

**CHAUDHARY CHARAN SINGH  
HARYANA AGRICULTURAL UNIVERSITY**



**CALENDAR  
VOLUME-III**

**1997**

**GENERAL RULES AND REGULATIONS**

[As amended upto 31.12.1996]

**HISAR  
HARYANA  
INDIA**



## Preface

The Chaudhary Charan Singh Haryana Agricultural University has embarked upon the task of reviewing its rules and regulations and bringing them out in three volumes. Vol I consists of the University Act and Statutes. Vol. II incorporates all academic rules and Vol. III includes miscellaneous rules and regulations and administrative instructions issued from time to time.

Shri Vinay Kumar, Officer on Special Duty was entrusted with the task of reviewing the Act and Statutes and all other rules including academic, administrative and financial. He has vetted not only the existing rules and regulations but also framed regulations for conducting meetings of various important bodies. The three books known as University Calendar Vol. I, II and III have been vetted by him minutely with the assistance of dealing officers from Registrar and Comptroller's offices. The University Calendar Vol. I, as updated, is awaiting approval of the competent authorities. The calendar Vol. II has since been published. This is an indispensable volume for students and those entrusted with imparting instruction as well as officials dealing with student matters.

The University Calendar Vol. III consists of rules and regulations on various administrative and miscellaneous matters. Apart from updating existing rules, Shri Vinay Kumar drafted various new regulations as envisaged under the University Act. He has done a commendable job in bringing them together into one volume.

I have no doubt that this compilation known as University Calendar Vol. III will serve as a ready reference to university administrators, teachers and other employees for discharging their functions efficiently. I appreciate the excellent work done by Shri Vinay Kumar.



(J. B. Chowdhury)  
Vice-Chancellor



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## *Chapter 1*

# **Regulations for conducting meetings of the Board of Management**

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### **1. FREQUENCY OF MEETINGS**

The Board shall meet at such times and as often as may be deemed necessary by the Vice-Chancellor :

Provided that normally a notice of 15 days will be given for calling a meeting. However, the Vice-Chancellor may reduce this period at his discretion. He may convene an emergency meeting at 24 hours' notice.

Provided further that, as provided in Section 14 (k) of the Act, regular meetings of the Board shall be held at least once in every 2 months.

### **2. VENUE OF MEETINGS**

Meetings of the Board shall normally be held at Hisar :

Provided that the Chairman may convene a meeting at Chandigarh or Delhi and, with the approval of the Board taken at the previous meeting, at any other place in the State.

### **3. QUORUM**

Four members of the Board shall be a quorum for the meeting of the Board :

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Approved by Board of Management vide item no. B-1 of its 15th meeting held on 24.6.1972 under Section 33 (2) of the Act.

Provided that, if a meeting of the Board is adjourned for want of a quorum, no quorum shall be necessary at the next meeting for the transaction of the same business. (Section 13 (10) of the Act).

4. **DECISIONS BY A MAJORITY OF VOTES**

All questions to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote on any question and, if the votes be equally divided, he shall have a second or casting vote. (Clause 1 (4) of the "Statutes Regarding the Powers and Duties of the Authorities of the University").

5. **AGENDA**

- (a) As far as possible the agenda for a meeting of the Board will be delivered to the members at least a week before the meeting.

Provided that, with the permission of the Chairman, any item which he considers necessary, can be introduced at any time for consideration and decision.

- (b) The business of the meetings will normally be confined to the agenda circulated :

Provided that with the permission of the Chairman, any matter which is not on the agenda, can be considered.

*Explanation :* (1) For this purpose, any matter introduced by the Chairman himself as an agenda item or without any agenda item, shall be considered to have been introduced with the permission of the Chairman.

(2) Any proposal placed officially before the Board

as an agenda item regarding framing or amendment of Statutes or regarding any other matter shall be considered to have been placed by the Vice-Chancellor in his capacity as a member of the Board.

**6. RECORDING AND DESPATCH OF PROCEEDINGS OF THE BOARD :**

- (1) The Secretary will be responsible for correct recording of the proceedings and the record of decisions shall be brief but self contained.
- (2) The Secretary shall ensure that proceedings are despatched to all members expeditiously, normally within a week of the meeting.

**7. CONFIRMATION OF PROCEEDINGS OF THE BOARD MEETINGS :**

Confirmation of the proceedings of a meeting will be confined to confirming whether the decisions of the Board have been correctly recorded and not be the occasion for questioning a decision taken. If a member has any reasons for wanting a decision reconsidered, he shall follow the procedure laid down in Rule 8.

**8. RE-OPENING OF DECISIONS TAKEN BY THE BOARD**

- (1) If any member wishes to have an earlier decision of the Board reconsidered, he shall give notice of his intention to the Secretary of the Board, in writing at least three weeks before the date of the next meeting, and, in this notice, shall give reasons why he considers it necessary to re-open the matter.
- (2) On receipt of such a notice, the Secretary shall have the matter thoroughly examined and include the item in

the agenda with such information and comments as are relevant.

**9. EXERCISE OF STATUTORY POWERS BY AUTHORITIES AND OFFICERS OF THE UNIVERSITY**

No order passed by any authority or an Officer of the University in respect of an employee of the University, in exercise of the Statutory powers vested in it/him, may be questioned by any member of the Board of Management, unless an appeal or a representation against that order lies to the Board and such appeal or representation has been submitted by the affected employee.

This should be treated as regulations made by the Board of Management under sub-sections (1) and (2) of Section 33 of the Haryana & Punjab Agricultural Universities Act, 1970.

## *Chapter 2*

### **Regulations for conducting meetings of Academic Council**

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1. The meetings of the Academic Council shall be convened by the Vice-Chancellor or by some other officer, whom he temporarily delegates this power.
2. The Registrar is to act as Ex-officio Secretary to the Academic Council, who will maintain the minutes of the meetings of the Council.
3. Normally the meetings of the Academic Council may be held on 3rd Saturday of alternate months.
4. The meeting of the Academic Council shall be held at the Campus of Haryana Agricultural University Hisar but the Vice-Chancellor may convene a meeting at any of the centres of the Haryana Agricultural University.
5. The quorum of the meeting shall be 1/3rd of its members.
6. All questions shall be decided by majority of votes of the members present at the meeting. The co-opted members shall have no right to vote. The Chairman of the Academic Council shall be entitled to vote on any question and if, the votes be equally divided, he shall have a second or casting vote.
7. Questions relating to a particular Department of the

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Approved in 202nd meeting of Academic Council held on 3.11.1983 under Section 33 (2) of the Act.

University shall not be decided unless the Dean, Director or Head of that Department is present.

8. Agenda of regular meetings may be circulated one week in advance and only those items be considered/included which are received in the office of Registrar atleast 15 days before the date of the meeting. However, for special meetings, the agenda may be circulated 3 days before the date of meeting and such items must reach the office of the Registrar 7 days before the date of the meeting.
9. The business of the meeting shall normally be confined to the agenda circulated but any other item(s), not on the agenda, can be introduced and considered, with the permission of the Chairman.
10. The items for the Agenda, will be initiated by the Vice-Chancellor, members of the Academic Council and other officers.
11. The officers of the University and Heads of the Departments who are not the members of the Academic Council, can submit items for agenda but those items will first be considered by the Vice-Chancellor.
12. The Vice-Chancellor shall put up the Agenda for consideration; such items as are received 15 days before the calling of the meeting. He is authorised to include any item, which is received late.
13. The Secretary will keep record of the proceedings of the meetings, which will be sent to each member normally within a week of the meeting.
14. The proceedings of the meeting shall be confirmed in the next meeting. Confirmation would confine to confirming whether the decisions had been correctly recorded and it should not be occasion for questioning a decision taken.

## *Chapter 3*

# **Regulations for conducting meetings of Boards of Studies Under Section 33 of the Act**

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### **COLLEGE OF AGRICULTURE**

#### **1. CONSTITUTION**

The Board of Studies for each branch of learning shall be constituted by the Vice-Chancellor in accordance with Section 24 (3) of the Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

#### **2. FREQUENCY OF MEETINGS**

Each Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at short notice.

Provided further that regular meetings of the Boards of Studies shall be held atleast once in two months.

#### **3. VENUE OF MEETINGS**

Meetings of the Board of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval

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Approved by Board of Studies in its meetins held on 2.8.94

of the Board taken at the previous meeting.

**4. QUORUM**

Two-thirds of the regular members of the Board of Studies shall constitute the quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business. However, in emergency meeting agenda will be given at the meeting.

**5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

**6. DECISIONS**

All questions to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

**7. PROCEEDINGS**

The Secretary, who will be appointed by the Chairman from amongst the members, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

**8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of



the Board of Studies. Confirmation will be confined to correct recording of the decision taken and shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and draft the agenda item for consideration at the next meeting.

## **9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## **COLLEGE OF SPORTS**

### **1. CONSTITUTION**

The Dean, College of Sports will be the Chairman and such other members from the faculty of the College will be the members as are nominated on the Board by the Vice-Chancellor in consultation with the Dean, College of Sports. They will be appointed for a period of two years from amongst the ranks of Assistant Professors/Associate Professors/Professors. One of these members will be nominated by the Dean as Secretary of the committee. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other constituent colleges, as he may deem fit.

### **2. FREQUENCY OF MEETINGS**

Each Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman; provided that

a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at 24 hours notice.

Provided further that regular meetings of the Board of Studies shall be held atleast once in two months.

**3. VENUE OF MEETINGS**

Meetings of the Board of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Board taken at the previous meetings.

**4. QUORUM**

Two-thirds of the regular members of the Board of Studies shall constitute the quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

**5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers it necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

**6. DECISIONS**

All questions to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

## **7. PROCEEDINGS**

The Secretary, who will be appointed by the Chairman from amongst the members, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

## **8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine matter thoroughly and draft the agenda item for consideration in the next meeting.

## **9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

# **COLLEGE OF VETERINARY SCIENCES**

## **1. CONSTITUTION**

The Board of Studies for each branch of learning shall be constituted by the Vice-Chancellor in accordance with

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Approved vide OSD's memo No. OSD/94/10316 dated 31.10.94

Section 24 (3) of the Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

## **2. FREQUENCY OF MEETINGS**

Each Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at 24 hours notice.

Provided further that regular meetings of the Board of Studies shall be held atleast once in two months.

## **3. VENUE OF MEETINGS**

Meetings of the Board of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Board taken at the previous meeting.

## **4. QUORUM**

Two-thirds of the regular members of the Board of Studies shall constitute the quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

## **5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

**6. DECISIONS**

All questions to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

**7. PROCEEDINGS**

The Secretary, who will be appointed by the Chairman from amongst the members, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

**8. COFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing atleast two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the secretary shall examine the matter thoroughly and draft the agenda item for consideration at the next meeting.

**9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

# **COLLEGE OF AGRICULTURAL ENGINEERING AND TECHNOLOGY**

## **1. CONSTITUTION**

The Board of Studies for each branch of learning shall be constituted by the Vice-Chancellor in accordance with Section 24 (3) of the Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

## **2. FREQUENCY OF MEETINGS**

Each Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at 24 hours' notice.

Provided further that regular meetings of the Board of Studies shall be held atleast once in two months.

## **3. VENUE OF MEETINGS**

Meetings of the Boards of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Board taken at the previous meeting.

## **4. QUORUM**

Two-thirds of the regular members of the Board of Studies shall constitute the quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

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Approved vide OSD's memo No. OSD/94/10316 dated 31.10.94

**5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

**6. DECISIONS**

All questions to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

**7. PROCEEDINGS**

The Secretary, who will be appointed by the Chairman from amongst the members, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

**8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thor-

oughly and draft the agenda item for consideration at the next meeting.

## **9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## **COLLEGE OF ANIMAL SCIENCES**

### **1. CONSTITUTION**

The Board of Studies for each branch of learning shall be constituted by the Vice-Chancellor in accordance with Section 24 (3) of the Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

### **2. FREQUENCY OF MEETINGS**

Each Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at 24 hours notice.

Provided further that regular meetings of the Board of Studies shall be held atleast once in two months.

### **3. VENUE OF MEETINGS**

Meetings of the Boards of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval

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Approved vide OSD's memo No. OSD/94/10311 dated 31.10.94



the Board taken at the previous meeting.

**4. QUORUM**

Two-thirds of the regular members of the Board of Studies shall constitute the quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

**5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

**6. DECISIONS**

All questions to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

**7. PROCEEDINGS**

The Secretary, who will be appointed by the Chairman from amongst the members, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

**8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and shall not be the

occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and draft the agenda item for consideration at the next meeting.

## **9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## **COLLEGE OF BASIC SCIENCES**

### **1. CONSTITUTION**

The Board of Studies for each branch of learning shall be constituted by the Vice-Chancellor in accordance with Section 24 (3) of the Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

### **2. FREQUENCY OF MEETINGS**

Each Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at 24 hours notice.

Provided further that regular meetings of the Board of Studies shall be held at least once in two months.

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Approved vide OSD's memo No. OSD/94/10306 dated 31.10.94

### **3. VENUE OF MEETINGS**

Meetings of the Board of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Board taken at the previous meeting.

### **4. QUORUM**

Two-thirds of the regular members of the Board of Studies shall constitute the quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

### **5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

### **6. DECISIONS**

All questions to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

### **7. PROCEEDINGS**

The Secretary, who will be appointed by the Chairman from amongst the members, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of

the meeting.

## **8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and draft the agenda item for consideration at the next meeting.

## **9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

# **COLLEGE OF HOME SCIENCE**

## **1. CONSTITUTION**

The Board of Studies for each branch of learning shall be constituted by the Vice-Chancellor in accordance with Section 24 (3) of the Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit. The students representative will be included as an invitee.

## **2. FREQUENCY OF MEETINGS**

Each Board of Studies shall meet at such times and as often

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Approved by Board of Studies in its 79th meeting held on 27.9.1994.-

as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however reduce this period at his discretion. He may convene emergency meeting at 24 hours notice.

Provided further that regular meetings of the Board of Studies shall be held atleast once in two months.

**3. VENUE OF MEETINGS**

Meetings of the Boards of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Board taken at the previous meeting.

**4. QUORUM**

Two-thirds of the regular members of the Board of Studies shall constitute the quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

**5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

**6. DECISIONS**

All questions to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

**7. PROCEEDINGS**

The Secretary, who will be appointed by the Chairman from amongst the members, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

**8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing atleast two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and draft the agenda item for consideration at the next meeting.

**9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## *Chapter 4*

### **Regulations for Conducting Meetings of the Finance Committee**

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#### **1. CONSTITUTION OF THE COMMITTEE**

Finance Committee as per Section 34 (2) of the Haryana and Punjab Agricultural Universities Act, 1970, shall consist of:

- (a) the Vice-Chancellor,
- (b) the Comptroller,
- (c) a member chosen by the Board from amongst the official members, and
- (d) a member chosen by the Board from amongst the non-official members.

#### **2. The powers and duties of the committee shall, as per Section 34 (3) *ibid*, be as under :**

- (a) To examine the annual accounts of the University and to advise the Board thereon;
- (b) to examine the annual budget estimates and to advise the Board thereon;
- (c) to review the financial position of the University from time to time;

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Approved by the Finance Committee in its 126th Meeting held on 27.9.94

- (d) to make recommendations to the University on all matters relating to the finances of the University;
  - (e) to make recommendations to the Board on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget.
- 3
- (i) All proposals regarding financial and budgetary cases, which require consideration/decision by the Board of Management, shall be routed through the Finance Committee which shall make its recommendations for consideration and decision by the Board of Management.
  - (ii) The Board of Management may, from time to time, delegate its financial/budgetary functions to the Finance Committee to such extent as may be deemed proper. In such cases, the Finance Committee shall take decision in pursuance of the Board's delegation.

*Note : Finance Committee stands authorised to decide regarding the policy about creation of new posts and filling of vacant posts.*

#### **4. PERIODICITY**

The committee shall hold its meetings once in two months or more as deemed necessary by the Chairman.

#### **5. QUORUM**

Three members of the Committee shall form quorum for conducting its business.

#### **6. PREPARATION & APPROVAL OF AGENDA**

All cases to be placed before the F. C. shall be routed



through the Comptroller for VC's approval. Agenda notes will however be finalised by the Comptroller as per approval of the Vice-Chancellor.

**7. PREPARATION & APPROVAL OF PROCEEDINGS**

Proceedings of the F. C. meetings shall be prepared by the Comptroller and approved by the Vice-Chancellor.

**8. EMERGENCY MEETINGS**

Chairman may convene emergency meeting of the F. C. as and when required.

**9. CONSIDERATION OF SPECIFIC ITEMS**

In case any member desires a specific issue to be considered by the F. C., he shall send a specific proposal at least 3 weeks in advance to the Chairman for further processing in the respective department of the University.

**10. CONSIDERATION OF ITEMS NOT CONTAINED IN AGENDA**

Any item not included in the agenda may be considered with the permission of the Vice-Chancellor.

**11. CONFIRMATION OF PROCEEDINGS**

Proceedings of the meeting will be confirmed by the F. C. in its next meeting.

## *Chapter 5*

### **Regulations for conducting meetings of the Research Programme Committee**

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#### **1. CONSTITUTION**

The Constitution of the Research Programme Committee will be as provided under Clause 4 (ii) of the Statutes given in Chapter II. The Chairman may invite such other officers/ persons to attend the meeting whose presence in a particular meeting is considered useful for taking decision on certain item (s).

#### **2. PERIODICITY**

The meetings of the Research Programme Committee shall be held at least once in three months and the agenda will normally be circulated atleast two weeks before the date of meeting.

#### **3. QUORUM**

The quorum of the meeting shall be half of the total statutory members of the committee.

#### **4. PERIODICITY FOR RE-HOLDING ADJOURNED MEETINGS**

The adjourned meeting may be held after such interval as may be deemed appropriate by the Chairman. No quorum shall be necessary at such meeting for transacting the same

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Approved vide ODS's Memo No. OSD/94/10302 date 31.10.94

business.

**5. PREPARATION AND APPROVAL OF AGENDA**

The agenda shall be prepared by the Director of Research who is Member-Secretary of the Committee and the same will be got approved from the Chairman before its circulation.

**6. PREPARATION AND APPROVAL OF PROCEEDINGS**

The proceedings shall be drafted by the Member-Secretary and approved by the Chairman before sending the same to each member. The proceedings will normally be circulated within a week of the meeting.

**7. PROVISION FOR EMERGENCY MEETINGS**

The emergency meetings may be convened at the direction of the Chairman to transact any important and time-bound business relating to research programme of the University at short notice as may be required.

**8. NOTICE BY MEMBERS FOR GETTING SPECIFIC ITEMS CONSIDERED**

The Member-Secretary shall obtain orders of the Chairman for inclusion of the items in the agenda or otherwise as are received by him before one month of the date of meeting.

**9. POWER TO CONSIDER ITEMS NOT CONTAINED IN AGENDA**

The Chairman may allow the items not on agenda to be considered in a particular meeting considering the significance of the items.

**10. CONFIRMATION OF PROCEEDINGS IN THE NEXT MEETING**

The proceedings of the meeting circulated shall be confirmed in the next meeting of the Research Programme Committee.

**11. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## *Chapter 6*

### **Regulations for conducting meetings of the Extension Education Advisory Committee**

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#### **1. CONSTITUTION**

The Constitution of the Extension Programme Committee will be as provided under Clause 4 (iii) of the Statutes given in Chapter II. The Chairman may invite such other officers/ persons to attend the meeting whose presence in a particular meeting is considered useful for taking decision on certain item (s).

#### **2. PERIODICITY**

The meetings of the Extension Programme Committee shall be held at least once in three months and the agenda will normally be circulated atleast two weeks before the date of meeting.

#### **3. QUORUM**

The quorum of the meeting shall be half of the total statutory members of the committee.

#### **4. PERIODICITY FOR RE-HOLDING ADJOURNED MEETINGS**

The adjourned meeting may be held after such interval as may be deemed appropriate by the Chairman. No quorum

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Approved vide OSD's Memo No. OSD/94/10309 Dated 31.10.94

will be necessary at such meeting for transacting the same business.

**5. PREPARATION AND APPROVAL OF AGENDA**

The agenda shall be prepared by the Director of Extension Education who is Member-Secretary of the Committee and the same will be got approved from the Chairman before its circulation.

**6. PREPARATION AND APPROVAL OF PROCEEDINGS**

The proceedings shall be drafted by the Member-Secretary and approved by the Chairman before sending the same to each member. The proceedings will normally be circulated within a week of the meeting.

**7. PROVISION FOR EMERGENCY MEETINGS**

The emergency meetings may be convened at the direction of the Chairman to transact any important and time-bound business relating to extension programme of the University at short notice as may be required.

**8. NOTICE BY MEMBERS FOR GETTING SPECIFIC ITEMS CONSIDERED**

The Member-Secretary shall obtain orders of the Chairman for inclusion of the items in the agenda or otherwise as are received by him before one month of the date of meeting.

**9. POWER TO CONSIDER ITEMS NOT CONTAINED IN AGENDA**

The Chairman allow the items not on agenda to be considered in a particular meeting considering the significance of the items.

**10. CONFIRMATION OF PROCEEDINGS IN THE NEXT MEETING**

The proceedings of the meeting circulated shall be confirmed in the next meeting of the Extension Programme Committee.

**11. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## *Chapter 7*

### **Regulations for conducting meetings of Committee on Students Welfare**

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#### **1. CONSTITUTION**

Students Welfare Clause 4 (i) of Chapter II of the Statutes. The Vice-Chancellor may nominate other officers, teachers or students as invitees if he considers their participation in the deliberations of the committee necessary.

#### **2. PERIODICITY FOR HOLDING MEETINGS**

The committee on Students Welfare shall meet at such times and as often as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at 24 hours notice.

Provided further that regular meetings of the Committee on Students Welfare shall be held atleast once in two months.

#### **3. VENUE OF MEETINGS**

Meetings of the Committee on Students Welfare shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Committee taken at the previous meeting.

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Approved vide OSD's Memo No. OSD/94/10310 dated 31.10.94



**4. QUORUM**

Two-thirds of the regular members of the Committee on Students Welfare shall constitute the quorum provided that if meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

**5. AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman.

**6. DECISIONS**

All questions to be considered at a meeting of the Committee on Students Welfare shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

**7. PROCEEDINGS**

The Secretary will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

**8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Committee on Students Welfare. Confirmation will be confined to correct recording of the decision taken and shall

not be the occasion for questioning the decision taken. If a member has any reason for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting in writing stating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and draft the agenda item for consideration at the next meeting.

**9. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## *Chapter 8*

### **Regulations for conducting meetings of Resident Instruction Committee**

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#### **1. CONSTITUTION**

The Constitution of the Resident Instruction Committee falls under the purview of the Academic Council. The Dean, Post Graduate Studies will be its Chairman, all Deans and Directors, Registrar and senior most professor by rotation once in two years from each college will be its members. The ADRI will be Secretary of the Committee. If necessary, the Vice-Chancellor may also nominate other teachers/students on the committee. The Secretaries of Boards of Studies will be included as invitees.

#### **2. FREQUENCY OF MEETINGS**

The Resident Instruction Committee will meet at such times and as often as may be deemed necessary by the Chairman; provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at 24 hours notice.

Provided further that regular meetings of the Resident Instruction Committee shall be held atleast once in two months.

#### **3. VENUE OF MEETINGS**

Meetings of the Resident Instruction Committee shall

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Approved vide OSD's memo no. OSD/94/10307 dated 31.10.94

normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Committee taken at the previous meeting.

#### 4. **QUORUM**

Two-thirds of the regular members of the RIC shall constitute the quorum provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

#### 5. **AGENDA**

As far as possible, the agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any matter which he considers necessary can be introduced at any time for consideration and decision. The agenda will be prepared by the Secretary with the approval of the Chairman/sent by Registrar or Deans of Colleges for consideration at the meeting.

#### 6. **DECISIONS**

All questions to be considered at a meeting of the Resident Instruction Committee shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

#### 7. **PROCEEDINGS**

The ADRI, who will be Secretary of the Resident Instruction Committee, will be responsible for recording the proceedings and getting the same approved by the Chairman. He/she will also ensure that the proceedings are despatched to all the members expeditiously, normally within a week of the meeting.

**8. CONFIRMATION OF PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the Resident Instruction Committee. Confirmation will be confined to correct recording of the decision taken and shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and draft the agenda item for consideration at the next meeting.

## Chapter 9

### Regulations for conduct of business of Education Cell, CCS HAU, Hisar

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#### 1 CONSTITUTION

The Education Cell will consist of the following :

- (a) Senior-most Professor of the University *Chairman*
- (b) All present Deans and Directors *Members*
- (c) All ex-Deans and Directors *Members*
- (d) Registrar *Member*
- (e) OSD to VC *Member-Secretary*

*Special Invitees*

Technical Officer to V-C

President, HAUTA

Secretary, HAUTA

#### 2. FUNCTIONS

- (i) Its functions will be of advisory nature. It will advise the V-C on all such matters relating to teaching, research and extension education as are referred to it for advice by the VC.
- (ii) It will act as a 'Think Tank' for formulating plans for improvement and maintenance of educational standards.

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Approved vide OSD's memo No. OSD/94/10307 dated 31.10.94

### **3. PERIODICITY OF HOLDING OF MEETINGS**

The Cell will meet as often as necessary, but at least once in two months. However, emergency meetings can be called at any time. Normally, the notice for the meeting and agenda notes will be sent at least one week in advance of the meeting. However, for emergency meetings, the notice and agenda items should be sent 24 hours before the meetings.

### **4. QUORUM**

40% of the members will constitute the quorum. If a meeting is adjourned for want of quorum, no quorum will be necessary for holding such adjourned meetings again.

### **5. PREPARATION AND APPROVAL OF AGENDA**

The VC will refer the matter to the Cell. However, detailed notes will be prepared by the officer concerned and sent to the Cell. The Member-Secretary of the Education Cell will examine the notes, prepare agenda items and submit the same to the Chairman of the Cell for approval before circulation.

### **6. PREPARATION AND APPROVAL OF THE PROCEEDINGS**

The proceedings of the meetings of the Education Cell will be drawn up by the Secretary and approved by the Chairman. Thereafter, the proceedings will be circulated to the members. A copy of these proceedings will be submitted to the VC for his consideration and further action.

## *Chapter 10*

### **Regulations for conducting meetings of the Departmental Committee**

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#### **1. CONSTITUTION**

A Departmental Committee will be constituted in each department of the University. The Head of Department will be the Chairman and such other members from amongst the faculty of the department shall be members as are nominated on the committee by the Vice-Chancellor in consultation with the Head of the Department and the Dean of the College concerned. They will be appointed for a period of two years from amongst the ranks of Assistant Professors, Associate Professors and Professors, working on teaching, research and extension education sides. One of these members will be nominated by the Head of Department to work as Secretary of the Committee.

#### **2. PERIODICITY FOR HOLDING MEETINGS**

The committee shall meet once in two months or more often if necessary. The meetings will be held with a week's notice. However, this period may be reduced by the Chairman and emergency meetings can be convened at short notice. The meetings will be held in the department at a place selected by the Chairman who will also have the power to fix such meetings outside the department but within the college.

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Approved vide OSD's memo No. OSD/94/10321-420 dated 31.10.94



### **3. QUORUM**

Fifty percent of the member or five members, **whichever** number is larger of the committee will form **quorum**. However, if a meeting of the committee is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

### **4. AGENDA**

The agenda will be prepared by the Secretary with the approval of the Chairman and circulated to the members in advance of the meeting. However, the Chairman shall have the powers to circulate any agenda when the meeting is in progress or take up any item for discussion and decision even if it is not a part of the agenda. If a member wants any item to be included in the agenda he shall inform the Secretary in writing atleast three days in advance of the meeting.

### **5. ENUMERATION OF MEETINGS**

The meetings will be numbered so that reference to the meetings could be quoted correctly.

### **6. PROCEEDINGS**

The proceedings shall be drafted by the Secretary and approved by the Chairman. These shall be circulated to the members as soon as possible but latest within one week of the meeting. However, after the proceedings are approved by the Head of Department and recommendations of the departmental committee are accepted by the competent authority, the decisions will be circulated to the faculty members of the department.

### **7. CONFIRMATION OF THE PROCEEDINGS**

The proceedings will be confirmed at the next meeting of the committee. Such confirmation will be confined to

whether the decisions have been recorded correctly and shall not be the occasion for questioning a decision taken. If a member has any reasons for wanting a decision reconsidered he shall follow the procedure laid down.

#### **8. ACTION TAKEN REPORT**

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decision is fully implemented or reconsidered.

## *Chapter 11*

### **Instructions for writing of annual confidential/self assessment reports of Haryana Agricultural University Employees/Teacher**

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#### **2. NEED FOR REGULAR AND PUNCTUAL RECORDING OF REPORTS IN PERSONAL FILES**

It is essential that all Officers/Heads of Departments, etc. should write their reports in the personal files/character rolls of their subordinates regularly and punctually so that the personal files are kept upto date. The Confidential/Self Assessment Reports should be written once a year in respect of Non-teaching and teaching employees at the end of March and June, respectively. The work of writing such reports should be completed within the time schedule given below :

- (a) Reporting authority shall initiate the annual confidential reports in time and ensure that they reach the reviewing authority by 7th of the following month in which these are due. In case of default the reviewing authority shall initiate the report and the Initiating authority shall be commented upon on his failure to initiate the report by the due date.
- (b) Reviewing authority would send the reports to the Accepting Authority so as to reach him by 20th of the following month in which these are due. In case

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Approved vide Registrar's memo no. HAU/Admn. E-2/90/984-1135 dated 14.2.90

of his failing to do so, the self-assessment reports/ Confidential reports shall be accepted as per rules. The accepting authority shall also give his observations on this account in the self-assessment/ confidential report of Initiating/Reviewing authority.

***Explanatory Notes :***

- (i) The certificate regarding writing of Confidential/ Self-Assessment Reports be sent to the authority maintaining these reports within one month of the last date of writing these reports.
- (ii) The Self Assessment Reports are written for the period from 1st July to 30th June. The teachers shall initiate their SARs on time and ensure that these reach the reviewing authority or the next higher authority as the case may be, by the end of July. If a teacher fails to send his own SAR by 31st July, his next senior person should initiate it himself on 1st August. If, however, the next senior person, too, fails to send it within the next 20 days i.e. by 20th August, the Head of Department concerned should initiate it and record his observations on his own. The onus for not initiating the report on time will lie on the teacher himself.
- (iii) Annual Confidential/Self -Assessment Reports will be written in respect of all employees of the University including those working on adhoc/stop gap basis.
- (iv) In case of CR/SAR contains more than one page, then the name of the employee and period to which it pertains, would be written on every page and initiating authority shall also sign on every page.
- (v) The CRs/SARs should be recorded without delay. Further, in the event of significant delay occurring in isolated cases, it should be possible for the higher

authorities to discount to the extent necessary such reports as had been written after a lapse of a very long period and as were attended with suspicious features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report.

The words the "significant delay/very long period" appearing in this note shall mean a period of six months or above.

- (vi) The Confidential/Self-Assessment Reports of the Officers/Officials on deputation with University shall be maintained by their parent departments and the periodicity of the rendition of such reports will conform to the periodicity adopted in their parent departments. It will be responsibility of the parent departments to obtain the reports of their Officers on deputation and maintain them.
- (vii) The Head of the Department shall obtain the self-assessment reports/confidential reports of the teachers/other employees who are on deputation to outside institutions and shall place them on the self assessment reports/confidential reports files of the concerned teacher/employee. The failure to do so may warrant adverse observation in the self assessment report/confidential reports of the concerned Head of the Department.

### 3. **WHAT THE REPORTS SHOULD CONTAIN**

The Confidential/Self-Assessment Reports shall be written on the forms as listed in the Appendices I to III as under:

Form I - Appendix I for teachers

Form II - Appendix II for Grade 'A' employees

Form III - Appendix III for Grade 'B' and 'C' employees

While writing the CRs/SARs, the reporting officer must state in each case whether the Officer or Official concerned has been able to discharge the duties of his/her office satisfactorily whether the person is intelligent, able, conscientious, hard-working and quick in the despatch of business and whether he/she is regular and punctual in his/her work. If the person reported upon, has to control an establishment under him/her, it should be stated whether he/she is able to supervise their work effectively, is able to maintain discipline and whether his/her relations with his/her subordinates are satisfactory. It should be stated whether he/she is accessible, hears and deals with complaints properly and is courteous in his/her behaviour. It should also be intimated whether the official/teacher remains at his/her headquarters or not after the office hours and on holidays. In the case of teachers, it should be stated if the teacher has published any paper and if he/she has not, what action should be taken. In the case of touring employees, it should be stated whether their touring is systematic and adequate. If any particular incident has occurred during the period under report which brings a person in good or bad light, this should be mentioned specifically. In case of teachers working in colleges, it should be stated if for one or another reason, he/she has taken excessive leave during the trimester/semester periods.

Letter of appreciation issued by various authorities or persons and any major event of work done or special contribution made by the Officer towards implementation of a particular scheme or successful conclusion of a special campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the employee, if he/she considers them relevant in an annual assessment of the employee's work.

#### **4. REPORT REGARDING INTEGRITY**

A special mention should invariably be made regarding the integrity of the employee, to which the University attaches the greatest importance. It should clearly be stated if the employee is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss the employee's worth from the point of view of his/her integrity openly and frankly in the appropriate column 'Defects' if any or elsewhere. It has been observed that reporting officers are still allowing the practice of making non-committal remarks like 'no complaints'. This has been viewed with dis-favour. It is desired that the practice of making non-committal entries in the column relating to integrity should cease. Reporting Officer should give a definite opinion on the integrity of their subordinates while writing their SARs/CRs. Further instances have come to notice in which even though employees are being proceeded against for serious forms of corruption, their CRs/SARs for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the columns relating to integrity forthrightly and without hesitation. In case an employee has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning University's displeasure. Ordinarily, the inference would be that either he/she did not exercise proper supervision or he/she was in dishonest collusion with his/her subordinate. The intention of the University is that the truth about the subordinates should be known to the reporting Officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

### ***Explanatory note***

1. It has been observed that in certain CRs/SARs the HODs/Officers give adverse remarks which reflect on the integrity of the employee concerned but in the overall assessment he is adjudged as 'Average'.

It is desired that as the classification Outstanding, Very Good, Good, Average and Below Average, relate only to ability of the employee, the remarks regarding integrity should be clearly given : For instance, if an 'average' employee is reported to be of doubtful integrity, the classification should be noted as follows :

'Average' but of doubtful integrity.

### **5. WRITING OF SELF-ASSESSMENT/CONFIDENTIAL REPORTS OF :**

(I) Teachers                      (II) Accounts Staff

(I) Teachers

- (i) The Heads of Departments shall initiate their Self-Assessment Reports and submit the same to the Dean concerned who shall convene a meeting of Dean, Postgraduate Studies, Director of Research and Director Extension Education. Before recording their remarks, they must have discussion on the work of Head of Department concerned and arrive at some conclusion. The opinion so formed should be recorded and signed by all Deans/Directors concerned. The Deans and Directors disagreeing with or wishing to add to the majority views may do so. After that the report shall be submitted to the Vice-Chancellor, who is the final accepting authority.
- (ii) The teachers of the rank of Professors shall initiate their Self Assessment Reports and submit the same to their respective Heads of Departments who after recording his/her remarks shall submit the same to



the Dean/Director concerned. In the case of teachers it will be submitted to the Dean of the College where the teacher is posted and also to the Dean, PGS, if he/she teaches the post-graduate classes. In the case of research workers, the report will be submitted to the D. R. and in case of Extension Education staff to the D. E. E. In case of Professors and equivalents, the Deans/Directors will forward the reports to the Vice-Chancellor for final acceptance. If the Head of the Department is not available due to resignation/retirement/deputation/death etc. then the teachers of the rank of Professor will submit their self-assessment reports to the Dean/Director concerned.

- (iii) In case of teachers of the rank of Assoc. Prof., the SARs will be initiated by the next person concerned of the rank of Prof., who, after recording his remarks, shall submit the same to the Head of Deptt. concerned. The HOD after recording his observations, will submit the SAR to the Dean/Director concerned. However, in case of teachers teaching post-graduate classes, the reports will also be put up to the Dean, Post-graduate studies, for his observation before being sent to the Dean of the College/DR/DEE, as the case may be. In case if the teacher of the rank of Professor/HOD is not available due to resignation/retirement/deputation/death, the teachers of the rank of Assoc. Professor will submit their self-assessment reports to the Head of the Department/Dean/Director concerned.

If the accepting authority is not available, the report will be submitted at the level of reviewing authority and the assessment of the reviewing authority will be treated as final.

- (iv) The SARs of Class II teachers will be initiated by them and submitted to the teachers in-charge of the

project not below the rank of Assoc. Professors. He/she will submit the same to the HOD who will record his/her opinion and then submit it to the concerned Dean or Director who will record his/her opinion as the final accepting authority. In the case of teachers teaching post-graduate classes, the reports will also be shown to the Dean, PGS for his/her observations before being accepted by the Dean of the College concerned. In case of research workers, the reports will be submitted to the DR and for Extn. Education workers to the DEE for final acceptance.

However before submission of the self-assessment reports of the Research/Extension Education workers to the DR/DEE these shall be shown to the Deans of the colleges for their observations in case they are teaching under-graduate classes before their final acceptance.

- (V) A Class-II teacher, who is working in the department of another discipline shall initiate his/her self-assessment report and submit the same to a Class-I teacher under whose technical supervision he/she has been placed by the technical Head of the Department. The Class-I teacher shall record his/her observations in his/her Self Assessment Report so far as his/her technical work and competence were concerned. In case such a teacher is working directly under the guidance of Head of technical department, such teacher will also be reported upon by the technical Head of Department in addition to the administrative Head.

***Explanatory Notes :***

- (i) *The instructions as mentioned in para (V) above shall also apply to Class-I teachers.*
- (ii) *Whenever supervisory Head of the Department/*

*Dean/Director is junior to a person whose Self-Assessment Report is being written, the matter shall be referred to a committee comprising (i) DR, (ii) Dean, PGS, (iii) DEE, and (iv) Dean of the college concerned and the HOD concerned. The senior-most faculty member may preside over the meeting of the Committee. In case a member of the faculty, whose SAR is being assessed by the Committee, happens to be senior to all members of the Committee, then the meeting of the Committee will be held under the Chairmanship of the Vice-Chancellor. If the Vice-Chancellor is not available due to resignation/retirement/death etc., the meeting of the Committee shall be presided by the seniormost member and the decision of the committee shall be treated as final.*

- (iii) *Where the reviewing/accepting authorities differ with the overall grading as given by the initiating authorities, reason therefor shall be given by them.*

**(II) Accounts Staff**

The Comptroller has been made the technical Head of the staff working in all offices of the University for maintaining accounts. Accordingly, the CRs of the AAOs and other staff dealing with accounts in various offices shall be submitted to the Comptroller who will add his own remarks thereon before these are forwarded to the final accepting authority.

***Explanatory Note :***

*Where the reviewing/accepting authorities differ with the overall grading as given by the initiating authorities reason therefor shall be given by them.*

**6. NUMBER OF REPORTING OFFICERS**

The work and conduct of an employee/teacher working

under the Head of Department shall be reported upon by atleast two officers. However, where the reporting and accepting authority happen to be the same, the final accepting authority shall be the next higher authority in such cases.

7. **MINIMUM PERIOD FOR WHICH A REPORTING OFFICER SHOULD HAVE SEEN THE WORK OF A SUBORDINATE BEFORE RECORDING REMARKS ON HIM/HER**

No reporting authority should record his/her remarks in the CR/SAR of an employee under him/her unless he/she has seen his/her work and conduct for *atleast three months during the year under report.*

***Explanatory Notes :***

- (i) *The period of three months referred to in this rule means the period for which the reporting authority has actually seen the work of the employee concerned. Besides regular leave (as distinct from casual leave), the period of suspension, when an employee does not discharge any duties is not to be counted in calculating this period. Similarly, the period, if any, during which the reporting authority is on leave, or under suspension, is not to be counted.*
- (ii) *However, if the work of the employee has not been seen for atleast 3 months or more by any reporting authority during a year, in that case the reporting authority who has seen the work of the employee for the maximum period will initiate the report and the same shall be deemed to have covered the whole year.*

**8. RECORDING OF REMARKS ON THE OCCASION OF RELINQUISHMENT OR HANDING OVER OF CHARGE BY THE REPORTING AUTHORITY OR BY THE SUBORDINATE CONCERNED**

- (a) If an officer relinquishes the charge of his/her post during a reporting year on account of his/her transfer, resignation or retirement.

OR

- (b) Any of his/her subordinates is transferred or retires during the temporary year.

Such officer may record remarks in the Confidential/Self-Assessment Report Files of the Officer (subordinate to him/her) in respect of the relevant period of the reporting year provided he/she has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring/resigning officer before the date of his/her retirement/resignation. Likewise, the officer relinquishing the charge of his/her post on transfer, should record his/her remarks at the time of relinquishment of the charge of previous post or *within one month thereafter*.

- (c) If more than one reporting/reviewing/accepting authority had seen the work of the employee reported upon during a particular year, in such cases, remarks are to be recorded only by that reporting/reviewing/accepting authority, who may have last seen the work of the employee reported upon in the reporting year for atleast three months.
- (d) If the remarks are not recorded by the concerned authorities, as per para (a) above, it shall be obligatory when the annual CRs/SARs are being written to ask them (except the Officers who have already

retired/resigned) to record their remarks on the CRs/SARs of those employees in respect of whom these authorities are the initial reporting authorities. If, there was a successor in office, who is also competent to record remarks as the initial reporting authority, then, the remarks of the predecessor(s) in office covered in para (a) above and the successor in office, shall be got recorded in the order of their seniority, the junior officer writing the report (earlier).

**Explanatory notes :**

- (i) *If the reporting authority is retiring/resigning during the reporting year, the blank forms must be supplied by the office on its own to the officer atleast a fortnight before the date of his/her relieving or from the date on which he/she actually retires, whichever is earlier.*
- (ii) *The reports written during the middle of the reporting year should not be forwarded to the successor of the reporting authority, if any, for recording his/her report, but may be submitted for the remarks of the reviewing/accepting authority before the date of his/her reliving/retirement. However, in case of transfer of reporting officer the report may be submitted to the reviewing/accepting authority within one month or his/her relinquishment of the charge. These reports will, however, be dealt with only at the end of the year and in the same manner as reports for the entire year.*
- (iii) *An officer under suspension is not competent to record Confidential/Self-Assessment Reports on the work of his/her previous subordinates.*
- (iv) *An officer who has retired from service will not be competent to record remarks in the Confidential/*

*Self-Assessment reports of Officers/subordinates  
who worked under him/her.*

**9. ISSUE OF LETTERS OF APPRECIATION**

The practice of recognising the good work of an employee by a letter of appreciation is sound. Simultaneously, it is important that such letters should not be issued indiscriminately but these should be issued in really deserving cases to encourage good work and at the end of prescribed reporting period. The criterion for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry and since commendation will lose much of its value if it is too easily won, it is essential that greatest care is taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice.

