/GPF/NPS	Total provision for the year (18 to 20)	Remarks
12	13	14	15	16	17	18	19	20	21

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

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

**Chairperson/Incharge of the Department/
Deputy Director**

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

List of 1st 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 th Sept. (Rs.)	Anticipated expenditure from 1 st Oct. to 31 st 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

Chairperson/Incharge of the Department

Referred to in rule 4.8; UAC Form – 4/5

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 th Sept. (Rs.)	Anticipated income 1 st Oct. to 31 st 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 th Sept. (Rs.)	Anticipated expenditure from 1 st Oct. to 31 st 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, Chairperson/Deputy Director

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF DEMAND AND RECEIPT OF GRANT-IN-AID FROM THE STATE GOVT.

S. No.	Demand Raised (Rs.)	Letter No. and date	Amount Received	Letter No. and date	Balance (Rs.)	Sign of the Asstt./DDO	Remarks

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 (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.)	Income (Rs.)	Total (Rs.)				
1	2	3	4 A	4 B	4 A+ 4B		6	7	8

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

YEAR-WISE RECURRING AND NON-RECURRING DETAILS OF SANCTION AND EXPENDITURE

PART-B

Name of the Scheme _____

Sub Head _____ Sanction _____ ('D' for Expenditure during the year, 'P' for progressive total)

Recurring																	
20 (Rs.)	20 (Rs.)	20 (Rs.)	20 (Rs.)	20 (Rs.)	Total (Rs.)	20 (Rs.)		20 (Rs.)		20 (Rs.)		20 (Rs.)		20 (Rs.)		Total (Rs.)	
						D	P	D	P	D	P	D	P	D	P	D	P
Non-recurring																	
Total																	

Sign. of Asstt. Drawing & Disbursing Officer

Referred to in rule 26.4.3;

UAC Form– 5/3

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

CASH RECEIPT

Book No. : _____ Receipt No. : _____ Dated : _____

Received the sum specified below from Sh./Mrs/Dr. _____ through Cash/MO/Cheque/ RTGS, 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
Total				

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.

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF RECEIPT BOOKS/CHEQUE BOOKS

[illegible]

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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					

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REMUNERATION CASH BOOK

Major Head/Sub Head	Budget Head Code	Voucher No.	Cheque No.	Amount (Rs.)	Bank Date
Cash Book Date					
Daily Total					
Progressive Total					
Grand Total					
Page Total C/F					

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

SCHEME-WISE CLASSIFIED STATEMENT OF INCOME

Department/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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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/NPS 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./NPS	Income Tax	H.R. Charges	G.I.S.	Employees Benevolent Fund	Miscellaneous Recoveries		
21	22	23	24	25	26	27	28

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF BUILDINGS AND ROADS

	1	Sr. No. of building/Road
	2	Sr. No. of subsidiary structure
	3	Name of building/Road & where erected/constructed
	4	Source of fund from which purchased or erected/constructed
	5	Funds from which maintained
	6	Date of erection/construction or purchase. If purchased enter also date of erection as nearly as can be ascertained
	7	Of land
	8	Of buildings/ Roads
	9	Of water supply & sanitary installation complete including fitting
	10	Of electrical installation complete including fitting
	11	Of equipment
	12	By whom or how occupied

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF LAND RECORDS

	1	Sr. No.
	2	Khasra No
	3	Area and the nature of land
	4	Kind of use (whether irrigated/under building or roads)
	5	Name of the owner with description if any
	6	Where purchased/acquired or taken on lease and cost thereof
	7	Name of the department/section which controls the area
	8	Remarks

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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. 7 to 10 of the Register. (iv) Progressive expenditure on passing each bill may also be noted in cols. 7 to 10 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, shall also be noted in the relevant columns to watch progress of expenditure.

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
COVERING LETTER FOR SENDING CHEQUES/BANK DRAFTS TO THE SUPPLIERS/FIRMS

To

No. : _____

Dated : _____

A Cheque/Demand Draft No. _____ dated _____ for Rs. _____ is sent herewith in payment of the bills noted below:

Token or Voucher No.	Particulars of the bills paid		
	No.	Date	Net Amount (Rs.)
Total			

Particulars of retrenchment made from bills marked (X) are given in the attached slips.