***Explanatory Notes :***

- (i) (a) Atleast two authorities, when there are two or more such competent authorities, should make recommendations in clear terms.
- (b) However, where there is only one reporting authority and it recommends clearly the issue of appreciation letter and also indicates the work proposed for recommendation, appreciation letter may be issued.
- (c) In case where first reporting authority recommends the issue of appreciation letter in clear terms indicating the work proposed for commendation and second authority simply endorses it by saying "I agree", an appreciation letter may be issued as words "I agree" amount to endorsing the recommendations of the first reporting authority notwithstanding the fact that second reporting authority did not clearly say in so many words that an apprecia-

tion letter may be issued.

- (d) Where two reporting authorities recommended issue of appreciation letter and the higher authority does not contradict that recommendations but records word "Seen" or no remarks or simply appends the signatures, appreciation letter may be issued. Where, however, the final authority controverts the recommendations of the lower authority, no letter of appreciation should be issued.
  - (e) Where two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes recommendations in its report for such letter in clear terms, a letter of appreciation should not be issued straightway. In such cases, the administrative authority which is next above the highest authority recording the report should take decision with regard to issue of an appreciation letter.
  - (f) The work proposed for commendation should be clearly indicated and sufficient details given in support thereof so that the justification for issuance of the appreciation letter could be properly examined.
- (ii) The intention is that, as a rule, such letters of appreciation should, where necessary, be issued by the final accepting authority. Officers below the level of the authority competent to accept the Confidential/SARs are not competent to issue letters of appreciation or commendation on the basis of generally good work done by their subordinates which should appropriately be recorded in annual reports.
- (iii) Occasions do arise when an Officer in the field feels the need of encouraging his subordinates by issuing them letters of commendation, particularly after good work done in connection with specific incidents, e. g. field campaigns, arranging of melas, field shows, visit of



some VIPs, etc. It is not the intention of the University to use this method of extracting good work out of its employees beyond the reach of the officers in the field. In such cases, letters of appreciation may be issued even by officers lower than the authority competent to accept the reports. Such letters will not, however, be placed on personal files and should be issued very sparingly.

## **10. COMMUNICATION OF ADVERSE REMARKS**

1. The adverse remarks contained in any report will be conveyed to the employee concerned. Other reports will not be shown to the employees. CRs/SARs of those on deputation with the University will be sent to their departments and a copy retained in the University. The following instructions shall be observed while conveying adverse remarks.
  - (a) When report is built up on the individual opinions as noted by different departmental superiors in graduation, it is only the opinion as accepted by the highest authority which need be considered from the point of view of communication;
  - (b) An employee should not at any time be kept ignorant of the reporting officer's opinion where his/her service is not considered satisfactory; criticism should be communicated promptly. It should indicate in suitable language the nature of the defects in question;
  - (c) The practice of discrimination between a remediable and irremediable defect should be abandoned as far as practicable except that a certain degree of discretion should be regarded as permissible in communicating reported defects of an irremediable nature. For instance, it might do more harm than good to inform an

employee year after year that his/her brains are below average or that he/she is unduly sensitive.

- (d) The reporting officer should specifically state whether the defects reported have already been brought in any other communications to the notice of the employee concerned.
  - (e) Remarks in cases in which the competent authority suspends judgement should not be communicated.
  - (f) Great attention should be paid to the manner and method of communication in order to ensure that the advice given or the warning or censure administered, whether orally or in writing shall having regard to the temperament of the employee concerned be most beneficial to him/her.
  - (g) Any remarks on an employee's report which show that he/she has taken steps to remedy defects to which his/her attention has been drawn in a previous year, should be communicated to him/her so that he/she may know that his/her efforts to improve have not passed unnoticed.
2. The existing practice of conveying only adverse remarks is rather discouraging and leaves the employee concerned guessing as to the general total purport of his/her report. To avoid anxiety on this account, the employee may be conveyed briefly (in a sentence or part sentence) the general total impression of his/her report. For example, it could be said, "while your work has been assessed as of a good standard of efficiency and competence it has been pointed out that you tend to delay cases" or

“though your work has been generally assessed as good during the year, you show a communal tendency which is brought to your notice for correction”, or “while you are a hard working employee, you sometimes lose your temper in dealing with the public.”

***Explanatory Notes :***

- (i) *The adverse remarks which have been washed out by the remarks of some superior authority should not be conveyed and only the adverse remarks recorded or endorsed by the highest authority reporting on an Officer/official should be communicated. Where however, an adverse remarks has not been specifically denied by a higher authority, it should be conveyed. It is however, open to that authority to decide that any adverse remarks need not be communicated. Where it is so decided, a specific order to this effect should be recorded.*
- (ii) *The ‘average’ grading of Confidential Reports should be communicated to the concerned officer/official even if the report does not contain any adverse remarks.*
- (iii) *The reporting officer, while mentioning any defects in the report should as far as possible also give indication of what efforts have been made by way of guidance, admonition, etc. to get the defects removed and with what results.*
- (iv) *It has been noticed that instructions that adverse remarks in all cases should be communicated to the employees are not being strictly observed with the result that employees are deprived of the right of representation. It is, therefore, essential that it should be a regular form of routine discipline and procedure to invariably convey adverse remarks to the employees concerned. Within two months,*

*immediately after the acceptance of the report.*

- (v) *All authorities responsible for maintaining ACR/SAR files should ensure that adverse remarks are conveyed to the employees concerned. They must send the following certificate to the Registrar by the end of two months after the date of acceptance of ACR/SAR.*

*“Certified that Confidential/Self-Assessment Report files of all the Officers/Officials for the year .....maintained by this office have been checked and adverse remarks wherever contained have been conveyed to the officer/official concerned”.*

No notice should be taken in future of adverse remarks if they have been conveyed. Where a competent authority does not convey adverse remarks to the employee concerned, the omission will be treated as discriminatory and deliberate action on its part and due notice will be taken of it.

- (vi) the final accepting authority should be consulted before the communication of any adverse remarks if there is any doubt as to the purport of such remarks. Except to the extent indicated above, confidential reports are not to be communicated or shown to the officer concerned
- (vii) While communicating the adverse remarks to the employee the identity of the superior officer making such remarks should not normally be disclosed. If, however, in a particular case, it is considered necessary to disclose the identity of superior officer the authority dealing with the representation may at his discretion allow the identity to be communicated.

## **11. REPRESENTATIONS AGAINST ADVERSE REMARKS**

The University has noticed a strong tendency among employees at all levels not to take adverse remarks in the spirit in which they are intended and as a part of the normal incidents of a whole career of service but to indulge in all kinds of pressures to get such remarks expunged. The primary purpose of maintaining the record of annual remarks in regard to an employee's work is to accumulate over a period of years varied assessment regarding the performance, character, ability and integrity of the employee in discharging responsibility to which he is called and the record of employee as a document internal to the university to be utilised for promotions, postings, transfer, encouragement, cautions, etc. Ordinarily, therefore, representations against the adverse remarks, if any, should not be taken notice of. Occasionally, however, cases arise where the adverse remarks are not made bonafide or are based on patent error of fact. An examination of the representation does not prima-facie establish that the adverse remarks are malafide or based on a patent error of fact, it should be turned down automatically. Where, however, it appears prima facie that the remarks are not bonafide or that these are based on a clear error of fact, representation should be examined on merits. If as a result it is found that the adverse remarks were uncalled for, a note should be recorded on the confidential/self-assessment reports expunging the remarks after obtaining orders of the competent authority and the employee concerned should be informed of the action taken. The reporting authority may also be informed and suitably warned where malafide intention is indicated. There may also be border line cases in which there may be some substance in the adverse remarks conveyed to the employee and also some justification for the representation made by the employee against the adverse remarks. In such cases, the proper course to

adopt would be to place the representation on the personal file i.e. confidential report/self-assessment report file after obtaining the orders of the competent authority, to entertain the representation against the adverse remarks.

***Explanatory notes:***

- (i) *It has been observed that the employees while making representations against adverse remarks make false allegation against the reporting authorities and allege that adverse remarks given by them were malafide but later on it is found that these allegations were wrong and were made without any base. Such a tendency is totally uncalled for and in future such employees would run the risk of disciplinary action against them by the University. A copy of such disciplinary action against them by the University, would be placed in their confidential / self -assessment report . Accordingly the employee should be cautious while making the representation and avoid making such baseless allegations.*
- (ii) *After the adverse remarks are conveyed to the employee concerned, a note as to whether any representation against these remarks has been received, may be kept on the letter conveying the adverse remarks.*
- (iii) *Before passing final orders on a representation against the adverse remarks the comments of the reporting authority should invariably be obtained.*
- (iv) *When the representations are sent to the reporting authority/authorities for their comments, these authorities intimate that the remarks were not adverse rather were advisory. This position is not correct because the remarks cannot be advisory as*

*the question of advice arises only when the reporting authority finds any defect in the working of the concerned employee. Besides, it is an obligation that when any adverse remarks are conveyed to an employee, he is also advised to remove those defects. It is, thus, obvious that such a statement that remarks were not adverse rather advisory in nature is contradictory and it should be avoided.*

- (v) The comments of the reporting authority/authorities who has/have retired after recording his/their remarks as the reporting authority/authorities can be called if the circumstances of the case so warrant. However, while doing so, the convenience of the reporting authority, expediency of such course of action and other relevant circumstances should no doubt be considered.*
- (vi) It has been observed that reporting authority/authorities delay their comments considerably on the representation against the adverse remarks, which is not administratively desirable. Therefore the reporting authority/authorities must send their comments within one month from the date of receipt of the representation against the adverse remarks, which is not administratively desirable. Therefore the reporting authority/authorities must send their comments within one month from the date of receipt of the representation in their offices. In case no comments are received within this period, the representation shall be decided on the verification of the record available and on merits.*
- (vii) Representation against the adverse remarks shall be finally decided by the authorities as shown in Col. 7 of the appendix -IV.*
- (viii) When representation is decided finally an indication of the decision (if it has been rejected) may be*

*shown thereon. However, if it is decided to expunge any adverse remarks the letter conveying adverse remarks and the adverse remarks as well shall be removed from the report. Information regarding expunction of remarks shall also be sent to the authority (ies) who has/have written the report.*

- (ix) *Final orders on the representation will be conveyed to the employee concerned as far as possible within three months of the date of submission of the representation. The order so passed shall be final and a second representation against the adverse remarks will not be entertained.*

**12. TIME LIMIT FOR FILING REPRESENTATION AGAINST ADVERSE REMARKS AND THE AUTHORITIES TO WHOM THE REPRESENTATIONS ARE TO BE ADDRESSED**

- (i) As provided in rule 11, the University does not encourage representations against adverse remarks. If the representation is made, it should be entertained only if it is received within 45 days from the date of receipt of the letter communicating adverse remarks to the employee concerned. However, the authority dealing with the representation may entertain the representation if he/she is satisfied that the employee had sufficient cause for not submitting the representation in time. However, no representation shall be entertained in any circumstances after one year of the communication of the adverse remarks.
- (ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.

***Explanatory Note :***

*The letter conveying adverse remarks should be*



*sent by registered post "acknowledgement due" so that the date on which it is received by the officer/official concerned does not admit of any doubt. If the officer/official to whom adverse remarks are to be communicated is posted at the same station, the letter should be delivered to him/her against an acknowledgement showing the date of receipt.*

**13. NATURE OF DOCUMENTS/COMMUNICATIONS WHICH NEED BE PLACED ON PERSONAL FILES**

- (i) Besides the CRs/SARs on the work and conduct of an employee, copies of documents/communications specified below should also be placed on personal files:
  - (a) All orders imposing any of the penalties enumerated in the relevant statutes;
  - (b) All communications conveying adverse remarks;
  - (c) Those letters of appreciation which deal with the outstanding nature of performance of an employee on an overall assessment of his/her work and conduct during the year in the light of the remarks recorded in his/her CR/SAR.
  - (d) A copy of the orders granting advance increment (s);
  - (e) Special reports recorded on the work and conduct of the employee on any particular occasion, e.g., reports recorded on the expiry of the period of probation or in connection with the crossing of an efficiency bar, etc.
  - (f) A copy of the order stopping an employee at efficiency bar under the relevant statutes.
  - (g) A copy of notification/letter regarding award

of medal to an employee in recognition of his/her service.

- (ii) Warnings, which are not the direct outcome of the annual confidential/Self-Assessment Report, will also be placed on the personal files, if the warning has been issued under the orders of any other authority, which is competent to impose a minor penalty on the employee concerned, and if it has been specifically directed by the authority issuing the warning that a copy of the warning is to be placed on the personal file;
- (iii) When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly, the final result of disciplinary proceedings should also be duly recorded therein. As during the period of suspension an official has no immediate superior, there tend to be gaps in personal files, and it is the responsibility of the authority maintaining the file to ensure that entries regarding such periods are invariably made;
- (iv) Whenever an officer has attended an approved course of study or training in India or abroad:
  - (a) The fact of his/her having done so should be entered in his/her CR/SAR file.
  - (b) The report received from the Head of the Institution of the aforesaid study or training should either be placed in original with the CR/SAR or the substance of it entered therein.
  - (c) An entry about the report submitted by the officer on his/her work should also find mention in the CR/SAR if it is outstandingly good, or of poor quality indicating that the officer/official had not made good use of his/her period of study

or training.

- (v) In regard to other communications of the nature of simple warning/advice or conveying displeasure by the appointing authority, his/her orders on whether or not a copy should be placed in the personal file should be obtained in such individual case.

***Explanatory Notes:***

- (i) *Approved courses of training may be defined to include courses sponsored by the Govt. or in which the cost or part of the cost is borne by Govt. as also courses attended with the permission of University or for which University grants study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the CR/SAR. For instance there are part time courses and refresher courses where an assessment of the candidate is not made. In such cases, however, entry in the CR/SAR of the fact of the officer having attended the course would nevertheless be useful in giving a more complete picture of the officer's/official's experience and accomplishments.*
- (ii) *It is the responsibility of the authorities maintaining the personal files to ensure that all documents required under the instructions of the University to be placed on the personal files, are placed thereon;*
- (iii) *The term 'personal file' means in this context the collection of periodical or annual confidential SAR reports on the work and conduct of an employee and copies of orders of punishments and appreciation letters etc. that may in accordance with the foregoing instructions, form a part of this collection.*

#### **14. DOCUMENTS WHICH ARE NOT TO BE PLACED ON PERSONAL FILES**

The personal files should not be burdened with copies of personal letters or certificates issued by the superior officers to their subordinates in recognition of any special help that might have been rendered by the employee on a particular occasion, e.g. a local exhibition, visit of a VIP, etc.

Letters of appreciation issued by the various authorities or persons on any major event of work done or special contribution made by the employee towards the implementation of a particular scheme or successful conclusion of a special campaign will not, therefore, be placed on the personal files.

#### ***Explanatory note :***

*Sometimes, enquiry reports of the State Vigilance Department are received in respect of some employees. These reports sometimes contain unsubstantiated allegations. In any case, these are in the nature of investigations and need not be placed on the personal files.*

#### **15. PROCEDURE TO BE FOLLOWED WHERE A REPORTING AUTHORITY IS RELATED TO THE EMPLOYEE TO BE REPORTED ON**

- (i) When the reporting authority is the first reporting authority, he/she should be competent to record his/her remarks, but while doing so, he/she should clearly mention that he/she is related to the employee reported on and bring out the exact nature of relationship.
- (ii) When the reporting authority is not the original reporting authority he/she need not normally write any remarks. If however, he/she feels that for some

reasons he/she must enter some remarks, he/she should while doing so, act as under (i) above.

**16. SOLICITING OF REMARKS TO BE DISCOURAGED**

An undesirable tendency has been noticed among the University employees to approach higher authorities to get the remarks out of the way on their personal files. The Confidential remarks on the work of the employees are recorded by the competent authority in normal course when due. The employees should, on no account solicit for remarks in personal files from their superiors.

**17. CUSTODY OF PERSONAL FILES AND AUTHORITIES COMPETENT TO CONVEY ADVERSE REMARKS IN CONFIDENTIAL/SELF-ASSESSMENT REPORTS**

A chart showing authority which is to initiate the confidential reports, except for the teachers who have to initiate their SARs themselves, second reporting authority and the final accepting authority as well as the authority who is to take the follow up action and the authority who is to maintain personal files is attached as Appendix IV.

***Explanatory Notes :***

- (i) *The personal files should be kept in safe custody of the authority to maintain them, under lock and key. They should on relinquishing charge as a result of transfer, etc. not leave these files with their personal staff and instead should handover the same to their successors or other appropriate authority so that there is no room of their leakage and/or for their being misplaced or loss by the interested persons.*

- (ii) *The confidential/Self-Assessment Reports of retired employees should be kept for a period of 10 years after their retirement. In respect of those employees who resign their service or are discharged, terminated or dismissed from service or who die while in service, confidential/SARs files should be kept for a period of three years from the date of their resignation, termination, discharge or dismissal or death, as the case may be. The files may be destroyed after the aforesaid period provided no claim case is pending in respect of such employees.*

## **18. INDEX TO PERSONAL FILES**

It has been observed that due importance is not attached to the proper maintenance of personal files, which are a very valuable service record of the employees. To remove this state of affairs, an index in the form of Appendix V should form part of each personal file and entries therein completed before any documents are filed.

## **19. Summary of Personal Files**

A summary in the form of Appendix VI should form part of each personal file to facilitate the judging of relative merits of the employees by the competent authorities making promotions, etc.

### **Note :**

- (i) *If the overall assessment according to the earlier practice is not as indicated above i.e. 'Outstanding' V. 'Good', 'Good', 'Average' or 'Below Average', but is 'Satisfactory/Fair' or 'Above Average', the latter assessment should normally be interpreted equivalent to 'Average' and 'Good' respectively provided there is no indication to the contrary itself.*

(ii) *As per existing instructions of the Govt., the 'Average' report is communicated to the concerned employee. It is clarified that unconveyed average reports are to be treated as 'Average'.*

## APPENDIX -I

### CCS HARYANA AGRICULTURAL UNIVERSITY

#### SELF-ASSESSMENT REPORT FOR THE PERIOD.....

1. (a) Name (in block letters).....
- (b) Designation.....
- (c) Department.....
- (d) Joining date : (i) in H. A. U.....  
(ii) on the present post.....
- (e) Period of absence from duty during the year in case the absence is more than a month (details to be specified).
  - (i) On leave of the kind due for private affairs.
  - (ii) On leave of the kind due for study purposes.
  - (iii) Study leave for doing Ph. D.
  - (iv) On leave for undergoing training etc.

*Note : The purpose of this self-assessment report and review of work is to summarize and evaluate the faculty member's achievements over the past 12 months and to assist him/her in making further improvement.*

2. *List out publications\* during the year, with details, i. e. name of authors, year, volume number and page (s) of the journals, etc.*

---

*\*Publications include research papers, popular articles, practical manuals, bulletins, monographs, enrichment circulars, radio scripts, leaflets, book-lets etc. actually published during the year.*



3. Fill in the following columns very briefly :

What was planned to be accomplished during the last 12 months by you?	Whether achieved?	If no, give reasons and constraints
1	2	3

- \*\* (a) For Teaching :** Trimesterwise teaching load indicating course & credit hours; postgraduate students guided & membership of advisory committee attended; number of seminars given during the year, with dates; participation in co-curricular activities, etc.
- (b) For Research :** Details of projects/schemes in which associated, work done and the progress achieved during the year (detailed progress report should be sent to the Director of Research separately).
- (c) For Extension :** Extension activities undertaken-trainings (state, district, sub-divisional and village levels) demonstrations, campaign, crops/livestock competitions/shows, field visits, office calls, advisory correspondence, Gyan diwas, audiovisual aids etc.
- (d)** Involvement in other two activities, namely, teaching/research/extension should also be indicated.
4. Indicate plan of work for the next 12 months, based on the previous experience, in consultation with the Head of the Department/Scheme-incharge.
5. Any other work undertaken.

Date

Signature

6. **Assessment by supervisory official :**

- (a) Before recording the remarks about items on pre-pages, the supervisory teacher/officer must have discussion with the concerned faculty member
- (b) Reputation for integrity
- (c) Whether the teacher is available at headquarters after the working hours and on holidays ?
- (d) Any other remarks :

Date

Signature  
Designation

*Note: 1. Wherever supervisory Head of the Department/Dean/Director is junior to a person whose Assessment Report is being written, the matter shall be referred to a committee comprising (i) Director of Research; (ii) Dean, Post-graduate Studies; (iii) Director, Extension Education and (iv) Dean of the college concerned. The senior most faculty member may preside over the meeting of the committee. In case a member of the faculty, whose SAR is being assessed by the committee, happens to be senior to all members of the committee, then the meeting of the Committee will be held under the Chairmanship of the Vice-Chancellor. If the Vice-Chancellor is not available due to resignation/retirement/death etc., the meeting of the Committee shall be presided by the seniormost member and the decision of the committee shall be treated as final.*

*2. Where reviewing/accepting authorities differ with the grading as given by the initiating authorities reasons therefor shall be given by them.*

7. *Remarks of the forwarding official (s)*

*Date:*

*Signature  
Designation*

8. **Remarks of the accepting authority**

**Date :**

**Signature  
Designation**

**APPENDIX - II**  
**FORM FOR CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF OFFICERS OF THE UNIVERSITY AND GRADE 'A' EMPLOYEES**

Report for the year/period ending: .....

**Part I**

1. Name of the Officer :
2. Date of birth :
3. Date of continuous appointment in the University :
4. Present post held and the date of appointment thereto :
5. Period of absence from duty -  
on leave, training, etc., during the year :

**Part II**

**ASSESSMENT BY THE REPORTING AUTHORITY**

1. State of health :
2. General Assessment :

(This should contain an overall assessment of the officer's personality, his good qualities and shortcomings and should in particular touch on the following points; viz. quality of mind (originality and comprehension) knowledge of work, power of expression (on paper and in discussion) power of acquiring general information, attention to duties, industry and conscientiousness; judgement, speed of disposal, willingness to accept responsibility and take decisions; relations with subordinates and colleagues, public relations and reputation for integrity.

Whether the officer is available at head-quarter after working hours and on holidays.

If the officer has been reprimanded for indifference to work or for other reasons during the period under review, brief particulars should be given. If the officer has done any outstanding notable work meriting commendation, brief mention should be made).

Signature of the Reporting Authority

Date :

Name in block letters  
Designation

### **PART -III REMARKS OF THE REVIEWING AUTHORITY**

1. Length of service under reviewing Authority :
2. Do you agree or disagree with the assessment of the officer given by the Reporting Authority ?  
Is there any thing you wish to modify or add?
3. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about the outstanding work of the officer :
4. (a) Fitness for promotion to higher grade(s) in his turn :

(i)	Fit
(ii)	Not yet fit
(iii)	Unfit

(b) Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn ?  
If Yes,, please mention these characteristics briefly.

(c) Recommendations regarding suitability for other spheres of work.

(Gradings : Whether Outstanding, Very Good, Good, Average and Below Average)

Signature of the Reviewing Authority

Name in Block Letters :

Date :

Designation :

### **PART IV: REMARKS OF THE ACCEPTING AUTHORITY**

Signature of the Accepting Authority

Name in Block letters

Date :

Designation :

*Note : Where reviewing/accepting authorities differ with the grading as given by the initiating authorities reasons therefor shall be given by them.*

**APPENDIX -III**

**FORM FOR CONFIDENTIAL REPORT ON THE WORK AND  
CONDUCT OF GRADE B & C EMPLOYEES**

Period covered by the Report from .....to.....

- (a) Name.....  
 (b) Designation.....  
 (c) Deptt./office.....

Sr. No.	Aspect	Remarks of initiating authority	Remarks of 2nd reporting authority
1	2	3	4
1.	Industry and conscientiousness		
2.	Neatness in work		
3.	Capacity and intelligence		
4.	Devotion to duty		
5.	Quickness in disposal of work		
6.	Manners and power of working with others		
	(i) Amenability to discipline		
	(ii) Attitude towards		
	(a) Seniors		
	(b) Equals		
	(c) Juniors		
7.	Punctuality		
8.	Reputation for integrity		
9.	Whether he/she is available at headquarters after working hours/on holidays		
10.	Defects, if any		

11. Fitness for promotion
12. Overall grading (whether outstanding, very good, good, average, below average)

Signature of Initiating  
Authority  
Designation

Signature of Second  
Reporting Authority  
Designation

Date

Date

Signature of Accepting Authority  
Designation

Date

**APPENDIX IV**

**CHART INDICATING THE AUTHORITY TO INITIATE CR/SARS, 2ND AND FINAL ACCEPTING AUTHORITY, ETC.**

Sr. No.	Officer/Official	Authority to initiate the CR/SAR	2nd reporting authority	Final accepting authority	Authority to take follow up action & to maintain Personal file	Authority competent to entertain representation against confidential/SA reports
1	2	3	4	5	6	7
1.	Officers of the Univ. Professors & equivalent	V. C. HOD	— Dean/Directors & C. O.	V. C. V. C.	S. V. C. S. V. C.	V. C. V. C.
2.	(See note (ii) given below)					
3.	Assoc. Prof. & Equivalent	Prof. & Equivalent/HOD	HOD/Dean/Directors/C. O.	V. C.	Deans/Directors C. O.	V. C.
4.	Asstt. Prof. & Equivalent or below	Assoc. Prof./ Profs.	HOD	Deans/Directors/ C. O.	HOD	V. C.
5.	Grade A Employees	HOD/Officer of the University	Officer of the University	V. C.	Officer of the University	V. C.
6.	Grade B Employees (i) Lab. Staff/ Field Staff	Class I teacher/ officer or equivalent	HOD	Deans/Directors/ C. O.	HOD	V. C.

1	2	3	4	5	6	7
(ii) Ministerial staff	Supdt./A. & AO or equivalent or grade A employee/ Head of Office/HOD	Head of Office/ HOD/CAU (for Accounts staff)	Registrar/CAU (for Accounts staff)	HOD/Deans/ Directors/C. O.	V. C.	
(iii) Other B-grade	Class-I teacher/ officer or equivalent	Head of Office/ HOD/Deans/ Directors/C. O.	Deans/Directors/ C. O.	HOD	V. C.	
8. Grade C-Employees						
(i) Lab. & Field staff	Class II/ teachers & equivalent	HODs	HOD	HOD	Deans/ Directors/ C. O. Registrar	
(ii) Ministerial grade-C employees	Supdt./AAO & equiv.	Head of Office/ HOD	HOD	HOD		
(iii) Other grade-C employees	Equivalent to office supdt. & higher	Head of Office/ HOD	HOD	Head of Office/ HOD	Deans/ Directors/ C. O.	

Note: (i) Where reporting and accepting authority happens to be the same in the above appendix, the final accepting authority shall be the next higher authority in such cases except in cases covered under Serial No. 1.

(ii) Wherever Supervisory/HOD/Dean/Director/C. O. is junior to a person whose assessment report is being written, the matter shall be referred to a committee as per explanatory note (ii) under rule 5 (1) of main instructions for writing of C. Rs/S. A. Rs.



## APPENDIX -V

Department of .....

Index to Annual Confidential Report and other Documents placed in the Personal file (CR/SAR) of

.....

Serial No.	Date on which placed on personal file	Nature of document placed showing period to which it relates	Page Nos. of the document filed	Signature, date & designation of attesting authority of the entry	Remarks
1	2	3	4	5	6

## APPENDIX - VI

1. Name of the Officer with an indication of the service to which he belongs

.....

2. Date of entry into the service.....

Period covered by the report	Post (s) held	Name (s) with designation (s) of the reporting authority	Whether the report is, on the whole, outstanding, very good, good Average, below average			Refer-ence pages	Remarks
			outstanding/ very Good/ Good	Average	Below Average		
1	2	3	4 (a)	5 (b)	6 (c)		

## *Chapter 12*

### **Rules for Grant of Advance Increments and Certificates for Outstanding work in Research, Teaching and Extension/Education**

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1. The academic Council in their 59th meeting held on 22nd March, 1966, approved the following procedure for the grant of advance increments to teaching staff in recognition of good work :
  - (i) The Heads of Departments will recommend candidates for advance increments to the Dean or the Director concerned giving a self-contained statement on the merits of each case on the prescribed proforma by 31st January each year.
  - (ii) The candidate recommended should normally have served in the University for at least three years.
  - (iii) Normally, a candidate who has once been granted advance increment will not be recommended for a period of three years.
  - (iv) The recommendations received from various Heads of Departments shall be evaluated by the Dean or the Director concerned who will make specific recommendations and also send names received from Heads of Departments to a Committee consisting of all the Deans and Directors for making final recommendation to the Vice-Chancellor.
2. Each case for the grant of advance or pre-mature incre-

ments shall be examined very carefully to ensure that no underserving is benefitted by this special measure. The following instructions shall, therefore, be kept in mind while selecting teachers for this incentive :

- (a) Research Worker : In the case of a research worker, advance increments should be given only if during the last one or two years of service, he has produced and published papers which in number and more respectively in quality show his work to be definitely above the standard expected of scientist of his status.
- (b) Teaching personnel — The person concerned must show exceptional devotion to his work, some innovation and initiative in the method of teaching and he must enjoy the confidence of his students. He must be reputed to be a teacher of exceptional character, influence and merit.
- (c) Extension Worker — As for an extension worker, his recent work must satisfy that he has shown exceptional zeal in extension work and that his zeal lead to the adoption of practices by the cultivators on an unusual scale.

The Academic Council at its 57th Meeting held on 19th February, 1966, and 62nd meeting held on 3rd June, 1966, decided that a plaque along with a citation be awarded to all categories of workers, i. e. class III teachers, class II teachers and class I teachers, whose work is considered outstanding by the University. The evaluation shall be made separately for teachers whose primary duties are resident instruction and teachers, whose primary duties are research or extension.

2. The procedure to be followed for the selection of teachers primarily engaged on resident instructions or on research and extension is laid down in the Annexures I and II, respectively.

The Deans of colleges shall recommend teachers of their respective colleges for the award; the Director of Research will recommend research workers and the Director of Extension Education will recommend the extension workers for the award. These recommendations shall be considered by the Joint Committee of Deans and Directors. This Committee shall submit its recommendations for the award of plaque to the Vice-Chancellor by 31st August, of every year.

## ANNEXURE I

### PROCEDURE FOR SELECTING THE DISTINGISHED TEACHERS

#### CRITERION

The selection shall be primarily based on teaching achievements but the scientific achievements or the scholarly distinctions and other productive pursuits as reflected in the quality of teaching and its impact on students will also be considered. The following general criterion will be helpful in this selection :

#### A distinguished teacher

- (1) Possesses a comprehensive knowledge of his field. Has a scholarly grasp of the subject-matter and an abiding interest in the area of study.
- (2) Organises and presents subject-matter effectively and methodically. What is taught to the students is understandable, meaningful and consistent with the objectives of the course. Bearing of the subject-matter of the course on other fields of learning is fully appreciated by the students.
- (3) Stimulates thinking and develops understanding, creates critical thinking and open-mindedness in the students so that they develop self-confidence in the field of knowledge.
- (4) Arouses interest and creates urge among students to know more about the subject.
- (5) Demonstrates resourcesfulness, makes good use of the resources both human and material, that are available. Uses method and techniques best suited

to the course, human, material and situation.

- (6) Other factors that may contribute to the effectiveness of the teachers are :
- (a) Help to the students in solving their day-to-day problems.
  - (b) Contribution to research in the area of the subject-matter taught.
  - (c) Contribution to the professional literature of the field, and honours received.
  - (d) participation in professional organisations.
  - (e) Contribution to the development of Department, College and University.
  - (f) Participation in worthy student and community activities

## **ELIGIBILITY**

Members of the staff of the College who are primarily engaged by the University for teaching excluding the Heads of the Departments and the Deans and Directors. To give incentive to various categories of teachers, the selection at different levels shall be made, i. e. of lecturers, Assistant Professors and Associate Professors.

### **Whom should nominate**

The Head of the Department shall send nomination based on ranking. He will use the following procedure for nomination :

1. Ranking by other members of the staff.
2. (a) Record of teaching : This would include teaching load, teaching outline, record of schedules met;

(b) Record of Research;

(c) Any other activity such as students' advisement, etc.

The Deans shall send their recommendations for their respective Colleges for the consideration of a joint committee consisting of Deans and Directors, who would make final recommendation to the Vice-Chancellor for the grant of award. They can also include any other name(s) they think fit and call for their record from the head of the Department.

The outstanding teacher for each category shall be selected at the University level.



## ANNEXURE II

### PROCEDURE FOR SELECTING THE DISTINGUISHED TEACHERS ENGAGED IN RESEARCH AND EXTENSION ACTIVITIES

1. There shall be an award for each group of workers' class I, Class II and class III in each category of research and extension.
2. The Head of the Department may not be eligible for the award.
3. Normally an employee shall be considered for the award, if he has been in the service of the University at least for three years. Under exceptional performance, this may be waived.
4. The following procedure shall be followed :
  - (i) Those who consider their performance to be of merit for the award, shall apply to the Head of the Department for consideration, giving details of the outstanding work done.
  - (ii) The Head of Department shall also include names of those whom he considers outstanding, even though they may not have applied and he may call for details from them.
  - (iii) The Head of the Department shall evaluate these or constitute departmental committee to evaluate these and he shall make his recommendations to the Director of Research/Extension (in the order of merit) for each category accompanied by a list of all those who were considered.
  - (iv) The Director of Research/Extension Education shall consider the panel of names received from

various Heads of Departments and shall consider others whom they consider to be outstanding workers after obtaining details on them.

- (v) The Director of Research/Extension Education shall make his recommendations for each category in the form of a panel of names (in the order of merit), accompanied by a list of all those who were considered.
- (vi) These recommendations shall be considered by a Committee of Deans and Directors and recommendations made to the Vice-Chancellor for each category. If the Committee feels that there is no outstanding work in a particular category, they may not make recommendations.

**PERFORMA CONTAINING INFORMATION/ RECOMMENDATIONS FOR GRANT OF ADVANCE INCREMENT TO TEACHERS FOR DOING OUTSTANDING WORK IN TEACHING, RESEARCH & EXTENSION (TO BE FILLED IN BY THE HEAD OF DEPTT.)**

S.No.	Name & Designation of the teacher	Qualifications from Master's degree onwards	Cadrewise period of post (scale of pay)	Date of joining the present assignment	Details of trainings/ promotion etc.	Details of appreciation advance increments
1	2	3	4	5	6	7
Details of advice/warning/caution/Censure, stoppage of increments /extension of probation/advisory remarks in SAR etc.		Sense of responsibility	Yearwise teaching load during last 5 years (including number P. G. students guided).	Yearwise research extension/publications during the last 5 years	Details of the outstanding achievements in teaching/research/extension and co-curricular activities (attach necessary certificates, if any)	Remarks
8		9	10	11	12	13

Certified that the rules for the grant of advance increments as contains in chapter XXV of the statutes have been gone through very carefully and recommendations are being made in this case after satisfying myself that the teacher fulfils all the conditions (that during last three to four years of service, the teacher has produced and published papers which in number and more especially in quality show his work to be definitely above the standard expected of a scientist of his/her status or in teaching he/she has shown exceptional devotion for his/her work, given same innovation and initiative in the method of teaching and enjoyed the respect of the students. Similarly, if he/she is from extension side, it is his/her recent work that has shown exceptional zeal in him/her leading to adoption of practices by the cultivators and their families.

Specific recommendations of the Controlling Officer.  
 Specific recommendations of the Committee.  
 (Committee will consider self-assessment reports atleast for 5 years while making recommendation)

Head of Deptt.

## Chapter 13

### Instruction for the Grant of Advance Increments to Non-teaching and Non-technical Staff of the University

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The grant of advance increments in recognition of good work done by a subordinate official shall serve as an incentive for harder work and for improving efficiency but such reward if given indiscriminately may prove harmful to the organisation and may militate against the principles of the time scale of pay and may create frustration and disappointment to those who are not given such increments. Each case for the grant of advance or premature increments shall be examined very carefully by the competent authority to ensure that no undue-serving person is benefitted by this special measure. Therefore, the following decision contained in Note I below Rule 4.10 of Pb. C. S. R. Vol. I, Part I should always be kept in view while recommending cases for the grant of advance increments :

“A proposal to grant an increment in advance of the due date should always be scrutinised with special jealousy as it is contrary to the principle of a time scale of pay to grant an increment before it is due. Such a grant should not be made or advised except in very rare circumstances which would justify a personal pay to a Government servant whose pay is fixed”.

2. An authority competent to appoint a person to a post is also competent to grant premature increments in recognition of the good work done by the incumbent. If an

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Approved vide Registrar letter No. Admn. II/AU-66/1344-80 dt. 11.7.66.

officer supervising the work of a subordinate is **not competent to grant such increments he may recommend** such cases with full justification to the appointing authority by the end of 30th Dec. each year. Ordinarily **no** employee with less than three years of service in the same scale of pay on a particular post without having done some outstanding work should be recommended for the grant of advance increments. The competent authority may consider the grant of advance increments :

- (i) in accordance with the rules of the Departmental Examinations to an employee who passed the prescribed departmental examination with credit;
  - (ii) to an employee who on promotion to higher post or on transfer from one post to another under the normal rule is likely to get on the new post pay less than what he was, drawing in the previous post (in this case the grant of advance increments is a measure personal to an individual to save him from the financial loss on promotion or on transfer);
  - (iii) according to the decision of the Board of Management to an employee who has rendered approved service for at least three years in areas where amenities of modern life are not available; and
  - (iv) to an employee whose services are likely to be lost to the University on account of the fact that his **outstanding performance** has raised the market price of his **services** considerably.
4. These instructions shall be kept in view by the competent authority while considering the grant of advance increments to the non-teaching and non-technical staff to higher authorities for premature or advance increments.

## **\*CRITERIA FOR GRANT OF ADVANCE INCREMENTS**

- (i) Total service in HAU on the present post should not be less than 5 years.
- (ii) Should not have been given any advance increment for the last 10 years prior to the date from which the grant of advance increment is to be considered.
- (iii) The integrity of the official concerned should not be doubtful at any stage and no adverse remarks should be in his Confidential report and should have earned no average report during the past 5 years.
- (iv) Should not have been awarded any punishment for the last 10 years prior to the date from which the grant of advance increment is to be considered.
- (v) His overall performance should have been good/very good/outstanding during the last 5 years subject to the proviso that the last three years reports are consecutively outstanding, or he should have done some special work of exceptional merit/nature.

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\*Circulated vide Registrar Memo. No. Admn. E-2/84/S-39/40-189 dt. 3.1.85

## Chapter 14

### Rules for Forwarding of Applications for Jobs/Fellowships/Trainings

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#### A. FOR JOBS

1. Application for outside jobs may be forwarded only if the employee has completed probation on the present post or has rendered at least 3 years continuous service in the University on the present post.
2. There will be no restriction on the number of applications to be forwarded during a year.
3. Application of employees, who are under bond with the University will be forwarded only for higher posts outside. (No. F3/92/V-37/3627-726 dated 2.4.92)
4. In deserving cases, the Vice-Chancellor may allow retention of lien to the employee for a period of not more than 2 years on EOL (without pay) or allow the employee to proceed on deputation for a period ordinarily not exceeding 2 years. If an employee is permitted to retain lien on extra-ordinary leave without pay or on proceeding on deputation under this rule, his/her lien will be retained on the last post on which he/she has completed probation before proceeding on leave or deputation.
5. An employee allowed to retain lien on deputation under (4) above shall have to complete 3 years service in the

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Approved vide Registrar's letter No. F.3/83/V-52/10261-360 dt. 28.5.1983

University on return before he/she is allowed again to apply for any outside job or fellowship.

**B. For Fellowships/Scholarships/Trainings**

1. (i) There will be no restriction on the number of applications to be forwarded for fellowships/scholarships/trainings.
  - (ii) No person on first probation or persons under bond should be recommended (Registrar's letter No. F. 3/91/H-1/2272-371 dt. 26.2.91)
  - (iii) He/she will be allowed leave of the kind due (earned leave, half pay leave, extra-ordinary leave, without pay) provided he/she executes a bond to serve the University on return for one year plus double the period of fellowship/scholarships/trainings. If he/she fails to execute the bond he/she will have to resign before he/she is allowed to go. In case he/she goes away without executing the bond or without resigning he/she will be deemed to have vacated the post, which will be filled on regular basis. Besides, he/she will be liable to disciplinary action as per rules.
  - (iv) In case the duration of training is less than 3 months, the applications of teachers under bond may also be forwarded. In that case there is no need to execute any fresh bond. (Registrar's letter No. F.3/93/V-37/3193-292 dt. 15.3.93).
2. The decision of the Board of Management will continue to remain applicable in so far as the retention of lien and execution of bond for taking leave of the kind due for prosecuting higher studies is concerned.
  3. Comprehensive guidelines of Govt. of India as circulated vide Registrar's letter No. F.3/90/V-37/3117-216 dated 17.2.90 are at Annexure-I.



## ANNEXURE -I

### COMPREHENSIVE GUIDELINES FOR FORWARDING APPLICATIONS FOR AND DEALING WITH THE OFFERS OF FOREIGN ASSIGNMENTS.

I am directed to say that this Department have issued from time to time guidelines prescribing procedure to be followed in respect of (i) forwarding of applications for post (s) under International Organisations/foreign Govt./Agencies; (ii) foreign assignments etc. in respect of employees of Agricultural Universities. A need has been felt for issuing afresh consolidated/comprehensive guidelines in this regard to facilitate the Universities to process such cases.

2. The Agricultural Universities are required to refer the following types of cases to this Deptt. to obtain prior clearance/approval :

I. Forwarding of applications for post(s) position under International Organisations like FAO, ESCAP, UNIDO, WHO, ILO etc. and those under foreign Govts./Agencies :

The applications of employees of Agricultural Universities are required to be routed through this Deptt.

II. Applications for enrolment in the panel for foreign assignments in Developing Countries maintained by DOP & T.

The applications of employees of Agricultural Universities for empanelment to DOP&T are to be routed through DARE. However, the Agricultural Universities may release their employees selected for foreign assignments on the basis of their registration with DOP&T, without the prior clearance of DARE

subject to following conditions;

- (i) that at the time of getting registered with the Deptt. of Personnel & Training, the application/papers must have been moved through DARE and prior clearance taken; and
- (ii) approval of ICAR/DARE will be needed for the release of such employees in case he is working at the relevant time in any ICAR aided/sponsored scheme.

III. Applications for foreign assignments through Ed. CIL/WAPOOS and similar other Indian agencies :

Such applications are also required to be routed through this Deptt. In the event of their final selection, the Agril. Universities can permit their employees to take up foreign assignment without second clearance from this Deptt., provided such application was moved through DARE.

IV. Foreign assignments :

All cases of foreign assignments excepting those mentioned in II & III above, long-term as well as short-term whether sponsored or non-sponsored, of employees of Agril. Universities under International Organisations and foreign Govt./Agencies are required to be referred to DARE for clearance before permitting an employee to take up the assignment.

V. Sponsored/Non-sponsored candidate :

An officer is considered sponsored if his selection has been made in response to notice of vacancy and forwarded through DARE or on the basis of nominations having been made by this Deptt.

A non-sponsored officer is one who does not fall within the category of 'sponsored' officer and includes one who receives an offer of appointment or consultant

directly from any UN/International/Foreign organisation.

VI. Long-term/Short-term assignment :

- (a) Long-term assignment : All assignments exceeding 90 days are to be considered long-term assignments.
- (b) Short-term assignment : All assignments of less than 90 days are to be considered short-term assignments.

VII. Cooling-off period :

An officer on return from a foreign assignment will not be eligible to go on another foreign assignment for a period of three years. However, in case of short-term assignment not exceeding 6 weeks at a time there will be no cooling-off period.

VIII. Duration of assignment :

A sponsored officer may be allowed to accept foreign assignment upto a maximum period of 5 years and a non-sponsored officer upto a maximum period of two years during his entire career. However, a non-sponsored officer may accept foreign assignment in a single year for a period not exceeding 6-weeks but cumulatively over a 5 year-block period it should not exceed 5 months. Further, the sponsored officers posted to foreign assignments under ITEC Programme and remunerated by the Govt. of India will not be covered by the ceiling of five years. Likewise, the assignments to Govt. of Bhutan as well as other friendly countries which are remunerated on the same basis, though paid by the foreign Govts. as ITEC assignments, shall also be excluded from the above ceiling.

IX. Extension in foreign assignments :

All such request excepting those mentioned in II & III above should be forwarded to DARE for clearance/

approval before granting any extension in period of foreign assignment.

X. Visits abroad:

All cases of visits (other than assignments) abroad where such visits are under any scheme sponsored by ICAR/DARE are to be sent to this Deptt. Persons working in ICAR aided projects are also to be deputed with the prior clearance of ICAR/DARE.

These consolidated/comprehensive guidelines may be brought to the notice of all concerned for information, guidance and future compliance etc. These guidelines supercede all previous instructions on the subject that have been issued by this Deptt. from time to time. Receipt of this letter may please be acknowledged.

## Chapter 15

### **Rules for Nomination of Teachers for Attending Seminars/Conferences/ Workshops/Professional Societies meetings/Selection Committees Meetings/Examinations and Delivering Radio Talks**

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1. Absence of Teachers invited by UGC etc.

(Registrar's letter No. F.3/89/V-8/5109-208 dt. 25.4.89)  
Teachers/officials of the University who are invited by UGC or any other Central body like DST, CSIR, ICAR and ICMR etc. will be treated on duty. But if the absence exceeds 10 days, permission of the Vice-Chancellor will be required.

2. Workshop on Coordinated Projects

The participation of the Teachers in the workshops of short duration of 2-3 days annual or biennial where the work done or to be done in ICAR Coordinated Schemes is discussed, will be approved by the respective controlling Officers. However, the participation of the Teachers in the Training workshops of longer duration of weeks/months in which training is imparted, shall continue to be decided by the following Committee :

Director of Research (Registrar's letter no. Admn. F.3/  
91/2845-944 dt. 13.3.91)

Dean, PGS

Dean concerned

Head of Deptt. concerned (Registrar's letter no. Admn.  
F.3/90/H-1/5987-6086 dat. 10.4.90)

The period of participation in such cases will be treated as duty.

3. International Seminars/Symposia/Conferences in India or abroad

At present, the cases for deputing Teachers/Scientists to attend international seminars/conferences etc. in India or abroad are considered under the following three categories :

- (i) Deputation of Teachers to attend international seminars/Conferences etc. abroad under the ICAR scheme of meeting 50% international travel cost.

Under this scheme, four slots are available to the University and their distribution is as under :

(Registrar's letter No. F3/92/H-1/3135-234 dt 21.12.92)

COA	2
COVS/COAS	1
COBS&H/COHS	1

Persons nominated under this scheme are paid 50% airfare, registration fee and airport tax etc. by the University and the rest of the 50% air fare is paid by the ICAR. Other terms and conditions are at Annexure-I.

- (ii) Deputation of Teachers to attend international Conference/Seminars, etc. abroad, where entire cost of travelling boarding and lodging (except local

cost of TA/DA from Hisar to Delhi and back) is borne by the sponsors.

- (iii) Deputation of teachers to attend other international Seminars/Conferences in India or abroad (other than (i) & (ii))

The cases of teachers are referred to the following committee by HOD through controlling officers :

Dean, PGS	Chairman & Convenor
D. R.	(if fellowship is concerned with research)
D. E. E.	(if fellowship is concerned with extension.)
Dean(s) of the College (s) concerned	
Registrar or his nominee	

- 4. Participation of Teachers in the meetings/conferences of various Professional Societies/associations (Registrar's letter no. E.280/4301-60 dt. 12.3.80)
  - (a) Teachers holding position on the executive committee of the professional societies/association at the national level may be permitted to participate in the annual conference of such societies/associations subject to other usual conditions as prescribed. The applications for such participation may be sent to the committee referred above for approval.
  - (b) The other teachers who do not hold any position on the executive committee but whose paper, for being read at seminar organised, alongwith the annual conference, is accepted, may also be allowed to participate subject to other conditions mentioned in sub para (a) above. However the departmental committee will certify that the paper sent by the faculty member is of good standard. TA & DA in

- case of (a) & (b) above may be borne by the University.
- (c) Other teachers who want to participate in such conference of the societies/associations may do so at their own with the permission of the HOD. Such teachers may be treated as on duty but registration fee will not be paid to them. However, other rules i.e. absence during the semester etc. will be observed by them as well.
  - (d) Not more than 3 teachers under (a) & (b) combined and not more than 2 separately under each should be permitted to attend a particular meeting/conference.
  - (e) Heads of the Deptts. may list the Conference which in their opinion is important for their Deptt. They should also suggest the number of delegates who should be deputed for these conferences.
  - (f) Same person should not be nominated every year, except when they hold a position on the executive committee.
  - (g) Junior persons in the Deptt. may be encouraged to attend such meetings.
  - (h) Deans and Directors may sanction the payment of registration fee in such cases upto an amount of Rs. 250/- in each case and the cases involving the registration fee beyond Rs. 250/- may be submitted to the Vice-Chancellor for approval. (Amount of Registration fee increased to Rs. 500/- vide Registrar letter No. Admn. E.4/95/M-228/835-925 dated 12.1.95)
  - (i) If additional stay is required then leave for the same shall have to be got sanctioned in advance otherwise whole period of absence will be treated as leave of the kind due (Registrar's letter No. Admn. F.3/90/V-8/22824-923 dt. 18.12.90)



5. Examination/Selection committee Meetings/invited as Lecturers where TA/DA is paid by outside agencies ;

Faculty members may normally be allowed to accept such assignments as these are on reciprocal basis. However, such assignments should be accepted subject to the following :

- (a) Deans/Directors/Sr. Professors should normally not accept membership of selection committee for posts lower than Assoc. Professors except for Agri. Research Scientists Board.
- (b) Deans/Directors/Sr. Professors should not accept examination assignment below Post-graduate level.

The period of absence of teachers on such assignments will be treated as duty though no teacher will go on such assignments more than six times in a year and a maximum of 15 working days in all (both condition to apply).

6. National Committees/official assignments duly approved by Univ. Authorities where TA/DA is paid by outside agencies

The faculty members on the basis of their experience and contributions in the discipline are nominated on national committees, Board of studies/Academic Council of other Universities, ICAR Committees etc. Such assignments are a matter of honour both for the University and the faculty members. There will, therefore, be no restriction on such assignments and period of absence/on assignments treated as duty, if these have been duly approved by the University.

7. Radio/TV talks

There will be no restriction on these assignments if permitted to be undertaken. These will be considered as duty leave.

Scientists/teachers who attend prestigious felicitation function in their honour will be treated on duty, but it should be a real honour.

The HOD in respect of their faculty; the Deans in respect of HOD; and Vice-Chancellor in respect of Deans/Directors would decide whether an honour is real or not. (Registrar's letter No. F.3/99/V-8/10579-678 dated 15.6.88)

However, the total absence of a teacher on all the above purposes shall not exceed 24 days in a calendar year. If it exceeds, special permission of the Vice-Chancellor shall be obtained.

## ANNEXURE I

**Indian Council of Agricultural Research  
New Delhi**

### **Partial Financial Assistance for Attending International Conferences**

1. Teacher/Scientists of State Agril. Universities would be eligible for assistance under the scheme.
2. Funds for the same will be made available from the scheme Development of Agricultural Universities.
3. The assistance will be available for attending recognised, international conferences for presenting a paper, oral or poster, or chairing a session or as an invited speaker.

#### **Conditions of Award**

- (a) The applicant should have an invitation and accepted paper for presentation in the conference or have an invitation to chair a session or as an invited speaker.
- (b) The applicant should be receiving 50% travel assistance from the Organisers/Parent institution/National agencies.
- (c) The assistance will be limited to 50% of the actual excursion class Economy fare by shortest route. Further this will be limited to difference between the actual air fair received by the applicant from other sources towards the air fare. Under this scheme maintenance cost, registration fee airport tax etc. are not considered.
- (d) Each Agricultural University will be eligible to avail only four such grants in a year on the first come first served principle.

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Reference: F. No. 24 (5)/84-Edn. II

- (e) A teacher/scientist can avail this assistance only once in three years.
- (f) No teacher/scientist should directly correspond with ICAR in this matter.
- (g) If approved, the Council will initially issue a letter of agreeing to the support. The University, based on the above approval can provide the assistance to the scientist and can get reimbursement under the scheme "Development of Agricultural Universities".

The following documents should be sent through proper channel atleast three months in advance.

- (i) Biodata of the Teacher/Scientist
- (ii) Technical Programme
- (iii) Evidence to show that the conference is of international character.
- (iv) Evidence to show that the scientist has been invited to present a paper/chair the session/invited for talk.
- (v) Evidence to show that the paper to be presented has been prepared out of the original work done by the scientist/s. (certificate from the head of Institution).
- (vi) Evidence to show that the Scientist is getting partial support from present institution/other National agencies.
- (vii) Abstract of the paper to be presented in the conference by the applicant.
- (viii) In case the paper to be presented is Co-Authored, a no objection certificate (s) from the author(s) who is (are) not going abroad.
- (ix) Evidence to show that the Scientist has not availed travel concession from ICAR/Other Government agencies during the last three years.

## *Chapter 16*

### **The Terms of Reference for the Grievances Committees Both for Teachers and Non-teachers**

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1. The recommendations of the Grievances Committees for teachers will be advisory in character.
2. The committee will consider such individual grievances of the employees as are brought to its notice by the employees concerned.
3. On receiving the grievance, the Chairman will obtain the cases in full, immediately from the concerned officers.
4. The Committee will deal with grievances of individual employees which relate to official matters only. However, the grievances relating to general policy matters would be outside the purview of these Committees.
5. In case of doubt whether certain matter falls under the jurisdiction of the respective Committee or not, the entire committee will consider the matter, alongwith the Registrar, or Comptroller if it is a finance matter. If there is a stalemate in the deliberations of the Committee, the case will be referred to the Vice-Chancellor whose decision will be final.
6. The recommendations of the Committee would be made, as far as posible, by concesus. If the Committee feels necessary, the aggrieved person can be allowed to meet the Committee to explain his point of view personally.

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Footnote : Approved vide Registrar's letter no. Admn. F.4/93/14129 dated 26.10.93)

- the Committee to explain his point of view personally.
7. The minutes of the meetings would be recorded by the Secretary and got approved from the Chairman before these are circulated. The proceedings would be confirmed in the next meeting.
  8. A copy of the proceedings would be sent to all the members of the Committee for information. If any member has any objection to the recording of the minutes, he will send his views to the Chairman within seven days of circulation of the minutes.
  9. Individual cases, with the recommendations of the committee, will be submitted to the Vice-Chancellor directly, giving justification therefor by the Chairman of the Committee.
  10. The members of the Committee are expected to express their views frankly, without any bias/prejudice, keeping in view the merit of the case and prevailing rules rather than quoting precedents. No disciplinary action can be initiated against any member for the views expressed by him in the Committee. However, decency and decorum has to be maintained.
  11. The Committee would meet as often as required but at least once in a quarter. The quorum would be 50% of the strength, rounded off to the next higher figure.
  12. The secretarial assistance and stationery required for the purpose would be provided by the office where the Secretary is working.
  13. Notwithstanding anything referred to above, the Vice-Chancellor may refer any case to the Grievances Committees for recommendations.

# Chapter 17

## Rules Regarding Deputation on Foreign Service<sup>1</sup>

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The Vice-Chancellor may allow an employee of this University to be on deputation to an outside agency on such terms and conditions as may be determined by him in consultation with the foreign employer, upto a period of two years. Extension upto one year can also be granted by the Vice-Chancellor, but for extension beyond the period of three years approval of the Board of Management will be necessary. The standard terms and conditions of deputation are as under :

### Standard terms and conditions of deputation<sup>2</sup>

1. The period of deputation would be in the first instance upto.....years commencing from the date the employee is relieved by this University to take up the assignment.
2. During the period of deputation Dr./Shri/Smt.....will receive such pay from his foreign employer as approved by the CCS Haryana Agricultural University, but which will not be less than;
  - (i) pay of the post held by him in the CCS HAU immediately before this deputation plus deputation allowance @ 5% of the pay and further subject to the condition that his pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation.

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<sup>1</sup>As per clause 17 of Chapter VI of the Statutes.

<sup>2</sup>As per standard terms and conditions laid down by the Haryana Govt.

OR

- (ii) the minimum pay in the scale of deputation post if Dr./Sh./Smt.....opts the pay scale of the deputation post.
3. In addition to pay he shall draw such pay as dearness pay and other Compensatory Allowances as are admissible to him under the foreign employer subject to the approval of the CCS Haryana Agricultural University.
  4. The CCS Haryana Agricultural University shall take no liability for the period of deputation or for anything as a consequence of this deputation arising in respect of medical treatment, travelling allowance, residential accommodation, leave travel concession etc.
  5. During the period of deputation, he will continue to be governed by the Pension/Contributory/General Provident Fund rules of the CCS HAU as per the option exercised by him. Similarly, he will continue to be governed by leave and gratuity funds rules of the CCS HAU as applicable to its employees from time to time.
  6. The foreign employer will be liable to pay the leave salary contributions to the CCS Haryana Agricultural University as laid down in rule 10.10 (a) (c) of CSR Vol. I Part I.
  7. During the period of deputation he will be entitled to continue to subscribe to the Contributory Provident Fund Scheme of the CCS Haryana Agricultural University according to rules of the University. The foreign employer will also contribute employer's share of C. P. F. as per note 2 below rule 10.9 of C. S. R. Vol. I Part I.
  8. The foreign employer will pay to the CCS HAU contributions towards gratuity @ 1/4th of the emoluments for each completed six monthly period of qualifying service. However, fraction of six monthly period equal to 3 months and above shall be treated as a complete one



- half year and reckoned as qualifying service for determining the contribution of the gratuity. Emoluments for the calculation of gratuity contributions will be the maximum of the scale of the post in CCS HAU or the presumptive pay he would have drawn had he not gone on deputation, whichever is higher.
- \*9. The payment of contribution for Provident Fund (his own subscription as well as employer's share) or the Pension, as opted by the employee including contributions for GPF/GSLIS/Employees Welfare Fund/Leave salary and gratuity shall be remitted by the foreign employer to the Comptroller, CCS Haryana Agricultural University, Hisar, every month regularly by 15th of the next month failing which the foreign employer shall be liable to pay penal interest at the rate to be intimated by the Comptroller, CCS Haryana Agricultural University.
  10. During the period of deputation, he will remain subject to disciplinary action by the CCS Haryana Agricultural University according to rules of the University.
  11. The CCS Haryana Agricultural University can recall him from foreign service at any time.
  12. During the period of deputation he shall not apply for any post with any outside agency without prior permission of the CCS Haryana Agricultural University.
  13. During the period of deputation, he shall not be a member of any pensionary or provident fund scheme of the foreign employer.
  14. He shall be entitled to Leave Travel Concession during the period of deputation as per rules of CCS Haryana Agricultural University.
  15. Other matters relating to the conditions of his service will be regulated in accordance with the rules applicable to him in the CCS Haryana Agricultural University.

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\*Amended vide Registrar's letter No. Admn. E-1/95/M-68/720-819 dt. 8.1.96



## Chapter 18

### Rules Regarding Permission to Accept Outside Employment While on Extra-Ordinary Leave - Without Pay

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- \*1. In cases of employees who on their selection/appointment to posts under Government/Bodies/outside India want to keep lien/proforma lien on the posts held by them in CCS HAU and at the same time it is not feasible for them or the foreign employer to accept the liability of leave salary, gratuity and CPF contribution for the period of deputation, the employee may be granted extraordinary leave under clause 20(8) and 21(2) of the Statutes given in Chapter VI & VII respectively to serve elsewhere and such leave shall not count for increment, gratuity, half pay leave and for any other financial benefit whatsoever. In such cases leave without pay shall be allowed sparingly and only where the official is required to serve in any institution of National/International importance or under Haryana Govt./Govt. of India.
2. This would also be applicable to those cases of deputation, the term for which have not yet been finalised.
3. The employees accepting jobs outside India and wanting to have lien in the University may also be granted EOL as is admissible to the employees accepting jobs within India, but the period of such leave will not count for increment, gratuity, half pay leave or any other financial benefit in the University.

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\*Approved vide CAU's letter No. CAUH-B IV-F.C-52(8)/7/11427 dt. 5.5.79

\*\* Approved vide CAU' letter 11sNo. CAUH-BIV (FC)-54(14)/79/16912 dt. 5.7.79



# Chapter 19

## Consultancy Rules

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(I) *Scope of consultancy work:*

Normally the request for consultancy should be considered keeping in view its importance and relevance to the work of the University and the consultant's area of specialisation. It should also be ensured that grant of such permission would not adversely affect the work of the employee at this University.

(II) *Basis for working out costs/charges*

- (a) Consulting fee will be determined mutually between the client and the University employees concerned and be subject to the approval of the Vice-Chancellor. As a norm, it shall not be less than Rs. 300/- per consultant manday including days of journey. In addition, direct expenses shall be recovered as in (b) below.
- (b) Direct expenses would include pay, DA and TA for visits of the whole time staff employed on the project. Travelling expenses admissible as on tour to the consultant shall also be included as direct expenses but no separate charges would be levied on account of salary of the consultant.
- (c) Institutional support will include research including use of equipment/instruments etc. and secretarial assistance including telephones, postage etc. if pro-

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Approved vide CAU Endst. No. CAUH/BGT.IV/FC-77(6)/83/23373-473 dated 30.8.83

vided by the CCS HAU.

(III) *Mode of sharing consultancy fee with the employer*

- (a) The University employees will get 2/3 and the CCS HAU will get 1/3 share of the consultancy fee.
- (b) For any consultancy work outside, the employee will have to seek leave of the kind due (i. e. other than casual leave). For teachers, consultancy work involving more than a week would be undertaken by faculty members only during semester break and summer vacation; consultancy work upto a week shall be undertaken subject to mutual convenience provided the consultant can be spared by the University without detriment to his normal work.
- \*(c) The earning of the University employees on this account should not exceed Rs. 10,000/- per annum. However the sharing of fees should start at Rs. 1000/-.
- (d) At no time will the University take any responsibility for any controversy between the client and the consultant. The jurisdiction in case of all legal disputes, if any, will be at Hisar.
- \*(e) The Consultancy Rules should not be applicable to assignments/consultancy with Govt./Semi Govt. Agencies. Such assignments should be considered as a part of professional duties.
- (f) Cases other than above would be decided by the VC on merits.

(IV) *General*

Proposal for consultancy work will be processed by the following Committees :

- (a) For Teachers

Committee consisting of Director of Research, Dean,

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\*Amended vide circular No. CAUH-E-1/89/17022-17202 date 18.7.89.

concerned and Head of the Department concerned.

(b) For non-teaching employees

Registrar, Comptroller and Chief Engineer.

*Note : The above rules will not be applicable for attending meetings of the Boards and committees which shall continue to be regulated by instructions already issued in this respect.*

*Proviso : These rules are applicable to consultancy service in India.*





## Chapter 20

### **Rules for Appearing in Examinations by Non-teaching Employees**

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In partial modification of the instructions issued vide memo no. Admn. (II)-AU-66/9037-68 dated 18.5.66 and No. 9236-9300 dated 26.7.68 by the Registrar of the composite Punjab Agricultural University, the Vice-Chancellor has been pleased to order that no non-teaching employee, who has not completed atleast two year's service in his present post (excluding stop-gap appointment), may be allowed to appear in any examination as a private candidate or as an evening college student.

(Registrar's Memo no. Admn. E-3/S-28/76/4360-460 dated 1.4.76)

#### **Grant of permission to non-teaching employees for appearing in examination**

If an employee before joining the service had passed any part of an integrated course in the examination held immediately before his joining, it is the discretion of the Head of Deptt. to allow such an employee to complete the remaining part of that course after joining service of two years. For example, if an employee before joining the service had passed B. A. Part I Examination in the year immediately preceding the date of his joining, it will be his discretion to allow him to continue for B. A. Part II & III Examinations without a break.

(Registrar's Memo. No. Admn. E-3/S-28/76/13761-184, dt. 29.6.1976)



## Chapter 21

### Constitution of Students Union

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#### Preliminary

1. There shall be a Union of all the Students of CCS Haryana Agril. University to be known as "The Haryana Agricultural University Students' Union" hereinafter referred to as "Union".
2.
  - (a) All the regular and bonafide students, except foreign students and inservice students, studying in various degree programmes in different constituent colleges of the university, will be the members of the Union. The students enrolled in short-term courses, certificate or diploma courses or any other course not leading to a degree, will not be entitled to membership of this Union.
  - (b) Every member of the Union shall pay an annual approved subscription.
  - (c) All paying members will form the general body of the university.
3. The Union shall function within the frame work of the Punjab and Haryana Agricultural Universities Act, 1970 and the statutes framed thereunder as applicable to CCS HAU.
4. Definitions : In this constitution :
  - (i) "Union" means HAU Students Union and includes the whole body of students, who have voting right.

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Approved by Academic Council in its 226th meeting followed by amendments on the recommendations of Steering Committee in its meetings held on 21.8.89 and 1.8.90

- (ii) "Council" means the College Students Council or the University Students Council as the case may be and constituted according to procedure laid down hereinafter, being advisory and deliberative in nature.
- (iii) "University" means CCS HAU.
- (iv) "Students" means a person enrolled as a full-time student for a degree programme in the University, with exceptions as fully described in Article 2.
- (v) "Vice-Chancellor" means the Vice-Chancellor, including the Acting Vice-Chancellor, of CCS Haryana Agricultural University.
- (vi) "Academic Council" means the Academic Council of CCS Haryana Agricultural University.
- (vii) "Act" means 'The Haryana & Punjab Agricultural Universities' Act, 1970'.
- (viii) "Statutes & Regulations" means the Statutes and Regulations of CCS HAU Hisar as in force at the relevant time.
- (ix) "Chief Patron" means the Vice-Chancellor of CCS HAU.
- (x) "Patron" means the Director Students Welfare of CCS Haryana Agril. University.
- (xi) "Conduct Probation" means the conduct probation as defined under the rules of the CCS HAU detailed in the Students Hand Book as in force at the relevant time.
- (xii) "University Steering Committee" means the committee constituted by the Vice-Chancellor to assist him in dealing with Students Union affairs.
- (xiii) "College Steering Committee" means the committee constituted by the Dean of the College concerned to assist him in dealing with College Council affairs.

## **5. Aims and Objectives of the Union**

The aims and objectives of the Union shall be :

- (i) To strive to live upto the important role that the students are expected to play in the development and progress of our people.
- (ii) To strive to promote and safeguard the genuine interests of the students community.
- (iii) To strive for the achievement of the main objectives of the university relevant to teaching, research and extension.
- (iv) To foster special, cultural and intellectual development of the students of the University.
- (v) To strive for the promotion of the healthy relations between the students and teachers of the University.
- (vi) To make successions for improving academic standards in the university from time to time.
- (viii) To promote healthy and orderly corporate life in the university.

## **6. Activities of the Union**

The activities of the Union shall consist of :

- (i) Debates, lectures, discussions, study circles, essay competitions etc.
- (ii) Cultural performances and contests.
- (iii) Publication of magazine/bulletin in furtherance of its objectives.
- (iv) Social service and special relief activities.
- (v) Organising and running cooperatives
- (vi) Such other activities as approved by the Vice-Chancellor or any other officer nominated by him in this behalf.

## Constitutional set-up

### 7. College Students' Council :

There shall be a college Students' Council for each constituent college of the University consisting of the following councillors :

- (a) For colleges offering UG as well as PG programmes.
  - (i) Selected councillors, one from each undergraduate class and two from postgraduate programmes to represent their respective classes or programmes.
  - (ii) One student of the final year class of the UG programme having secured the highest OGPA in his/her class at the end of his/her prefinal year provided he/she has not been awarded 'F' grade in any course.
  - (iii) One student of the second year of the MSc programme having secured the highest OGPA at the end of his/her previous year provided he/she has completed at least 24 credits of his/her course work and has not been awarded 'F' grade in any course.
  - (iv) One student from the Ph. D. programme having secured the highest OGPA at the end of his/her five trimesters 3 semesters provided that he/she has cleared at least 18 credit hours of his/her course work and has not been awarded 'F' grade in any course.
  - (v) In College of Sports there will be one elected Councillor for MPEd programme. One Councillor will also be taken on the basis of his/her highest percentage of marks in the final year of BSH & PE/DPEd Exam. provided he has not failed in any class/examination and has also not been placed in compartment.

- (b) For colleges offering only UG programme :
  - (i) Elected Councillors, and from each undergraduate class, to represent their respective classes.
- (c) for colleges offering only MSc and Ph. D. programmes
  - (i) Three elected councillors to be elected by all the eligible members of MSc and Ph. D. programmes jointly.
  - (ii) One student of the second year of the MSc programme having secured the highest OGPA at the end of his previous year as in 7a (iii).
  - (iii) One student from the Ph. D. programme having secured the highest OGPA at the end of his five trimesters 3 semesters provided that he has cleared atleast 18 credit hours at his course work as in 7a(iv).

- Note :*
- (i) *In case there are more than one students with the same OGPA in any category as provided under 7 (a) (ii), (iii), (iv), 7b (i), 7c (ii), (iii), the councillor from amongst such students will be decided by the Returning Officer by draw of lots.*
  - (ii) *The same student cannot be the councillor for two successive terms in any category as provided under 7a (ii), (iii), (iv); 7c (ii), (iii).*
  - (iii) *In COVSc the councillor representing the interneer class will not be eligible to contest for any office in the college/univ. students council.*
  - (iv) *The combination of classes will be according to Semester and Trimester system separately wherever possible. The combination will only be where there is same syllabus and the classes can be held together.*
  - (v) *In case a student eligible to become councillor under category 7 a(ii), (iii), (iv); 7b (i); 7c (ii), (iii)*

*declines the offer, the same will go to the student having next best OGPA.*

**8. Office-bearers of College Students Council :**

Each College Student's Council will have the following office-bearers :

- (i) Chief Councillor — To be elected by all the college councillors from amongst themselves.
- (ii) Secretary-cum-Treasurer — To be elected by all the College Councillor from amongst themselves.

**9. Powers, functions and responsibilities of office-bearers of College Students Council.**

- (a) Chief Councillor : He will chair the meetings of the college students councils unless the chief Patron of the Union or his representative is present in which case the meeting will be chaired by him/his representative. In the absence of the Chief Councillor, the Councillors present will elect one from amongst themselves to act as chairman of that particular meeting.
- (b) Secretary-cum-Treasurer :
  - (i) he will look after the accounts and other office work of the College Students Council.
  - (ii) He will issue notice to the Councillors about the agenda, date, time and venue of the meeting of the College Students Council, with the approval of his Chief Councillor.
  - (iii) He will be responsible for the preparation and issue of the agenda minutes and proceedings of all the meetings of the College Students Council.

**10. University Students Council :**

There shall be a University Students Council consisting



of :

- (i) Chief Patron
- (ii) President, elected according to the procedure detailed hereinafter.
- (iii) All Councillors of all constituent colleges based at Hisar campus.

**11. Office bearers of the University Students Council :**

The University Students Council will have the following office-bearers :-

- (i) President : To be elected by all the members of the Union. The election of the President shall be held alongwith the elections of the Councillors of the various college students councils.
- (ii) Vice-President : To elected by all the members of the Union. The election of the Vice-President shall be held alongwith the elections of the councillors of the various college students councils.
- (iii) General Secretary : To be elected by all the members of the Union. The election of the General Secretary shall be held alongwith the elections of the councillors of the various college students councils.
- (iv) Jt. Secretary-cum-Treasurer : To be elected by all the members of the Union. The election of the Jt. Secy.-cum-Treasurer shall be held alongwith the elections of the Councillors of the various college students councils.

**12. Powers, functions and responsibilities of office-bearers of University Students Council :**

- (a) **President** : (i) The President shall be the Chief Executive of the Union and shall preside over the meetings of the University Students Council unless the Chief Patron of the Union or his representative

is presenting in which case the meeting will be presided over by him/his representative. In case the President is not present in a meeting, General Secretary will preside over the meeting and in case he is also not present, then the Treasurer will preside.

- (ii) It shall be the duty of the President to ensure the fulfilment of the aims and objectives of the Union.
  - (iii) The President shall have the power to convene meetings after giving due notice.
  - (iv) It will be responsibility of the President to acquaint himself with the Act, Statutes and regulations of the University and in the light of these, to make suggestions on all matters coming up before it for consideration.
- (b) **Vice-President** : He will perform the duties of President in his absence.
- (c) **General Secretary** :
- (i) The General Secretary shall be the custodian of all records of the Union.
  - (ii) The General Secretary shall issue notice to the member of the University Students Council/ Union about the agenda, date time and venue of the meeting of the respective body with the approval of the President.
  - (iii) The General Secretary shall be responsible for the preparation and issue of the agenda, minutes and proceedings of all the meetings of the University Students Council.
  - (iv) The General Secretary shall be responsible for the proper maintenance of all records of the Union.
- (d) **Joint Secretary-cum-Treasurer** :

- (i) He will prepare the annual budget trimester-wise in consultation with the President and General Secretary to be approved by the Univ. Students Council.
- (ii) He shall be responsible for proper maintenance, up-keep and submission of the accounts of the Union.
- (iii) He shall be responsible for the proper maintenance of all material and stores of the Union.
- (iv) He will discharge the functions of the Secretary during his absence.

### Election

- 13. (i) Election of College Councillors under article 7(a) (i) and 7 (c) (i) and of different office-bearers of College Councils/University Students Council will be held by secret ballot.
- (ii) Each voter shall be entitled to cast one vote for each office-bearer of University Students' Council and one vote for Class Councillor.
- (iii) The candidate securing the highest number of valid votes will be declared elected. If two or more candidates secure the same number of votes, the Election Officer concerned will draw lots to determine the sequence of their representation for proportionate number of months of the year. For example, if there are 3 candidates with equal number of votes, one of them will hold the office/councillorship for the first 4 months and the other two for the remaining period.
- 14. The Election Officers for the elections shall be nominated by the Chief Patron.
- 15. Election of various College Councils and University Students' Council may be held within a period of 5 weeks from the commencement of classes of first

**semester/trimester of the Academic year.**

16. The election of the office bearers of the **College Students Council** for each constituent college shall be held **within** a period of one week from the date of election of the Council.
17. The names of the councillors under article 7 a(ii), (iii), (iv); 7 b (i) and 7 c(ii) and (iii) will be announced by the respective Deans on the day of election of the college council.
18. No act done or proceedings taken under this constitution shall be questioned on the grounds merely of the existence of any vacancy in any council.
19. The Returning Officer will announce the detailed timetable for the conduct of elections atleast 15 days before the date of polling.
20. All the Councillors/Office-bearers of the Students Council will be administered the oath of office before assumption of charge as at Annexure 'A' of the constitution.
21. Appeal against election results : (i) Any student aggrieved with the result of an election may appeal in writing to the Chief Patron against the result of that election within 2 days of the declaration of the result excluding the day on which their result is declared provided that the appellant was a voter for the election of the councillor/office-bearer against whom he is filing appeal.  
(ii) The decision of the Chief Patron on the appeal filed under article 21 (i) shall be final.
22. Tenure : The tenure of a councillor/office bearer shall commence from the date of his election and he will cease to hold office with effect from two weeks before the date of next election or from the date he ceases to continue on

the rolls of the college whichever is earlier.

23. Eligibility to vote : All members of the Union who have paid the approved annual subscription will be eligible to cast vote for Union elections.
24. Eligibility to contest : All members of the Union who have paid the approved annual subscription will be eligible to contest elections, except the following :
- (i) A student who is on conduct probation.
  - (ii) A student who has been convicted or involved in a criminal case of moral turpitude or has been punished for indiscipline, misconduct or misbehaviour.
  - (iii) A student who has stayed beyond the normal period required for his degree programme. For the purpose of this clause, the normal period for MSc & Ph. D. Programme will be taken as 3 and 4 years respectively.
  - (iv) A student who is defaulter in respect of payment of his college/hostel dues including mess dues.
  - (v) The condition on a student who has been expelled or rusticated by the Univ. for a specific period and is allowed to rejoin after such period is over, will not apply if the orders of expulsion or rustication are withdrawn by a competent authority or quashed by a court of law at any time.
  - (vi) a student who has ceased to be on the rolls of the University for any other reason whatsoever.
25. No student will hold the same office in the College Students Council or University Students Council more than twice during his entire stay at the University. This condition does not however apply to the office of Councillor.
26. Disqualifications for continuance to hold position of Councillor/Office-bearer in College/University Students

Council :

A student after having become a Councillor or office bearer of College Students Council/University Students Council will be deemed to have been disqualified to hold that position any further if :

- (i) he ceases to be on the rolls of the University for any reason;
- (ii) he is found guilty of any unlawful activity;
- (iii) he is convicted of any criminal offence involving moral turpitude, indiscipline, misbehaviour or misconduct;
- (iv) he is held guilty of gross misconduct by the University.

*Explanation : A student will be guilty of gross misconduct if he :*

- (i) *is expelled from the University;*
- (ii) *is accused of a non-bailable offence;*
- (iii) *is disqualified for adopting unfair means in the University examinations;*
- (iv) *brings bad names to the University by his misconduct in or outside the campus;*
- (v) *destroys University property or mutilates University books;*
- (vi) *prevents any university official from performing his normal duties/carrying out his duties or assaults any official of the University;*
- (vii) *declares a holiday in a College or the University.*

**27. Code of conduct during Elections :**

- (i) Sticking of bills and disfiguring of building and writing on walls etc. shall incur disqualification. Distribution of hand-bills in good language or displaying play cards or banners on strings, use of notice-boards will be permissible. No loudspeaker,

car, taxi, tractor or heavy vehicles, animals, tongas or bullock-cart shall be used in election propaganda.

- (ii) No pamphlet or any other election material shall be published by any candidate or his supporter, except from the University Press for which the charges shall be paid by the candidates or his supporters as per normal rates.
- (iii) A student found drunk during the period from the notification of the election till the election is over shall be debarred from taking part in the election.
- (iv) No candidate or his supporter shall invite outsiders or use outsiders for canvassing of support.
- (v) A candidate for the office of the Councillor shall not spend more than Rs. 25/- on pamphlet and other printing material. The limit of such expenditure in the case of candidate for the office of President will be Rs. 200/-. The candidates will not publish any pamphlet or any other printing material which is against any other candidate.
- (vi) No procession of winning candidates shall be taken out either inside or outside the campus.
- (vii) No poster will be pasted on the walls of the University buildings and no slogan will be written on the walls/roads etc. except at places specially earmarked for this purpose.
- (viii) No candidate or his supporters shall threaten any voter or use any other coercive method for securing votes or support.
- (ix) No candidate or his supporter shall seek the help of any of the staff member for canvassing or securing votes.

If at any time, the Chief Patron finds that the code of conduct for election as prescribed under the provisions of this Constitution, has been violated by any candidate or his supporters,

he may declare the election of such candidate null and void. If before the election, it is found that a candidate or his supporters are violating the above code of conduct, the Chief Patron may debar such candidates or supporters responsible for violation from taking further part in the election.

**28. Returning Officer :**

- (i) The Director Students Welfare of the University will be the Returning Officer and it would be his responsibility to conduct elections according to the provisions of this constitution.
- (ii) The Returning Officer may request any officer/teacher to conduct and supervise the various elections.
- (iii) Normally the Deans of the respective Colleges will be responsible for conducting elections to the College Council.
- (iv) The Director Students Welfare will organise the election of the University Students Council.

**29. Removal of Office-bearers :**

- (a) Any of the office-bearers of a College Students Council/University Students Council can be removed from his office through 'No Confidence' motion as per procedure laid down hereafter :
  - (i) The notice of such a "No Confidence" motion is submitted to the DSW (in case of University Students Council) and Dean (in case of College Students Council) by atleast 1/3rd Councillors of the respective council.
  - (ii) The DSW or the Dean as the case may be, or their nominee will convene a meeting of the concerned Council on a day not earlier than 15 days but not later than 22 days from the date of receipt of notice of motion, where the motion, after discussion will be put to vote.



- (iii) The "No Confidence" motion will be deemed to have been passed if 2/3rd of the total councillors of the concerned council vote in favour of the motion.

*Note : If 1/3rd of the total strength involves fraction, the number will be rounded off to the next whole number.*

- (b) (i) In the event of removal of any office-bearer of College Student Council as provided under (a) above, fresh election to the vacated office will be held within one month from the date of his removal for the unexpired term thereof.
- (ii) In the event of such fresh election, the student removed from his office through "No Confidence" motion shall not be eligible for the election.
- (iii) In the event of removal of any office-bearer of the University Students Council as provided under (a) above, fresh election to the vacated office will be held within one month provided the unexpired term of the concerned office bearer is 5 months or more. Otherwise the University Students Council will elect one of the Councillors from amongst themselves to fill up the vacancy for the remaining period.

### **Meetings**

- 30. (i) The various college councils/University Students Council may meet as frequently as deemed desirable but each council shall meet atleast once a trimester/Semester.
- (ii) The General Secretary or Secretary-Cum-Treasurer shall convene all ordinary meetings of the University Students Council or College Students Council as the case may be. Atleast three days before the date of the meeting, he shall, in consultation with the

president or Chief Councillor issue notice and agenda papers for the meeting and after the meeting within 3 days, he will issue proceedings of the meeting.

- (iii) Authenticated copy of all agenda items to be considered at any meeting of any Council shall be sent by the General Secretary or Secretary-cum-Treasurer, as the case may be, to the Chief Patron at least 48 hours before the meeting. Later, after the meeting and within 3 days, authenticated copy of the proceedings of the meeting will be sent to the Chief Patron.

*Note : In case of College Students Council meeting, a copy of the agenda and the proceedings will also be sent to the Dean in addition to the Chief Patron.*

- (iv) The quorum for meeting of the College Students Council will be 5 where the total number of councillors is 9 or 10 and it would be 3 in case the total strength is 5 or 6. The quorum for a meeting of the University Students Council will be 1/3 of the total number of Councillors, fraction being rounded off the next whole number.
- (v) A special meeting of the University Students Council/College Council will be convened by the President/Chief Councillor provided such a meeting is requisitioned through a written request signed by not less than one third of the total strength of the concerned council. Such a special meeting will transact only such business for which it was requisitioned.
- (vi) A special meeting of a council can, however, be called by the Chief Patron at any time as and when found necessary by him.

### **31. Powers and function of the Chief Patron**

- (i) The Chief Patron will ensure that the union and its various bodies function in accordance with the pro-

visions of this constitution.

- (ii) The Chief Patron or any other person nominated by him on his behalf will have the right to attend any meeting of any council and shall chair the meeting whenever to do so.
- (iii) If at any time, the Chief Patron finds that a situation has arisen wherein the University Students Council or a College Students Council cannot function according to the provisions of this constitution, he may suspend such council(s) at his discretion. The period of suspension shall not exceed one month and at the end thereof, he shall have the discretion either to revive or dissolve such council.
- (iv) In the event of dissolution of a council as provided under (iii) above, fresh election shall be held if the unexpired period of term, inclusive of suspension period is five months or more; otherwise no fresh elections shall be held and the Chief Patron may appoint an adhoc committee to replace the dissolved council within one month of dissolution.
- (v) The chief Patron shall nominate an officer (s) to administer the oath of office to all councillors and office-bearers of various councils.
- (vi) The Chief Patron may delegate any or all his powers to any officer of the University.

### **32. Code of Conduct during tenure of office**

- (i) The Union or any of its bodies or any office-bearer shall have no contact with any political party or organisation so far as the activities of the Union and other University bodies are concerned.
- (ii) The University Students Council/College Students Council shall not take up cases of individual student. All such individual cases will be sent to the college steering committee or university steering committee as the case may be.

- (iii) The Student Councils or any of their bodies shall not act on a call given by any outside political party or agency.
- (iv) The Councils or its members shall not indulge in any act which is against the interests of the University.
- (v) If a member of the Union indulges in an act of indiscipline or misbehaviour towards either a staff member or any member of his family, the concerned College Students Council shall condemn this activity. If students of more than one colleges are involved, the act shall be condemned by the University Students Council.
- (vi) The Union or any of its bodies shall not organise any procession or demonstration against any individual employee. No procession or demonstration of any type shall be taken to the residential area in the campus.
- (vii) The union and its various bodies and office-bearers shall be responsible to extend cooperation to the University authorities in maintaining discipline and peaceful atmosphere in the University. The Union and its members shall endeavour to maintain good name and reputation of the University.
- (viii) The members of the Students Union or any of the Council shall not organise or participate in any strike, demonstration, dharna, gherao etc. on any issue that has not been referred to and considered by the appropriate authority in accordance with the procedure laid down.
- (ix) Declaration of a holiday in any college or the University by any office-bearer of any council will be considered as an act of serious indiscipline.
- (x) The Union, its various bodies or office-bearers shall not misinterpret or indulge in false propa-

ganda against University policy decisions.