For Finance Officer

MEMO OF ACKNOWLEDGEMENT

(To be immediately returned by all Drawing and Disbursing Officers)

No. _____

Dated : _____

To

The Finance Officer,
Indira Gandhi University
Meerpur-122502

Receipt of Cheque/Demand Draft No. _____ dated for Rs. _____ in payment of the bills noted on
the reverse is hereby acknowledged.

Signature

Designation

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF CHEQUES DRAWN

Date	Cheque No. & Date	Amount (in Rs.)	Signature of FO/DR/AR (A/c)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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.	Remarks
1	2	3		5	6	7

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) : _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

BILL RETURN MEMO

Token No. :

(To be returned in original with reply noted in the right hand column)

<p>The Finance Officer I.G.University Meerpur-Rewari</p> <p>No. : _____ (No. of enclosures in words) Dated : _____</p>	<p>Reply No. : _____</p> <p>Dated : _____</p>
<p>To</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>To</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>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.</p> <p style="text-align: right;">Signature : _____ Designation : _____</p> <p style="text-align: center;">General</p> <ol style="list-style-type: none"> 1. Not drawn in proper printed form. 2. Not properly filled up the_____being blank wrong. 3. Contained erasure (s) and therefore, a fresh bill shall be submitted. 	

<p>4. Contained unattested alterations at the places marked in red ink.</p> <p>5. The net amount of the bill in figures shall 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>Establishment</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 shall be stated.</p> <p>10. Not supported by an absentee statement.</p>	
<p>Remarks</p>	<p>Officer's Reply</p>
<p>11. For want of a certificate that all fee & other receipts of all kinds belonging to University have been duly paid into University Account.</p> <p>12. 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.</p> <p>13. 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.</p> <p>14. 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.</p>	
<p style="text-align: center;">Contingencies</p> <p>15. 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.</p> <p>16. A certificate is required that the e.mail was sent on University service and that cash payment was unavoidable.</p> <p>17. A certificate is required that no portion of the building for residential quarters.</p> <p>18. A certificate is required that the conveyance charges drawn in that bill were incurred strictly in</p>	

accordance with the rules.	
Traveling Allowance <ol style="list-style-type: none"> 19. The hour of arrival at, and departure from halting place shall be shown in the bill. 20. The no. of miles traveled by on each day, viz, shall 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 : _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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.)	Remarks
1	2	3	4
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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

SERVICE BOOK

Name _____

Designation _____

Provident Fund Account No./PRAN _____

1. Name
2. Provident Fund Account No. /PRAN
3. Permanent residential and postal address
4. Father's name and residence
5. Date of birth by Christian era as nearly as can be ascertained
6. Exact height by measurement
7. Personal marks of identification
8. Left hand thumb and finger impression of the employee (only in case of illiterate employees)

Little finger

Ring finger

Middle finger

Fore finger

Thumb

9. Signature of the employee
10. Signature and designation of the Head of the Office or other Attesting Officer

Conditions of appointment	When and how fulfilled	Signature of the D D O

Contd..... UAC Form

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 failing 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)	LEAVE TAKEN				Length of Service/Credit of Leave				
From	To				From	To	No. of days	Balance on return from leave	From	To	No. of Completed years	Leave earned (in days)	Leave at credit
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			Commutated leave on medical certificate on full pay			Commutated 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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI**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./PRAN	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/ NPS 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 overpayment, if any	Marriage Loan	H.B.A	Miscellaneous recovery/charges, if any	Total Deductions			
29	30	31	32	33	33			

- N.B. – (1) In the remarks column shall 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 shall be drawn for the period only during which he officiates in that Section. The Employee, during transit, shall draw his/her pay in that scale according to which he/she draws pay for the period.
- (3) Each scale shall be divided off by a red line drawn right across the sheet and a total of columns 5 to 12 for the scale shall be put in column 13 in red ink.
- (4) The names of the employees holding permanent post shall, 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.

SR. No.	DEDUCTIONS	Rs.	
1	P.F. NPS Subscription/NPS Subscription		Budget Head Salary _____ Branch _____
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		
20	Any other (Mention)		
Total			
Net payable			

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. 5000.
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*
- 2 *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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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.)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

DAILY ATTENDANCE ROLL OF LABOUR

For month of _____ 20____

Sr. No.	Name	Father/Husband's name	Rate of wages per days/month (Rs.)	No. & dates of days	Total No. of days	Total amount due (Rs.)	Acknowledgement of payee	date of payment	Remarks	Initial of Disbursing Officer
1	2	3	4	5	6	7	8	9	10	11

Total No. of Labour : _____

Approved Rs. _____

Initials of Supervisor : _____

Initials of Labour I/C : _____

Designation : _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
CONTINGENT BILL FORM

Department/Office : _____

Month : _____

S. No. of Sub-Voucher	Budget Head & code	Supplier/firm	Bill No. and date	Amount (Rs.)

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 Indira Gandhi University Meerpur 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)

Referred to in rules 3.5.4; 9.4.1 (a); 9.5.1 (a); 9.7.1 (b) ;10.15; UAC Form – 9/6

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

ESTABLISHMENT CHECK REGISTER OF THE DEPARTMENT/OFFICE 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/NPS/PRAN Bank A/C No _____ _____	Confirmed w.e.f. _____	Total _____			
Res. Address (University/ Private/Own) : _____ _____ _____	Authority for appointment : EC/VC EC Res. No. _____ dated No. _____ Letter No. _____ Dated _____				
House rent paid Rs. ____		Asstt./ RSA/ Supdt. RAO	Asstt./ RSA/ Supdt. RAO	Asstt./ RSA/ Supdt. RAO	Asstt./ RSA/ Supdt. RAO

Contd..... UAC Form - 9/6

Months	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Remarks		
Employee No. _____															
Total earnings															
Deductions															
P.F./NPS, 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														Fr 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															
Total deductions															
Net amount payable															

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF LEAVE RECORD

Leave Register For The Year : _____

Department/Office : _____

Name & Designation of the employee : _____

Nature of Leave : Casual Leave/ RH

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI***LAST PAY CERTIFICATE***

1. Last Pay certificate of Sh. _____ Designation proceeding on transfer to the Department/ Office

2. He/She has been paid upto at the following rates:

Earnings	Rate (Rs.)	Deductions	Rates (Rs.)
Basic Pay	_____	P.F. Subs/NPS Subs	_____
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 Cycle allowance	_____	Benevolent Fund	_____
Washing Allowance	_____	Fan charges	_____
Fixed Medical Allowance	_____	Lawn Charges	_____
Any other allowance	_____	Electricity charges	_____
		Water charges	_____
		N.T. Union Fund	_____
		Miscellaneous	_____
Total earnings	_____	Total deductions	_____

Net Payable _____

3. He/She 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./H Loan Wheat Loan	_____	_____
Car.Scooter/Cycle Loan	_____	_____
Recovery of over payment, if any	_____	_____
Society Loan	_____	_____
House Building Loan	_____	_____
Marriage Loan	_____	_____
Any other (mention)	_____	_____

5. He/She is entitled to joining time for _____ days.

6. The details of the Income Tax recovered from him/her upto the date from the beginning of the current year are noted below:

	Period	Rate	Amount (Rs.)
From	to	at Rs.	a month
From	to	at Rs.	a month
From	to	at Rs.	a month
From	to	at Rs.	a month

He/She took over/assumed charge of the office of on the fore/afternoon of _____

Signature of DDO

Signature of DDO

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

DEDUCTIONS REGISTER

Deductions for the month _____ Made in _____

S. No.	Name of Dept.	P.F. Subs. /N.P.S. 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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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	

- Mode of Journey:
 - By Rail : Class _____ Ticket No. _____
 - By Bus : Ord./Delux/A.C. _____
 - Own Car/Staff Car/Taxi No. _____
 - By Air : Ticket No. _____
- Journey/halting days _____
- Local conveyance, if any _____
(Details on separate sheet)

(Please attach ticket)

Total : Rs. _____

Declaration:

Certified that :

- (i) Particulars provided in the bill are correct and that I have not claimed T.A./D.A., etc. for this journey public source.
- (ii) I have used full Taxi for the journey/paid full propulsion charges for the car which is a private property.
- (iii) I was not provided free lodging and/or boarding at the cost of Govt./University/any other autonomous body.