- (xi) If a member of the Union violate any of the provision of this code of conduct the concerned College Students Council or the University Students Council (if students of more than one college are involved) shall condemn such violation. In the event of failure to do so, the Chief Patron may exercise the powers given to him under this constitution.

### **Finance**

- 33. (i) Every student entitled to be the member of the Union shall pay Union membership fee to be determined from time to time by the Chief Patron, as annual subscription alongwith his other fees at the time of his first registration in the academic year.
- (ii) 60% of the collection of the Union subscription will be at the disposal of the College Students Council and the rest 40% shall form a part of the funds of the University Students Council.
- (iii) The trimester/semester-wise budget of each college students council shall be prepared by the concerned Secretary-cum-Treasurer in consultation with his Chief Councillor, within one month of its election. The budget shall then be presented to the Council and will become effective only after it is approved by the Chief Patron.
- (iv) The trimester/semester-wise budget of the University Students Council shall be prepared by its Jt. Secy.-cum-treasurer in consultation with the President, within one month of its election. The budget shall then be presented to the Council to be passed by its majority vote. The budget will become effective after it is approved by the Chief Patron.
- (v) The account of a college students council shall be

- maintained in the names of the Chief Councillor and Director Students Welfare jointly in a bank or post office as approved by the Chief Patron.
- (vi) The account of the University Students Council shall be maintained in the names of the President, Treasurer and Director Students Welfare jointly in a bank or post office as approved by the Chief Patron.
  - (vii) The funds of a college students council or University Students Council shall be spent only on the activities authorised under the constitution.
  - (viii) During the period if a Council stands suspended or dissolved, the bank account of the Council will be operated by the Director Students Welfare.
  - (ix) The Jt. Secretary-cum-Treasurer will present a statement of audited annual expenditure of the Union in its annual general body meeting.

### **Miscellaneous**

#### **34. Interpretation of Constitution**

Any doubt or dispute regarding the interpretation of any provision of this constitution or any other matter not covered explicitly by this constitution, shall be referred to the Chief Patron whose decision in the behalf shall be final and binding.

#### **35. Amendement of constitution**

Any proposal for an amendment in the constitution received by the Chief Patron shall be referred to the University Steering Committee. The Committee after considering the proposal in consultation with the Students' Union representatives, may make appropriate recommendations to the Chief Patron who will place the matter before the Academic Council.

- B. The Chief Patron may also on the recommendations in writing of an adhoc committee to be appointed if and when required by him, recommend to the Academic Council repeal, abrogating or any amendment in the constitution or any provisions thereof as may be deemed necessary.

**The proposed constitution and functions of steering committee :**

**College Steering Committee :**

Each college shall have a College Steering Committee consisting of

- (a) Dean of the College as Chairman
  - (b) Director Students Welfare
  - (c) Dean, PGS
  - (d) Dean, COBSc & H.
  - (e) Three staff members from the college concerned to be decided by the Dean with the approval of the Vice-Chancellor.
  - (f) Any other person (s) nominated by the Chief Patron.
- II. The function of College Steering Committee is to assist the Dean concerned in removing the genuine grievances of the students.
- III. All college level issues concerning the college students in general and as approved and recommended by the college students council will be referred to College Steering Committee. The committee after considering the issues, will make appropriate recommendations to the Dean.
- IV. The steering committee may invite student representatives to know their view point on issues under its consideration.

**University Steering Committee :**

- I. There shall be a University Steering Committee consisting of :
- (a) Chief Patron as Chairman
  - (b) Director Students Welfare
  - (c) Deans of all colleges
  - (d) Dean, PGS
  - (e) Director of Research
  - (f) Registrar
  - (g) Any other person(s) co-opted by the Chief Patron.
- (i) All university level issues relating to the students community in general and as approved and recommended by the University Students Council shall be referred to this Steering Committee. The committee after considering the issues, will make appropriate recommendations to the Vice-Chancellor.
- (ii) The function of the University Steering Committee is to assist the Vice-Chancellor in redressing the genuine grievances of the students.

*Note : Ordinarily the college students council or university students council shall give atleast 10 days in case of administrative matters and 21 days in case of academic matters to the appropriate steering committee for making their recommendations to the concerned university authority.*



**ANNEXURE-A**

**OATH TAKING**

I, ..... Admn. No.....

S/o .....having been elected to the office of

.....do hereby solemnly affirm/swear in the name of God that I shall abide by the constitution of the HAUSU and HAU Acts and Statutes and shall do nothing which is against the interest of the University and Students.

Date

Signature of the Officer  
administering the oath.

Full signature with date



## Chapter 22

### \*Rules for Shop Allotment Committee

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#### Shop Allotment Committee

(a) Constitution

The Shop Allotment Committee was constituted in the year 1971 by the founder Vice-Chancellor. In the beginning the Vice-Chancellor used to be the Chairman of this Committee but on 16.6.71 these powers were given to the Estate Officer-cum-Chief Engineer. The following are the members of the said committee.

Estate Officer/Chief Engineer	Chairman
Registrar	Member
Comptroller	Member
All Deans of the Constituent Colleges	Members
Director Students Welfare	Member
Architect	Member
Deputy Estate Officer	Member Secretary

(b) Jurisdiction/Scope of the Shop Allotment Committee

The Shop Allotment Committee exercises its powers/ jurisdiction/scope on all the matters concerning allotment, cancellation, disciplinary action, realisation of licence fee/dues etc. and all other relevant matters concerning shops, booths, kiosks, canteens, khokhas,

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\*As conveyed by the DEO vide No. 94/1435 dated 24.3.94



vendors etc. All passes/permission, orders, decisions taken by the Shop Allotment Committee are executed by the office of the Deputy Estate Officer after taking the approval of the Chairman of the Shop Allotment Committee.

The Vice-Chancellor approved the terms and conditions for the allotment of shops, booths, canteens, kiosks, etc. on 1.4.88. These orders were circulated vide Endst. No. CE/DEO/88/1056-85 dated 14.3.88 which may be seen at Annexure -I.

(c) Periodicity of holding meetings

Calling of meetings of the SAC is not a regular feature. The meetings are called as and when sufficient agenda is available.

(d) Periodicity for reholding adjourned meetings :

As per para (c) above.

(e) Preparation and approval of agenda :

Agenda is prepared by the DEO and circulated well in time for holding the meetings.

(f) Preparation and approval of proceedings :

The proceedings are prepared by the DEO and got approved by the Chairman of the committee and circulated accordingly. Where specific orders of the Vice-Chancellor are needed, the cases are sent to the Vice-Chancellor through the Chairman.

(g) Provsion for emergency meetings :

Emergency meetings are called on the directions of the Chairman.

(h) Notice by members for getting specific items considered:

Any specific item which is to be got considered from the committee, is put up before the committee after taking the approval of the Chairman and all members are informed accordingly. The Chairman exercises the

powers to consider the items which are not otherwise in the agenda. These items are considered under the head "Any other item".

(i) Confirmation of proceedings in the next meeting :

The confirmation of proceedings is necessary. Therefore the very first item of the agenda in each meeting is of Confirmation of the Proceedings.

## **ANNEXURE-I**

### **OFFICE OF THE CHIEF ENGINEER HARYANA AGRICULTURAL UNIVERSITY, HISAR**

No. HAU/CE/DEO/88/1055

Dated : 14.3.88

#### **ORDER**

The Vice-Chancellor, Haryana Agricultural University, Hisar is pleased to prescribe the following terms and conditions for the allotment of Canteens/Kiosks in the University.

These terms and conditions will come in force w. e.f. 1.4.1988 till further orders :

#### **Terms and conditions**

1. All canteens will be allotted on licence basis only. Licence in each canteen shall be for a period of two years unless revoked earlier by the competent authority or extended for one year more only.
2. The licence shall be deemed to be a bare licence only of the said Canteen/Kiosk and nothing herein contained shall be construed as a demise at law of the said canteen/kiosk or any part thereof so as to give the licensee any interest therein. The overall control and superintendance of the said canteen/kiosk shall remain vested in the licensor whose official shall at all reasonable hours be entitled to inspect the said canteen/kiosk about its bonafide use.
3. That the licensee shall not use the canteen/kiosk for any purpose other than one for which it has been licenced without the written permission of the licensor.
4. The licensee shall not be entitled to allow any other

person to occupy the canteen/kiosk or to use any part thereof. The licensee shall not admit any person into partnership or become partner or to let or sub-let the canteen/kiosk.

5. That the monthly licence fee shall be payable every month latest by end of the month to which it pertains beyond which penalty for late payment of licence fee at the following rates shall be charged:

(i) Canteens :Rs. 5/- per day w. e. f. 1st of the next month upto 10th and Rs. 10/- per day thereafter.

(ii) Kiosks: Rs. 2/- per day w. e. f. 1st of the next month and Rs. 5/- per day thereafter.

In case the licence fee is not paid by the end of next month the canteen/kiosk will be locked by the concerned controlling officer without any further notice.

6. The licensee shall display the rates of all the eatables/ items sold by him and approved by the canteen committee from time to time. The committee may exclude/ include any eatable/item from the list at any time by giving specific notice to the licensee.

The rates of all the eatables to be sold by the licensee shall be fixed by the canteen committee in consultation with the licensee and licensee shall not be competent to increase the rates without the written permission of the licensor.

7. The licensee shall himself be responsible for the recovery of his dues.

8. The contract will be for a period of two years. However, in case of unsatisfactory service or misbehaviour by the licensee or his employees, it may be terminated at any time by the licensor with the approval of the canteen committee after giving one month's notice. However, the licensor shall also be competent to impose fine on the licensee upto the limit of one month licence fee in the event of breach of any clause by the licensee. However,



the licensee shall have the right of appeal to the Vice-Chancellor against the orders of the licensor which shall be final and binding on both the parties.

9. The item served by the licensee shall be of a good quality. The Canteen committee will ensure maintenance of proper hygienic conditions and quality of the items sold by the licensee.
10. The licensee shall provide adequate number of servants and see that they are clean and neatly dressed and ensure that they are civil, sober and honest in their dealings with the students and staff. The licensee shall be responsible for the conduct and behaviour of servants under his employment.
11. The licensee shall have to observe all the bye laws/rules of the State/HAU fixed from time to time.
12. All the items displayed at the canteen should be properly kept to prevent contamination by flies and dust.
13. All breakages and/or damage to university property shall be made good by the licensee.
14. The licensee will also have to execute the licence deed before taking over the possession and after the receipt of orders.
15. Wherever available the licensee shall be provided furniture by the licensor, otherwise the licensee shall have to make its own arrangements. Where the furniture is provided by the licensor, its maintenance and repair etc. shall be the responsibility of the licensee and he shall return the same to the licensor in perfect condition on the termination of the licence. In event of breach of this clause, the licensor shall be competent to make the loss good out of the security deposited by the licensee.
16. The payment of electric and water charges will also be borne by the licensee and paid regularly to the quarter concerned.

17. The security of 4 month's licence fee in respect of each canteen shall be deposited by the licensee in the office of licensor/controlling officer in shape of post office pass book pledged in favour of licensor/controlling officer. The said Pass book will be returned by the Licensor to the Licensee on the termination/revocation of the licence. The said pass book should remain in the custody of licensor.
18. The licensee shall have to observe all the bye laws of pure food act. All items displayed at the canteen/kiosk would be properly covered to prevent contamination of flies and dust, by the licensee.
19. Except where otherwise provided in the licence deed all questions and disputes relating to instructions herein before mentioned in any way arising out of or relating to the licence deed whether arising during the occupation or after vacation of the canteen or termination of the licence deed shall be referred to the concerned controlling officers and whose decision as to whether a breach of the terms agreed upon warranting action under the above has taken place shall be binding and final, and shall not be challenged in any court of law. However, final appeal against the orders shall lie before the Vice-Chancellor if licensee wishes to go in appeal.
20. Deputy Estate Officer shall be the Ex-officio member of all the Canteen Committees.
21. The Dean of the constituent college and Controlling Officers of the Buildings in which canteens are situated, shall be the controlling officer of the canteen coming within their Colleges/Buildings. However, they will be competent to constitute a committee for the complete control. Other than the colleges/hostels/Library/Giri Centre, the remaining canteens/kiosks shall be under the control of Estate Officer who will also constitute the Canteen Committee.

## **ANNEXURE II**

### **TERMS & CONDITIONS FOR THE ALLOTMENT OF KHOKHAS**

1. The allottees of khokha shall be required to abide by the rules framed by the University from time to time.
2. The allottee shall be required to pay licence fee @ Rs. 60/- per month (or as it may be fixed from time to time by Shop Allotment Committee with the approval of the Vice-Chancellor) by the end of each month to which rent pertains, failing which he will have to pay penalty @ Re.1/- per day from the first of the succeeding month. In case of default for two months, the khokha shall be locked by the DEO and pending licence fee shall be deducted from the security deposit.
3. The allottee will be required to deposit a security of Rs. 200/- in cash in o/o DEO, HAU, Hissar and obtain receipt thereof. However, this amount shall be refundable after the expiry of permissible period i.e. one year from the date of allotment.
4. He will also be required to supply three photographs with the application and full address of two responsible persons for reference purposes.
5. The khokha will have to be installed within 10 days from the date of issue of orders otherwise permission given shall stand revoked after 10th day of the orders.
6. In case, the allottee sublets the khokha to any unauthorised person, the permission so granted to him shall be cancelled forthwith by the Estate Officer. Action shall also be taken against him (allottee) by imposing fine of Rs. 50/- which will be recovered from the security deposit.
7. Permission can be withdrawn at any time without

assigning any reason by giving 10 days notice by the Deputy Estate Officer after taking approval of the Estate Officer-cum-Chief Engineer, HAU, Hisar.

8. The authority for appeal shall be the Estate Officer-cum-Chief Engineer, HAU, Hisar and his orders shall be final.

Sd/-  
Chairman, SAC

Sd/-  
Secretary, SAC.

**CCS HARYANA AGRICULTURAL UNIVERSITY  
HISAR**

**GATE PASS**

**GATE PASS FOR ENTRY IN HAU PREMISES AT HISAR  
FOR SALE/PURCHASE OF COMMODITIES ETC.**

Registration No.	Valid Upto	Issue Officer
	1.	
	2.	
	3.	
1.	Name of the pass holder :	
2.	Father's Name : _____	
3.	Age. _____	
4.	Address _____ _____	
5.	Purpose of visit with details of items to be sold/purchased : _____	
6.	Date of Issue of Pass : _____	
7.	Amount of Security money deposited date of deposition & Receipt No. : _____	
8.	Amount of renewal fee paid per year :	
	Year	Amount
	_____	_____
	_____	_____
9.	Two reference with full address	
	1.	_____
	2.	_____
10.	Terms & conditions of supply of commodities :	
	(a) This is non transferrable is to be used by the bonafide only.	
	(b) The pass Holder must carry this pass with him while visiting the campus & must show the same to the checking authority on demand.	

- (c) No other business will be carried out except for which it has been issued.
- (d) The materials will be supplied on shops/canteens, messes, Faculty House/Club/Residence/Khokha only.
- (e) This gate pass can be cancelled with 10 days notice on breach of any of the terms & conditions or misconduct.

**ISSUE OFFICE**

**CC: The Security Officer, HAU, Hisar for information please.**

### **ANNEXURE III**

#### **TERMS AND CONDITIONS FOR THE ISSUE OF GATE PASSES TO VENDORS**

1. The gate pass shall be issued to the vendors by the DEO after taking approval of the Estate Officer.
2. The vendor applying for the gate pass shall be required to give the addresses of two responsible persons of HAU for reference purposes or two shop-keepers of Shopping Centre.
3. The security organization may be requested by the DEO for verifying the antecedents of the vendors, if required.
4. The vendors so allowed shall be required to pay the licence fee as well as security money as is/may be fixed by the Shop Allotment Committee/University from time to time, in the o/o DEO.
5. The vendor will be required to submit 3 photographs (Pass port size) in the o/o DEO if permission is given to him by the authorities. (This will not be applicable to the Hawkers of Horticulture Deptt./Vegetable Deptt. of the University).
6. The permission so given can be withdrawn at any time without giving any notice or assigning any reason by the DEO after taking the approval of the Estate Officer.
7. The appeal by vendors shall rest within the powers of Estate Officer/Shop Allotment Committee.
8. The gate passes so issued shall be non transferrable and can be impounded by the Security Organization/DEO at any time, if found being misused.
9. The licence fee shall be payable on yearly basis and date of expiry of all the licences shall be 31st December, of a Calendar year. (The licence fee shall be on quarterly

- basis for the contractor of Horticulture Department only).
10. All vendors will be required to apply for the renewal within 30 days of the date of expiry.
  11. Any request for renewal if received after the date of expiry of grace period of one month i.e. January every year penalty of Rs. 50/- per month or part thereof shall be charged upto three months i.e. upto 30th April of the year. Applications received after 30th April will not be entertained and concerned vendor will loose the right for the gate pass for the year.
  12. The gate passes shall be issued by the DEO according to the specimen shown at Annexure-II along with the terms & conditions mentioned therein.
  13. D.E.O. was authorised to issue temporary gate pass for a short period (not exceeding 10 days) with charges of Rs. 10/- in exceptional cases.
  14. The Chairman (E.O.& CE) was authorised by the committee for the allotment of Shop/Space in the HAU Shopping Centre subject to its availability for a short period on such requests. The rent to be charged for such allotment shall be Rs. 300/- for a period of one month or part whereas for allotment upto 7 days, the rent will be Rs. 150/-

Sd/-  
Chairman, SAC

Sd/-  
Secretary, SAC



## LICENCE DEED

Whereas I, .....s/o  
Sh..... am desirous of being allowed the privilege of using shop/Booth No.....in the shopping centre of the Haryana Agricultural University, Hisar for the trade of .....for a period of three years on the terms and conditions prescribed by the Haryana Agricultural University, Hisar and under the said rules and as amended from time to time by the said University of which notice will be given to the licensee of the shop/booth no.....aforesaid, as per area and location shown in the attached plan.

2. Now hereby it is agreed between the said.....hereinafter called the licensee and the Haryana Agricultural University, Hisar hereinafter called the licensor, acting through the Deputy Estate Officer duly authorised in this behalf that in consideration of the payment of Rs.....(Rupees.....) per mensem as licence fee for the privilege of the use of shop/booth no.....in the said shopping centre, the licensor grants upto the licensee and authorises him to use the said shop/booth for a period of three years commencing from the agreement for the purpose of carrying on business as dealer in.....provided always that the licensee shall be bound to quit the premises within one week of the notice of revocation of this licence by the licensor in the event of breach of any of the terms, conditions of this licence or rules pertaining thereto as aforesaid or in the event of the licensee being in arrears for a period of three months in respect of the fees payable as herein prescribed.
3. The licensee shall be deemed to be a bare licensee only of the said shop and nothing herein contained shall be construed as a demise at law of the said shop or any part thereof so as to give the licensee any interest therein. The overall control and superintendence of the said shop

shall remain vested in the licensor whose official shall at all reasonable hours be entitled to inspect the said shop about its bonafide use.

4. That the licensee shall not use the shop for any purpose other than for which it has been licensed without the written permission of licensor.
5. The licensee shall not be entitled to allow any other person to occupy the shop or to use any part thereof. The licensee shall not admit any person into partnership or become partner or to-let or sublet the shop.
6. That the monthly licence fee at the following rates shall be charged :  
Shops : Rs. 5/- per day with effect from 1st of the next month upto 10th and Rs. 10/- per day thereafter.  
Booths : Rs. 2/- per day with effect from 1st of the next month upto 10th and Rs. 5/- per day thereafter.  
and in case the licence fee is not paid by the end of the next month, the shop/booth will be locked by the Deputy Estate Officer-cum-Secretary, Shop Allotment Committee without any further notice.
7. The licensee shall not cause or permit to be caused any damage to the shop. Under no circumstances the licensee shall make any alteration additions to the shop without the previous written permission of the licensor.
8. The licensee shall be liable to compensate the licensor any damage caused to the shop as may be determined by the licensor.
9. The verandahas in front of shop do not form part of the shop. The licensee accordingly shall not make any encroachment on the said verndahas by placing chairs, tables or any other goods or articles of any kind. It shall be the duty of the licensee to see that these verandahas always remain open and accessible to the public.
10. That the licensee shall not cook, manufacture or prepare any food in or outside the shop or in the verandah outside

the shop nor shall be suffer or allow any other person to do so. Preparation of food articles will be strictly on gas.

11. That the licensee shall faithfully follow and abide by all the provisions of the Punjab Municipal Act, bye-laws or rules and regulations made thereunder and the provisions of the Haryana shops and Establishment Act and those of any other law in force from time to time.
12. The licensee shall keep the shop neat and clean and shall not employ or permit to be employed or allow or to enter into or remain in the said shop any person suffering from any contagious, loath-some or infectious disease.
13. The licensee undertake to supply all items of stores at competitive rates which will in no case exceed the Mini Bazar rates. The licensee shall always display prominently price list of all articles placed for sale in the shop and will also submit a copy of the same to the licensor by the 10th of every month.
14. That the licensee shall not do any thing in or outside the shop which may cause nuisance or annoyance to the neighbours or to the passers by. The licensee shall with reference to the said shop in his occupation bear all charges for electricity and water consumption. That the licensee shall not keep any animal or conveyance in or outside the said shop.
15. The licensee shall obtain electrical connection in the said shop direct from the H. S. E. B.
16. The licensee shall pay water charges on flat rate of Rs. 4.50 per month or as prescribed from time to time.
17. The licensee shall obtain Government/Municipal licence required for running the licensee's business and to abide by all the terms of those licences.
18. The licensee shall bear and pay the cost, charges and expenses if any incidental to the preparation and execution of this deed in duplicate.
19. The licensor shall retain the original licence deed and licensee shall keep the duplicate of the licence deed.

20. Name of the shop will only be written by the licensee over the specific place outside the verandah. All fittings of furniture and shop window will be provided by the licensee. All electric fixture like tube light, bulbs and lamps are to be provided by the licensee. No additional wiring will be done by the University/Licensor.
21. No bills to be stuck on any part of the building from outside and inside the corridor.
22. Employment of a common chowkidar and a Sweeper for public toilet is compulsory by all the licensees. In case University decides to employ such staff the licensee will pay necessary charges as decided by the Dy. Estate Officer-cum-Secretary, Shop Allotment Committee.
23. Any employee of the licensee who is considered undesirable by the licensor will have to be removed by the licensee immediately.
24. At night sleeping outside the shop will not be permitted.
25. The licensee shall not change the trade of the shop without the prior permission of the licensor.
26. Except where otherwise provided in the licence deed, all questions and disputes relating to instructions herein before mentioned in any way arising out of or relating to the licence deed whether arising during the occupation or after vacation of the shop or determination of the licence deed shall be referred to the Vice-Chancellor, HAU, Hisar and whose decision as to whether a breach of the terms agreed upon warranting action under the above has taken place, shall be binding and final and shall not be challenged in any court of law.
27. On the expiry of the period fixed in the licence deed or the revocations thereof under the conditions and terms fixed in the licence deed or under the rules prescribed thereof or on non-user of the shop for a period of 30 days or on breach of any of the terms and conditions set for the above, the licensor will be entitled to assure exclusive and absolute possession of the said shop and deal with it

in such manner as it may deem fit. Any belongings to the licensee, if found in such shop shall be liable to be auctioned unless claimed within one month of the assumption of such possession by the licensor. The licensor shall be further entitled to appropriate out of the proceeds of such sale, the money due to the licensor, from the licensee.

28. The licensee has also deposited a sum of Rs. ....(Rupees.....) equivalent to four months licence fee, as security vide Receipt No.....dated.....for fulfilment of the terms and conditions of the licence and in the event of the breach of any of the terms the same shall stand forfeited. This will be without prejudice to the right on the revocation of licence, to claim of damage.
29. In case the licensee intends to surrender the shop/booth or the licensor University wants to get the shop/booth vacated from the licensee, before the expiry of the term of licence deed, either party will be required to give one month's advance notice of its intention to do so. This will, however, be without prejudice to the provisions of the condition No. 2 of the licence deed which lays down that the licensee shall be bound to quit the premises within one week in the event of breach of any term or condition of the licence deed.
30. The licensee shall have to pay the licence fee fixed by the licensor from time to time.
31. The Deputy Estate Officer-cum-Secretary, SAC reserves the right to impose fine on the licensee upto the limit of one month's licence fee in the event of breach of any clause of the licence deed. However, the shop keeper/booth keeper has the right of appeal to the Estate Officer/Vice-Chancellor against the order of the Deputy Estate Officer-cum-Secretary, Shop Allotment Committee.

Signed and delivered by the licensee on this day of .....

Signature of licensee

Address

Witness

1.....

S/o.....

.....by caste

.....by profession

Resident of.....

.....

.....

2.....

S/o.....

.....by caste

.....by profession

Resident of.....

.....

.....

Signature of the licensor  
(or his representaive)

.....

## Chapter 23

### Vice-Chancellor's Discretionary Fund Rules

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1. The rules may be called Haryana Agricultural University Discretionary Grants (Regulation of Expenditure by the V.C) Rules.
2. In these rules, unless the context otherwise requires :
  - (i) 'Fund' means the fund placed by the Board of Management at the disposal of the Vice- Chancellor.
  - (ii) 'Grants' means the discretionary grants made by the Vice-Chancellor
3. Discretionary grants may be sanctioned out of the fund by the Vice-Chancellor.
4. The grants shall be made in the manner hereinafter prescribed :
  - (a) The Vice-Chancellor may make petty grants, subject to a ceiling of Rs. 1,000/- in each case, to individual students or employees or to the heir of a deceased employees, who in his opinion deserve assistance from the University Funds.

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The rules were approved by the BOM vide item No. C-15 of its meeting held on 3.7.70 circulated by the Comptroller vide notification no. CAUH. B. (I)-FC/2/1567 dated 14.7.70 and further amended by the BOM in its meeting held on 24.6.85 as notified by the Comptroller vide notification no. CAUH.E.1/85/16724 dated 4.7.85.

- (b) The Vice-Chancellor may grant any reasonable amount not exceeding Rs. 1.000/- in a single case for the welfare of the staff or any section thereof for any community celebration in the Campus of the University.
- (c) No grant of recurring nature and no subscription of a purely religious or sectarian character shall be made out of the fund.
- (d) The expenditure shall be subject to audit by the Examiner, Local Fund Accounts.
- (e) The Comptroller shall, as far as, possible obtain vouchers for the expenditure bearing the payees receipts for the purpose of audit and in exceptional cases, when he cannot obtain such a voucher, he shall supply the Examiner, Local Fund Accounts with a certificate by an officer of the university that the amount was actually disbursed to the payee mentioned in the certificate for any of the purposes mentioned under clause(a) of this sub rule.



# Chapter 24

## Travelling Allowance Rules

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### Part -I

#### Definitions and general

##### 1.1 Extent of Application :

- (i) Application of Rules : These rules shall be applicable to all the employees of the University and any other persons invited for University business. An University employee whose whole time is not retained for University work will rank in such a grade as the Vice-Chancellor may declare him to belong.

The word 'University' wherever it occurs in these rules, shall mean CCS Haryana Agricultural University, Hisar.

- (ii) Nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by the terms of his agreement/appointment.
- (iii) The powers of interpreting these rules and making changes therein in accordance with the Haryana Govt. rules are vested with the Vice-Chancellor. However, any relaxation or change not covered under the Haryana Govt. Rules will require the approval of the Board of Management of the University.

*Note: Communications regarding interpretation, relaxation and alteration of these rules will be*

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Approved by BOM in 1976 with amendments time to time carried out under the authority of Vice-Chancellor

*issued by the Comptroller, CCS Haryana Agricultural University, Hisar.*

## 1.2 Competent Authority

Competent Authority means, the Vice-Chancellor unless specifically provided in these rules or where powers are specifically delegated in the Act and Statutes framed thereunder from time to time (A list of such powers delegated so far is given in the appendix to this chapter).

## 1.3 Controlling Officers

- (i) The Vice-Chancellor shall be his own Controlling Officer for the purpose of Travelling Allowance.
- \* (ii) The Vice-Chancellor shall be the Controlling Officer in the case of the University Officers as defined in section 8 of the Haryana and Punjab Agricultural Universities Act, 1970. The University Officers shall be competent to countersign their own T. A. bills provided the journeys are in accordance with the tour programmes approved by the Vice-Chancellor.
- (iii) Officers of the University shall be the Controlling Officer in the case of Class-I teachers or grade 'A' employees, as defined in the Statutes, and other employees directly working under their administrative control.
- (iv) The Head of the Department, or any other employees to whom powers have been delegated under Sr. No. 6 of the Schedule Part 'A' of the Statutes of Haryana & Punjab Agricultural Universities Act, 1970 shall be the Controlling Officer in the case of Class-II teachers or Grade 'B' employees as defined in the Statutes, and other employees directly working

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\* Approved by BOM in 1978

under their administrative control.

1.4 Daily Allowance :

Daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.

1.5 Day

Day means a calendar day beginning and ending at midnight but an absence from Headquarter which does not exceed 24 hours shall reckon for all purposes as one day; at whatever hours the absence begins or ends.

1.6 Duty Point

A duty point means the place or office where an employee remains on duty i. e. the place of office of employment at the headquarter. For Chandigarh and places outside Haryana, the duty point (s) shall be taken to be the places/offices visited by the employee on duty.

1.7 Employee

Employee means an employee of the University other than contingent paid staff and work charged establishment.

1.8 Family

Family includes wife or husband, as the case may be, residing with the University employee and legitimate children and step children residing with and wholly dependant upon the University employee. It also includes dependant parents of the employee.

*Notes : (i) The term 'legitimate children' includes major sons and widow daughters so long as they are residing*

*with and wholly dependant upon the employee.*

- (ii) *Not more than one wife is included in the term 'family'.*
- (iii) *An adopted child shall be considered to be a legitimate child if, under the personal law of the employee, adoption is legally recognised as conferring on it the status of a natural child.*

#### 1.9 Home Town

Home town of an employee means the permanent home town or village as entered in the service book or other appropriate record of the employee or such other place as may be declared by him as his home town within six months of his entering in service duly supported by reasons such as ownership of immovable property, permanent residence of parents, brothers etc. where he would have resided but for his appointment in the University. This declaration will be subject to acceptance by his 'Controlling Officer' and may be changed once during the service of the employee with specific sanction of the 'Controlling Officer'.

*Note: Where the husband and wife are University employees, the couple should be treated as single family unit and should declare only one place to be their home town which should be the same place for both of them. In making the declaration, it is open to them to choose the home town of the parents of the wife, or an entirely different place, to be their home town, as may fit in with their traditions, and personal needs. But having once declared a place to be their home town that place should be treated as their joint home town for all times, provided that declaration of home town by the couple shall, in such cases, be subject to approval by the appointing authority.*

### 1.10 Headquarters

Headquarters of an employee shall be the station which has been declared to be his headquarter or in the absence of such declaration the station where the record of his office is kept.

### 1.11 Joining Time

Joining time means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted. An employee in transit from one post to another would rank in the grade to which the lower of the two posts would entitle him.

### 1.12 Mileage Allowance :

Mileage allowance is an allowance which is given to meet the cost of a local or any other road journey and is calculated on the distance travelled between the places by the shortest or a more practicable route. If an employee travels by a route which is not the shortest but is cheaper than the shortest route, his mileage allowance should be calculated on the route actually used.

### 1.13 Pay for the purpose of T.A.

Pay for the purpose of T. A. includes pay of the post of the incumbent, technical pay, personal pay, special pay, deputation pay, dearness pay and any other emoluments which may be specially classed as pay.

*Note : 1. The rates of TA/DA would also be applicable to the employees governed by unrevised scales of pay. In their cases, DA, ADA and DP upto the CPI of 608 point will be treated as part of their pay for purposes of calculating the admissible travelling allowance and DA.*

*2. In the case of re-employed pensioners, excepting*

*re-employed Military or Civil Pensioners whose pay is fixed in disregard of military or civil pension, pay shall be inclusive of gross pension provided that if the pay drawn plus gross pension exceeds the pay of the post if it is on fixed rate of pay, or maximum pay in case of time scale of pay, such excess shall be ignored.*

3. *An employee's claim to T. A. should be regulated by the rules in force at the time of the journeys in respect of which they are made, are undertaken. The T. A. of an employee, who is promoted or reverted or is granted an increased rate of pay with retrospective effect should not be revised in respect of the period intervening between the period of such event and that on which it is notified except where the employee concerned had been actually performing duties of the post to which he is promoted or from which he is reverted with retrospective effect.*

*The Audit Officer should be guided by the facts officially known at the time of pre-audit of the T. A. claims and no supplementary claims of T. A. due to retrospective effect of promotion etc. will be admitted.*

#### 1.14 Shortest Route

The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

- 1.15 Standard Air Fare means the actual single journey air fare including an inland air travel tax and a foreign travel tax levied by the Government of India, payable for the service by which the journey is performed.

## APPENDIX

Extracts from the Statutes regarding delegation of administrative and financial powers to the officers/ employees of the University

### SCHEDULE PART 'A'

Statement showing the delegation of Administrative Powers to Officers, teachers and other Employees of the  
CCS Haryana Agricultural University

Sr. No.	Nature of power	Vice-Chancellor	Officers of the University	Head of the Department	Head of Section Professor & Equivalent
1	2	3	4	5	6
*6.	Permission to Attend conferences, meetings, Seminars, Workshop etc.	Full powers	Upto 24 days (including journey days) in each case in a year and upto 8 days (including journey days) at a time.	Upto 24 days (including journey days) in each case in a year and upto 8 days (including journey days) at a time in	Upto 24 days (including journey days) in each case in a year and upto 8 days (including journey days) at a time in

1	2	3	4	5	6
				respect of class-II teachers and grade 'B' and 'C' employees Full powers	respect of class-II teachers and grade 'B' and 'C' employees Full powers
7.	To declare Controlling Authority in respect of T. A.	Full powers	Full powers		
8. (a)	To fix head-quarters of any post within the State	Full powers	Nil	Nil	Nil
*11.	To send employee for training	Full powers upto one year	Full powers upto three months (excluding journey days)	Full powers upto one month (excluding journey days)	Nil

\*Subject to administrative and financial restrictions.



## Part- II

### TRAVELLING ALLOWANCE ON TOUR

2.1 Travelling Allowance is admissible to an employee when he is absent from his headquarters beyond his sphere of duty with proper sanction.

#### 2.2 Grades of employees

For the purpose of TA/DA etc. grading of the employees in various pay ranges shall be as under

Grade-I(i) Employee drawing basic pay of Rs. 5000/- and above per month.

Grade-I(ii) Employees drawing basic pay of Rs. 3500 but below Rs. 5000 per month.

Grade-II Employees drawing basic pay of Rs. 2200 but below Rs. 3500 per month.

Grade-III Employees drawing basic pay of Rs. 1200 but less than Rs. 2200 per month.

Grade-IV Employees drawing basic pay below Rs. 1200 per month.

#### 2.3 Daily Allowance

(i) Daily allowance may be drawn by an employee when he is away from headquarters on duty and reaches a point outside a radius of 8 kms. from his duty point at his headquarters or returns to it from a similar point, at the rates given below :

Categories of employees	In Haryana	Outside Haryana (other than col. 4)	Other towns above 10 lacs population
1	2	3	4
Grade I(i)	60	80	100
Grade I(ii)	50	65	80
Grade II	40	50	65
Grade III	35	45	55
Grade IV	30	40	50

- (ii) Where an employee has to stay in accommodation run on commercial lines at a place outside Haryana and Chandigarh actual Hotel/Tourist Bungalow expenses shall be reimburseable upto following limits :

Categories of employees	Town with a population of 10 lacs and above (per day)	Other places outside Haryana (per day)
Grade I (i)	350	150
Grade I (ii)	250	100
Grade II	200	75
Grade III	150	65
Grade IV	100	50

*Note (i) Where an employee while on tour has to stay in a hotel/tourist bungalow run on commercial line at a place outside Haryana, half daily allowance may be allowed where hotel/tourist bungalow expenses are reimbursed as above.*

*(ii) Claims would be admissible on production of actual receipt/bills.*

*(iii) As per 1991 Census, the following towns are with a population of 10 lacs and above.*

- |                   |                   |
|-------------------|-------------------|
| 1. Ahmedabad      | 13. Lucknow       |
| 2. Bangalore      | 14. Ludhiana      |
| 3. Bhopal         | 15. Madras        |
| 4. Calcutta       | 16. Madurai       |
| 5. Coimbatore     | 17. Nagpur        |
| 6. Delhi          | 18. Patna         |
| 7. Greater Bombay | 19. Pune          |
| 8. Hyderabad      | 20. Surat         |
| 9. Indore         | 21. Vadodra       |
| 10. Jaipur        | 22. Visakhapatnam |
| 11. Kanpur        | 23. Varanasi      |
| 12. Kochi         |                   |

- (iii) While on tour in Haryana and Chandigarh if a University employee has to stay in any accommodation where the lodging charges are more than the Rest House Charges prescribed by the University for similar accommodation, the excess of the lodging expenses over such Rest House charges subject to a maximum of Rs. 50/- per day may be allowed to be reimbursed to the employee by the Vice-Chancellor on production of actual receipt and also subject to his satisfaction that such stay is necessitated owing to non-availability of Haryana Govt./HAU accommodation.

#### 2.4 Daily Allowance for Halt on Tour

Full daily allowance on tour may not be drawn for continuous halt of more than 10 days, including for days of departure and arrival, at any one station provided that the competent authority may allow daily allowance for a period exceeding 10 days when he is satisfied that prolonged halts are necessary in the interest of the University work at the following rates :

(in calculating the duration of halt any day on which the employee travels or halts at a distance exceeding 8 kms. from the halting place shall be excluded)

- (i) Upto 30 days at full rates
- (ii) For the rest of continuous halt at half rates

*Note: (i) A halt is continuous unless terminated by absence on duty at a distance exceeding 8 kms. from the halting place for a period including not less than three nights.*

*(ii) No daily allowance is admissible for the days the employee takes casual leave while on tour, including any part of the day.*

*(iii) Daily allowance on Sunday/holidays is admissible*

*only when one has to stay on tour in the interest of University work and is actually, and not merely constructively, in camp.*

- (iv) *When an employee, while on tour, is allowed free boarding and lodging, daily allowance shall be admissible at 1/4th of the rate admissible at such station. If only boarding is allowed free, he may draw daily allowance at 1/2 of the admissible rate. If only lodging is allowed free, he may draw daily allowance at 3/4th of the admissible rate. However, no deduction in daily allowance should be made where a University employee on tour attends a stray or a casual lunch or dinner or tea at the expense of the State or University.*

## 2.5 Journey by Rail

The entitlement for travel by rail would be as under :

Sr. No.	Category of Employee	Entitlement for rail accomodation
1.	Officer of Grade I (i)	AC Ist Class
2.	Officer's of Grade I (ii)	Ist Class 2nd Class AC Sleeper/AC Chair
3.	Employee of Grade II	-do-
4.	Employees of Grade III	2nd Class Sleeper
5.	Employees of Grade IV	2nd Class

The cost of reservation and sleeper charges will, in addition, be reimbursed in full.

*Notes : (i) An employee who wishes to travel by a higher class than that of his entitlement may do so and claim charges as per admissible class.*

(ii) *If the journey, or a part thereof, has been performed by a lower class, the actual fare should be claimed of the class to which he is entitled.*

2.6 In addition to the cost of rail fare as above, an employee on tour will be given full daily allowance for each day or part of the day spent away from headquarters including the time taken on journey.

*Note : Rate of daily allowance on the day of travel shall be based on the rate admissible in the locality where the night is spent.*

2.7 (a) Journey by Bus/own car/scooter/local journey.

The entitlement for travel by Bus/own car/scooter/local journey would be as under :

Sr. No.	Category of Employees	By bus	By own car/ scooter etc.	Local journey
1	2	3	4	5
1.	Officers of Grade I (i)	AC Bus	By Car	By Texi or own car
2.	Officer's of Grade I (ii)	AC Bus	By Car (with permission of Competent authority for each journey)	By Texi or own car
3.	Employees of Grade II	Delex Bus	Scooter/ Motorcycle	By Auto Rickshaw
4.	Employees of Grade III	Express Semi-Deluxe	No	-do-
5.	Employees of Grade IV	Ordinary Bus	No	By Auto Riskshaw/Bus/ Rickshaw

(b) In addition to the cost of bus fare, an employee travelling by road by public transport will also be given full daily allowance for each day or part of the day spent away from headquarters including the

time taken on journey, except in cases where the journey is performed by private car/motorcycle/scooter the daily allowance for journey days will be given at half rates.

- (c) Rate of road mileage in case of journey by Own Car will be @ 2.50 per km and in case of journey by scooter/Motorcycle will be @ Rs. 1.25 per km.
- (d) For local journeys performed on tour outside the State, actual expenditure as per entitlement will be reimbursable on the basis of a certificate given by the government employee mentioning the places of local journey as also Taxi/Auto Rickshaw number (s).
- (e) For local journeys performed on tour within the State, employees, as per entitlement, will be paid mileage allowance @ Rs. 2.50 per kilometre for taxi/car and Rs. 1.25 per kilometre for other modes of conveyance for journey between office/residence and bus stand/also at the duty station between bus stand/railway station/air port and the place of duty/residence.
- (f) While on tour, local journey performed from Panchkula/Mohali/Chandigarh or vice-versa only bus fare will be admissible.

*Note 1 : An employee of the University not covered under Column 4 of Rule 2.7 (a) above, when travelling by road by private car or motor-cycle/scooter shall be paid T.A. at the rate that would have been admissible had he travelled by rail/public transport by the admissible class of accommodation. Vice-Chancellor may, however, allow road mileage admissible to such an employee if the journey performed as such is in the best interests of the University work. However, for journeys performed*

*by car/taxi or auto-rickshaw, plying on hire, the whole accommodation of which is reserved by the employee travelling, the actual expenses limited to road mileage admissible to the employee may be paid on production of a certificate by the employee travelling, provided that the journey is performed with the approval of the Vice-Chancellor in the best interests of the University work.*

*Note 2: The Vice-Chancellor may, in exceptional circumstances for reasons to be recorded, sanction higher rate of mileage allowance to members of selection committees/Examiners and non-official members of the Bord of Management for travel by taxi/car, plying on hire, in excess of the rates given in this rule.*

*Note 3: The rates under sub-rule (e) above would also be admissible for local journeys performed at intermediary places for travel by next mode of conveyance at that place.*

(g) In addition to the local mileage given in sub-rule (e) an employee while on tour for official purposes or duty at Chandigarh or other places outside Haryana, Grade-I employees would be entitled to travel by taxi/other conveyance and Grade II, III & IV employees would be entitled to travel by scooter/other conveyance and would be reimbursed on the basis of certificate given by the employee about the places visited and the actual expenditure incurred.

*Note 1: Re-imbusement of actual expenditure would also be admissible from the place of duty to the place of halt on that day and to and from the same/next duty point on any subsequent day (s) of halt on tour to Chandigarh or other places outside Haryana.*

*Note 2: The local mileage will be given from the place of*

*stay in the station of duty to the place of duty and back when the officers/officials are on tour outside the State in their own vehicle.*

2.8 Journey by Air :

- (i) Travel by air is permissible on tour :
  - (a) Heads of Deptts and the Officers in the pay scale of Rs. 5900-6700 and above only shall be entitled to journey by air.
  - (b) In other cases of Grade-I employees if it is specially allowed by the Vice-Chancellor keeping in view the urgency and importance of the University work.
  - (c) A Grade-I employee may travel by air at his own discretion and claim T. A. charges as admissible for journey by rail/road, as the case may be, whichever is less.
- (ii) The employees on tour entitled or authorised to travel by air, will be paid one standard air fare for the journey plus one full daily allowance for each day or a part of the day spent away from headquarters including time taken on journey. The cost of reservation will also be re-imbursed in full.

*Note : In case of journey by Air, A. C. Rail/A. C. Bus/ Deluxe Bus, Tickets shall be appended to TA Bills. In case of Rail journey by Ist Class/AC Chair car ticket/ticketNo./reservation slip, as the case may, shall be produced. In the absence of ticket, wherever required, ordinary rail/bus fare will be given.*

- 2.9 (i) When an employee is supplied with means of conveyance without charges or he is allowed free transit by rail/road or air (by University/friends/relatives/other officer's conveyance) he will be allowed daily allowance as under :



- |     |   |   |
|-----|---|---|
| (a) | If the absence from headquarters is for less than six hours.                  | Nil   |
| (b) | If the absence from headquarters is six hours or more but less than 12 hours. | Half daily allowance  |
| (c) | If the absence from headquarters is 12 hours or more but less than 24 hours.  | Full daily allowance.   |
| (d) | If the absence from headquarters is 24 hours or more.                         | Full daily allowance for each day of absence including days of halt subject to limits prescribed under rule 2.4 of these rules. |
- (ii) When journey is performed partly by free conveyance and partly by other conveyance the employee may draw T. A. under ordinary rules for the part of the journey for which free conveyance has not been provided, but in such a case nothing is admissible for the journey performed by free conveyance on that day.

#### 2.10 Journey within 8 kms of headquarters

The Vice-Chancellor may permit a University employee to draw actual cost of hiring a conveyance on a journey for University work within 8 kms. of the headquarters, for which no T. A. is admissible under the normal rules.

## Part -III

### TRAVELLING ALLOWANCE ON TRANSFER

#### 3.1 Admissibility

- (i) Travelling allowance on transfer shall be admissible to an employee if the transfer is in the interest of the University work, provided that no T. A. shall be admissible in cases where no change of residence is involved.
- (ii) Transfer on one's own request shall not be treated as transfer in the interest of University work.

- 3.2 Travelling Allowance shall not be admissible on first appointment in the University, except in the case of re-employment of a retired University employee, who may be permitted, at the discretion of appointing authority to draw T. A. as for a journey on tour, to join his post in the University from his declared home town or place of residence in India after retirement, whichever is less.

Transfer travelling allowance of persons appointed in the University on deputation from State Govts./other institutions will be regulated according to terms and conditions of such deputation.

#### 3.3 Rates of Transfer Travelling Allowance

##### Journey by Rail

- (i) For Self : Actual fare paid subject to the limit of the fare of the class of accommodation to which he is entitled plus daily allowance as per his entitlement.
- (ii) For Family : One extra fare paid for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid. In

addition he will be paid daily allowance for each member of his family, irrespective of age.

- Note 1: A member of employee's family who follows him within six months from the date of his transfer or precedes him by not more than one month shall be treated as accompanying him. If such a member travels to the new station from a place other than the employee's old headquarters, the employee may draw the actual fare paid and admissible by rail, or road mileage admissible, as the case may be, subject to the condition that it does not exceed the amount that would have been admissible had such member proceeded from old headquarters of the employee to the new station of his posting.*
- 2: No travelling allowance would be admissible in respect of a member added to the family after the date of transfer.*
- 3. When journey between stations connected by rail is performed by road viz. bus etc. regularly plying for the public, he may charge actual fare by bus plus daily allowance admissible to him as above.*

### **3.4 Journey by road**

In case of journey performed by road, an employee would be paid daily allowance for himself as well as for each member of his family irrespective of age. Besides this, he would be paid for each member of his family bus/rail fare as the case may be. In case of journey by own car with or without family he will be entitled to claim road mileage for once only subject to the entitlement. The definition of family for the purpose of TA/DA includes an employee's dependants also.

### **3.5 Transportation of luggage (Personal Effects)**

- (i) An employee on transfer would be reimbursed the

actual cost of transportation charges of his household goods on the under mentioned grades at the rates approved by the Union of Transport Companies/Registered Transporters :

Grade I (i) & (ii)	2 Trucks
Grade II	1 1/2 Trucks
Grade III	1 truck
Grade IV	1/2 truck

In case the household goods are transported by any other mode of conveyance, the employee would be paid actual or the charges as per his entitlement, whichever is less.

(ii) In addition, an employee on transfer will be paid packing/unpacking and loading/unloading charges as per grades given below :

Grade I (i) & (ii)	Rs. 200
Grade II	Rs. 100
Grade III	Rs. 50
Grade IV	Rs. 25

No separate receipts need be shown for this and the receipt produced in respect of transportation of luggage by the employee shall suffice for this purpose.

- Note 1 : Transportation charges for personal effects shall be admissible when transported from old to new station within a period of one month preceding and six months following the date of transfer.*
- 2. Subject to the scales prescribed in rule 3.5 (i), an employee may draw the actual cost of transporting personal effects to his new station from a place in India other than his old station of posting (from a place where they are purchased or have been left on*

*the occasion of previous transfer) or from his old station to a place in India other than his new station, provided that the total amount drawn including the cost of transporting these personal effects, will not exceed the amount which would have been admissible had the household luggage been transported at the prescribed scales, from the old to the new station direct.*

3. *Every claim for transporting personal effects shall be supported by receipts, vouchers etc and a certificate from the employee that the actual expenditure incurred was not less than the amount claimed and a certificate from the Union of the Transport Companies about the rates charged in the bill. The Controlling Office should scrutinise the details and satisfy himself that the claim is reasonable.*

3.6 An employee transferred from one post to another and required/permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters, is entitled to :

- (i) Actual fare paid for himself/mileage allowance, as the case may be, plus daily allowance for journey day from the place of handing over to the place of taking over charge.
- (ii) All other concessions under transfer T. A. rules except actual fare or mileage allowance, as the case may be, for himself, which is covered under (i) above.

3.7 If an employee under transfer is obliged to send his family to a station other than his new headquarter, he is entitled to travelling allowance for his family to that other station subject to the condition that it does not exceed the amount which would have been admissible if his family had accompanied him to his new headquarters'

by the class of actual travel limited further to the class of his entitlement.

3.8 An employee appointed to a new post while in transit from one post to another is entitled to draw travelling allowance for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

3.9 An employee who, while on leave, receives orders of transfer to a new post and is required to join at the new station on the expiry of leave or who proceeds on leave after handing over charge at the old station and before taking over charge at the new station, is entitled to transfer travelling allowance from his old headquarters to his new headquarters.

10. The Board of Directors of the Government of India, in its order dated 10th March 1954, has directed that the Government of India should be responsible for the payment of travelling allowance to the employees of the Government of India who are transferred from one post to another.

11. The Board of Directors of the Government of India, in its order dated 10th March 1954, has directed that the Government of India should be responsible for the payment of travelling allowance to the employees of the Government of India who are transferred from one post to another.

12. The Board of Directors of the Government of India, in its order dated 10th March 1954, has directed that the Government of India should be responsible for the payment of travelling allowance to the employees of the Government of India who are transferred from one post to another.

13. The Board of Directors of the Government of India, in its order dated 10th March 1954, has directed that the Government of India should be responsible for the payment of travelling allowance to the employees of the Government of India who are transferred from one post to another.

14. The Board of Directors of the Government of India, in its order dated 10th March 1954, has directed that the Government of India should be responsible for the payment of travelling allowance to the employees of the Government of India who are transferred from one post to another.

## Part-IV

### TRAVELLING ALLOWANCE FOR JOURNEYS FOR MISCELLANEOUS PURPOSES

#### 4.1 Journey to take an obligatory examination

A University employee, who appears in an obligatory examination declared as such by the University from time to time, shall be entitled to travelling allowance at tour rates, except for halts on the journey, when such an examination is held at a place other than the place of duty, provided that :

- (i) T. A. shall not be drawn more than twice for any particular examination or standard of examination; provided further that the employee actually takes the examination on both the occasions.
- (ii) When an examination is cancelled and information of cancellation is not received by the employee before he undertakes such a journey, he shall be paid only actual expenditure incurred i.e. rail/bus fare plus mileage allowance for local journeys in respect of that journey and that journey will not count towards number of chances for which travelling allowance is admissible under clause (i) above.
- (iii) An employee who, while on leave, undertakes a journey for appearing in an obligatory examination, is entitled to travelling allowance under this rule subject to limitations prescribed in (i) & (ii) above, from his previous headquarters or from the place where he is spending his leave, to the place of examination and back, whichever is less.—

#### 4.2 Journey during suspension

- (i) An employee under suspension undertaking a journey to attend an enquiry or some other official

purpose, he may be permitted to draw, for such a journey travelling allowance as for a journey on tour, from his headquarters or from the place where he is permitted to reside during suspension, to the place of enquiry or duty, as the case may be, whichever is less.

- (ii) An employee under suspension, whose headquarters are changed in the University interest, shall be entitled to travelling allowance at transfer rates but no T. A. shall be admissible if the headquarters are changed at his own request.

For the above purposes, the employee shall be regarded as in the grade to which he belonged before suspension.

#### **4.3 Journey during leave**

An employee who, during leave or while proceeding on or returning from leave, is required to undertake a journey on tour, may be permitted by the competent authority (who grants leave/sanctions the tour programme etc.) to draw travelling allowance for such a journey from the headquarter or from the place where he is spending his leave, to the place of duty on tour, whichever is less.

T. A. under this rule will be regulated by the pay and grade of the post which the employee would have held, had he not proceeded on leave.

#### **4.4 Compulsory recall to duty from leave**

When an employee is compulsorily recalled to duty in the University interest before the expiry of his leave and the leave is thereby curtailed by not less than 30 days, he is entitled to draw travelling allowance as on tour, less daily allowance for halts, if any, for the journey from the



place at which the order arrives. It reaches him to the station to which he is recalled.

#### **4.5 T. A. to give evidence in or to attend a court**

- (a) A University employee, whether he is on duty or on leave, summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which the University is a party or in a departmental enquiry, will be entitled to T. A.

Any payment received by the employee from the court in that connection will be credited by him to the University. In cases, where normal T. A. is not admissible e. g. where the court is situated within 8 km. of his headquarter or where University is not a party, any payment of actual travelling expenses received by the employee from the court will be retained by him.

- (b) A retired University employee who is summoned by a Court of Law for giving evidence in departmental cases as to facts which have come to his/her knowledge in the discharge of his/her duties while in service or who is called upon by the University to present its case or to act as complainant on its behalf, may be allowed T. A. as on tour (including daily allowance for halts) for the journeys he/she has to perform in that connection. T. A. in such cases will be restricted to the shortest route, by the entitled class prescribed for the post last held by him, under the orders in force at the time of the journeys, between the place of residence/declared place of residence upto which retirement T. A. has been availed of/place from where the proceedings are held, whichever is less. The grant of T. A. will also be subject to the production of a certificate from the summoning court that the retired University

employee has not been paid T. A. from the court. T. A./D. A. will be drawn from the department on whose behalf or at whose request he/she attends the hearing. No. T. A. advance will be paid in connection with such journeys. All other terms and conditions regarding regulation of T. A./D. A. to University employees, as revised from time to time, will also be applicable in such cases of retired University employees.

#### 4.6 T. A. for medical advice/treatment etc.

1. When an University employee or any member of his family, entitled to free medical aid facilities under the medical attendance rules, is sent for medical advice/treatment under the advice of the Medical Officer of the University, to a place other than his headquarter, he shall be entitled to travelling allowance as under
  - (i) For patient :
    - (a) If the employee himself is a patient. T. A. on tour rates except halting allowance.
    - (b) For member of the employee's family. Actual bus/rail fare, limited to the fare of the class of railway/bus accommodation to which the employee is entitled plus actual expenditure on local journey limited to the mileage allowance admissible to the employee.

- (ii) For attendant, if considered necessary and recommended by the Medical Officer of the University.
    - (a) If the attendant is a University employee. T. A. on tour rates except halting allowance.
    - (b) If a private individual or member of employee's family. Actual expenditure as in case of (i) (b) above.
2. (i) Travelling allowance is not admissible for a journey undertaken to obtain a medical fitness certificate on first appointment in the University.
- (ii) If an University employe, who applied for leave on medical ground and is required to produce a medical certificate in support of his application from a Medical Officer not stationed at the headquarters of the employee, he is entitled to travelling allowance as on tour except halting allowance for the journey undertaken to obtain such a certificate. T. A. under this rule is admissible in support of an application for original grant of leave but not for an extension of leave.

#### 4.7 T. A. for Training

The University employees deputed for training will be allowed T. A./D. A. as under

- (a) Travelling Allowance for the original journey to and the last journey from the place of training as on tour. Daily allowance during training period shall be admissible as under
  - 1. Where there is no institutional arrangement Full daily allowance
  - 2. Where institutional arrangement exists on Full daily Allowance

payment and officer pays  
for the same

OR

(i) for lodging only

Half daily allowance  
plus actual lodging  
charges, whichever is  
more.

(ii) For Board and Lodging.

(a) Outstation participants

Actual expenditure on  
board and lodging plus  
1/4 of full D. A.

(b) Local participants

Actual expenditure on  
board and lodging  
only.

3. Where the following facilities are available either free or paid for by the university/Govt. as part of training costs.

(i) Lodging only

Half daily allowance

(ii) Board and lodging

1/4 daily allowance

The above allowance will be admissible irrespective of the period of training in various situations mentioned above.

● The rates for stay in hotels etc. outside Haryana admissible on tour shall not be applicable to the participants of training courses and only Daily Allowance will be allowed to them at normal rates of the town where training is held.

(b) T. A. at tour rates without daily allowance for authorised journeys to and from other places during the course of training at a particular place i.e. at school, college or similar other institution etc.

*Note : Tuition fees, registraion charges or any other fees payable by the employee sponsored by the University shall be reimburseable to him in addition to T. A./D. A.*

*admissible under the rules.*

#### **4.8 TA for Journey on Retirement from Service**

- (a) A University employee on retirement may be granted TA/DA in respect of journey performed by him and members of his family from the last station of his duty to his home town and in respect of the transportation of his personal effects between the same places at the rates as are admissible to him on transfer.

*Note :* Grant of TA under this rule shall be subject to the following conditions.

- (i) TA will be admissible by the shortest route from the last place of employee's duty to his declared home town or the place of permanent residence in India as entered in the service book of the employee. In case the employee wishes to settle at some other place, TA will be admissible for proceeding to that place, limited to the amount that would have been admissible had he proceeded to the declared home town or the place of permanent residence as entered in the service book.
- (ii) The concession may be availed of at any time during the leave preparatory to retirement (LPR) or during refused leave or within one year of the date of his retirement or expiry of the period of re-employment after retirement.
- (iii) The concession will be admissible to employees who retire on superannuation or who seek voluntary retirement after minimum of 20 years service. It will not be admissible on resignation, removal or dismissal from service or compulsory retirement as a measure of punishment.
- (iv) Any amount received by the employee under leave travel concession for homeward journey only, during one year preceding the date of retirement or

*commencement of L. P. R., as the case may be, shall be reduced from the amount of T. A. admissible under this rule.*

- (v) *The concession is not admissible to persons who are not whole time employees or are engaged on a contract or paid out of contingencies.*
- (vi) *A member of the family preceding by not more than one month or following him within six months will be treated as accompanying the employee under this rule.*
- (b) *The retired University employees will be allowed TA as on tour, including daily allowance for halts restricted to a maximum of three days only), for undertaking journeys to outstations for perusal of official documents in preparation of their defence against disciplinary proceedings instituted against them. The TA claims in such cases will be restricted to one to-and-fro rail fare, in respect of one such case, by the class to which the retired University employee was entitled immediately prior to retirement, by the shortest route between the place of residence/declared place of residence upto which retirement TA has been availed of, place from where the journey has actually been performed and the place where the documents are kept, whichever is less and daily allowance will be admissible as indicated above. The grant of TA will also be subject to the condition that the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement. However, TA/DA for such purposes will be admissible once only.*

*Note: Payment of TA shall be made by the Department/ Officer from where the employee had retired.*

#### **4.9 Journey by the Family on the Death of an employee**

1. **Travelling allowance and daily allowance admissible**

to a University employee on transfer would also be admissible to the family of a deceased employee on his death, while in service, from the last headquarters of the employee to his normal place of residence after retirement which shall be the declared home town or permanent home as entered in the service book provided the journey is completed within six months after the death of the employee.

2. The above concession will also be admissible for journey from a place other than the last headquarters of the deceased employee to the place of permanent residence or from the headquarters to a place other than the permanent residence of the employee, provided that the total expenditure claimed will be limited to the amount that would be admissible had the family travelled from the last headquarter of the deceased employee to the place of permanent residence or declared home town, as the case may be.
3. The concessions under this rule will not be admissible to the families of
  - (i) Employees engaged on contract or those who are not in whole time employment of the University, or those paid out of contingencies.
  - (ii) Employees who die while on leave preparatory to retirement or during refused leave if such concession had already been availed under rule 4.8
  - (iii) Employees re-employed after retirement.
4. To meet the expenses admissible under this rule, a competent authority may sanction an interest free advance to any one member of the family of deceased employee, who is major, responsible and is of sound mind, equal to  $\frac{3}{4}$ th of the approximate amount admissible, on the surety of a permanent

and whole time University employee, provided that the advance will be admissible only once even if the family travels in batches and that the account of advance should be rendered within one month of the completion of the journey by the family.

#### **4.10 TA to Members of Board of Management**

1. The non-official members of the Board of Management of the University, nominated or associated non-official, technical advisors to the Board of Management, travelling for attending meetings of the Finance Committee/Board of Management or any Committee constituted by the Board or for visiting the stations of University, if necessary, after informing the Vice-Chancellor, will be entitled to travelling allowance, as on tour, at the rates mentioned below.
  - (a) For all journeys performed by rail, one first class fare including air conditioned accommodation, if actually availed, or bus fare including deluxe or air conditioned coach, if actually availed, each way from their permanent place of residence or from any other place from which the journey is performed, whichever is less, to the place of duty and back. Similarly the actual fare paid, if the journey is performed by air travel.
  - (b) For journey performed by road, the actual fare/mileage allowance, as the case may shall be paid as admissible to 1st grade employee (s) of the University.
  - (c) In addition to the actual fare/mileage allowance admissible as above, one daily allowance will be paid for each day or part of the day spent away from the headquarters including journey days. The members residing at the place of holding a meeting or the Finance Committee/Board of Management



or any other Committee set up by the Board, will be paid one daily allowance for each day on which they are to attend such meeting.

All the non-official members including members of State Legislature will be entitled to daily allowance at the rates as admissible to the members of the State Legislature.

- (d) For travel by their own car or taxi/private car for which full propulsion charges are paid, whether or not the stations are connected by rail, they shall be entitled to claim mileage allowance @ Rs. 2.50 per kilometre.

*Note :* Also see Note (2) under Rule 2.7

2. *The official members and associated official Technical Advisor of the above Board shall be entitled to travelling allowance for attending meeting or any other work relating to the business of the University, at the rates applicable to them in their respective departments or under the rules of the University, whichever is beneficial to them.*

*Note :* Where TA is claimed according to rules of the Institution/Govt. to which the concerned member belongs, no advance/on-the-spot payment is to be made. The payment of such bill will be made on verification by the Accounts Officer of the concerned Institution/Govt., applicable to the member. However, full payment of TA bill prepared according to HAU Rules will be made on-the-spot if the following certificates are given by the member on the body of the bill :

- (i) *Certified that I will undertake the return journey by the mode of conveyance/Class in Railway as mentioned in the TA Bill and according to the timings/dates given in the bill.*

- (ii) *In case there is any change in the period of stay/particulars of return journey which reduced my TA Claim, I shall remit the excess amount received by me alongwith revised bill within a period of 15 days from the date of completion of the business/work at HAU and on the expiry of that period it may be taken that there is no change in the particulars furnished in the TA Bill and the sole responsibility of correctness thereof will be upon me.*

#### **4.11 TA to members of Selection Committees/Examiners**

1. TA shall be admissible as for a journey on tour on the basis of their grade pay at the rates prescribed in Chapter II of these rules or at the rates applicable to them in their own department, whichever are more beneficial to them.
2. TA of a person who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be, at the rates prescribed in Part II of these rules.

*Note : Where TA is claimed according to rules of the Institution/Govt. to which the concerned member belongs, no advance/on-the-spot payment is to be made. The payment of such bill will be made on verification by the Accounts Officer of the concerned Institution/Govt. Department to the effect that the claim preferred through the bill is correct as per rules of the Institution/Govt. applicable to the member. However, full payment of TA bill prepared according to HAU Rules will be made on-the-spot if the following certificates are given by the member on the body of the bill :*

- (i) *Certified that I will undertake the return journey by the mode of conveyance/Class in Railway as*

*mentioned in the TA Bill and according to the timings/dates given in the bill.*

*(ii) In case there is any change in the period of stay/ particulars of return journey which reduced my TA Claim, I shall remit the excess amount received by me alongwith revised bill within a period of 15 days from the date of completion of the business/work at HAU and on the expiry of that period it may be taken that there is no change in the particulars furnished in the TA Bill and the sole responsibility of correctness thereof will be upon me.*

**4.12 TA TO TEACHERS, EMINENT SCIENTISTS CALLED FOR GIVING EXTENTSION LECTURES AND OTHER PERSONS WHEN CALLED FOR UNIVERSITY BUSINESS.**

They shall be paid TA as referred to in rule 4.11 above and at the rates prescribed in Part-II of these rules.

**4.13 TA to post-graduate students**

The post-graduate students who are required to go to outstations to collect survey data or samples or to record observations on breeding material or some other official purpose, may be paid the actual expenditure incurred, limited to 2nd class rail/bus fare or road mileage admissible to an employee of 2nd grade, as the case may be, out of the contingencies of the department concerned, with the approval of the Dean, Post-graduate Studies.

**4.14 Permanent travelling allowance**

A permanent monthly travelling allowance may be granted by a competent authority to any University employee whose duties require him to travel extensively within his sphere of duty. This allowance is not admissible during leave, temporary transfer or joining time or during any period for which travelling allowance of any other kind is drawn.

## Part- V

### DRAWAL OF ADVANCE T. A. AND CONTROL OVER T. A. BILLS

#### 5.1 Drawal of Advance T. A.

An employee of the University, including one on foreign service, may be given advance T. A. equal to 80% of the anticipated amount of his TA bill for the journey to be performed by him in the interest of the University work, where the amount is so much that the employee cannot be reasonably expected to meet from his own pocket. Similarly on transfer of an employee for which transfer T. A. is admissible, an advance equal to 80% of the anticipated expenditure, worked out at the rates applicable to his grade may be given to him.

- Note :*
1. *Controlling Officer for the purpose of T. A. shall be the sanctioning authority for advance TA on tour/ transfer.*
  2. *The advance is adjustable in full in the TA bill submitted in respect of the journey for which advance was drawn, which should be submitted as soon as possible after the completion of the journey. In case no T. A. bill is submitted by the employee within two months of the completion of the journey, the amount of advance may be refunded in cash by him or deducted from his next pay bill.*
  3. *Advance TA on a second occasion will be allowed only after the account in respect of first advance has been rendered by the concerned employee.*
  4. *Grade 'C' employees drawing pay upto Rs. 950/- p. m., while sent on casual tours, may, as far as possible, be given advance TA equal to actual expenditure on journey, out of permanent advance.*

## **5.2 Duties of the Drawing and Disbursing Officer**

An employee preferring TA bill is himself responsible for the correctness of the actual rail/bus fare/other charges and for the distance for which mileage is claimed in TA bill submitted for payment.

Drawing and disbursing Officer should, however, exercise the following checks :

- (i) that the T. A. bill has been prepared in accordance with the rules and that the proper certificates in support of the claim have been appended to the bill. Usual certificates to be furnished in case of TA on tour and on transfer have been shown in the Annexure.
- (ii) That the bills are prepared in duplicate and office copy is maintained and kept in the office record.
- (iii) That proper check register of TA bills has been maintained and bills are scrutinised to check that a double claim for one and the same journey is not presented for pre-audit and got passed from Audit. This shall not, however, absolve the employee of his responsibility of submitting any fraudulent claim of TA bill.
- (iv) That proper acquaintance of payment is obtained at the time of disbursement of the amount of TA bill to the concerned employee.
- (v) That the advance TA if any drawn has been refunded or adjusted in the TA bill prepared in respect of the journey for which it was drawn.
- (vi) That the T. A. bill has been presented within the period prescribed as under

TA bill may be submitted after the performance of the journey. However, if a number of journeys have been undertaken in a month, a consolidated bill in respect of all the journeys undertaken during a

month may be prepared and submitted in following month. Bills submitted by the employee after 6 months of the date of completion of a journey may not be entertained unless the reasons for delay are explained to the satisfaction of the Controlling Officer.

*Note : The right of an employee to travelling allowance including daily allowance shall be forfeited if the claim is not preferred within one year from the date on which it became due.*

### **5.3 Checks to be exercised by the Controlling Officer**

It is the duty of the Controlling Officer, before signing or countersigning the travelling allowance bill :

1. to scrutinize the claims and disallow whole or any part of the travelling allowance, if he considers that it was unnecessary or unduly protracted or that a halt was of excessive duration or that any real purpose has not been served.
2. to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz. that the travelling allowance is not to be a source of profit.
3. to exercise other checks to satisfy himself with regard to the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed.
4. to see that prescribed certificates have been appended with the TA bill.
5. to scrutinize and check, by maintaining a check register in his office, that a double claim in respect of one and the same journey has not been passed and presented for pre-audit.

## ANNEXURE

### CERTIFICATES FOR JOURNEYS ON TOUR/ TRANSFER ETC.

#### II. ON TOUR

##### CERTIFIED THAT :

1. Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation of Rs.....
2. Particulars provided in the bill are correct.
3. The claim for this journey has not been preferred earlier or claimed from any other source.
4. I have performed journey by my own car or Taxi/Auto rickshaw plying on hire the whole accommodation of which was reserved by me.
5. I was not provided free lodging and/or boarding except on.....
6. I was no duty in camp during the period for which daily allowance has been claimed.

#### II. ON TRANSFER

- 1-4 Same as on tour.
5. Certified that .....truck load of household goods were actually transported and actual charges were not less than those claimed in the bill and admissible under the rules.
6. Certified that the family members for whom T. A. has been claimed are wholly dependent upon me and residing with me, and accompanied me/followed/preceded me as admissible under rules.

**III. FOR EXAMINERS/EXPERTS/MEMBERS OF BOM/FC**

1-4 Same as on tour.

5. Certified that I shall perform the return journey by the same mode as claimed in the T. A. bill and shall refund within 15 days the excess amount if any, received by me. On the completion of this period it may be taken that there is no change in the particulars furnished in the T. A. bill and the responsibility for correctness thereof will be upon me.

6. I declare that the railway return ticket was not available.

Signature .....

Adresse .....

.....

\*Please sign at both the places. Pre-receipted (Received payment)

Signature .....

Note : Portion which is not applicable be deleted.



## Part-VI A

### LEAVE TRAVEL CONCESSION

Leave Travel Concession in the form of reimbursement of actual fare of travel will be admissible to all employees of the University and their families, after the completion of one year's service, once in a period of two calendar years for visiting their home during regular leave or casual leave irrespective of its duration, subject to the following conditions :

1. The actual fare paid by the employee will be reimburseable to him in full, limited to the class of accommodation to which he is entitled.
2. The concession will be admissible for journeys within India as under :
  - (i) for journey by rail, in the class of accommodation to which the employee is entitled as per the following pay range :

#### *Journey by Rail :*

Pay range	Entitlement of Class
(a) Rs. 2800/- p.m. and above	II Class A.C. 2 Tier Sleeper/I Class
(b) Rs. 1400/- p.m. and above but less than Rs. 2800/- p.m.	I Class/A.C. Chair Car
(c) Less than Rs. 1400/- p.m.	II Class (Sleeper)

The above entitlements at (a) and (b) shall also apply for the journeys performed by II Class A.C. 2 Tier Sleeper and A.C. Chair Car on Rajdhani Express.

- (ii) Between stations connected by rail, if the journey is performed by road or air, concession will be

admissible as per the actual fare paid, limited to the amount which would have been admissible had the journey been performed by rail by the shortest route in the class of accommodation to which he is entitled.

3. In case of journeys performed between places not connected by rail the concession will be admissible in the following manner :

(i) Where a public transport system with vehicles running between fixed points, at regular intervals and charging fixed fare rates, exists, the reimbursements will be the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

*Note: Appropriate class means as follows :*

(a) *Officers drawing pay of Rs. 1400/- and above per mensem.*

*By any type of bus including Super-Deluxe, Deluxe, Express etc. buses but excluding Air-Conditioned bus.*

(b) *Officers drawing pay of less than Rs. 1400/- p.m.*

*By ordinary buses only. The claims for travel in Express buses may also be admitted, if the journey is actually performed by such bus on account of non-availability of seat in ordinary bus.*

*Note: Leave Travel Concession shall not be admissible for journey by a Private Car (owned, borrowed or hired) or a bus, van or other vehicle owned or operated on charter by private operators. However, travel by Private buses operating as regular service from point to point at regular intervals on fixed fare rates, with the approval of Regional Transport*

*Authority/State Govt. concerned will be admissible.*

- (ii) *For the portion of journey which is not connected by any means of a recognized public transport system, the assistance would be on the basis of that mode of conveyance as is admissible for journeys on tour. No road mileage for local journeys at either end will, however, be admissible.*

*In either case, the amount of assistance would be calculated on the basis of actual fare or mileage allowance as above, as the case may be, at single rate for the employee himself and each entitled member of his family for whom full fares are paid and at half the rates for children for whom half fares are paid.*

4. The Leave Travel concession in the shape of reimbursement of fare will not be admissible for travel by air or air-conditioned first class in rail. The officers entitled to travel by air or air-conditioned train or airconditioned bus will be entitled or restricted to claim only first class railway fare. They will claim the fare only by the shortest route between the place of embarking for journey and the destination.
5. If the leave applied for by the University employee is refused in writing by the authority competent to sanction the leave in the interest of the University work and if it is also certified by the sanctioning authority that leave cannot be granted at any time during that block of calendar years, the leave travel concession may be granted in respect of the family of the University employee during that period. In that case, the concession will be deemed to have lapsed for that occasion, so far as the employee himself is concerned.
6. A record of concession granted under these rules will be suitably maintained in the form of entries in the service

book which should indicate the date on which the journey or journeys to the 'home' commenced. Such entries should be authenticated by the Controlling Officer or Comptroller, as the case may, or any other Officer authorised by them for this purpose.

7. The certificates given in the Annexure should be appended by the employee with the leave travel concession claim preferred by him.
8. This concession is not admissible to the persons who are:
  - (a) not whole time
  - (b) paid from contingencies
  - (c) borne on work-charged establishment
  - (d) eligible for any other kind of leave travel concession.
9. The instructions issued by the Govt. of India for the grant of LTC for visiting Home Town or any place in India unless contrary instructions are issued by the Haryana Govt., will henceforth apply to all HAU employees subject to the following conditions :
  - (i) Prior permission of the HOD or Controlling Officer as the case may be, should be obtained before undertaking the journey while availing of the concession.
  - (ii) After the completion of journey while submitting his claim the employee will give a certificate and an affidavit in the Annexure-B and C as per para 6 of the rules given in Part VI B that the journeys have actually been performed by him/members of his family for going to the declared place of his visit.

*Notes : (i) The family need not necessarily accompany the employee, but may precede or follow him during the same block of calendar years. For purposes of*

*deciding the number of occasions the journey made by the employee and his family during a block of calendar years will be counted as one.*

- (ii) The employee should send intimation in regard to the availing of this concession to his Controlling Officer before proceeding on leave or should indicate this in his application for leave.*
- (iii) In the event of the return journey falling in the succeeding calendar year, the concession will be counted against the year in which the outward journey commenced.*
- (iv) In addition to these rules, all instructions and clarifications issued by the Haryana State Govt. for Govt. employees would also be applicable to the HAU employees.*

## **Part-VIB**

### **LEAVE TRAVEL CONCESSION FOR VISITING ANY PLACE IN INDIA**

Leave Travel concession for visiting any place in India will be admissible to all the employees of the CCS Haryana Agricultural University on the pattern of State Govt. and as laid down by Govt. of India subject to the following conditions :

1. Once in a block of 4 Calendar years commencing from the year 1984, the first block being 1984-87, every University employee would be entitled to avail himself and for members of his family of the Leave Travel Concession for journey to any place in India subject to all other conditions laid down in the existing scheme of Leave Travel Concession for visiting home town. If this concession for visiting any place in India is not utilised during the block of four years it will be carried forward to the first year of the next block of four years automatically without seeking the permission of the Head of Department.
2. The University employees who are entitled to get LTC for journeys to their home town under the existing scheme will also be eligible to avail themselves of the concession to visit any place in India once in a block of four years. But if this concession is availed of, it will be in lieu of and adjusted against the leave travel concession to the home town admissible to the employee during the corresponding block of 2 years e.g. if any employee avails of LTC for visiting any place in India for the block years 1984-87 during the years 1984-85, he will have to forgo LTC for visiting home town for the block 1984-85, if admissible to him.
3. The reimbursement of fare will be allowed for the entire distance both ways.

4. The reimbursement of the expenditure will be made for the journeys performed by rail, or by buses of Haryana Transport Department, Haryana Tourism Department or of Haryana Tourism Corporation. The reimbursement of the expenditure will also be made if the journeys are performed by buses, vans, or other vehicles on charter, where these vehicles are operated by Tourism Corporations in the Public Sector, State Govt. Transport Corporation and transport services run by other State Govt. or Local Bodies. When a University employee undertakes a journey in a chartered bus under LTC scheme, the reimbursement may be either of the actual hire charges on the chartered bus or the amount reimburseable had the journey to the declared place of visit been undertaken by the entitled class by rail by the shortest route, whichever is less.
5. Prior permission of the Head of Department and Controlling Officer in respect of the Head of Department/ Officer of the University should be obtained before undertaking the journey while availing of the concession. A copy of the application form in which employees should seek such permission is at Annexure "A".
6. After completion of journeys, while submitting his claim the employee will give a certificate and an affidavit in the forms at Annexure 'B' and 'C' respectively that the journeys have actually been performed by him/members of his family for going to the declared place of his visit. The affidavit should be on a non-judicial paper of Rs. 3/- only.
7. The concession will also be admissible for journeys performed by the University employee during the regular leave or casual leave as the case may be irrespective of the duration of leave.
8. The definition of family for purposes of the leave travel concession under the scheme will be the same as has been accepted for purposes of travelling allowance for journeys on transfer.

A member of a family whose income from all sources including pension or stipend etc. does not exceed Rs. 500/- p. m. shall be deemed to be wholly dependent upon the employee.

9. The entitlement for journeys by various modes of transport will be as under :

(a) JOURNEY BY RAIL

<i>Pay Range</i>	<i>Entitlement of Class</i>
(i) Rs. 2800/- p.m. and above	II Class A. C. 2 Tier Sleeper/I Class
(ii) Rs. 1400/p.m. and above but less than Rs. 2800/- p.m.	1 Class/A. C. Chair Car
(iii) Less than Rs. 1400/- p. m.	II Class (Sleeper)

The above entitlements at (i) and (ii) shall also apply for the journeys performed by II Class A. C. 2 Tier Sleeper and A. C. Chair Car on Rajdhani Express.

(b) JOURNEY BY ROAD

The assistance towards the cost of journey between places not connected by rail will be admissible as under

Where a public transport system with vehicles running between fixed points, at regular intervals and charging fixed fare rates, exists, the reimbursement will be of the fare actually charged by such a system for the appropriate class of accommodation of the transport system which shall be as under :

- (i) Officers drawing pay of Rs. 1400/- and above per mensem. By any type of bus including Video-Coach, super-Deluxe, Deluxe, Express etc. buses, excluding Airconditioned bus.



(ii) Officers drawing pay of less than Rs. 1400/- per mensem.

By ordinary buses only. The claims for travel in Express buses may also be admitted if the journey is actually performed by such bus on account of non availability of seat in ordinary bus.

*Note : Leave Travel Concession shall not be admissible for journey by a Private Car (owned, borrowed or hired) or a bus, van or other vehicle owned or operated on charter by private operators. However, travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates, with the approval of Regional Transport Authority/State Govt. concerned will be admissible.*

### (c) Journey by Sea

In regard to places in territory of India, connected by shipping services, the entitlement to travel by ship will be regulated as in the case of journeys by ship undertaken on tour/transfer. for instance the journey to Port Blair in Andaman and Nicobar islands will be regulated as under:

The journey up to the port of embarkation will be regulated as usual, by rail/road. From the port of embarkation to Port Blair, the entitlement for journey by ship will be as under :

Basic Pay	By. M. V. Akbar ship	Other than M. V. Akbar ship
Rs. 3500/- and above	Deluxe Class with Attached toilet	Deluxe Cabin
Rs. 2800/- to Rs. 3499/-	First Class with common toilet	First Class Cabin

Rs. 1900/- to Rs. 2799/-	A. C. Dormitory Class	Second Class "A" Cabin
Rs. 1100/- to Rs. 1899/-	A. C. Dormitory Class	Second Class "B" Cabin
Below Rs. 1100/-	Bunk Class	Bunk Class

- (d) Travel between places not connected by any means of transport :

For travel between places not connected by any means of transport, a University employee can avail of animal transport like pony, elephant, camel etc. In such cases, mileage allowance will be admissible at the same rate as for journeys on transfer/tour.

- (e) The concession will not be admissible for travel by air or air-conditioned first class in rail. It may be further clarified that in case of officers entitled to travel by air, or air-conditioned train or air-conditioned bus, they will be entitled or restricted to claim only first class railway fare. For the journeys performed by LTC beneficiaries, they will claim the fare only for the shortest route between the place of embarking for journey and the destination.

10. Some clarifications regarding the Leave Travel Concession for visiting any place in India are given at Annexure "D".
11. All the departments/controlling authorities are required to maintain regular accounts of the expenditure incurred on the grant of benefit of LTC to visit any place in India to the employees working under them.
12. The instructions issued by the Government of India for the grant of LTC for visiting Home Town or any place in India will henceforth apply to all University employees

subject to the following conditions :

- (i) Prior permission of the HOD or Controlling Officer, as the case may be, should be obtained before undertaking the journey while availing of the concession.
- (ii) After the completion of journey while submitting his claim the employee will give a certificate and an affidavit in Annexure 'B' and 'C' as per para 6 of the rules that the journeys have actually been performed by him/members of his family for going to the declared place of his visit.

13. In addition to these rules, all instructions and clarifications issued by the Haryana State Government for government employees would also be applicable to the university employees.

**14. Forfeiture of claim**

A claim for reimbursement of expenses incurred on journey under Leave Travel Concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

In cases where advance has been drawn for LTC, the final bill should be preferred within one month of the completion of return journey. In case it is not done, advance may be recovered forthwith and the claim for LTC allowed to be preferred within a period of three months, failing which it shall stand forfeited.

## **ANNEXURE 'A'**

**(As referred to in Rule 5)**

### **APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION**

1. Name of the officer/employee
2. Post held
3. Date of appointment in the present service
4. Period during which LTC is proposed to be availed of (in case of self please indicate whether leave has been sanctioned)
5. Block of years for which LTC is proposed to be availed of.
6. Details of LTC to be availed of :
  - (i) Whether for visiting home-town.
  - (ii) Whether for visiting any place in India
  - (iii) In case of (ii) above the place to be visited.
7. Members of family for whom LTC is to be availed of
  - (i) Names of family members with present age
  - (ii) Relationship with the applicant.
8.
  - (i) When LTC was availed of last ? Indicate the block years for which LTC was availed of and the period during which it was availed of :
  - (ii) If any sanction for the grant of LTC was issued, please quote its No. and date

It is certified that the Leave Travel Concession for the block years being claimed above was not availed of previously.

It is further certified that the members of family for whom LTC is being claimed, are residing with me.

Dated :  
Place :

Signature of applicant  
Designation

## ANNEXURE 'B'

(As referred to in Rule 6)

### CERTIFICATE TO BE GIVEN BY A UNIVERSITY EMPLOYEE

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years/four years from .....to .....
2. I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me/my wife with.....children/.....children. This claim is in respect of journey performed by my wife/myself with .....children/.....children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me/my wife with.....children/.....children in respect of the block of two years/four years from.....and..... This claim is in respect of the journey performed by my wife/myself with.....children/.....children none of whom availed of the concession relating to that block.
4. I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me in the year.....in respect of block of two years/ four years from.....and..... This claim is in respect of the journey performed by me in the year..... This is against the concession admissible once every two years in prescribed block for visiting home-town as all the members of my family are living away from my place of work.

5. The journey has been performed by me/my wife with children/.....children to the declared home town viz.....place.....in India.
6. That my husband/wife is not employed in/that my husband/wife is employed in Government/University service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years/ four years.

Signature of the University employee

**ANNEXURE 'C'**

**(As referred to in Rule 6)**

**AFFIDAVIT**

I,.....S/o.....  
employed as.....in the Office of  
.....do hereby solemnly affirm and  
declare that the journeys in respect of which L. T. C. for  
visiting.....is being claimed vide my bill for the  
period.....to.....were actually performed  
by me and/or the members of my family as per details given in  
the L. T. C. Bill.

**Deponent**

**Verification**

Verified that the above facts are true to the best of my  
knowledge and belief and that nothing has been concealed  
therein.

**Deponent**



## ANNEXURE 'D'

### (Clarifications to some points relating to Leave Travel Concession to visit any place in India)

1. Is the concession to visit any place in India an additional benefit to those who are already entitled to LTC to home-town?

No. In the case of University employees who are already entitled to Leave Travel Concession to home-town the concession to visit any place in India is in lieu of, and to be adjusted against, the Leave Travel Concession to home-town to which an employee is eligible at the time of undertaking the journey to visit any place in India, including the concession carried forward; if any.
2. Can a University employee who has already availed of LTC to visit home town in a block of two years, avail of the concession to visit any place in India within the same block of two years or should he wait for the next block of two years?