Signature _____

Address _____

Countersigned _____

Received payment _____

(Affix Re. 1/- Revenue
Stamp if the amount
exceeds Rs. 5000.00)

Controlling Officer Sign _____

Journey verified (Dy./Asstt. Registrar)

For Use in Accounts Branch

Head of Account _____

Pay Rs. _____ (in figures)

_____ (in words) from any other

Clerk Assistant Superintendent

Cheque No. _____

Date _____

Asstt. Registrar

For Audit Use

Seen (i) Sanction (ii) Bill Pages/ Reg. (iii) Grant Register
(iv) Attendance Register

Pay Order

Audit Department

Pre-audited & passed for Rs. _____

Auditor

RSA/ RAO
I.G.U, Meerpur

For payment on the spot

Certified that I shall perform the return journey from _____ to _____ by the same mode as claimed in the T.A.Bill.

(Signature of the Claimant)

Important and Essential Information

*Pay means Grade Pay as per Haryana Govt. orders w.e.f. 1-1-2016

As per Finance Deptt Letter no. 5/27/98-1(FR) dated 20.06.2018

4. 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 their Pay in Level 19 and above
Grade-II	Employees drawing their Pay in Level 16 to Level 18
Grade-III	Employees drawing their Pay in Level 8 to Level 15
Grade-IV	Employees drawing their Pay in Level 5 to Level 7
Grade-V	Employees drawing their Pay in Level 4 and below

(1) 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	As per Finance Deptt Letter no. 5/27/98-1(FR) dated 20.06.2018	A.C. First Class or Executive Class	As per Finance Deptt Letter no. 5/27/98-1(FR) dated 20.06.2018
Grade-II	Economy Class within or out of India	-do-	A.C. First Class or Executive Class	-do-
Grade-III	Economy Class (within or out of India) subject to prior approval of the Vice-Chancellor	-do-	A.C. 2-Tier or A.C. Chair Car	-do-
Grade-IV	Economy Class (out of India only) -do-		A.C. 3-Tier or Non-A.C. Chair Car	-do-
	Economy Class (out of India only) -do-		2 nd Class/2 nd Class Sleeper	-do-

Contd----- UAC Form - 9/11

- Note 1: All cases of Air travel both domestic and international where the University bears the cost of air passage, the officials concerned shall 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, shall endeavor to take advantage of the concessions being provided by the airlines to effect possible saving vis-à-vis the normal fares. The employee shall try to make their booking in advance to the extent possible so that benefits of discounted fares can be obtained. However, the official work shall not be deferred because discounted fares are not available. Under no circumstances, shall 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 1st 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).

(2) 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. 16/- per km
Grade-II	AC Taxi	By Own Car	Rs. 16/- per km
Grade-III	Non-AC Taxi with prior approval of the Vice-Chancellor	By Own Car with prior approval of the Vice-Chancellor	Rs. 16/- per km
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. 9/- per km for own Scooter/ Motorcycle or by Autorickshaw
Grade-V	-do-	-do-	Rs. 9/- pkm for own Scooter/ Motorcycle or by Autorickshaw

Contd----- UAC Form - 9/11

- 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.

- (3) 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. 700/- per day	Rs. 800/- per day
Grade-II	Rs. 600/- per day	Rs. 700/- per day
Grade-III	Rs. 500/- per day	Rs. 600/- per day
Grade-IV	Rs. 400/- per day	Rs. 500/- per day
Grade-V	Rs. 300/- per day	Rs. 400/- per day

- (4) 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 Upto
Grade-I	Rs. 5000/- per day plus DA of Rs. 800/- per day
Grade-II	Upto Rs. 4000/- per day plus DA of Rs. 700/- per day
Grade-III	Upto Rs. 3000/- per day plus DA of Rs. 600/- per day
Grade-IV	Upto Rs. 1500/- per day plus DA of Rs. 500/- per day
Grade-V	Upto Rs. 500/- per day plus DA of Rs. 400/- 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).

Contd-----UAC Form – 9/11

- 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.

(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	Own car/AC taxi charges @ 10/- per kilometer vide Rule 26 of HCS (TA) Rules 2016
Grade-II	Own car/AC taxi charges @ 10/- per kilometer vide Rule 26 of HCS (TA) Rules 2016
Grade-III	Own car/AC taxi charges/Autorikshaw charges @ 8/- per kilometer vide Rule 26 of HCS (TA) Rules 2016
Grade-IV	Travel charges @6/- per kilometer vide Rule 26 of HCS (TA) Rules 2016
Grade-V	Travel charges @6/- per kilometer vide Rule 26 of HCS (TA) Rules 2016

(7) Other Rules

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.