As already stated under item (1) above, the LTC to visit any place in India if availed of by University employee who is entitled to LTC to home town will be adjusted against the LTC to home town available to him at the time of undertaking the journey. Therefore, if a university employee has already availed of the LTC to home-town in respect, of say the block of 1984-95, he cannot avail of the concession to visit any place in India till the end of 1985 because there is no LTC to home-town admissible to him which can be adjusted against the LTC to visit any place in India. He can avail of the concession to visit any place in India only when

he becomes entitled to the next block of LTC to home-town viz. 1986-87.

3. Whether a University employee should intimate to the HOD/Controlling Officer before the commencement of the journey, the place he or his family member(s) intend(s) to visit and also actually visit that place under the LTC to visit any place in India?
- Yes, whenever a University employee proposes to avail of leave travel concession to visit any place in India in a block of four years either for himself and/or a member/members of family, he has to declare the intended place of visit as and when the concession is proposed to be availed of by the University employee and/or members of his family. After the intended place of visit is declared he and/or member/members of his family, as the case may be, must visit that place in order to be eligible for making the claim. While the University employee and/or member/members of family is/are free to go by any route to the declared place of visit, the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.
4. What is the scope of expression any place in India?
- The expression 'any place in India' will cover any place within the territory of India whether it is on the main-land India or overseas. If there are any local restriction on visits to places in border areas, it is the

responsibility of the University employee under taking the visit to fulfil the conditions for visit to the places which are subject to local restrictions.

5. How will the claim of a University employee be regulated when he visits a place like Port Blair in Andaman & Nicobar Islands under the concession to visit any place in India.

The surface journey to the nearest port will be regulated under the normal LTC rules and the sea passage will be regulated in accordance with the provisions of SR-40.

6. Is the concession to visit any place in India admissible to University employees, employed on contract basis?

Yes, provided they complete one year's continuous service and the HOD/Controlling Officer certifies at the time the University employee concerned avails of the LTC to visit any place in India that he is likely to continue to serve under the HAU for a period of four years from the date of his joining the post under the HAU. The block of 4 years will be reckoned from the actual date of joining the post under the HAU or 1984 whichever is later.

7. What is the position regarding admissibility of LTC to visit any place in India to HAU employees on deputation to Central Govt./Central Govt. Organisations.

If an officer of the HAU is entitled to LTC to visit home-town in accordance with the provisions in this concession either to visit his home-town or exchange it for the concession visit any place in India subject to the condition that the administrative authority concerned should certify that he

is likely to serve the Central Govt./ Central Govt. Organisations for a period of 4 years. If the officer concerned is not entitled to LTC to home-town on account of the home-town being within the minimum distance provided in this regard, he can avail of the LTC to visit any place in India, only if the appropriate admn. authority certifies that he is likely to serve the Central Govt./Central Govt. Organisation for a period of 4 years reckoned from the date of his joining the Central Govt./ Central Govt. Organisation.

8. What is the position regarding eligibility of re-employed officer to the concession to visit any place in India.

A re-employed officer can also avail of the concession to visit any place in India provided he completed one year's continuous service after re-employment and HOD/Controlling Officer certifies that he is likely to serve for a period of 4 years from the date of his initial re-employment. In case of re-employment immediately after retirement without break, the period of re-employed service may be treated as continuous with the previous service for the purpose of LTC and the concession allowed for the re-employed.....period, provided the concession would have been admissible.....to the re-employed officer had he not retired.

Thus, if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break he would not be given further concession till the expiry of the particular block of four years.

9. How will the claim of University employee under the LTC to visit any place in India be regulated if he purchases a circular tour tickets?

As already stated, a University employee has to declare the place(s) of visit with reference to which he and/or a member/ members of family will avail of the concession to visit any place in India. Once this is done, the claim will be regulated between the headquarters and the place (s) indicated by the University employee by the shortest direct route. The actual claim will be limited to the amount that would be admissible if the officer had travelled between the headquarters and the declared destination by the shortest direct route in the class of accommodation actually used by purchasing circular tour ticket or by the entitled class, whichever is less.

10. Will the definition of the family applicable for the purposes of LTC to visit home-town apply to the LTC to visit any place in India.

Yes.

11. Change of the declared place of visit after its being intimated to the HOD/Controlling Officer.
- The declared place of visit can be changed if a University employee so desired, with the approval of the Controlling Authority, before the commencement of the journey. The declared place of visit cannot be changed after the commencement of journey.
- Exceptions can, however, be made where it is established that the request for change in the place of visit could not be made before the commencement of the journey owing to circumstances beyond the control of the University employee concerned. This relaxation can be allowed by the Controlling Officer.
12. Travel to different places by the University employee and members of his family under the concession to visit any place in India.
- While availing of LTC to visit any place in India, the University employee and/or members of his family may visit the same place, or different places of their choice.
13. Regulation of LTC claim when a University employee purchases a seat in Yatra Special trains, inclusive of board etc.
- In this case the claim will be regulated with reference to the place indicated by the University employee as his place of visit. If the amount of claim calculated on the basis of the shortest direct route between the headquarters and the declared place of visit by the entitled class or by the lower class (if a lower class of accommodation has actually been used while travelling by Yatra

special) is less than the expenditure incurred by the University employee for purchasing a seat in the Yatra Special the former amount alone would be admissible.

14. Regulation of LTC claim when a Govt. servant undertakes the journey in a chartered bus.

Where a University employee takes a seat or seats in a chartered bus under the LTC scheme to visit any place in India, the reimbursement may be either the actual hire charges on the chartered bus, or the amount reimburseable had the journey to the declared place of visit been undertaken by the entitled class by rail by the shortest direct route, whichever is less, provided the chartered bus is of Haryana or any other State Government Transport Department or Tourism Department or Tourism Corporation.

15. Regulation of LTC if the spouse of a University employee is employed in offices other than a HAU office where the LTC facilities are available.

In such cases, the University employee should furnish a certificate as under at the time of preferring his/her LTC claim.

“Certified that my wife/husband for whom LTC is claimed by me is employed in (name of the Public undertaking/Corporation/Autonomous Body etc.) which provides leave travel concession facilities but she/he has not preferred and will not prefer any claim in this behalf to her/his employer”.

Where the spouse of the University employee is not so employed, the University employee concerned should give a certificate as under :

"Certified that my wife/husband for whom LTC is claimed by me is not employed in any public undertaking/corporation/autonomous body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to his employees and their families.

16. Drawal of advance for LTC Scheme

The University employees can draw advance in respect of journey proposed to be performed under the LTC Scheme for visiting any place in India for himself and/or by the members of his family, sixty days before the proposed date of outward journey. He should, however, produce Railway Cash Receipt within 10 days of the drawal of advance to the Head of Department to show that he has actually utilised the amount to purchase the tickets. Further, a University employee who is granted advance to enable him and/or members of his family to avail the LTC should refund it in full immediately if the outward journey is not commenced within 60 days of the drawal of advance.



17. Whether the LTC can be availed by an employee :
- (a) Who is nearing retirement if other-wise admissible? Yes
- (b) during week-end holidays without getting leave ? No
- (c) during study leave? Yes
- (d) during vacation ? Yes
- (e) during suspension ? Not for himself, but members of his family are entitled.
- (f) during training ? Yes, for himself by taking leave while on training, and for members of his family in the usual manner i.e. the employee need not take leave.
18. Families living at a place other than headquarters of the employee Children of University employees wholly dependent upon them but living away from them in hostels etc. prosecuting 'studies' can also avail of LTC as family members. In such cases the LTC will be allowed, if otherwise admissible, from the place of study to the home-town or any place in India and back to the headquarter of the employee whichever is less.
19. Choice as to the stations of visit. While availing of LTC to visit any place in India the employee and/or members of his family may

visit the same place or different places of their choice. They can also travel either independently or together as may be convenient to them.

20. Combination of LTC journey with transfer/tour

(i) When combined with transfer:

The employee may be allowed as his minimum entitlement transfer travelling allowance. He may be allowed in addition LTC under the rules to the extent the distance from old headquarters to home-town and from home-town to the new headquarters exceeding the distance for which transfer travelling allowance is admissible.

(ii) When combined with tour :

Travelling allowance as on tour may be allowed for the journey from the headquarters to the tour station from which the employee proceeds to home-town and Leave Travel Concession for the journey from tour station to home-town and back to headquarters, deeming the tour station as the starting point for the onward journey.

21. (i) Travel in different classes of accommodation by a longer route.

When journey is performed by a longer route in two different classes of railway accommodation e.g. partly by 1st class and partly by IIInd class, the

entitled class rate will be admissible for the corresponding portion of the shortest route and the lower class rate for the remaining mileage by such route.

(ii) Travel by bus by a longer route between the places connected by train.

In such cases the bus fare, if it is less than the railway fare of the entitled class, will be admissible by the shortest route.

## Chapter 25

### Rules for Employees Welfare Fund

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1. **Definition :** There shall be a Welfare Fund called "Employees Welfare Fund" for the benefit of the Employees of the Haryana Agricultural University.
2. **Aims & objects:** The objects for which the fund has been established shall be:-
  - (a) To provide monetary aid to the family of the deceased in case of his death or to him and his family in case of permanent disability of the employee resulting into discharge from service.

*Note 1: "The employees should give separate nomination in regard to the family member whom they would like the payment admissible in term of Employees Welfare Fund to be made. However, the family member so nominated should be covered by the definition of family as given in rule 2.17 of Punjab Civil Services Rules Vol.I Part-I*

*Note 2: If there is any conflict or unnatural death in suspicious circumstances, the Welfare Committee shall have the right to adjudicate the case on its merits.*

- b) Any other benefit as may be decided by the Fund Operation Committee, in the beginning of the financial year, after commencement of sanctioning aid from the fund.

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Approved by Board of Management vide item No. C-10 of its 69th Meeting held on 8-9-1980

**3. Source of Funds :** Fund will be created from the following sources:

- (i) The employees whose maximum of the pre-revised pay scales is up to Rs.1000/- shall contribute Rs.7/- p.m. and all other employees including teachers whose maximum of the pay scale exceeds Rs.1000/- may contribute Rs. 14/- or Rs. 34/- per month as per their option which once exercised shall be final.
- ii) A sum of Rs. 20,000/- will be contributed by the University every year in the beginning of the financial year. Any change in the quantum of University contribution would require approval of the Board of Management.
- (iii) Donations, if any, received from individuals.

*Note :* Employees due to retire before 1.4.1982 shall not be required to make any contribution to this fund.

**4. (a)** The amount of financial assistance in case of death of the employees will be given as under:

Rate of monthly subscription w.e.f. 1-10-91	Quantum of financial assistance to heir(s) w.e.f. 1-10-91
Rs.7/-	Rs.25,000/-
Rs.14/-	Rs.50,000/-
Rs.34/-	Rs.1,00,000/-
Rs. 70/- (w. e. f. 1.9.95)	Rs. 2,00,000/- (Payable w. e.f. 1.9.97)*

Out of the above an amount of Rs.2,000/- will be given immediately on the day of occurrence.

- (b) With regard to financial assistance in case of permanent disability resulting in discharge from service of an employee, the matter shall be decided by the Fund Operation Committee on the merits of each case.

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\* (added vide CAUH-95/E.4/9238-9368 dt. 17.10.95)

(c) In case of grave hardship where the University employee dies at an early age or where there is no adult member eligible for service in the University, additional aid upto the following extent would be given with the approval of the V.C. on merits of each case on the recommendation of the concerned HOD and the Controlling officer.

(i) For those contributing Rs. 7/- per month Rs. 3,000/-

(ii) For those contributing Rs. 14/- or Rs. 34/- p.m. Rs. 6,000/-

(d) In case of cancer, heart surgery, brain haemorrhage, kidney dialysis, kidney transplantation and risks involving operation and consequently huge expenditure financial aid upto a maximum of Rs. 10,000/- may be allowed by the Vice-Chancellor, on the recommendations of the Chief Medical Officer and the Senior Welfare Officer.

**5. Fund Operation Committee:-** The Fund Operation Committee will consist of:

- |   |          |
|---|----------|
| 1. Vice-Chancellor  | Chairman |
| 2. Presidents of recognised Associations/Teaching & Non-teaching employees                              | Member   |
| 3. Comptroller  | Member   |
| 4. Registrar  | Member   |
| 5. Two persons among Deans/ Directors to be nominated by the V. C. and they will be rotated every year. | Member   |

The Comptroller or the Registrar, as may be decided by the Vice-Chancellor, will act as convenor. The quorum for the meeting will be kept at 4 members. The presence of the Chairman and convenor will be obligatory.

The Convenor of the committee will call meetings of the Committee as and when required but one such meeting will be held in April every year to review the position of the Fund vis-a-vis the realisation into and assistance given out of the Fund. The decision of the Committee will be conveyed by the Convenor to the Comptroller for the implementation.

6. **Commencement of the Fund :** The employees Welfare Fund will start from 1.9.1980 and deduction will be started from the salary of the employees for the month of Sept. 1980. The Financial aid from the Fund will however, not be given before 1.4.1982, so that adequate amount is built up in the Fund to provide financial aid.
7. **Accounts of the Fund :** The accounts of the fund will be maintained in the Comptroller's office and these will be subject to audit by the Statutory Auditor viz. Examiner, Local Fund Accounts, Haryana. The amount of the Fund will be kept in the Saving Bank Account with the State Bank of India HAU, Hisar Branch and a part of it will be invested in long term deposits so as to earn more interest, Policy of investment will be decided by the Fund Operation Committee and finally approved by the Vice-Chancellor. The procedure for deduction of the contribution from the employees and its realisation and deposit into the fund will be advised by the Comptroller.
8. These rules will be applicable to all the employees of the University excluding of the following categories:
  - (a) Contract employees.
  - (b) Work-charge employees.
  - (c) Holders of tenure appointments.
  - (d) Persons working with the University under Exchange Programme for instance, Visiting Professors, Prof. of Eminence, Emeritus Scientist, etc.
  - (e) Persons working with University on deputation.
  - (f) All those who are above 60 years of age.

9. For any point not covered by the above rules, the matter will be considered by the committee and orders of the Vice-Chancellor thereon shall be final and binding.



## *Chapter 26*

### **Rules for the Operation of the Group Saving Linked Insurance Scheme**

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#### **(A) Rules**

#### **I. CONDITIONS :**

- (i) The Group Saving Linked Insurance Scheme was optional for the existing employees and is compulsory for the new entrants.
- (ii) The subscription in respect of Class-IV Employees will be borne by the University on the pattern of "the Haryana Govt. employee Insurance Scheme 1985"
- (iii) The subscriptions towards the Group Saving Linked Insurance Scheme are to be deducted from the pay of the employees from July each year payable in August.

#### **II. SALIENT FEATURES OF THE SCHEME**

- (a) According to this scheme, a portion of premium charged is set aside for the insurance cover in the event of death and the balance is put into the Savings Bank Account of each member with interest and present rate is 11% P.A. Premium for life cover is calculated on the basis of age distribution of the member. Out of every Rs. 10/- collected, about Rs. 3.75 are appropriated towards risk cover premium for Rs. 10,000/- and balance amount of about Rs. 6.25 is credited to the Saving Account.

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\*Approved by BOM vide item no. C.7 of its 112th meeting held on 18.5.87.

- (b) The monthly contribution payable by the employees is Rs. 10/- for a cover of Rs. 10,000/- and in the same proportion for cover of higher levels as per slabs indicated below.

Category of Employees	Monthly premium	Maximum Cover	Equivalent status in University
1. Class-I	Rs.100/-*	Rs1,00,000	Assoc. Prof. & Equiv. & above.
2. Class-II	Rs.60/-*	Rs. 60,000	Asstts. Profs., A & AOs, Supdts and equiv.
3. Class-III	Rs.30/-*	Rs.30,000	Not covered under other categories.
4. Class-IV	Rs. 15/-*	Rs. 15,000	Grade-C employees, Class-IV employees and equivalent.

**Notes:** (i) An employee eligible for a particular cover cannot be granted higher or lower cover.

(ii) An employee upgraded to a higher category would be eligible for a higher cover in the said upgraded category with effect from the next anniversary of the policy.

(iii) Monthly rate fixed in the above manner will continue for a year and review of the rates will be done at every interval of three years.

### III BENEFITS

- (i) In the event of death of an employee, the insurance cover as per scale applicable to each category would be paid to his beneficiary. In addition, amount accumulated in the Savings(with interest) in respect of the deceased employee upto the point of death would also be paid to his beneficiary.

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\* The rates of category wise monthly premium of the employees were revised vide Memo No CAUH/E-3/90/10518-665 dated 17-5-1990 & were effective from 1/8/1990.

- (ii) In the event of retirement of the employee or his resignation/removal from service, the savings accumulation attributable to him would be paid to him.
- IV. The premium of the employees who are covered by the scheme but whose salaries are not drawn due to one reason or the other viz extra-ordinary leave/deputation/non-issue ofLPC, withholding of pay on any account etc; may be paid out of Employees Welfare Fund for a period of six months and the Fund should be replenished after the salaries of such employee are drawn. The risk cover of employee whose premium is not received for more than six months would be no longer continued.
- V. The accounts of the Scheme will be maintained in the Comptroller's office as per procedure laid in Chapter-27 of HAU Account Code Vol.I

**(B) Maintenance of detailed accounts of GSLIS.**

1. This Chapter deals with the manner in which the accounts of Group Saving Linked Insurance Scheme are to be maintained.
2. An employee who opts to be a member of the Group Saving Linked Insurance Scheme shall be allotted an account number. This number is always to be referred to in all transactions or correspondence relating to the accounts of the subscriber. This account number shall be allotted on receipt of the information from the deptt., in form AU 27/1. This shall be prepared in triplicate and two copies of the same shall be sent to the office of Comptroller out of which one copy shall be returned to the deptt. after allotment of Account number which shall be pasted in the Service Book.
3. All declarations of nominations made by the subscribers in form AU 27/2 & AU 27/3 shall be kept by the Head of the Deptt.(HOD) in safe custody in the personal

**file of the official.**

4. **Immediately after the receipt of information in form AU 27/1, the names of the officials will be entered separately in the register of subscribers to be maintained in form AU 27/4. For this purpose, separate registers will be maintained for each category that is A,B,C&D for deduction of Rs. 100,60,30 and 15 respectively.**
5. **Cash Book in form AU 3/3 shall be maintained in which all cheques received from Accounts Branch in favour of LIC or AC(E), individual employees, EWF or any other source relating to GSLIS shall be entered on receipt side and when remitted to LIC or to any other party, these shall be debited on payment side. Similarly, death claims received from LIC and payments made to the Deptt. will be entered in Cash Book**
6. **Before a cheque is drawn from the University account for payment of subscription towards Group Saving Linked Insurance Scheme, a bill shall be prepared in form AU 27/5 by D.D.O and submitted to the Comptroller duly audited, alongwith the relevant salary and establishment bill.**
7. **The Comptroller shall maintain the account of the Group Saving Linked Insurance Scheme in form AU 27/6 showing all transactions of the subscription received and shall reconcile the monthly balances with the amount sent to the LIC in this behalf. A list of defaulters will be prepared in the Demand and Collection Register to be maintained in form AU 27/7. As required under this rule, this amount of defaulters will be taken on loan from Employees Welfare Fund(EWF) through pre-audit and sent to the LIC. However, complete account will be required to be maintained for the refund of this loan to the EWF through pre-audit.**
8. **The subscription received from the members towards Group Saving Linked Insurance Scheme will be sent to the LIC. As per existing terms and conditions, the LIC will deposit a**

part of the amount towards premium and remaining in the Saving Bank Account of the official. The account of the remittance made to the LIC will be maintained in from AU 27/8.

9. Accounts of members who dis-continue from this scheme on account of Death, Resignation, Termination, Dismissal, Retirement and non payment of premium continuously for six months will be mentioned in form AU 27/9.
10. At every anniversary of the scheme, the employees who are recruited during the year and opt for this scheme, will become its members and the information in respect of those employees will be required to be supplied by the HOD in form 27/1 by 10th July each year. This information will be prepared in triplicate, out of which two copies will be supplied to the Comptroller on which further action will be taken by the Office of Comptroller as in rule 27.2.
11. The information in respect of the employees, whose category is changed from one category to another i.e. who become entitled for the higher/lower category, the information will be supplied by the HOD in form AU 27/10 in duplicate. After giving fresh account number, the second copy of this proforma will be returned to the Department by the Comptroller's office and membership Register in form AU 27/4 will be corrected accordingly.
12. The amount of the Group Saving Linked Insurance Scheme shall become payable on Death, Retirement, Termination, Dismissal or if the scheme is dis-continued or discontinuation of risk cover. On the happening of any such occasion, the HOD shall inform the Comptroller's Office immediately so that LIC is informed accordingly and that the subscription in respect of the employees be not sent in future out of EWF. However, the HOD will submit the claim in the proformas prescribed by the LIC, complete in all respects, to the Comptroller for lodging it and getting the payment of LIC policy and saving released from them for disbursement.

## *Chapter 27*

### **Rules for the Grant of Overtime Allowance to University Employees**

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The rules for the grant of over-time allowance to different categories of University employees have been prescribed from time to time with the approval of Board of Management. The rules are briefly as under:-

Rules for grant of over-time allowance to Ministerial employees

1. The Board of Management of Punjab Agril. University in their 8th meeting held on 25.11.63 vide item No. 16 of the agenda approved the following rules pertaining to grant of over-time allowance to ministerial employees:-
  - (i) Overtime shall not be admissible to persons holding supervisory seats of Head Assistants and above.
  - (ii) Overtime shall be permissible only with the prior sanction of the Registrar or an officer of the University.
  - (iii) The required staff shall be determined by the Registrar or an Officer of the University.
  - (iv) Overtime shall not be payable at least for one hour after the closing office hours.
  - (v) When an official upto a Supdt. is made to attend the office on holiday, he shall be allowed a compensatory leave. But if on a holiday extra hours are put in

addition to normal duty hours in a day, the overtime shall be paid as on other working days only to persons entitled for the same.

- (vi) The Registrar or an officer of the University may in exceptional cases sanction overtime for a holiday.
- (vii) A day shall consist of  $7\frac{1}{2}$  hours for the purpose of making payment of over time remuneration, through out the year. The overtime allowance will be paid on the basis of salary(including allowances) drawn for the month concerned.
- (viii) The rate for payment of overtime remuneration to record lifter shall be 40 paise per hour and to peon/daftri 35 paise per hour.

(Ref.No. Acad-63/47379 dt. 29.11.63 from Registrar PAU).

2. The maximum amount of overtime allowance paid to the ministerial employees viz Asstt., Clerk, Stenographer etc., during a particular month, will not exceed a reasonable amount of Rs. 25/- in the case of an Asstt and Rs. 15/- in the case of Clerk, Steno-typist; peon etc. Exceptions to this principle should be very rare.

(Ref.No. 11237-320 dt. 8.10.65 from Registrar PAU)

3. The overtime allowance shall not be permissible to the persons holding supervisory posts of Asstt. Incharge and above.

(Ref.No. CAU/A-1/65/48216-80 dated 30.11.65 from Comptroller, PAU)

4. The overtime allownace will be calculated and paid to the University employees on the basis of pay as defined under Rule 2.44 of Punjab Civil Services Rules Vol.I, Part-I and the rates per hour may be calculated by taking into consideration the number of working hours in a month.

(Ref.No.CAUHB(I)-68/FC/1810-1929 dated 9.2.68 from Comptroller PAU)

**5. Overtime allowance to Drivers :**

(i) Overtime allowance to the Drivers of the University will be paid to them on the following scale and on a certificate from the Controlling Officer that it has been earned:

(a) On Working Days:

40 paise per hour for working outside normal working hours, subject to a maximum of Rs. 2.50 per day.

(b) On Sunday and holidays:

At the above rates for duty at all hours.

(ii) Tractor Drivers and Tractor Cleaners shall be paid overtime allowance at the following rates:-

**Tractor Drivers :** At the rates 55 paise per hour.

**Tractor Cleaners :** At the rates 30 paise per hour.

(iii) The above rates will also be applicable to the Bus Drivers and Bus Cleaners respectively.

The working day shall consist of 8 hours for the purpose of making payment of overtime allowance.

(Ref. Admn.(II)-66/2643-82 dated 21.2.1966 and No. Admn. 67/3997-4050 dated 16.3.1967 from Registrar PAU).

(iv) The drivers engaged on farm machinery may be allowed overtime allowance on the basis of existing formula subject to a minimum of Rs. 1.50 per hour. Where a driver has to be engaged on a holiday in the interest of work, overtime allowance should be worked out in the same manner except that deduction of one hour will not be required.

(Ref. Endst. No. CAUH-BIV-FC-53(18)79/9274-83 dated 29.4.79 from Comptroller)



**6. Overtime allowance to the Library Staff :**

- (i) The rules pertaining to the overtime allowance to the ministerial employees will apply to the library staff (below the rank of Asstt. Librarian) also.

(Ref. CAUH/B-1/66/1473-1543B dated 12.3.66 from Registrar PAU)

- (ii) The ceiling on overtime allowance of the Library Attendants shall be Rs. 60/- per month w.e.f. 1.10.90

(Ref. CAUH.E.1/90/158-A/25038 dated 11.10.90 from Comptroller, HAU).

**7. Overtime allowance to Technical Staff of the University Press :**

- (i) All the employees of the University press governed under the Indian Factories Act, 1948, shall work for 45 hours in a week.

- (ii) They shall be paid overtime allowance as provided in Section 59 of the Indian Factories Act, 1948.

- (iii) Payment of overtime wages for the 1st 3 hours beyond 45 hours in a week shall be made at single ordinary rates.

- (iv) They shall observe all the holidays as are being observed by other offices of the University.

(Ref. CAU/A-1/65 from the Comptroller, PAU, Ludhiana).

**8. Revised rates of overtime allowance for Messengers & Drivers :**

The Board of Management in its 82nd Meeting held on 28.3.82 vide item No. C-3 decided that Messengers and Drivers may be paid over time allowance @ Rs. 1/- per hour but the maximum limit of this allowance shall be

Rs. 150/- per month. The payment of overtime allowance will be regulated as follows :

(i) On Holidays :

Rs. 5/- per day

(ii) On working days :

To be calculated for the entire month and in the aggregate, fraction, if any, may be treated as full hour.

The Board of Management has also authorised the Vice-Chancellor to adopt overtime rates as modified by the Govt. from time to time.

These orders will be effective from 14.1.1982.

9. The Following orders have been issued with the approval of the Vice-Chancellor, clarifying the position in regard to overtime to Drivers :-

(i) The drivers of tractors etc. (i.e. other than those of buses, cars and jeeps) should be given over time allowance on the old pattern namely, Basic pay/210 per hour. This basis would also apply to the overtime on holiday. However, grant of overtime will be subject to a monthly ceiling of Rs. 150/-.

(ii) The new pattern regarding grant of overtime allowance to drivers at the rate of Rs. 1/- per hour, Rs. 5/- per holiday and a monthly ceiling of Rs. 150/- per month should continue to be applicable to Drivers of Cars, Jeeps and buses.

(Ref. No. CAUH.E. 1/83/20128-245 dated 15.12.1983 from Comptroller).

10 (i) The Tractor Drivers are granted a special pay of Rs. 100/- per month w. e. f. 1.5.1994 in lieu of overtime allowance as approved by the Board of Management

vide notification No. CAUH. B. IV/FC-126 (12)/94/13646 dated 19.8.94 followed with letter No. CAUH. B. IV./85 (3)/95/3538-3788 dated 16.3.1995.

- (ii) The drivers of Car/Jeeps are granted special pay of Rs. 300/- per month w.e.f. 1.1.86 in lieu of overtime allowance, on State Govt. pattern (Notification No. CAUH. B. IV/91/115 (4)/26121 dated 8.11.91). Similarly, the drivers of Gypsies, Maruti Vans, Matadors and Standard Vans are granted special pay of Rs. 300/- per month w.e.f. 1.4.92 on the same pattern vide notification No. CAUH. B. IV/FC-119 (14)/92/26131 dated 19/11/92.

## Chapter 28

### Rules for Remuneration for Departmental Examinations

Administrative instructions have been issued from time to time prescribing the rates of remuneration payable for departmental examination. These are briefly as under :

S. No.	Categories	Existing rates	Revised rates
1.	Supervisor/Supdt.	Rs. 20/- per session Rs. 40/- for both sessions.	Rs. 30/- per session (half day) Rs. 60/- per day.
2.	Invigilators	Rs. 15/- per session Rs. 25/- for both sessions.	Rs. 23/- per session (half day) Rs. 37/- per day.
3.	clerks	Rs. 10/- per session Rs 20/- for both sessions.	Rs. 15/- per session (half day) Rs. 30/- per day.
4.	Daftri/Gestetner operator (for preparing photo copies/ cyclostyling of question papers)	Rs. 8/- per session. Rs. 16/- for both sessions.	Rs. 12/- per session (half day) Rs. 24/- per day
5.	Steno/ST/Typist	Rs 5/- for typing (per piece) Rs. 10/- for dictation (per piece) Max. to Rs. 30/- per day.	Rs. 8/- for typing (per piece) Rs. 15/- for dictation (per piece) Max. Rs. 45/- per day Rs. 24/- per session (half day).
6.	Messengers	Rs. 8/- per session. Rs. 15/- for both sessions.	Rs. 12/- per session (half day) Rs. 24/- per day.

7.	For typing out the question paper	Rs. 10/- for typing per question paper	Rs. 200/- for all papers. Rs. 20/- per question paper.
8.	For setting question paper	Rs. 100/- each.	Rs. 200/- each
9.	For evaluating answer books	Rs. 2/- each	Rs. 3/- each

The Vice-Chancellor is further pleased to order that remuneration would be over and above the overtime which the officials might have earned during that particular month otherwise for office work.

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(Ref.No. CAUH. E.1/95/4883-5043 dt 24.4.95 from Comptroller HAU).

## Chapte 29

### **Rules regarding Advances for Building/ Purchase of Houses/Plots & Vehicles and celebration of Marriages**

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#### **1. Short Title**

These rules may be called "Haryana Agricultural University (grant of advances to the employee) Rules, 1971". These rules lay down the terms and conditions for the grant of interest bearing advances to the employees of Haryana Agricultural University.

#### **2. Purposes**

Advances are admissible for the following purposes:-

##### **(i) PART A :**

- (a) Construction of house
- (b) Purchase of built up house
- (c) Extension of house(CAU letter No. 30485-585 dt. 1.9.82)
- (d) Repair of house (CAU letter No. 14106-210 dt. 20.5.81)
- (e) Purchase of plot (CAU letter No. 30485-585 dt. 1.9.82)

##### **(ii) PART B :**

Purchase of Car, Motor Cycle, Scooter, Moped and Bicycle.

##### **(iii) PART C: Celebration of Marriage.**

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The Board of management approved the rules relating to grant of advances for construction of houses etc. in its meeting held on 11.6.1971. It also adopted Govt. rules for grant of advances for celebration of marriages of employees' children in its meeting held on 22.5.1975.

## **PART A : CONSTRUCTION OF HOUSE ETC.**

### **A-1 : Funds**

All advances shall be granted subject to availability of funds for the purpose in the approved Budget Estimates of the University. Earmarking of funds shall be centralized in the office of the Comptroller. Funds will be earmarked on "First come first served" basis except in exceptional cases where priority is assigned by the Vice-Chancellor.

### **A-2 : Entitlement**

- (i) Permanent employees of the University shall, subject to the prescribed monetary limits given in the relevant rules, be eligible for any of the said advances.

*Note-1 : Since at present most of the University employees are temporary, employees with atleast 3 years continuous service will be treated as permanent employees for the purpose of these rules.*

*Note-2 : No advance shall ordinarily be permissible to an employee who is likely to retire before recovery can be effected.*

*Note-3 : Non-permanent employees of the University, who are treated at par with permanent employees for the purpose of grant of advances, should be required to give personal surety (Annexure I) of one other University employee having atleast 3 years service, subject to the proviso that one official does not stand surety for more than one other employee.*

*Note-4 :*

- (i) *Employees on deputation with HAU shall be entitled to loan upto the monetary limit as admissible to them in their parent deptt.*
- (ii) *Separate seniority of employees on deputation shall be prepared from amongst the eligible applicants every year.*

- (iii) *Once it is decided to grant loan to employee on foreign service with the University, the allocation from the respective category; i.e., teaching/non-teaching categories shall be made as the case may be.*
- (iv) *The recovery of loan shall be effected from the pay of the employees concerned so long as they continue on foreign service with the University.*
- (v) *As soon as an employee on foreign service repatriates to his/her parents deptt., the deptt. concerned shall arrange to make the full payment of the balance loan alongwith interest to the University.*
- (vi) *Other terms and conditions of disbursement of loan, levy of interest, execution of agreement/mortgage bond etc. shall be the same as have been laid down for university employees.*

*(CAUH/BIV/FC-117/C-12/91/HBL-4/10638-10875  
dt. 3.4.92)*

- (ii) These advances shall not be admissible to :
  - (a) Employees working on adhoc or stop-gap basis. However, the employees holding lien on a regular lower post shall be entitled to the kind of advances permissible on the lower scale.
  - (b) Work-charged, contingent paid and daily paid employees.
  - (c) Employees of the University on contract basis.

**A-3 : Sanctioning Authority**

Authority competent to sanction these advances will be the Vice-Chancellor who may delegate this power to any Officers of the University in respect of any or all kinds of advances.

*Note : The Vice-Chancellor has been pleased to delegate his powers to the concerned controlling officers to sanc-*



*tion all kinds of advances (except marriage loan which is covered as per specific provisions contained in Part 'C') to the employees working in their respective spheres and subject to the conditions contained in the rules.*

**A-4 : Relaxation**

Powers to interpret these rules shall be vested in the Vice-Chancellor. The power to relax any of these rules shall be vested in the Board of Management.

**A-5 : Amendments**

Vice-Chancellor shall be competent to adopt the amendments issued by the Haryana Govt. from time to time in respect of the advances which the University allows as per authorisation given by the BOM vide Item No. C-9 of their 34th meeting.

(CAUH. B. IV/FC-27(9)/75/4635/4730 dt. 7.3.75).

**A-6 : Monetary Limits**

(Subject to maximum of Rs. 4.25 lacs from all sources)

Nature of advance	Amount of advance admissible	Maximum no. of monthly instalments in which recovery is to be made
1	2	3
(a) (i) Construction of house/purchase of built up house	80 months pay subject to maximum of Rs. 3.50 lac.	150 equal monthly instalments.
(ii) Purchase of house/built of house	-do- or cost of built house whichever is less	-do-

*Note : Total amount for the purchase of land and construction of house does not exceed the monetary limits prescribed.*

1	2	3
(b) Extesion of a single House	20 months pay	96 equal monthly instalments
(c) Repair of house (After expiry of 10 yrs. from the date of drawal of previous loan)	12 months pay	96 equal monthly instalments.

Note : 1. The amount together with house building advance for construction/acquisition of house, if taken earlier shall not exceed Rs. 4.25 lacs.

2. Fresh mortgage bond shall be required.

3. To be allowed after 5 years from the date of last instalment of first house building advance.

4. The revised norms as indicated above will be given effect to and from the 1st September, 1995 and no benefit will be given to those who have already been drawn even the first instalment/part payment of House Building Advance.

(d) Purchase of Plot	Equal to 60% of the total admissibility of house building advance	150 equal monthly instalments
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Note : 1. Pay in this context mean basic/special pay(CAU letter dated 19.7.76) and any other emoluments classified as 'Pay'

Note : 2. In case of those employees whose pay scales have not been revised or who have opted to continue in the unrevised scale, DA, Adhoc relief, ADA granted upto 608 points Consumer price Index would be treated as part of pay, for calculating the admissibility of the advances. (CAUH. BGT. III/81/14106-210 dt. 20.5.81).

#### **A-7 : Sanction and Drawal of Advances**

- (i) Application in the prescribed proforma (Annexure -XIV) for advances must be made through the applicant's departmental superior who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be expended on the building only and pledge himself that should there be any surplus funds after the house is completed, that will at once be refunded

to the University. He should also certify that he is unable to build a house without the advance.

- (ii) The Head of the Deptt. of the employee concerned shall personally satisfy himself by reference to the Municipal Authority/Distt. Authority that :
1. The amount of advance applied for has not been over-estimated.
  2. The applicant has clear title to the land on which the house is proposed to be built. For this purpose he should see the original title deed in possession of the employee.
  3. The applicant does not own a house already.
- (iii) (a) The advances may be sanctioned by the competent authority to an employee of the University who desires to build a house for occupation by himself at any place in India where he intends to settle down.
- (b) 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 separately in a jointly owned plot/house or 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 concerned employees. (CAU letter No. 13495-610 dt. 14.5.81 and CAU Endstt. No. CAUH. B. IV/95/17326-500 dt. 11.12.95).
- (c) No advance shall be permissible to an employee who is likely to retire before recovery can be effected.
- (iv) (a) The advance should be drawn by instalment, the amount of each instalment being such as is likely to be required for expenditure in the next three months.

(b) Advance for the construction of house may be allowed in instalments as under :-

1. The first instalment equal to 40% of the advance admissible for starting the construction work.
2. 2nd instalment equal to 30% of the advance admissible when the house has been completed upto plinth level. In that case it has to be certified that the applicant has utilized the advance earlier given to him and has brought the house upto plinth level.
3. 3rd instalment equal to 30% viz. balance after the roofs have been laid.

(c) Satisfactory evidence should be produced by the applicant to show that the amount of previous instalment(s) has been actually utilized for the purpose for which it was drawn before the next instalment is paid. The surplus amount shall be refunded forthwith to the Univeristy.

(d) While recommending subsequent instalments the Head of Deptt. has to scrutinise very carefully the interruptions beyond 9 months in drawals of subsequent instalments since there might be a number of cases of mis-utilization of the 1st / 2nd instalment of the loan already sanctioned. The Head of Deptt. should satisfy himself that there are cogent reasons for the delay in the utilisation of earlier instalment(s) and the bonafide of the utilisation of the amount drawn earlier should be established by the department and it should record a certificate that there has been no mis-utilisation of the amount earlier drawn by the loanee.

(CAU letter No. 6474-6710 dt. 17.2.82).

(v) The advance will be drawn (after sanction by the competent authority) by the Disbursing Officer of the employees concerned.

- (vi) It is not permissible to sanction the advance which involves a breach of any of the canons of financial propriety.

**A-8 Number of Loans**

- (i) 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.
- (ii) A second house building advance shall not be granted for building of a second house. Before the second advance is sanctioned by competent authority, the employee shall be required to sell the previous house and produce the sale deed indicating the amount received, to the Head of Deptt., who will deduct the amount received by sale from the amount of second advance admissible and recommend only the net amount of advance for sanction.
- (iii) In case the employee who has previously obtained loan from the University for the purchase of plot, comes forward with a request for the grant of house building advance for the construction of house not on the plot purchased with University loan but on a plot purchased by him from his own sources or for the acquisition of built up house plot either at the same station or at another station, the second loan will be granted only when the plot purchased with University loans has first been disposed off and the outstanding liability on the first loan together with interest thereon has been first settled by repayment to University in lump-sum whereafter the net remaining proceeds and upto the maximum eligible amount of fresh loan will be sanctioned for the construction of house on alternative plot/acquisition of a house. The maximum eligible amount of second loan will be determined in such a way that the net remaining proceeds plus the fresh loan together do not exceed Rs. 2 lacs and where necessary, the amount of second loan shall be reduced correspondingly to remain

within this limit. In cases where the proceeds of the sale of the first plot are less than that of the outstanding liability on the first loan at the time of its disposal, the first loan will be repaid to the extent of the said proceeds and the balance amount will be carried over to the second plot subject to its prior mortgage in favour of the University and its acquisition cost being in excess of the balance amount thus carried forward. In such cases fresh loan upto admissible limit minus the carried forward amount will be granted.

(CAU Endst. No. CAUH. BGT. III/82/6474-6710 dt. 17.2.82).

- (iv) The University employees, who are granted advance under the rules, will not be entitled to get advances under any other scheme of the University. Similarly the employees who get advance under any other housing scheme will not be allowed advance under these rules.

**A-9 : Mortgage bond, Agreement bond, Surety bond etc.**

- (i) Purchase of plot :

The employee drawing advance for purchase of land for constructing a house thereon shall be required to execute an agreement bond on the form given at Annexure IX at the time of drawing the advance and shall be required to purchase the land within one month thereof. He shall also be required to execute a mortgage bond in the form given at Annexure X before drawing any further advance for the construction of house on the above land and get the same registered within four months thereof.

(CAU Endst. No. 23492-610 dt. 17.8.81).

- (ii) Construction of House :

The employee drawing the advance for construction of house shall mortgage the land alongwith construction to be done thereon in the form given at Annexure IV and get the

same registered before the drawal of first instalment of advance.

(iii) Purchase of built-up house :—

- (a) The employee drawing the advance for the purchase of a built up house shall execute an agreement bond in form given at Annexure IX before the drawal of advance and shall be required to purchase the house within 3 months of the drawal of the advance. He shall also execute the mortgage bond in form at Annexure IV and get the same registered within 4 months of the date of drawal of the advance.
- (b) When advance granted for purchase of built up house from private sources other than Govt. agencies, is less than the admissibility of the employees or actual price under this rule, action will be taken on the following lines :—

An agreement for the purchase of house from the owner irrevocable for one year should be obtained from the concerned employee.

(CAU No. 2048-2197 dated 25.1.85).

(iv) Surety Bond :—

The temporary employees drawing advances, who are required to give surety of permanent University employee of a higher status under para A-2(Note-3) shall execute surety bond in the form given at Annexure-1.

(v) In case of recoveries from gratuity :—

The employee shall be required to execute an agreement in form at Annexure VIII and also modify the nomination, if any, made by him for payment of gratuity to that extent.

(CAU letter No. 23492-610 dated 17.8.81)

*Note : 1. The mortgage shall however, be executed for the total amount sanctioned to an employee irrespective of the amount of first instalment.*

*2. Various discrepancies/irregularities noticed in some of the mortgage bonds executed in the past are contained in Annexure XVIII so as to ensure that these are not repeated in the bonds to be executed.*

(CAU letter No. 28241-390 dated 12.9.85).

**(vi) Release of Mortgage Bond :—**

The mortgage will be released in liquidation of the full amount with interest due in the form given at Annexure-VII.

**(vii) Deleted w. e.f. 15.9.94.**

**(viii) Safe custody of bonds/agreement etc. :-**

The mortgage bond and surety/agreement bonds shall be recorded in a Register in the proforma at Annexure XI and kept in safe-custody by the Head of Deptts. concerned who should satisfy by careful scrutiny of all such bonds, that are in proper legal form and have been regularly executed. At the time of relinquishing charge, the HOD shall hand-over the bonds and register to his successor.