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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 Indira Gandhi University, Meerpur

Sign of the Person

FOR USE BY ACCOUNTS BRANCH

Passed for payment for Rs. _____

Assistant

Supdt.

payment

Sign of the Payee

FOR USE BY AUDIT BRANCH

Passed for payment for Rs. _____

Auditor

RSA Received

Referred to in rule 9.13.1 (c); UAC Form - 9/14

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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	Department/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

Received Payment

Assistant

Signature

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

PAYMENT ORDER FROM PERMANENT ADVANCE (IMPREST)

Pay Rs. _____	
out of Imprest and charge to	

Date	Signature

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

PAYMENT BY CASHIER OUT OF IMPREST

Paid by Imprest Voucher No. _____	
Date	Cashier

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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 Department	Stock Register Reference of Receiving Department
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.

No. _____

Date:_____.

Signature & Designation of the Officer
 (Sending the articles)

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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF PERMANENT ADVANCES, REVOLVING FUNDS & PERMANENT SECURITIES

Name of Department/S	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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

REGISTER OF TEMPORARY SECURITY/EARNEST MONEY DEPOSITS FROM OUT-SIDE PERSONS

Name of Department /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

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. 5000)	Amount (Rs.)	Balance on 31 st March to be carried over	Sign of DDO
8	9	10	11	12	13	14

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI**REGISTER OF EXAMINATION EXPENDITURE**

Name of Exam. : _____

Probable date of Exam. : _____.

Nature of Expenditure	Particulars of payment	Amount (Rs.)	Cheque No. & date	Initials of DDO	Remarks
1	2	3	4	5	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					

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

BILL FOR REMUNERATION 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/Viva conducted	No. of Papers Set/No. of Students who appeared in Practical Exam./Viva Conducted No. of Papers Evaluated/No. of Papers Re-evaluated/ Ph.D. Viva/ Thesis 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		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

For use in Audit/Finance Office

AR(Accounts)

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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI**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 Department/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 Department 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 Department/Office. If yes, justification for additional requirement. (iv) In case of replacement or requirement, whether the equipment already on stock is beyond economical repairs. (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.	
8	<u>For change of equipment:</u> (i) Details of equipment/item presently approved for purchase. (ii) Details of equipment/item now required to be purchased in place of earlier demand. (iii) Justification for the purchase of the proposed equipment. Elucidate how the work is being carried on in the absence of the proposed equipment.	
9	For sanctions obtained in the last quarter of the financial year (i.e. January, February & March), but purchase could not be effected. i. Reasons due to which item (s) could not be purchased. ii. Have the funds been declared non-lapsable?	

Submitted for approval.

Registrar/Vice-Chancellor

Chairperson/Branch Head/Officer

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

STOCK REGISTER FOR NON-CONSUMABLE (PERMANENT) ARTICLES

Name of the Item : _____

Date	Description including warranty period	Source of supply	Bill No. & Date	Cost/Unit	Quantity	Total cost (Rs.)	Total quantity in stock	Sign. Of Store Keeper/ Office Clerk	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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 Department/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 Chairperson
(Office Seal)

Encl: As above

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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 Chairperson
(Office Seal)

Dated:

Countersignature

Registrar: _____
(Office seal)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 Item [*]	of	Amount Excise Duty	of	Name & address of the supplier	Bill No. & Date	Remarks
1.								
2.								
3.								

*
The Amount of material under column No. 3 shall be given after deducting discount, if any, and before adding CST/ GST etc.

Certified that the information given above is correct

Dated:

Signature of Chairperson
(Office Seal)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

FORMAT FOR SENDING CUSTOM DUTY EXEMPTION CERTIFICATE TO THEASSTT. REGISTRAR (P&S)

No.: _____

Dated: _____

To

The Asstt. Registrar (P & S),

Sir,

Subject: Supply of Custom Duty Exemption Certificate.

An order was placed by this Department/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 Chairperson
(Office Seal)

Encl: As above

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 Indira Gandhi _____ University Act, 2013 No 29 of 2013;
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 Chairperson
(Office Seal)

Counter signature

Registrar _____
(Office seal)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

**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 shall 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 Chairperson
(Office Seal)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

***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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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/Mam,

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 _____, **Indira Gandhi University, Meerpur-Rewari –122502 (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, I.G. University Meerpur-Rewari 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 Indira Gandhi. University Meerpur-Rewari 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 Indira Gandhi. University Meerpur-Rewari 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. Department/Central Govt. Department/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.
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.).
15. The dispute, if any, shall be subject to the jurisdiction of Courts at Rewari (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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
FORMAT FOR INVITING QUOTATIONS/TENDERS/e-TENDERS

No.: _____

Dated: _____

To

M/S _____

Subject: Invitation for Quotation/Tender for supply of _____

Dear Sir/Madam,

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 _____, **Indira Gandhi University, Meerpur-Rewari –122502 (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 GST/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. F. O. R shall be **Indira Gandhi University, Meerpur-Rewari –122502 (Haryana)** 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, Indira Gandhi University, Meerpur-Rewari –122502 (Haryana)** 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, I.G.University, Meerpur 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, I.G.University, Meerpur 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.
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.).
22. The dispute, if any, shall be subject to the jurisdiction of Courts at Rewari. 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.
23. 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.

Encl: As above

Asstt. Registrar (P & S)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

FORMAT OF SUPPLY ORDER

Order No.: _____

Dated: _____

To

M/S _____

Sir,

Subject: **Supply of** _____

This has reference to your Quotation/Letter/Tender/E-tender/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, Indira Gandhi University, Meerpur, 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: PNB, Indira Gandhi University, Meerpur, Rewari-122502.
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 Rewari. 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)/Chairperson

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
(HARYANA) (INDIA)

FORMAT FOR INVITING QUOTATIONS FOR IMPORTING ITEMS FROM ABROAD

No. IGU/_____

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/e-tender received after due date and time or incomplete shall be rejected outrightly.
3. The quotation/tender/e-tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER/e-TENDER IN RESPONSE TO ENQUIRY NO. _____ DATED _____". The offer

may be sent to, I.G. University, Meerpur-Rewari (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 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 I.G,University, Meerpur-Rewari 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 I.G,University, Meerpur-Rewari 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 shall be drawn in favour of the Finance Officer, I.G,University, Meerpur-Rewari in either of the following forms:
 - a. Bank Guarantee
 - b. Fixed Deposit Report
 - c. Cashier's Certified Cheque
19. During evaluation of the tenders/e-tenders, the purchase Department/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, I.G. University, Meerpur - Rewari 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)/Chairperson

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
QUOTATION /TENDER/e-TENDER REGISTER

1. Name of the Item: _____
2. Closing date & time: _____
3. Opening date & time: _____
4. Details of quotations/tenders/e-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.						

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
FELLOWSHIP/SCHOLARSHIP/STIPEND CHECK REGISTER

Year : _____

Sanctioned vide letter No. _____ dated _____

Department /Office : _____

Sr. No.	Name & Regn. 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

9		Voucher No (month) July 20 (Rs.)
	10	
	11	Voucher No (month) Aug. 20 (Rs.)
	12	
	13	Voucher No (month) Sep. 20 (Rs.)
	14	
	15	Voucher No (Month) Oct 20 (Rs.)
	16	
	17	Voucher No (month) Nov 20 (Rs.)
	18	
	19	Voucher No (month) Dec. 20 (Rs.)
	20	
	21	Voucher No (month) Jan. 20 (Rs.)
		Voucher No (month) Feb. 20 (Rs.)
		Voucher No (month) March. 20 (Rs.)
		Voucher No (month) April. 20 (Rs.)
		Voucher No (month) May 20 (Rs.)
		Voucher No (month) June 20 (Rs.)
		Voucher No (month) July 20 (Rs.)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

1	Name	Admn No.	Amount (Rs.)	3	Total Payable	: Rs. _____	Amount to be refunded
					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
Chairperson/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. _____

Signature of the DDO which the fellowship, scholarship and stipends are tenable.