**(ix) Authorities to accept agreement/mortgage bonds :-**

The Vice-Chancellor had delegated his powers of accepting the agreement and the mortgage bonds to be executed for various types of loans under these rules as under:-

- (a) Agreement/mortgage bond to be executed by the University Officers and Professor of Eminence  
—Registrar.
- (b) Agreement/mortgage deeds to be executed by the University employees working under their direct control and the Heads of Deptt. —Officer concerned.



- (c) Agreement/mortgage deed to be executed by all employees working under their administrative control-HOD concerned.

#### **A-10 RECOVERIES (PRINCIPAL AND INTEREST)**

- (i) The Disbursing Officer responsible for the drawal of salary shall also be responsible for effecting/watching recoveries thereof. The recoveries will be watched through "Misc. Recoveries Register."

*Note : The recoveries in the prescribed instalments shall continue irrespective of the fact that the employee has proceeded on leave or has been put under suspension.*

- (ii) Recovery of advance for construction of house will start from the 13th issue of pay after the drawal of first instalment of loan or completion of house, whichever is earlier. Recovery for loans for purchase of plot/built-up house and repair/extension of house shall start from the 4th issue of pay.

(CAU letter No. 3029-3190 dated 29.2.77)

- (iii) In case where the service of the employee drawing advance for purchase of plot/house/construction of house etc. falls short of the period of instalments, the last instalment shall be recovered from the gratuity payable to the employee at the time of retirement.

(CAU letter No. 23491-610 dated 17.8.81)

*Note : 1. For the purpose of calculating the amount of gratuity, the emoluments of University employee at the time of sanctioning of the advance may be taken into account and in case where the amount of gratuity falls short of, for the recovery of advance together with interest, the monthly instalment will be so increased as to liquidate the entire recovery of advance with interest before the retirement of the University em-*

*ployee. While forwarding the application, the concerned Head of Deptt./Controlling Officer shall keep all these facts in view and examine carefully and bring out clearly that recovery is possible during service through gratuity.*

*(CAU letter No. CAUH. B. III/83/28871-970 dated 31.10.83)*

*Note : 2 The amount of gratuity (DCRG), leave encashment, travelling allowance, honorarium and other allowances admissible on account of additional dearness allowance etc. can be adjusted towards the outstanding loan of a deceased University employee.*

*Note : 3 The amount of ex-gratia grant and group insurance payable to the members of the family of deceased University employees cannot be adjusted against recoveries etc.*

*Note : 4 Subject to para A 11-(ii), the recovery of outstanding balance of loan(s) taken by the deceased can be transferred to the widow/widower (as the case may be), son (s), daughter (s) who are already in University service or are offered employment under ex-gratia scheme, and failing that the amount of recovery can be realized from the legal heirs/next of kin entitled to inherit the property, or unpaid balance can be recovered from any other relative (s) of the deceased on an undertaking furnished by him/them.*

**In case recovery is not possible in the above manner, than the amount due to be recovered from the deceased can be adjusted against the sale proceeds of the auction of the building which legally stands mortgaged in the name of the Haryana Agri. University as security for the House Building Loan.**

**(CAU letter No. E. 1/81/22301-450 dated 2.11.81 for note 2 to 4).**

- (iv) The employee quitting or removed from the station where he has built a house before the whole amount due has been liquidated will continue to be liable to the deduction of his monthly instalments until the advance with interest accrued thereon has been repaid. But with the sanction of the Vice-Chancellor, he may be allowed to dispose of the house provided he is thereby enabled to clear off at once the whole amount due to the University.
- (v) In case where pay bills for a month are disbursed before the end of the month, an instalment in repayment of advance received through the pay bill be taken as having been refunded in the first of the following month. i.e. the normal date for disbursement of pay.
- (vi) In addition to the instalments mentioned in Column 3 of A-6 above, the interest on the amount advanced shall be recovered in one or more monthly instalments. The number of instalments for recovery of interest will be arrived at by dividing the amount of total interest by the amount of an instalment for the repayment of the principal. The recovery of interest will start from the month following that in which the repayment of principal has been completed.
- (vii) Simple interest will be levied on these advances at the rate fixed by Haryana Govt. from time to time and from the date of drawal of advance as per formula for calculation of interest as given in Annexure-III. The interest shall be calculated on balances outstanding on the last day of each month. For facility of reference, the rates of interest fixed from time to time are given in Annexure-XII.
- (viii) No interest shall be charged on the amount if advance adjusted against death-cum-retirement gratuity or leave salary, if any, beyond the date of death or retirement of the University employee.

(CAU letter No. 8817-910 dated 4.11.75)

(ix) As the recovery of house building advance is not started immediately after its drawal but from the 4th issue of pay in case of purchase of plot and built-up house, repair/extension of house and from 13th issue of pay in case of construction of house the interest is to be charged from the date of drawal and not from the date of start of recovery.

(CAU letter No. CAUH/B. III/84/21773-992 dated 28.8.84)

(x) If an advances is drawn in more than one instalment, the rate of interest on the whole advance is to be determined with reference to the date on which the first instalment was drawn.

(xi) Rate of interest on house building advance sanctioned on or after 1.4.83 to the employee who volunteer for sterilization on or after 1.4.83 will be  $\frac{1}{2}\%$  less than normal rate of interest subject to the prescribed conditions as contained in CAU letter No. E. 1/83/12350-499 dated 1.7.83-Annexure-XIII.

(xii) Amount of penal interest imposed due to misutilisation of loan is recoverable immediately alongwith the instalments of principal amount after issuing formal sanction.

(CAU endst No. CAUH.B. III/83/HEL/23373-522 dated 12.9.84)

(xiii) The university shall be free to adjust the recoveries due from the University share of CPF lying at the credit of employee or any other bills e.g. TA, Pay etc.

(xiv) For proper maintenance of accounts of advance, alongwith interest the "Check register for recovery of loans and advances" in the prescribed format in Annexure-III may be maintained.

(CAU letter No. 2073-938 dated 3.9.86 and No. 6847-7000 dated 18.3.87)

- (xv) The LPC issued to an employee must specify the details of such advances, the amount repaid and due on this account, as also the interest upto that date.

#### **A-11 WAIVING OFF RECOVERIES**

- (i) Authority competent to write off advance, found to be irrecoverable, shall be the Vice-Chancellor but before passing the orders of writing off, he will satisfy himself that no amount was rendered irrecoverable on account of lapse on the part of any employee of the University, in observance of rules and regulations and accounting procedure laid down by the University.
- (ii) In the case of death of any Class-III and Class-IV employees while in service, the outstanding principal amount of the House Building Loan, Marriage advance, wheat advance, Festival advance and Cycle advance and the recovery of outstanding interest on all the advances taken by such Class-III and Class-IV employees will be waived off provided that, in the case of House building advance the outstanding amount of advance will be waived only in those cases where not more than one surviving member of the family is employed. This concession will be applicable to those employees who die/died on or after 4.8.86. In the cases of employees who expired before 4.8.86 only the interest of house building advance will be waived off. The Vice-Chancellor and other Officers of the University can however, waive off these recoveries as per existing Statutory delegation in regard to waiving off of recoveries.
- (iii) In case of death of any Class-III and Class-IV employee while in service the outstanding Principal amount taken as advance for purchase of Moped/Scooter/Motorcycle the recovery will be waived off in such cases only where the death of any employee occurs due an accident and not in other cases.

(State Govt. instructions adopted vide CAU endst no. CAUH.B.1/87/6847-7000 dated 18.3.87).

**Note:** For the purpose of these provisions Class III & Class IV employees shall be determined as under:-

**Class-III:** The employees who are in the pay scale below that of Supdt. and equivalent who are not classed as Class-IV employees.

**Class-IV:** Those employees the maximum of whose pay scale is less than Rs. 1400/-

(CAU endst no. 20738-20938 dated 3.9.86)

## **A-12 COMPLETION/UTILIZATION CERTIFICATE**

- (i) The maximum limit of time for completing construction of house in respect of advance drawn in instalment will be 3 months of the drawal of last instalment and, as such, completion/utilization certificate must be submitted by the concerned employee after expiry of a period of three months after the drawal of 3rd instalment.

(CAUH.B.III/81/18281-410 dated 27.6.81).

- (ii) To ensure that the employees actually construct their houses, it has been decided that the concerned employee, after completion of construction of house may be required to produce completion certificate alongwith estimated cost of construction of house from the Urban Estate Authorities/Municipal Engineer/Qualified Architect as the case may be. In case any employee is unable to get such certificate from the above authorities, he may get such certificate from the SDE of Engineering Unit deputed for the purpose. The employee will have to pay TA/DA+Rs. 25/- in advance to the SDE in case a house is constructed at outstations and only Rs. 25/- in case a house is constructed at Hisar. The remuneration of Rs. 25/- in either case will be retained by SDE and treated as fee and shared with the University as per normal rules. The technical certificate to be given will also indicate the plinth area covered and the

estimated cost of construction involved and such a certificate would be verified and accepted by the Head of Deptt.

(CAU No. 8381-90 dated 27.3.81 & No. 16393-510 dated 11.6.81)

(iii) Time limit for utilisation of other advances is as under :-

- (a) Purchase of plot = One month (Para A-9-i)
- (b) Purchase of built up house = 3 months (Para A-9-iii)
- (c) Repair/Extension of house-3 months of the drawal of advance.

### **A-13 DEFAULT**

(i) The advances are sanctioned for construction of house, purchase of built up house, purchase of plot, repair or extension of house etc. as requested by the applicant. To utilize the advance for the purpose other than the one for which it is granted, tantamounts to mis-utilization. Where the loan has been utilized for a purpose other than the purpose for which it is granted the penal interest at the rate of 4% per annum over and above normal rate of interest be charged from the date of drawal of the loan till the principal has been recovered as such and employee shall be debarred from all kinds of loans in future.

(CAU letter NO. 34240-340 dated 19.1.82).

(ii) (a) Where partial advance has been drawn and utilised and the employee fails to submit irrevocable agreement as referred to in para A-9 (iii-b), the sanctioned amount should be recovered in lump sum alongwith 4% penal interest in addition to the normal rate of interest.

Where the irrevocable agreement has been received but the amount has not been utilized by the employee, the amount may be recovered in lump sum alongwith simple interest.

(CAU No. B. III/2048-2197 dated 25.1.85)

(iii) Any default in the repayment of interest or in payment of principal will be promptly reported by the Disbursing Officer concerned to the Comptroller who will take steps to get the default remedied.

(iv) Mis-Utilization of house building advance :

The employee who mis-utilises the house building advance is liable to refund the whole amount alongwith interest. in case where the loan has been applied by the University employee for a purpose from which there is no financial capacity to repay, then the following procedure may be adopted :-

- (a) Recovery in the case of mis-utilisation of the house building loan etc. should be made at 50% of the gross emoluments of the employees concerned.
- (b) Penal interest at 4% (or as may be prescribed from time to time) over and above the normal rate of interest should be charged from the employees concerned from the date of the drawal of loan till the entire principal has been recovered.
- (c) No second loan shall be sanctioned to the employee concerned. In any case such a request should not be entertained before the expiry of two years from the date of full recovery of the loan and the interest accrued thereon.

(CAU letter no E. 1/77/101/23102 dated 14.7.77 adopted w.e.f. 2.2.77)

(v) Utilisation of advance on speculation or in business.

For the operation of these instructions it should be necessary for Head of Deptt. to investigate thoroughly the cases of mis-utilization of loans by University employees. If, as a result of investigation, it is established that the loan was utilised by the employee concerned either in speculation or in business, the entire amount of loan should be recovered alongwith the penal interest as at iv-(b) above in lumpsum.



Where the financial position of the loanee does not (physically) permit recoveries of the entire amount in lumpsum, then the maximum amount available should be recovered and the balance be recovered by total stoppage of all emoluments due. The concession of recovery on small instalments as envisaged in para iv-(a) above shall not be extended in such cases. Further notwithstanding iv-(c) above such an employee should be permanently debarred from obtaining any further loan from University under its rules.

(CAU letter No. E. 1/77/101/23102 dated 14.7.77 adopted w.e.f 2.2.77).

*Note : All cases of mis-utilisation of loan alongwith the action taken in the context of these instructions should be reported to the Comptroller and Audit.*

*With effect from 23.8.93*

*When the amount has been utilised by the employees other than the purpose for which it is granted the penal interest (@ 10%) per annum over and above the normal rate of interest shall be charged from the date of drawal of the house building, conveyance, marriage advance till the principal amount has ben recovered and such employee shall also be debarred from all kind of loans from the University in future. This provision has further applicable to those cases also which have not been decided upto 23.8.93.*

**PART B: ADVANCES FOR PURCHASE OF  
CONVEYANCE**

B-1: FUNDS

B-2: ENTITLEMENT

B-3: SANCATIONING AUTHORITY

B-4: RELAXATION

B-5: AMENDMENTS

Provisions under para  
A-1, A-2, A-3, A-4,  
A-5 respectively ap-  
ply mutatis mutandis.

*Note: Para A-2(i) except Note 2 thereunder is not applicable  
for cycle advance.*

**B-6: MONETARY LIMITS (READ WITH NOTES 1 & 2 UNDER PARA A-6)**

Sr. No.	Category	Admissibility conditions	Limit of advances and instalments of recovery
1.	Purchase of Motor Car	Employees drawing Basic pay of Rs. 3000/- + Spl. Pay/NPA p.m. & above.	Rs. 1,25,000/- or 75% of price of car whichever is less recoverable in not more than 100 equal monthly instalments
2.	Purchase of Scooter/ Motor Cycle	Employees drawing Basic pay of Rs. 1200/- p. m. including spl. pay & above.	Rs. 15,000/- or 75% of price of vehicle whichever is less recoverable in not more than 100 equal monthly instalments
3.	Purchase of Moped	Employees drawing Basic pay of Rs. 900/- p. m. including spl. pay & above.	Rs. 7,000/- or 75% of price of vehicle whichever is less recoverable in not more than 100 equal monthly instalments
3.	Purchase of Bicycle	No pay limit	Rs. 800/- or the actual price of bicycle whichever is less recoverable in not more than 20 equal monthly instalments

## **B-7 : SANCTION, DRAWAL & UTILISATION OF ADVANCE**

- (i) Application in the prescribed proforma (Annexure-XV-A). Application form for cycle advance) for advance must be made to the competent authority through the applicant's departmental superior who will record his opinion as to the necessity for the assistance solicited and record other certificates provided in the rules. The applicant should also certify that he is unable to purchase the conveyance without the advance.
- (ii) Provision under Para A-7 (iii-c, v, vi) apply mutatis mutandis.
- (iii) The employee, who takes an advance under these rules, shall, within one month after the drawal of advance, furnish to the Disbursing Officer with a certificate giving full particulars of the conveyance purchased and shall show the cash receipt obtained for the amount actually paid, to the Disbursing Officer.

*Note-1 : The advance should be taken only after the employee has ensured that the vehicle will be made available to him within one month. The excuse of short supply of vehicles in the market should not be made a criterion for relaxation of period of one month. Amount of advance should not be drawn till the dealer has issued a certificate that the vehicle will be available within one month.*

*Note-2 : In case of delay in supply despite written assurance of the dealer, the employee should apply for extension of time limit within the permissible period of one month and seek permission for retaining advance for further period which should be specified. The authority competent to grant extension is the authority who is competent to sanction such loans.*

*(Haryana Govt. letter no 23024 dated 12.9.77).*

*Note-3 : To discourage the tendency of not purchasing the conveyance within the stipulated period of one month full amount of the advance should be refunded immediately with a penal interest of 4% or as may be prescribed from time to time over and above the normal rate of interest.*

- (iv) In case of Car, Motor-cycle/Scooter/Moped advance, it must be certified by the Head of Deptt. that possession of the conveyance will add to the efficiency of the employee in the discharge of his official duties. Advance will only be granted to such employees as are required in the course of their official duty, to do much touring to make frequent journeys at short intervals or when the saving of the time is of real importance. It will, therefore, be incumbent upon the Heads of Deptts./Officers to scrutinize the application thoroughly and give their recommendations on these points in detail. Cycle advance can, however, be granted if in the opinion of the Head of Deptt./Office, the possession of the Cycle will add to the efficiency of the employee concerned in the discharge of his official duties and he certifies to this effect.
- (v) The possession of a conveyance should not be taken by the employee until after he has received an intimation that the advance has been sanctioned to him. Where an employee has purchased or taken possession of a conveyance before he has received such intimation, the sanction of advance shall cease to be operative and money drawn must be forthwith refunded to the University.
- (vi) An employee who is on leave or is about to proceed on leave and for whom an advance has been approved, will be entitled to draw such advance while on leave in India, if he receives intimation regarding availability of conveyance.
- (vii) If the actual price of the conveyance purchased is less than the advance taken, the balance must forthwith be refunded to the University.

**B-8 : NUMBER OF LOANS**

- (i) Second advance shall not be given while any portion of the previous advance with interest accrued thereon is outstanding against the employee.

*Note : Where an employee has been sanctioned loan for any conveyance earlier, second loan shall not normally be considered until the expiry of 10 years period since last such loan. Even after 10 years period, the sanction of second loan shall be accorded with the specific permission of the Vice-Chancellor (Administrative Instruction under orders of the Vice-Chancellor vide no. B1-L&A/86/11914-12063 dated 28.4.86).*

- (ii) Quantum of advance to be granted to the University employees on the second or subsequent occasion for the purchase of motor car/scooter/motor cycle/moped shall be equal to the difference between the price of the vehicle to be purchased and the sale proceeds left over with the University employee after the repayment of earlier outstanding advance including interest, if any.

(CAUH. B. IV. (Misc.) 75/17265-355 dt. 6.10.75).

- (iii) The number of advances to be allowed to an employee during the whole of his service for purchase of cycle should be four. However, after an advance has been sanctioned to an employee for the said purpose, the second advance for purchase of cycle will not be admissible to him before the expiry of 5 years of the grant of the first advance.

(Circular no. B. V. /77/19656-665 dt. 23.8.77).

**B-9 : MORTGAGE BOND, AGREEMENT BOND, SURETY BOND, INSURANCE ETC.**

- (i) The employee drawing advance for purchase of Car/Motor Cycle/Scooter/Moped shall be required to execute a mort-

gage bond in the form given at Annexure-V alongwith an agreement form given at Annexure VI. Mortgage bonds are not required to be got registered from Revenue Authorities.

- (ii) Hypothecation of vehicle : For vehicle which are purchased with the loan advanced by the University, an entry in the certificate of Registration regarding purchase of vehicle with the loan advance by the University and its hypothecation in name of the Vice-Chancellor of HAU should be made in the registration so that the vehicle could not be transferred in the name of other person except with the written consent of competent authority.

(CAU letter No. CAUH/A. III/82/11980-12210 dt. 5.4.82).

*Note 1. Mortgage deed in respect of cycle purchased with the advance obtained from the University will not be necessary.*

*(CAU Letter no CAUH.B.I./73/9193-9292 dt. 7.5.73).*

*Note 2. As per provisions, of note under paras A-9 (V).*

- (iii) Insurance: While any amount remains to be paid to the University, the vehicle (except bicycle) must be insured by the employee against fire, theft or accident i.e. it should be comprehensive Insurance and not merely the Insurance covering third party risk. The amount for which the conveyance is insured during any period should not be less than outstanding balance of the advance with interest accrued at the beginning of that period. The insurance should be renewed from time to time till the amount due is completely repaid. If the amount of the insurance is less than the balance of the advance plus interest, the difference will be recovered from the employee in reasonable instalments. If the vehicle is not insured at any time, the University will get it insured at the cost of the employee. The premium so paid will be added to the amount recover-

able from the employee alongwith interest at the prevalent rates. For this purpose insurance policy shall be examined once every year. The employee will have to write a letter to the Insurance Company stating that the University had an interest in the policy. This letter will be written in the form given at Annexure-II.A

(iv) Surety Bond : As per para A-9(iv)

(v) Release of Mortgage Bond : As per para A-9 (vi)

(vi) Safe custody of Bonds etc. : As per para A-9 (viii)

(vii) Authorities to accept Bonds etc. : As per para 9(ix)

#### **B-10 : Recoveries**

(a) Provision under para A-10(i), (iii), (iv), (v), (vi), (vii), (viii), (x), (xii), (xiii), (xiv) and (xv) apply mutatis mutandis.

(b) Recovery of amount advanced will start from the first pay/leave salary drawn after the drawal of the advance and shall continue irrespective of the fact that the employee has proceeded on leave or has been put under suspension.

#### **B-11 : Waiving off Recoveries**

As per para A-11.

#### **B-12 : Default**

Provisions under para A-13 (i), (iii), (iv) and (v) and note thereunder apply mutatis mutandis.

#### **B-13 : Sale/Disposal of Conveyance**

The conveyance purchased with the advance will be considered to be property of the University till the advance with interest accrued thereon is repaid. The conveyance



will not be sold or disposed off in any other manner without prior permission of the authority who sanctions the advance. The university dues shall first be recovered out of sale proceeds.

## **PART C : ADVANCES FOR CHILDREN'S MARRIAGE**

**C-1 :** The rules for grant of advances for Children's marriage and recovery thereof would be the same as issued by the State Govt. from time to time with such modifications as may be approved by the competent authority.

### **C-2 : Eligibility**

- (i) University employees except (ii) below, who have rendered at least five years service and are likely to continue till the period normally expected for repayment of advance, alongwith interest, will be eligible for such advances.
- (ii) Class-I and Class II officers are not eligible.
- (iii) The official getting the advance should give surety of another University employee with atleast five years service in the proforma given in Annexure-XVI-B.
- (iv) **Sister's Marriage**
  1. The advance for the marriage of sister will only be granted if the applicant is eldest Govt. employee and the girl is wholly solely dependent upon him.
  2. The employee shall have to produce an affidavit on non-judicial paper on Rs. 3/- to the effect that he is the eldest Govt. employee in the family and the sister for whose marriage loan is being obtained is wholly solely dependent upon him and financial condition of the parents is such that they cannot perform marriage by themselves.
  3. The applicant will submit the proof of actual date of birth of his sister.

(CAU letter No. CAUH. 95/B-1/(30)/1753-1850 dated 18.1.96)

*Note 1. To make sure that the sister of the employee is wholly solely dependent on the employee. The Head of*

*Department should furnish a certificate to this effect after satisfying himself in this behalf.*

**Note-2** *Regarding acceptance of proof of age of sister of University employee seeking advance for celebration of her marriage, the following documents shall be accepted for the purpose :*

- (a) Attested copy of School Leaving Certificate.
- (b) Registration of Birth Certificate in Form as prescribed under the Haryana Registration of Birth and Death Rules, 1972.
- (c) Birth Certificate as per record of Chowkidar/panchayat of the village specifically indicating the Sr. No. and date of entry in the relevant register duly attested by the C.M.O concerned of the district.

(CAUH.B.III/84/HBL/29388-537 dated 4.12.84).

- (v) Female Employee's self marriage

Where either of the parents of the female employee, who applies for loan for self-marriage happen to be in University service, the marriage loan will be admissible either to the female employees or to either one of her parents.

(CAUH.B.III/82/29310-410 dated 17.8.82).

- (vi) Son's/daughter's/sister's Marriage

The age of the boy/girl to be married should more than 21 years/18 years and supported by the documentary evidence as the case may be.

(CAU No. 32407-556 dt. 29.11.85).

The Head of Departments are advised to insist on the applicant for furnishing of birth certificate of the child sought to be married. In the absence of any reasonable documents the case may not be forwarded to Comptroller.

(Letter No. CAUH.B.1/93/(30)/16109-285 dated 8.9.93)

**Note :** Any of the following documents shall be required to be produced :-

- (i) Attested copy of school leaving certificate.
- (ii) In case boy/girl is illiterate then :
  - (a) Registration of birth certificate as prescribed in form of birth and death rules 1972, or
  - (b) An affidavit on non-judicial paper worth Rs. 3/-

(CAU's letter no. 32105-32 dated 9.11.78).

- (vii) No advance shall be considered before 3 months of the anticipated date of the marriage.
- (viii) No application shall be entertained from University employee under suspension and no advance shall be sanctioned or disbursed to an employee under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from service.
- (ix) If husband and wife both are University/Govt. servants the advance shall be admissible to one of them only.
- (x) Preference will be given to inter-caste marriage (CAU memo. no. CAUH. B-1/93/30/16109-285 dt. 8.9.93)

### **C-3: ENTITLEMENT**

- (i) Marriage of Employee's son 10 Months pay or Rs. 5000/- which ever is less.
- (ii) Marriage of Employee's Daughter/dependent sister. 10 Months pay or Rs. 7500/- which ever is less subject to maximum ceiling of Rs. 10000/-
- (iii) Female employee's self-marriage. -do-

#### **C-4: NUMBER OF ADVANCES**

- (i) The second advance i.e. for other Son/daughter/dependent sister limited to 10 months pay or Rs. 7500/- whichever is less may be allowed subject to the condition that the balance of first advance and the amount sanctioned for the second advance do not exceed Rs. 10000/-

(CAU letter no. 31485-685 dated 24.12.87).

- (ii) The number of advances to be allowed to the University employee during the whole of his service should be restricted to two i.e. real/legally adopted children and dependent sister during the whole of his service.

#### **C-5: APPLICATION**

- (i) An application for an advance shall be made in the prescribed form (Annexure XVII) together with an agreement in the prescribed form (Annexure-XVI) through proper channel.
- (ii) The official getting the advance would be required to give option that in the event of non-payment of advance, alongwith interest, due to any reason, recovery may be made out of his share of CPF/GPF.
- (iii) The head of Department should inter-alia give the following certificate :-

“The Department is satisfied about the bonafides of the loan sanctioned and a certificate about bonafide utilisation would be obtained from the loanee and placed in the concerned loan file for scrutiny of Audit as and when required by the latter.”

#### **C-6: DRAWAL OF ADVANCE**

- (i) After the earmarking of funds by the Comptroller, sanction to the drawal of advance will be issued by the Head of

Department concerned.

- (ii) The loan may be drawn and disbursed within three months of the date of marriage and in case the department/office is unable to draw and disburse the loan within three months of the date of the marriage the funds shall be considered to have been surrendered.

(CAUH. B-1/31485-685 dated 24.12.87).

- (iii) No ex-post-facto sanction will be given in any case (CAUH. B-1/93/30/16109-285 dt. 8.9.93).

- (iv) Provisions under para A-7 (iii-c), (v), and (vi) apply mutatis mutandis.

### **C-7 : RECOVERY**

- (i) The principal of the loan shall be recoverable in 70\* monthly instalments in all cases of Class-III and class-IV employees. The recovery shall be regulated in such a manner that the advance, together with the interest thereon, is fully recovered from the pay of the employee before his/her retirement. The recoveries shall be effected from the pay or leave salary bill of the employee by compulsory deduction, irrespective of the fact whether the employee is on duty or on leave. The recovery shall be effected from the third month after the advance is sanctioned or one month after the marriage is celebrated, whichever is earlier. No extension of time for commencement of recovery will be granted.
- (ii) In case an employee, who has drawn advance dies before the repayment is completed, the outstanding balance and the interest due shall be first charge on the Death-cum-Retirement Gratuity payable to the legal heir of the borrower as stipulated in the agreement.
- (iii) If the advance received is not utilised for the purpose for

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\* (CAUH.B-1/93/30/16109-285 dt. 8.9.93)

which it has been sanctioned within three months from the date of sanction it shall be refunded in lump-sum together with the interest due thereon. No extension of time for utilisation of the advance will be granted.

- (iv) Interest : The advance shall bear interest at the rate circulated from time to time.
- (v) The account of advance and recovery thereof shall be maintained in the prescribed form applicable in the case of loan and advance for construction of house.

#### **C-8 : WRITE OFF**

As per provisions under para A-11.

#### **C-9 : UTILISATION CERTIFICATE**

The utilisation certificate is to be furnished by the employee to the Head of Department within one month of celebration of marriage in the proforma given in Annexure- XVI-A. The head of Deptt. will ensure compliance of these instructions.

#### **C-10 : RELAXATIONS**

The same as per para A-4.

#### **C-11 : AMENDMENTS**

The same as per para A-5.

#### **C-12 : MISUTILISATION OF ADVANCE**

The same as para A-13 (iv)

#### **C-13 : OTHER ISSUES**

Subject to the provisions contained in these rules the other issues shall be decided, keeping in view the provisions contained on the rules governing loans & advance for construction of house/purchase of conveyance.

**ANNEXURE-I**  
**SURETY BOND**

(Referred to in Rule A-9. iv )

This deed is made on the .....day of  
.....between.....son of  
.....caste..... and resident of  
.....(herein referred to as the surety) of the one  
part and the Haryana Agricultural University (hereinafer re-  
ferred to as the University) of the other part.

Whereas a loan of Rs.....has been granted to  
..... son of .....caste.....and resident  
of..... (hereinafter referred to as the Borrower) on  
the terms and conditions contained in the mortgage deed  
dated .....subject to Borrower furnishing an employee  
of higher status as Surety to guarantee the due performance and  
observance by him of the conditions hereinafter appearing

Now this deed witnesses and parties hereto hereby agree as  
follows :-

1. In pursuance of the said agreement, and in consideration of  
the sum of Rs. .... advanced by the Univer-  
sity to the Borrower as loan, the surety hereby agrees that  
the Brrower shall duly, faithfully and punctually perform  
all the conditions set out in the mortgage deed 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 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 principal and interest under the said agreement and/or the mortgage deed.

2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of surety shall not be affected by the University granting time or any other indulgence to the Borrower.
3. The university shall be entitled to deduct from the pay, travelling allowance or any other sum which may be or become payable by the University to 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

Witness:

Signatures of the Surety.....

Designation of the Surety

Signed by .....

for & on behalf of the H.A.U.

**ANNEXURE- II**

**(Referred to in Rule B-9.iii)**

Letter intimating to the Insurance Company the Vice-Chancellor, CCS Haryana Agricultural University's interest in insurance policies of Motor Cars etc.

From .....

To .....

(Through the Comptroller, HAU, Hisar)

Dear Sir,

I beg to inform you that the Vice-Chancellor, CCSHAU, Hisar is interested in the Motor Car/Motor Cycle/Scooter Insurance policy No..... secured in your company and to request that you will kindly make a note of the fact in the records of the Company.

Yours faithfully,

Place

Date

Forwarded. The receipt of the letter may kindly be acknowledged. It is also requested that the undersigned may kindly be informed whenever any claim is paid under the policy and also if the premium is not paid periodically for renewal.

Comptroller  
CCS Haryana Agril. University  
Hisar

Place

Date

## ANNEXURE- III

(Referred to in Rule A-10. vii & xiv)

From

The Comptroller,  
Haryana Agril. University,  
Hisar.

To

All Deans/Directors/Heads of Deptts./Offices,  
(Including out-station),  
HAU, Hisar  
Memo No. CAUH.B. III/HBL-4/89/617-816  
Dated : 6.1.1989.

**Subject :** Maintenance of accounts of advances given by HAU to employees out of 'Loans & Advances' Scheme-working out interest.

Reference this office Memo No. CAUH. B-III/86/6200-6349 dated 15.3.86 vide which proforma and check register formula for working out of interest recoverable on loans were circulated.

2. Requests are being received in this office for working out the interest on loans and also the method by which it is to be calculated. In this behalf it is clarified that the interest is required to be worked out and recovered by the concerned Drawing & Disbursing Officer. However, a solved example of calculation of interest for the guidance of the concerned dealing hands, is given as under :-

Suppose Mr. 'A' has taken a loan of Rs. 10,000/- for construction of house on 18.3.86 and is refunding the same at the rate of Rs. 200/- p.m. w.e.f pay for 4/86 paid in 5/86. Rate of interest is 9% per annum. Interest on this loan will be worked out for 1985-86, 1986-87 and 1987-88 as per

**Annexure 'A', 'B' & 'C'.**

3. It is requested that interest on loan may be worked out as per detailed procedure mentioned in the enclosed Annexures.
4. It is again clarified that the interest on loans is chargeable from the month of actual drawal of advance.

**Sd/-**

**Assistant Comptroller(Budget)  
For Comptroller**

**Endst. No. CAUH.B.III/HBL-4/89/816-A      Dated : 6.1.1989**

**Copy is forwarded to AC (I). He may may please ensure that interest is calculated as mentioned above.**

**Sd/-**

**Assistant Comptroller (Budget)  
For Comptroller**

**CC:**

1. **Assistant Examiner, HAU, Hisar**
2. **All ACs/SVO/Supdt./Dy. Supdt/All Budget Assistants/  
Steno to Dy. CAU & PA to CAU.**

## ANNEXURE -A

### Check register for Recovery of Loans & Advances other than CPF advance

1. Name of the employee : Mr. 'A'
2. Designation : Lab. Technician
3. Office : Dean, C.O.V.S.
4. Amount of loan/advances sanctioned Rs. 10,000/-
5. Date of drawal of loan/advance. 18.3.1986.
6. Purpose : Construction of house.
7. Number of instalment of recoveries : 50
8. Amount of monthly instalment Rs. 200/-
9. Statement of recovery

Month (1985-86)	Opening Balance (Principal)	Amount Recovered	Closing Balance (Principal)	Initials of D & DO
1. April	—	—	—	
2. May	—	—	—	
3. June	—	—	—	
4. July	—	—	—	
5. August	—	—	—	
6. September	—	—	—	
7. October	—	—	—	
8. November	—	—	—	
9. December	—	—	—	
10. January	—	—	—	
11. February	—	—	—	
12. March	10,000		10,000	
<b>Total</b>	10,000		10,000	

10. Interest (Please see Note-2 Below)

(a) Opening Balance :	Rs. nil
(b) During the Year :	Rs. 75/-
(c) Total upto date interest :	Rs. 75/-

*Note 1. Interest to be recovered after recovery of principal amount as per rules or such instructions as may be issued from time to time.*

*Note 2. Interest is to be worked out at the end of the year as under :*

$$\text{Interest} = \frac{\text{Total sum of opening balance of each month} \times \text{Rate of interest}}{12 \times 100}$$

$$\text{i. e. } \frac{10000 \times 9}{12 \times 100} = \text{Rs. 75/-}$$

## ANNEXURE-B

### Check Register of Recovery of Loans and Advances other than CPF advance

1. Name of the employee : .....
2. Designation : .....
3. Office : .....
4. Amount of loan/advance sanctioned : .....
5. Date of drawal of loan/advance. ....
6. Purpose .....
7. Number of instalment of recoveries : .....
8. Amount of monthly instalment .....
9. Statement of recovery

Month (1985-86)	Opening Balance (Principal)	Amount Recovered	Closing Balance (Principal)	Initials of D & DO
1. April	10,000	200	9,800	
2. May	9,800	200	9,600	
3. June	9,600	200	9,400	
4. July	9,400	200	9,200	
5. August	9,200	200	9,000	
6. September	9,000	200	8,800	
7. October	8,800	200	8,600	
8. November	8,600	200	8,400	
9. December	8,400	200	8,200	
10. January	8,200	200	8,000	
11. February	8,000	200	7,800	
12. March	7,800	200	7,600	
Total	1,06,800			

10. Interest (please see Note-2 Below)

(a) Opening balance	Rs. 75/-
(b) During the year	Rs. 801/-
(c) Total upto date interest	Rs. 876/-

*Note 1 : Interest is to be recovered after recovery of principal amount as per rules or such instructions as may be issued from time to time*

*Note-2 : Interest is to be worked out at the end of the year as under :*

$$\text{Interest} = \frac{\text{Sum total of opening balance of each month} \times \text{Rate of interest}}{12 \times 100}$$

$$\text{i. e. } \frac{1,06,800 \times 9}{12 \times 100} = \text{Rs. 801}$$



## ANNEXURE-C

### Check Register of Recovery of Loans and Advances other than CPF advance

1. Name of the employee : .....
2. Designation : .....
3. Office : .....
4. Amount of loan/advance sanctioned :.....
5. Date of drawal of loan/advance: .....
6. Purpose .....
7. Number of instalment of recoveries :.....
8. Amount of monthly instalment .....
9. **Statement of recovery**

	Month (1985-86)	Opening Balance (Principal)	Amount Recovered	Closing Balance (Principal)	Initials of D & DO
1.	April	7,600	200	7,400	
2.	May	7,400	200	7,200	
3.	June	7,200	200	7,000	
4.	July	7,000	200	6,800	
5.	August	6,800	200	6,600	
6.	September	6,600	200	6,400	
7.	October	6,400	200	6,200	
8.	November	6,200	200	6,000	
9.	December	6,000	200	5,800	
10.	January	5,800	200	5,600	
11.	February	5,600	200	5,400	
12.	March	5,400	200	5200	
	<b>Total</b>	<b>78,000</b>			

**10. Interest (please see Note-2 Below)**

(a) Opening balance	Rs. 876/-
(b) During the year	Rs. 585/-
(c) Total upto date interest	Rs. 1461/-

**Note-1 :** Interest is to be recovered after recovery of principal amount as per rules or such instructions as may be issued from time to time

**Note-2 :** Interest is to be worked out at the end of the year as under :

$$\text{Interest} = \frac{\text{Sum total of opening balance of each month} \times \text{Rate of interest}}{12 \times 100}$$

$$\text{i. e. } \frac{78,000 \times 9}{12 \times 100} = \text{Rs. 585}$$

**ANNEXURE- IV**

**( Referred to in Rule A-9 (ii) and A-9 (iii) )**

**Mortgage Deed for House Building Advance**

This indenture made the .....day of .....one thousand nine hundred and .....Between ..... of ..... an employee.....(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, Haryana Agri. Universtiy, Hisar (hereinafter referred to as the mortgagee which term shall where the context so admits include his successors and assigns) of the other part.

Whereas the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land hereditaments and premises hereinafter described and expressed to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditaments).

And whereas the mortgagor has applied to the mortgagee 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 HAU grant of advances to HAU employees Rules 1971(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 that is to say the sum of Rs.....on or before the execution of these presents and the balance (unless and untill the power of sale applicable hereto shall have become exercisable) by equal instalments payable monthly the first of such instalments to be payable on the ..... day of .....

Now this indenture witnesseth that in pursuance of the said agreement and in consideration of the sum of Rs. .... paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) for the purpose of enabling the mortgagor to defray the herebefore recited expenses the mortgagor hereby covenants with the

mortgagee to repay to the mortgagee the said sum of Rs. ....(and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited 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 unto 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-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenances to the said hereditaments or any of them belonging to hold the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to be use of the mortgagee 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 instalments of the salary of the mortgagor as in the said rules mentioned 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-cover, re-transfer or reassure the said hereditaments unto and to the use of the mortgagor or as he may direct and it is hereby agreed and declared that if there shall be any breach by the mortgagor on 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 of 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 Publication or by private contract with power to 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 mortgagee shall think fit and it is hereby declared that the receipt of the mortgagee for the purchase

money of the premises sold or any part thereof shall effectually discharge the purchaser 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 toward 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 he 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, has hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)

in the presence of

1st Witness

2nd Witness

Address

Address

Occupation

Occupation

(The deed should be registered)

Note :- There must be two witnesses to be a mortgage.

**ANNEXURE - V**

**(Referred to in Rule B-9(i))**

**Mortgage bond for Motor Car/Motor Cycle/Scooter/  
Moped Advance**

This indenture made this .....day of .....  
one thousand nine hundred and ..... between .....  
therein after called "the Borrower" of the one part and the Vice-  
Chancellor, HAU, Hisar (thereafter "The Vice-Chancellor" of the  
other part).

Whereas the Borrower has applied/applied for and has been  
granted an advance of Rs..... to purchase a Motor Car/  
Motor Cycle/Scooter/Moped on the terms contained in the HAU  
grant of Advance Rules 1971 (thereinafter referred to as "the said  
Rules" which expression shall include an amendment thereof or  
addition thereto for the time being in force) and whereas one of the  
conditions upon which the said advance has been/was granted the  
said to the Borrower is /was that the Borrower will/would hypothecate  
the said Motor Car/Motor Cycle/Scooter/Moped to the Vice-  
Chancellor as security for the amount lent to the Borrower and  
whereas the Borrower has purchased with or partly with the amount  
so advance as aforesaid the Motor Car/Motor Cycle/Scooter/Moped  
particulars where-of are set out in the Schedule hereunder written.

Now this indenture witnesseth that in pursuance of the said  
agreement and for the consideration aforesaid the Borrower doth  
hereby covenant to pay to the Vice-Chancellor the sum of Rs.  
.....aforesaid or the balance thereof remaining unpaid at  
the date of these presents by equal payments of Rs. ....each on the  
first day of every month and will pay interest on the sum for the time  
being remaining due owing calculated according to the said rule and  
Borrower doth agree that such payments may be recovered by  
monthly deduction from his salary in the manner provided by the said  
Rules and in further pursuance of the said agreement the Borrower  
doth hereby assign and transfer onto the Vice-Chancellor the Motor  
Car/Motor Cycle/Scooter/Moped the particulars whereof are set out  
in the Schedule here upto written ..... by way of security for the  
said advance and the interest thereon as required by the said Rules.

And the Borrower doth hereby agree and declare that he has paid in full the purchase price of said Motor Car/Motor Cycle/Scooter/Moped and that the same is his absolute property and that he has not pledged and so long any money remain payable to the Vice-Chancellor in respect of the said advance will not sell/pledge or part with the property in or possession of the said Motor Car/Motor Cycle/Scooter/Moped provided always and it is hereby agreed and declared that if any of the said instalments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after same are due or if the Borrower shall die or at any time cease to be in the service of the Vice-Chancellor or if the Borrower shall sell or pledge or part with the property in or possession of the said Motor Car/Motor Cycle/Scooter/Moped or become insolvent or make any composition or arrangement with his creditor or if any person shall take proceedings in execution of any decree or judgement against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable and it is hereby agreed and declared that the Vice-Chancellor may on the happening of any of the events hereinbefore mentioned seize and take possession of said Motor Car/Motor Cycle/Scooter/Moped and either remain in possession thereof without removing the same or else may remove and sell the said Motor Car/Motor Cycle/Scooter/Moped either by public auction or private contract and may out of the sale moneys retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs charges, expenses and payments properly incurred or made in maintaining, defending or realising his rights hereunder and shall pay over the surplus, if any, to the Borrower, his executors, administrators or personal representatives provided further that the aforesaid power of taking possession or selling of the said Motor Car/Motor Cycle/Scooter/Moped shall not prejudice the right of the Vice-Chancellor to sue the Borrower or his personal representatives for the said balance remaining due and interests or in the case of Motor Car/Motor Cycle/Scooter/Moped being sold the amount by which the net sale proceeds fall short of the amount owing and the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the Vice-Chancellor he, the Borrower will insure and keep insured the said Motor Car/Motor Cycle/Scooter/Moped against loss or damage by fire, theft, or accident with an Insurance Company to be approved by the Comptroller, HAU, Hisar and will produce evidence to the satisfaction of the Comptroller, HAU, that the Motor

Insurance Company with whom said Motor Car/Motor Cycle/ Scooter/Moped insured have received notice that the Vice-Chancellor is interested in the policy and the Borrower hereby further agrees that he will not permit or suffer the said Motor Car/Motor Cycle/ Scooter/Moped to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and further that in the event of any damage or accident happening to the said Motor Car/Motor Cycle/Scooter/Moped the Borrower will forthwith have the same repaired and made good.