Pay Rs. _____ (in figure)
Rs. _____ (in words)

Assistant AR (A/c)

Paid vide Cheque No. _____
Vr. No. Classified

Assistant

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

Referred to in rule 13.6.1 (a); UAC Form - 13/4

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

**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. _____ | | 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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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 : _____

No. _____ /CPF/ _____ dated _____

Signature of the Applicant

Signature of the DDO

Finance Office

Returned with Account No. allotted (**Column 1 above**). This number shall 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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 Chairperson/Branch Officer

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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.)	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

Referred to in rule 14.13; UAC Form - 14/4

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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																	

- Own share (Column 15) = Rs.
 - University share (Column 16) = Rs.
 - Interest (Column 18) = Rs.
- Closing Balance as on 30.03.20 = Rs.

For Finance Officer

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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.)	Grand Total (8+9) (Rs.)	Remarks
							Compulsory (Rs.)	Optional (Rs.)				
1	2	3	4	I	II	III	6	7	8	9	10	11

- (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)

Internal Audit Officer/JD, Local Fund Audit
Paid vide Vr. No.....

Pay : Rs. _____(figures)
Rs. _____(words)

FO/AR (A/C)

Paid vide Vr. No. _____
Cheque No. _____
Classified _____

Assistant/Accountant

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
APPLICATION FORM FOR ADMISSION TO THE NEW PENSION SCHEME (IN DUPLICATE)

1. Name of University Employee (In Block Letters): _____
2. Sex Male ☐ Female ☐
3. Marital Status Married ☐ Unmarried ☐
4. Designation _____
5. Name of Department _____
6. Date of 1st entry into service _____
7. Scale of Pay _____
8. Basic Pay _____
9. Date of Birth _____
10. Date of Superannuation _____
11. Nominee (s) for accumulations under the pension account: _____

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 any, 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 :

Date :

Names and Addresses of two witnesses:

1. _____
2. _____

Signature of the Employee
Designation & Office

Signature of Chairperson/Branch Officer/Head of Office

Referred to in rule 15.1.1.(m,n); 15.2.1(b) UAC Form - 15/2

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

SCHEDULE OF EMPLOYEE'S SUBSCRIPTION/UNIVERSITY' CONTRIBUTION UNDER NEW PENSION SCHEME

Employee's Subscription and University's Matching Contribution for the Month of _____

Sr. 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)

Referred to in rule 15.2.1; UAC Form - 15/3

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

**FORM FOR SENDING INFORMATION TO THE BILLS SECTION REGARDING ADMISSION OF THE UNIVERSITY
EMPLOYEE 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.	Department/Office	Date of 1 st entry in University	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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 st entry in University Service	Scale of Pay	Date of Birth	Date of Superannuation	Nomination			Sign of DDO	Remarks
									Name	Relationship	Share		

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
FORM OF MORTGAGE FOR HOUSE BUILDING ADVANCE

This indenture made is on the _____ day of _____ between _____ of _____, an employee of Indira Gandhi University, Meerpur-Rewari (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, Indira Gandhi University, Meerpur-Rewari (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 Indira Gandhi University, Meerpur-Rewari 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 witness 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

1st witness : _____

2nd witness : _____

Address : _____

Address : _____

Occupation : _____

Occupation : _____

- Note:** 1. The deed shall be registered.
 2. There must be two witnesses to the 'mortgagor'

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 Indira Gandhi University, Meerpur-Rewari (hereinafter called the Borrower, which expression shall include his legal representative and assigns) of the one part and the Vice-Chancellor of Indira Gandhi University, Meerpur-Rewari (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 Registrar 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

1st witness : _____

2nd witness : _____

Address : _____

Address : _____

Occupation : _____

Occupation : _____

Note : 1. There must be two witnesses to the 'Borrower'

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

RE-CONVEYANCE FOR HOUSE BUILDING ADVANCE

This indenture is made on the _____ day of _____, 20____ between the Vice-Chancellor, Indira Gandhi University, Meerpur-Rewari (hereinafter referred to as the Vice-Chancellor) of the one part and, an employee of Indira Gandhi University, Meerpur-Rewari. (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

Contd.....UAC Form 20/3

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 Indira Gandhi University, Meerpur-Rewari in the presence of _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 Department & Designation : _____
4. Name of the Department where working : _____
5. Emoluments on which loan is admissible : _____
- Salary Head: _____ Basic Pay: _____ D.Pay : _____
- Spl. Pay: _____ Total : _____ (GPF Account No/PRAN _____)
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(In case of Marriage Advance): _____

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 st /2 nd 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: _____

Signature & Designation of the Applicant

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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, I.G. University, Meerpur-Rewari (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, Indira Gandhi University Meerpur-Rewari)

I,_____do hereby authorize the **Finance Officer**, Indira Gandhi University Meerpur-Rewari 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: _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 : _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

Referred to in rule 25.6; UAC Form 25/4

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 : _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

UNIVERSITY LIBRARY SYSTEM

Overdue Charges Register

Date	Name of the Borrower	Accession No.	Date of return	Overdue charges	Receipt No.	Remarks
1	2	3	4	5	6	7

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
GUEST REGISTER

S.No.	Name, Address & Mobile 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	University Receipt No.	Signature of Supervisor/ Authorised Person	Signature of Hospitality officer/Authorised Person	Signature of Guest
Date	Time					
9	10	11	12	13	14	15

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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			

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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	Rec- eived	Cons- Umed	Balance	Rec- eived	Cons- umed	Balance	Rec- eived	Cons- Umed	Balance		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
RECORD OF REPAIRS ETC. OF THE UNIVERSITY VEHICLES

Vehicle No. _____

Sr. No.	Date of Entry of Bill	Details of Repairs/ Replacement	Quantity of Spare Parts	Bill No. & Date	Name of Workshop	Amount (Rs.)	Monthly Expenditure	Cumulative Expenditure	Record of Unserviceable Parts	Sign of Drive	Sign of Transport Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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	Bill No. & Date	Amount (Rs.)	Supplier	Sign of the Transport Officer	Remarks
1	2	3	4	5	6	7	8	9	10

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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.						

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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. Rates for bus as per university rules.**

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

Chairperson

Indentor/Tour Incharge

Transport Officer

Endst. No. TO/_____

Dated : _____

A copy is forwarded to the Chairperson/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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
DRIVERS' DUTY REGISTER

Date	Sr. 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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI**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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI**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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI**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 Input				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

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			Condition of plants/trees at the time of fruition and periodic review and date of review	Yield			Income from sale of fruit/product		Initials
			Bearing Fruit Trees	Still in the unbearing stage	Others		Expected (Kgs.)	Actual (Kgs.)	Initials	Expected	Actual	
15	16	17	18	19	20	21	22	23	24	25	26	27

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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,

I.G.U. Meerpur Rewari

No. : _____

Dated : _____

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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 :							

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

JOB FILE

Job No. : _____

Indentor's ame and address : _____

Order No. and date : _____

M.S.S. Pages : _____

Quality of paper : _____

Requisition No. : _____ Date : _____

S. No.	Description	Quantity used

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
RETURN OF DRAFT PRINT FOR PROOF READING TO THE INDENTOR

To

Indira Gandhi. University, Meerpur-Rewari

N0. 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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
DELIVERY CHALLAN-CUM-INVOICE

Delivery Challan-cum-Invoice No. _____

Dated: _____

To

Indira Gandhi. University, Meerpur-Rewari

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
OFFICEWISE/CUSTOMERWISE LEDGER (INCOME REGISTER)

Name of the Office/Department/Customer : _____

Job No.	Job Description/Particulars	Challan-cum-Invoice No. & Date	Amount (Rs.)
1	2	3	4

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

BILL FORM

Original

Bill No. _____ Dated : _____ Order No. : _____ Dated : _____

To

Description of the work done	Quantity	Rate	Amount (Rs.)
Total			

Note : 1. Payment may made to this Office by Cheque/Bank Draft drawn in favour of the Finance Officer, IGU, Meerpur.

•
For Press Manager

Accountant/Bill Clerk

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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.				
Total (1)				
2.				
Total (2)				
Total A (1+2+3+4+)				
Salaries				
Purchase of Paper				
Purchase of Ink				
Repair of Plant/ Machinery				
Total B				
Net Income (A-B)				

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
METER READING BOOK

1. Name : _____ 2. House No. : _____ 3. Connection No.: _____

S. No.	Date	Meter reading	S. No.	Date	Meter reading	S. No.	Date	Meter reading
1	2	3	1	2	3	1	2	3

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI
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)

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

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