In witness whereof the said(Borrower) has hereunder to set his hand day and the year first above written.

### THE SCHEDULE

Description of Motor Car/Motor Cycle/Scooter/Moped

Maker's Name

Description

No. of Cylinders

Engine No.

Chesis No.

Cost price

Signed by the Borrower in the presence of .....



## ANNEXURE - VI

(Referred to in Rule B-9(i))

### Agreement to be executed when drawing an advance for the purchase of a Motor Car/Motor Cycle/Scooter/Moped

An agreement made .....day of .....one thousand nine hundred and .....between..... of .....(herein after called the Borrower, which expression shall include his legal representatives and assigns) of the one part and the Vice-Chancellor, HAU (hereinafter called the Vice-Chancellor of the other part whereas the Borrower has under the provisions of the HAU grant of Advance Rules 1971(hereinafter referred to as the said Rules which expression shall include any amendments thereof for the time being in force) applied to the Vice-Chancellor for loan of Rs..... for the purchase of Motor Car/Motor Cycle/Scooter/Moped and the Vice-Chancellor has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained now it is hereby agreed between the parties hereto that in consideration of the sum of Rs..... paid by the Vice-Chancellor to the Borrower (the receipt of which the Borrower hereby acknowledges the Borrower hereby agrees with the V.C. (I) pay the V. C. the said amount with interest calculated according to the said Rules by monthly deduction from his salary as provided for by the said Rules and hereby authorises the Vice-Chancellor to make such deductions (2) within one month from the date of these presents to expend the amount of the said loan in the purchase of a Motor Car/Motor Cycle/Scooter/Moped or if the actual price paid is less than the loan to repay the difference to the Vice-Chancellor forthwith and (3) to execute a document hypothecating the said Motor Car/Motor Cycle/Scooter/Moped to the Vice-Chancellor as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Rules and it is hereby lastly agreed and declared that if the Motor Car/Motor Cycle/Scooter/Moped has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of University or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In witness whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said in the presence of \_\_\_\_\_

## ANNEXURE - VII

(Referred to in Rule A-9 (vi))

### Re-conveyance for House Building Advances

This indenture made the..... day of .....  
19 .... between the Vice-Chancellor, Haryana Agricultural University (hereinafter called the V.C.) of the one part and ..... an employee of HAU (hereinafter called the mortgagor) of the other part is supplemental to an Indenture of mortgage, dated the ..... day of ..... of 19 ..... and made between the mortgagor of the one part and the Vice-Chancellor of the other part and registered at ..... in Block..... Volume ..... pages ..... to ..... as No ..... for ..... (hereinafter called the Principal Indenture) whereas all moneys dues and owing on the security of the Principal Indenture have been fully paid and 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 witnesseth that in pursuance of the said agreement and in consideration of the premises the Vice-Chancellor doth hereby grant assign and recover 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 assured of which nor are by any means vested in the Vice-Chancellor subject to redemption under or by virtue of the Principal Indenture with their rights easements 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 hold the premises herein before expressed to be hereby granted assigned and reconveyed unto and to the use of the mortgagor, his heirs, executors, administrators, and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions, suits, accounts, claims and demand for or in respect of the said moneys or any part thereof or, for or in respect of the Principal Indenture or of anything relating to the premises and the Vice-Chancellor hereby covenants with the mortgagor, his heirs, execu-

tors, 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 part thereof are, is or can be impeached, encumbered or affected in title estate or otherwise whosoever in witness whereof the parties hereto have hereunto set their hands and seal the day and year first above written.

Signed sealed and delivered by.....

for and on behalf of the Vice-Chancellor of

the HAU in the presence of .....

## **ANNEXURE -VIII**

**(Referred to in Rule A-9(v))**

### **AGREEMENT FORM**

An agreement to be executed by Univerity Employee at the time of or before drawing Advances for the Purchase of land and/or construction of house for adjustment of the balance of advances outstanding at the time of retirement against the Death-cum-Retirement Gratuity.

An agreement made on ..... day of .....  
One thousand Nine hundred and .....between  
..... of .....(hereinafter called 'the Bor-  
rower', which expression shall include his legal representative  
and assigns) of the one part and the Vice-Chancellor of HAU  
(hereinafter called VC which expression shall include his suc-  
cessors and assigns) of the other part. Whereas the Borrower  
has agreed to purchase/has purchased for the purpose of erect-  
ing a house thereon the piece of land situated in State  
..... in the registration district of ..... in  
Tehsil ..... thana ..... contain-  
ing..... more or less and bounded on the north by  
.....and on the south by ..... on the east by  
..... and on the west by .....(hereinafter re-  
ferred to the said land) for the sum of rupees..... And  
whereas the Borrower has, under the provision of the HAU  
Rules of 1971 regarding Loans and Advances, as amended from  
time to time, applied to the VC for loan of Rupees .....  
And whereas it is permissible under the provisions of the  
aforementioned rules hereinafter referred to as the said rules  
which expression shall include any amendment thereof for the  
time being in force, that the last instalment of loan together with  
the interest accrued thereon will be recovered from the gratuity  
payable to him at the time of retirement or to the members of his  
family after his death under clause 10 of the Statutes given in  
Chapter VI for this purpose, the University Employees con-  
cerned shall execute an agreement to this effect and modify the

nomination, if any, for payment of gratuity 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 authorises to VC to extinguish the last instalment 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 thereof the borrower has hereunto set his hand the day and year first, before written.

Signed by the said borrower.....  
in the presence of witnesses :-

(I) Witness .....

(II) Witness .....

## ANNEXURE- IX

(Referred to in Rule A-9(i) and (iii))

### Agreement to be executed at the time of drawing an advance for the purchase of land on which to construct a house

An agreement made on ..... day of .....  
One thousand Nine hundred and .....between  
..... of .....(hereinafter called 'the Bor-  
rower', which expression shall include his legal representative  
and assigns) of the one part and the VICE-CHANCELLOR OF  
HAU HISAR (hereinafter called the VICE-CHANCELLOR of  
the other part. WHEREAS the borrower has agreed to purchase  
for the purpose of erecting a house thereon the piece of land  
situated in ..... in the registration district ..... of  
Sub district ..... thana ..... containing .....  
more or less and bounded on the north by ..... on the  
south by ..... on the east by ..... and on the west  
by ..... for the sum of Rupees ..... AND  
WHEREAS the borrower has under the provisions of the HAU  
Grant of Advances to the Employees Rules 1971( hereinafter  
referred to as the said Rules which expressions shall include any  
amendments thereof for the time being in force) applied to the  
Vice-Chancellor for a loan of Rs. .... to enable him to  
purchase the said piece of land and the Vice-Chancellor has  
agreed to lend the said sum of Rupees..... to the Bor-  
rower on the terms and conditions hereinafter contained. Now  
IT IS HEREBY AGREED between the parties hereto that in  
consideration of the sum of Rupees ..... paid by the  
Vice-Chancellor to the Borrower (the receipt of which the  
Borrower hereby acknowledges) the Borrower hereby agrees  
with the Vice-Chancellor (1) to repay the Vice-Chancellor the  
said amount with interest calculated according to the said Rules  
by monthly deductions from his salary as provided for by the  
said Rules and hereby authorised the Vice-Chancellor to make  
such deductions and (2) within one month from the date of these  
presents to expend the full amount of the said loan in the  
purchase of the said piece of land. If the actual price paid is less

than the loan, to repay the difference to the Vice-Chancellor forthwith and (3) to execute a document mortgaging the said piece of land and the house to be erected thereon to the Vice-Chancellor as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Rules AND IT IS HEREBY FURTHER AGREED that the Borrower shall immediately, he has purchased the said piece of land commence and erect thereon a suitable residence for his own use AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the said piece of land has not been purchased and mortgaged as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of HAU or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the borrower has hereunto set his hand the day and year first before written.

SIGNED by the said mortgagor in the presence of

1st Witness  
Address  
Occupation

2nd Witness  
Address  
Occupation

(The bond should be registered)

## ANNEXURE- X

(Referred to in Rule A-9.i)

### **Mortgage Deed to be executed in connection with an advance for the purchase of land on which to construct a house**

This INDENTURE made the ..... day of ..... one Thousand Nine Hundred and ..... BETWEEN ..... of ..... an employee of Haryana Agricultural University (hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and the Vice-Chancellor of HAU, Hisar hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part.

WHEREAS by an Agreement dated the ..... day of ..... 19.....and made between the mortgagor of the one part and the mortgagee of the other part the mortgagee advanced and lent to the mortgagor the sum of Rupees ..... for the purpose of purchasing the piece of land hereinafter described and intended to be hereby transferred and assured and as security for such loan the mortgagor agreed to execute a mortgage in favour of the mortgagee in the form of these presents AND WHEREAS the mortgagor on the .....day of .....19 .....duly purchased the said piece of land and is now absolutely seized and possessed of or otherwise well entitled to the said piece of land AND WHEREAS the mortgagor has applied to the mortgagee for a further advance of the sum of Rs. .... for the purpose of enabling him to defray the expenses of erecting on the said piece of land a suitable residence for his own use AND WHEREAS under the provisions contained in the HAU grant of Advances Rules 1971 (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 and shall be deemed to form part of these presents the mortgagee has



agreed to advance to the mortgagor the said further sum of Rupees .....payable as follow that is to say the sum of Rupees..... on or before the execution of these presents and the balance (unless and untill the power of sale applicable hereto shall have become exercisable) by ..... equal instalments payable quarterly the first of such instalments to be payable on the day of.

NOW THIS INDENTURE WITNESSTH that in consideration of the said advances of Rupees ..... and Rupees ..... making a total of Rupees ..... so advanced as aforesaid and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay the mortgagee the said sum of Rupees.....( and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the herein before recited 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

(To be deleted if the payment is not to be made by instalments.)

AND THE INDENTURE SO WITNESSTH that for the consideration aforesaid the mortgagor doth hereby transfer, assign and assure unto the mortgagee ALL THAT piece of land situated in the Registration District of ..... Sub District ..... Thana ..... containing .....more or less and bounded on the north by ..... on the south by ..... on the east by ..... and the west by ..... together with the dwelling house and the out offices, stables, cook-room and outbuildings and all kinds used or intended to be used with the said dwelling house(erected or hereinafter to be erected on the said piece of land) together with all rights easements and appurtenances to be same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land (hereinafter referred to as the said premises) unto and to the use of the mortgagee absolutely subject to the proviso for redemption

hereinafter contained PROVIDED ALWAYS that if and as the advances of Rupees ..... (and of such further sums as may have been paid as aforesaid) made upon the security of these presents and interest thereon calculated according to the said rules shall have been repaid by the deduction of monthly instalments or the salary of the mortgagor as in the said Rules mentioned or by any other means whatsoever then and in such case the mortgagor will upon the request and at the cost of the mortgagor reconvey, retransfer, or reassure the said premises upto and to the use of the mortgagor hereby covenants with the mortgagee that he the mortgagor now hath good right to transfer the said premises unto the mortgagee free from encumbrances AND FURTHER THAT he the mortgagor and all other persons having or lawfully claiming any estate or interest in the said premises or any part thereof shall and will from time to time and at all times hereafter at his or their own cost do and execute or cause to be done and executed all such acts, deeds and things for further and more perfectly assuring the said premises unto the mortgagee in manner aforesaid as shall or may be reasonably required PROVIDED ALWAYS 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 quits the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings standing thereon or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND IT IS HEREBY DECLARED that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchase of purchasers therefrom AND IT IS HEREBY DECLARED that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising

from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security 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 DECLARED that no lease made by the mortgagor of the said premises to any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing

IN WITNESS whereof the mortgagor has hereunto set his hand the day and year first above written

SIGNED BY the said(mortgagor)

In the presence of

1st Witness

Address

Occupation

2nd Witness

Address

Occupation

(The bond should be registered)

## ANNEXURE- XI

(Referred to in Rule A-9.viii)

Register of bonds executed by the Employee for obtaining Loans for construction/ purchase of house/  
cars/Scooters and for marriages

Name of Department :

Sr. No.	Name & designation of the executor of bond	Date of execution of bond	Amount of loan	Purpose for which loan granted	Dated initials of the HOD	Date on which recovery alongwith interest of loan has been completed	Date of release of bond	Dated initials of the HOD
1	2	3	4	5	6	7	8	9

## ANNEXURE- XII

(Referred to in Rule A-10.vii)

### Rate of Interest for house building loans/conveyance loans/marriage loans for different years as per Haryana Government instructions

#### A. Penal Interest

@ 4%(CAUH.B. III/82/34240-340 dt 19.10.82)

@ 10% w.e.f. 23.8.93 (CAUH-BIV/94/HBL-IV/16051-200 dt. 21.10.94)

#### B. Incentive

The rate of interest on House Building Advance to be charged from the employees who volunteer for sterilization will be half percent less than normal rate of interest (as per circular issued vide no CAUH.E.1.83/12350-449 dated 1.7.83 as at Annexure XIII).

#### C. Normal Interest

Sr. No.	Year	Rate of Interest	Letter No. & Date
1.	1977-78	8% for motor car 7% for HBL	Dt. 24.3.78 CAUH.B.IV 3006/6(1) 9778-9890 Dt. 10.5.77.
2.	1978-79	8% for motor car 7% for HBL	w.e.f 24.3.78. CAUH.E.1.78/101/20094-194 Dt 3.8.78
3.	1979-80	9% -do-	CAUH.E.I/101/16332-16450 Dt. 9.8.79.
4.	1980-81 (Including balance amount of loan of 1979 w.e.f. 4/80 onwards)	8% -do-	CAUH.E. 1/80/9785-19905 Dt. 10.7.80.

5.	1981-82	8% for HBL/ Motor car	CAUH.BGT.III/81/21511-630 Dt. 29.7.81.
6.	1982-83	8% -do-	CAUH.BGT.III/E.1/82/101/10770- 10920 Dt. 17.5.82.
7.	1983-84	8% -do-	CAUH.B.III/88/26599-698 Dt. 3.10.83.
8.	1984-85	8% -do-	CAUH.B.III/84/19048-197 Dt. 27.7.84.
9.	1985-86	9% -do-	CAUH.B.III/86/4601-4751 Dt.. 26.2.86.
10.	1986-87	9% -do-	
11.	1987-88	9% -do-	Govt. letter No. 34(i) 83-wm (3) Dt. 21.7.87.
12.	1988-89	9% -do-	CAUH.B.III/HBL/4-89/104-303 Dt. 3.1.89.
13.	1989-90	9% for HBL etc.	CAUH.B.IV/HBL-4/709-888 Dt. 1.1.90
14.	1990-91	9% for HBL etc.	
	1991-92	9% for HBL etc.	CAUH.B.IV/HBL-4/92/25014- 25195 Dt. 9.11.92
15.	1992-93	9% for HBL etc.	
	1993-94	10% for HBL etc.	CAUH.B.IV/HBL-4/94/ 15801-16050 Dt. 21.10.94
	1993-94	11% for marriage loan	CAUH.B.I/30/93/19310-410 Dt. 2.11.93
16.	1994-95	10% for HBL etc.	CAUH.B.IV/HBL-4/95/6430-6600 Dt. 17.4.95
	1994-95	11% for marriage loan	As in 1993-94
17.	1995-96	10% for HBL etc.	CAUH.B. IV/HBL-4/95/13348- 13500 Dt. 18.9.95
	1995-96	11% for marriage loan	As in 1993-94
18.	1996-97	10% ful HBL etc. 11% for marriage loan	CAUH.B.IV/96/HBL-4/12302-408 Dt. 5.8.96

## ANNEXURE-XIII

(Referred to in Rule A-10(xi))

From

The Comptroller,  
HAU, Hisar.

To

All/Deans/Directors/Head of Deptts./Officers,  
HAU, (including outstations).  
Memo No. CAUH.E.1.83/12350-449  
Dated: HSR, the 1-7-1983

Subject: Incentive to employees for promoting small family norms.

It has been decided by the Vice-Chancellor, on the pattern of state Govt., that the rate of interest on house building advances to be charged from such HAU employees who volunteer for sterilization, will be 1/2% less than the normal rate of interest. The concession will be subject to the following conditions:-

- (i) The employees must be within the reproductive age group. In the case of a male employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employees should have two or three living children.
- (iii) The sterilization operation must be conducted and the sterilization certificate must be issued by a Govt. Hospital. Where this is not possible, the sterilization operation must be conducted and the sterilization certificate issued by an institution recognized by State/ Central Govt. for this purpose. The sterilization certificate issued by the HAU

hospital will also be acceptable. The sterilisation certificate issued by the following hospitals/institutions which are also recognized institutions of the University on reference basis will also be acceptable for this purpose.

- (a) Churamani Hospital, Hisar.
  - (b) Medical College and Hospital, Rohtak.
  - (c) P. G. I. Chandigarh.
  - (d) All India Institute of Medical Sciences, New Delhi.
- (iv) The sterilization operation can be undergone either by the employee or his/her spouse provided the conditions at sr. no. (i) to (iii) above are fulfilled.
- (v) The concession will be admissible on house building advances sanctioned on or after 1.4.83 only to those HAU employees who undergo sterilization operation on or after 1.4.83.

Sd/-

Comptroller



## ANNEXURE -XIV

(Referred to in Rule A-7(i))

**Application form for house building advance out of the scheme 'loan and advances' (to be filled up in duplicate - one copy to be retained by Deptt.)**

1. Name of applicant  
(in block letters)
2. Designation
3. Name of the Department.
4. Scale of pay
5. Emoluments on which the loan is admissible.
  - (i) Basic pay
  - (ii) Dearness pay
  - (iii) Special payTotal
6. (a) Amount of advance applied for  
(b) Recoverable in .....instalments of  
Rs.....each  
(c) The balance of advance be recovered from CPF/  
gratuity in case service falls short of the period of  
instalments.
7. Number of instalments in which the advance is proposed to  
be drawn.
8. Whether he has drawn any advance for the purpose from  
(i) Govt. under low income/middle income/middle income  
group housing Scheme, (ii) under any scheme from any  
other source and/or from CPF, if so indicate amount.
9. Whether any advance has been drawn previously for build-  
ing, if so :-
  - (i) Date of drawal of advance

- (ii) Purpose for which the advance was drawn
  - (iii) Amount of the advance
  - (iv) Pay on which such advance was calculated :  
    - Basic Pay .... DP..... SP..... Total.....
  - (v) Rules/Scheme under which the advance was drawn.
  - (vi) Whether the house so built with an advance has been sold.
  - (vii) Whether the house constructed with the advance has been mortgaged to the Govt./University.
10. (a) Date of Birth of the applicant.
- (b) Date of entry into University Service.
- (c) Date of compulsory retirement.
11. (A) For purchase of plot :
- (i) The details of the plot proposed to be purchased.
  - (ii) Approximate cost.
  - (iii) Sources from where proposed to be purchased.
- (B) For Construction of House :
- (i) Whether advance is required for the construction of a house on a plot already purchased :
    - (a) With own resources or;
    - (b) From loan/advance from Govt./University money.

If so, an attested copy of allotment order of the plot or an attested copy of the conveyance deed executed may be attached.

(ii) Documentary proof that the house building plans etc. have been got approved from the loan body concerned may be attached.

(C) For purchase of Built-up House :

(i) If bargain for the purchase of built-up house has been finalized, if so the irrevocable agreement for purchase of House from the owner for one year may be attached.

(ii) The place and the full particulars of the built up house proposed to be purchased for which advance is required, indicate the details, surrounded by:-

North.....South.....East.....West.....and particulars.....(area of plot, covered area, number and size of rooms etc. may be mentioned).

Signature of the applicant  
Designation

Certificate to be furnished by the applicant :

1. Certified that the advance is required for my bonafide personal residence.
2. Certified that I have legal and undisputed title to the plot in my name on which house is proposed to be constructed.
3. Certified that I and my wife/husband have jointly legal and undisputed title to the plot on which house is proposed to be constructed and written consent from my wife/husband to the execution of mortgage/agreement bond has been obtained and is enclosed.

4. Certified that I do not own any other plot and/or house in India either in my own name or in the name of my wife or dependent children.
5. Certified that the amount will be expended for purchase of plot/construction of house/purchase of built up house only. (Delete whichever is not applicable) and if there are any surplus funds the same will be refunded to the University at once.
6. Certified that I am unable to purchase the plot/build a house/purchase the built up house without the advance under this scheme.
7. Certified that I have studied the rules/rules have been read out to me on the subject and I agree to abide by all rules or as may be amended from time to time.
8. Certified that the information given above is complete and true to the best of my knowledge and belief and nothing has been concealed therein.

Signature of applicant  
Designation

Dated .....

**Recommendations of the Head of Department**

1. Has the information given by the applicant been verified from the official record maintained in the office and found to be correct ?
2. Have the documents for undisputed title to the plot in the name of applicant/in the joint name of applicant/his wife/ her husband been verified and found in order ?
3. Does the applicant need loan applied for ?
4. Has it been ensured and verified that recovery of loan together with interest shall be made before the retirement of applicant ?

5. In case the applicant has less than three years service, has the personal surety of one other University employee of atleast three years service been obtained ?
6. Has the Head of Department satisfied himself that the amount of advance applied for has not been over-estimated ?
7. Where the part of recovery is to be made from gratuity, has the applicant executed an agreement in the prescribed form and whether he has also modified his nomination already made by the application for payment of gratuity to the extent ?
8. Certified that the amount of loan if allotted will be released only after the employee complies with the instruction contained in the rules circulated by the Comptroller vide his endorsement dated 22.6.71 and subsequently amended from time to time.
9. The loan shall be drawn on receipt of communication of budget from the Comptroller and after getting the financial sanction of the competent authority.

Signature of Head of Department

*Note: Where an affidavit is required to be given by an employee the same should be given on non-judicial stamp paper of Rs. 31-.*

## **ANNEXURE- XV**

**(Referred to in Rule B-7 (i))**

### **Application form for advance for the purchase of Car/ Motor-Cycle/Scooter/Moped**

1. Name of the applicant  
(in block letters)
2. Designation
3. Basic pay (For Car loan indicate  
the date of acquiring Rs. 3000/- as  
basic pay).
4. (i) Special Pay  
(ii) Total
5. (a) Whether permanent or regular  
or temporary with more than  
3 years service ?  
(b) If not, the surety of a permanent University employee  
of higher status or who has three years' service and of  
higher status on an non-judicial stamp paper worth  
Rs. 15/- in a prescribed proforma may be given.
6. Anticipated price of the vehicle.
7. Amount of Advance required.
8. Date of entry in University Service.
9. Date of birth
10. Date of superannuation.
11. Number of instalments in which the advance is desired to  
be repaid.
12. Whether any advance for conveyance was obtained previ-  
ously and if so :
  - (i) Month and year of grant of loan
  - (ii) Source, amount & date of drawal of advance

- (iii) The amount of advance and interest thereon still outstanding if any.
  - (iv) Sale proceed of old vehicle alongwith proof in support thereof.
  - (v) Certificate from the Deptt. that the sale proceed is reasonable keeping in view the condition of the vehicle.
13. (a) Whether the intention is to purchase a new Motor Car/ Motor Cycle/Scooter/Moped through a person other than a regular or reputed dealer or agent and whether a previous sanction of the competent authority has been obtained as required under Rule 18 of the HAU, Employees Conduct Rules 1967.
- (b) Are any negotiations or preliminary enquiries being made so that delivery may be taken of the vehicle within one month from the date of drawal of the advance.
14. (a) It is certified that information given above is complete and true.
- (b) It is certified that I have not taken delivery of the vehicle on account of which I apply for the advance, and that I shall complete negotiations for the purchase and pay finally and take possession of the Motor Car/ Motor Cycle/Scooter/Moped before the expiry of one month from the date of taking advance and further that the insurance will be comprehensive.
- (c) I further certify that if I do not mortgage the Motor Car/Scooter/Motor Cycle/Moped to the Vice-Chancellor, HAU, within one month from the date of drawal of advance, the HAU is fully empowered to adjust entire salary (all allowances and pay) towards the advance till it is fully recovered.
- (d) It is certified that I am unable to buy the conveyance without University loan.

15. Certified that the rules and conditions on the subject as amended from time to time have been gone through by me/ read out to me and I fulfil the conditions and agree to abide by the same.

Signature of the Applicant

Designation.....

Date :

16. Certificates by the Head of Department

1. Certified that Sh.....

(i) is a regular/temporary/permanent employee of Haryana Agricultural University and has been working as .....since.....

(ii) is likely to continue in the service of the University atleast until full recovery of advance sought for is made in the manner prescribed in the rule;

(iii) is eligible for the advance applied for;

(iv) has not drawn any other advance under the HAU (Grant of Advances to the Employees) Rules 1971 as amended from time to time. ;

2. Certified that :

(i) Possession of the conveyance will add to the efficiency of the employee in the discharge of his official duties;

(ii) (For cars, motor-cycle & scooters) the official is required to do much touring and make frequent journeys at short intervals; saving of time in his case is → real importance to the work assigned to him ;

(iii) The advance, as recommended does not involve a breach of any of the canons of financial propriety.

Date

Head of Deptt.



**ANNEXURE— XV-A**

**(Referred to in Rule B-7(i))**

**APPLICATION FOR CYCLE ADVANCE**

1. Name & designation of the applicant.
2. Section/Office to which attached.
3. Present pay including special pay
4. Whether permanent, temporary
5. Amount of advance applied for
6. Whether any advance was drawn within the last five years, if so, the date of sanction and the month/year when fully repaid with justification in case of 2nd advance.
7. Surety from the permanent Govt. servant (with surety's permanent status duly certified by his Officer) in case of temporary officials on prescribed form furnished.

I declare that I have gone through the conditions for drawal and refund of cycle advance as contained in consolidated rules for the grant of advance (other than CPF/GPF) to the employees of HAU.

**Signature of Applicant**

**Certified that the advance is in the exigencies of the university service and will add to the efficient performance of his official duties.**

**Signature of the Officer-incharge**

## ANNEXURE—XVI

(Referred to in Rule C-5 (i))

(Form of agreement to be executed while applying for an advance for the celebration of the Marriage in the Family of a University employee)

An agreement made this .....day of ..... one thousand nine hundred and ninety.....Between..... of ..... (hereinafter called the Borrower, which expression shall include his heir administrators, executors and legal representatives) of the one part and the Vice-Chancellor of Haryana Agri. University of the other part.

Whereas the Borrower has completed 5 years service under the HAU on .....and is not an adhoc employee.

Whereas the Borrower has under the instructions for the grant of advance to Government servants of Haryana Government issued vide Finance Department letter No. 1759-WM (I)-74/9184 dated 12th March, 1974 (hereinafter referred to as the said Rules which expression shall include any amendments thereof or additions thereto for the time being in force) and applied to the Vice-Chancellor (hereinafter called the University) for an advance of Rs..... for the celebration of the marriage of his..... on the terms and conditions hereinafter contained and whereas the application of the Borrower for the said advance is being considered by the University.

Now it is hereby agreed between the parties here to that in consideration of sum of Rs..... to be paid by the University to the Borrower if and when the University sanction the said advance the Borrower hereby agrees:-

1. To pay the University the said advance with interest calculated according to these rules by monthly deductions from his salary as provided hereby authorises the University to make such deductions.
2. To expend, within one month from the date of drawal of the advance, the full amount of the said advance in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the advance, to repay the difference to the University forthwith.

3. In the event of Borrower's reversion from University service before the advance drawn together with interest is fully repaid to repay in one lumpsum the amount outstanding and the interest due before borrower is actually relieved from the University service.
4. To refund forthwith the amount of advance together with interest in one lumpsum if the aforesaid marriage could not be celebrated or the amount of advance could not be utilised for the purpose for which it was sanctioned.
5. If the borrower within the period already fixed for recovery of the principal and interest thereon, becomes insolvent or quits the service of the University or dies the whole amount of the advance and interest accrued thereon shall immediately become due and payable. It is HEREBY also agreed and declared that if the borrower dies before the advance is repaid, to have the balance outstanding together with interest due, recovered from the Death-cum-Retirement Gratuity payable by the University to the legal heirs of the borrower.

In witness whereof the Borrower and for and on behalf of the Vice-Chancellor of Haryana Agri. Uni. have hereunto set their hands on the date aforementioned.

Signed by the said in the presence of  
(Signature of the witness)

(Signature and  
designation of the  
Borrower)

Signed by (Name and designation) for  
and on behalf of the Vice-Chancellor of  
Haryana Agri. Uni. in the presence of

(Signature of witness)

(Signature and designation of the officer)

**ANNEXURE— XVI-A**  
**(Referred to in Rule C-9)**  
**Utilisation Certificate**

I, ..... employed  
as .....in the Department/  
Office.....hereby certify that the marriage  
advance of Rs.....(Rupee.....)  
sanctioned to my vide No. ...., dated the  
..... 19...., has been fully utilised by me for meeting  
the expenses incurred in connection with the marriage of  
.....celebrated on .....

**WITNESS :**

(1)

(2)

**Signature of the Borrower.**

## **ANNEXURE - XVI-B**

**(Referred to in Rule C-2-iii)**

### **SURETY BOND**

#### **FOR GRANT OF MARRIAGE ADVANCE TO TEMPORARY UNIVERSITY EMPLOYEES**

This deed is made on the.....day of.....between Shri.....son of Shri.....resident of .....and Shri .....son of Shri.....resident of .....(hereinafter referred to jointly and severally as the sureties) of the one part and Vice-Chancellor, CCSHAU (hereinafter referred to as the University) of the other part.

Whereas a loan of Rs. .... has been granted to Shri.....son of .....caste.....and resident of .....(hereinafter referred to as Borrower) on the terms and conditions set out in the agreement dated.....subject to the Borrower furnishing two permanent university officials as sureties to guarantee the due performance and observance by the Borrower of the conditions of the agreement dated.....

And whereas the Borrower has completed five years service under the university on .....and is not an adhoc employee.

And whereas Shri.....and Shri.....have in fulfilment of the conditions of the advance of loan agreed to stand as sureties for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto hereby agree as follows :

1. In pursuance of the said agreement and in consideration of the sum of Rs.....advanced by the University to the Borrower as loan, the sureties hereby agree 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 what-so-ever before the amount due to the University from the Borrower is fully paid off, the sureties shall immediately pay the entire amount due to the University on account of 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 sureties shall not be affected by the University granting time or any other indulgence to the Borrower.

3. The University shall be entitled to deduct from the pay, travelling allowance or any other sum which may be or become payable by the University to the sureties 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

(i) Signautre of Surety (1)

designation

(2) Witness

(ii) Signature of Surety (2)

Designation

Signed by.....

for and on behalf of the Vice-Chancellor

CCSHAU

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Added vide no. CAUH. B-1/93/30/16109-285 dt. 8.9.93

## ANNEXURE —XVII

(Referred to in Rule C-5 (i) )

### APPLICATION FORM FOR MARRIAGE ADVANCE

1. Name of the applicant  
(in block letters) \_\_\_\_\_
2. Father's/Husband's name \_\_\_\_\_
3. Name of Department/Office \_\_\_\_\_
4. Whether permanent or Temporary  
(if temporary, Surety of two  
Univ. employees on the Non-  
judicial stamp paper of Rs. 15/-  
be attached. \_\_\_\_\_
5. Designation with Class( I, II, III & IV) \_\_\_\_\_
6. Emoluments on which the loan  
is admissible \_\_\_\_\_ Total Rs. \_\_\_\_\_
  - (i) Basic Pay \_\_\_\_\_
  - (ii) Special pay \_\_\_\_\_
7. Purpose of Advance \_\_\_\_\_
8. Amount of advance \_\_\_\_\_
9. Is this 1st or 2nd Advance \_\_\_\_\_
10. Recoverable Instalments No. \_\_\_\_\_ of Rs. \_\_\_\_\_ each
11. Whether for similar purpose  
the advance was obtained  
previously and if so, Date \_\_\_\_\_ Amount \_\_\_\_\_
  - (i) Amount and date of drawal \_\_\_\_\_
  - (ii) Amount of advance still  
outstanding \_\_\_\_\_
12. Date of Birth of the Applicant \_\_\_\_\_
13. Date of entry in to Univ. Service \_\_\_\_\_
14. Date of Superannuation \_\_\_\_\_
15. Date of Birth of Son/Daughter/  
Sister Date \_\_\_\_\_ Age \_\_\_\_\_
16. Exact Date of Marriage \_\_\_\_\_
17. Whether Husband/Wife is in Govt., Service \_\_\_\_\_

Signature of the Applicant

Date

with Designation

(i) Certified that my wife/Husband/is/is not a University/Haryana Govt. employee  
and he/she has not applied/obtained Marriage advance for the same purpose.

Date

Signature and Designation of the Applicant

Amended vide Letter no. CAU.B-1/30/16109-285 dt. 8.9.93

## CERTIFICATES

1. Certified that my wife/husband..... is working..... department but has not drawn marriage advance from that Department.
2. Certified that my wife/husband is not a govt. employee of the Haryana State.
3. I authorise the University authorities that in the event of non-payment of advance, alongwith interest, due to any reason recovery may be made out of my CPF/GPF share.

Date.....

Signature of Employee

## CERTIFICATES BY HEAD OF DEPARTMENT

1. Certified that the applicant fulfills the prescribed conditions and is eligible for the advance applied for.
2. Certified that the advance shall be disbursed not earlier than three months of the anticipated date of celebration of marriage for which it is sanctioned.
3. Department is satisfied about the bonafides of the loan sanctioned and a certificate about its bonafide utilisation would be obtained from the loanee and placed in the concerned loan file for scrutiny of Audit as and when required by the latter.
4. Surety of other University employee with at least five years service has been obtained as per rules and kept on record.
5. If dependent Sister's Marriage :  
  
After due verification it has been ensured that the sister of the employee concerned is wholly solely dependent upon the employee and financial condition of his parents is such that they cannot perform marriage by themselves.
6. Other documents as required under the rules have been obtained.

Date.....

Signature of the Head of  
Department



## ANNEXURE— XVIII

(Referred to under Rule A-9 (v) Rule B-9 (ii))

From

The Comptroller,  
HAU, Hisar

To

All Deans/Directors/Heads of Deptts./Offices/Sections,  
HAU, Hisar (including outstation)  
Memo no. CAUH.B. 3/85/28241-390  
Dated, Hisar the 12.9.85.

**Subject : House building and conveyance loans-Execution of mortgage bonds etc.**

Task check of mortgage bonds executed by the employees working in 15 departments has revealed various discrepancies/short-comings as per details given below:

- (i) Bonds are not executed with the required value of stamp duty.
- (ii) Bonds are not signed by both the parties on each page.
- (iii) Bonds have not been signed by both parties i.e. Mortgagor and Accepting Authority, on the same date.
- (iv) The witness have signed the bonds without any date.
- (v) Mortgage bonds have not been executed within the stipulated period.
- (vi) The bonds have not been accepted by the competent authority.
- (vii) The bonds have been signed by the Head of Deptts/competent authority without any remarks i.e. they have not

mentioned that they have accepted the bonds and in some cases the bonds have been seen or countersigned by the competent authorities instead of acceptance by them.

- (viii) Complete particulars of plot mortgaged i. e. number of plot, its exact location etc. are not mentioned in the mortgage bond making it difficult to ensure whether the plot for which mortgage bond has been executed is legally in possession of the applicant and that house building loan is being utilised for the plot for which same was sanctioned.
  - (ix) Mortgage bond and surety of agreement bonds are required to be kept in safe custody by the Head of the Department concerned who has to satisfy by careful scrutiny of all such bonds that they are in proper legal form and have been regularly executed. It has, however, been observed that in most of the cases such bonds are kept in personal file. Safe custody may be ensured as per rules.
  - (x) Check Register for watching recoveries of loans for house building & conveyances are not maintained in the prescribed form.
2. You are requested to kindly ensure that such discrepancies are avoided in future.

Sd/-  
Comptroller

CC:

1. Asstt. Examiner, HAU, Hisar.
2. Dy. Comptroller, Asstt. Comptroller, PA to CAU.

## Chapter 30

### CCSHAU Sports Council Rules

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The Sports Council was reconstituted as under :

- |  |               |
|--|---------------|
| 1. Vice-Chancellor   | Chairman      |
| 2. D.S.W.  | Vice-Chairman |
| 3. All Deans   | Members       |
| 4. Principal, COA Kaul   | Member        |
| 5. Registrar   | Member        |
| 6. Comptroller   | Member        |
| 7. One Sports Coordinator from each College to be nominated by the Dean. | Member        |
| 8. President, HAU Students Union   | Member        |
| 9. Dr. R. K. Sangwan, Professor  | Member        |
| 10. Dean, College of Sports  | Secretary     |

#### Aims & Objectives

1. To help promote sports and games in a proper and regulated manner in the Haryana Agricultural University.
2. To arrange tournaments, like Inter-University, State Championship, National Championship and other sports tournaments.

3. To help run the sports programme of the constituent colleges and also recommend incentives to the upcoming sportsmen of the University.
4. To help maintain coordination with Sports Council/ Sports Department, Haryana.
5. To undertake sports projects, like organisation of national Physical Efficiency Drive, State Sports Congress, Sports Clinics, Workshop/Seminar.
6. To recommend undertaking projects pertaining to research in sports and publication of sports literature.
7. To decide honouring sportsmen/sportswomen.
8. To formulate plans for organising activities for the benefit of children of the Campus, Govt. Primary School at the Campus and also provide technical guidance and help to the Campus School for raising the standard of Sports at the grass root level.
9. To recommend sports tours for various University Sports Teams.
10. To arrange for visiting professors/guest lecturers and outstanding sportsmen.
11. to promote the best type of sportsmanship and team spirit amongst the students and alumini of the University.
12. The Sports Council will advise the Vice-Chancellor from time to time on matters relating to the organisation of sports activities, tournaments etc.

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Approved vide 19th Meeting of HAU Sports Council held on 30-11-93

## **Functions and Powers of the Sports Council**

1. To frame rules for organisation, conduct and control of the HAU sports tournaments.
2. To interpret and enforce the rules and to have discussions and give ruling on any point not covered by these rules.
3. To frame by-laws consistent with these rules, to appoint Sub-Committees if and when necessary and define their terms of reference.
4. To consider and pass the annual Budget and also approve the Fixtures and their Budget.
5. To consider and accept and Annual Reports of the Tournaments and other activities alongwith the audited statements of Accounts from concerned agencies.
6. To take such other actions as may be necessary for the furtherance and achievement of the aims and objectives, indicated above.
7. The sources of income for the Annual budget will be the portion of Amalgamated Fund available with the Director Students' Welfare and other funds provided by the University from its regular budget for sports activities and the Tournament Funds earmarked for conducting open tournaments and such other funds raised from time to time for various sports activities, with the permission of the competent authority in the University.

## **Duties and Powers of the Office Bearers**

### **The Chairman :**

- (1) The Chairman will preside over all the meetings of the Sports Council and, if necessary, of special Sub-Committees, as constituted by the Sports Council, unless

otherwise provided for by the Sports Council. In case of tie in voting, the Chairman will have a casting vote.

- (2) The chairman will have powers to sanction an expenditure upto Rs. 1000/- for an individual item without consulting the Council. However, this will be subject to a maximum limit of Rs. 10000/- in a year.
- (3) In emergency, the Chairman shall take decision at his own level in anticipation of the approval of the Council, but such decisions will be placed before the next meeting of the Sports Council for approval.

#### **Vice-Chairman**

The Vice-Chairman will function as Chairman in the absence of the latter and shall exercise all the powers of the Chairman.

#### **Secretary**

The Secretary shall :

1. Carry on the correspondence on behalf of the Sports Council and implement the resolutions of the Council or its Sub-Committees.
2. Issue notices for meetings and record the minutes and be responsible for the records and property of the Council.
3. Carry out duties entrusted to him by the Chairman on behalf of the Sports Council.

*Note: In the absence of the Secretary, next seniormost Phy. Education Faculty Member as proposed by the Chairman in consultation with Dean, College of Sports will be requested to act as Secretary.*

## **General**

1. The HAU Sports Council shall meet as many times as desired in a year but at least once in a trimester. In case of emergency, the HAU Sports Council could meet at twenty four hours notice, otherwise for calling the meeting, it will be necessary to give at least one week's notice alongwith the proposed agenda.
2. During Sports Council meeting/Sub-Committee meeting, it is incumbent for the Secretary to be present as ex-officio and help in the proceedings.
3. New rules, if any or by-laws, if necessary will be considered by the Sports Council and recommend for approval by the Academic Council/Vice-Chancellor.
4. The quorum for the meeting of the Sports Council shall be 50% of its members.

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Approved by the Academic Council vide item No. BB-4 in its 202nd meeting held on 3-11-83.

# Chapter 31

## Faculty Club Rules

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**Name and  
Location**

1.1 The name of the Club is 'Haryana Agricultural University Faculty Club' hereinafter called as 'Club' located at the Haryana Agricultural University Campus, Hisar.

**1.2 Definition :**

- (i) **Member** : A 'subscriber' to the club will for all intents and purposes be referred to as 'member' of the club for the purpose of these rules.
- (ii) **Membership fee** : The 'subscription fee' paid by a subscriber for being entitled to the use of the club shall be referred here-in-after as 'membership fee'.
- (iii) **University Authority** : The words 'University Authority' wherever referred to in these rules will mean the Vice-Chancellor, H. A. U.
- (iv) **University** : The word 'University' wherever referred to in these rules will mean Haryana Agricultural University, Hisar.

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Notified vide Registrar's No. HAU/Admn. R-1/76/8313 dt. 30.6.76



## **Objectives**

2. The Objectives of the club will be to provide :
  - 2.1 Social and recreation facilities to the employees of the Haryana Agricultural University and others who under the provisions of the rules of club are enrolled as members.
  2. Extra-academic opportunities for intellectual exchanges and recreation amongst members.
  3. Opportunities for physical development of members through indoor and outdoor sports & games.
  4. Refreshment and catering facilities.

## **Ownership**

3. 1. The ownership of the club shall vest with the University.
2. It shall be the duty and responsibility of the Vice-Chancellor to ensure proper utilization of the building of the club and facilities provided therein and attached thereto, and for this purpose, he may issue any instruction/directive, which shall be binding on all the members of the club.
3. The University is expected to provide necessary facilities for running of the club and shall be responsible for the maintenance and repair of the Faculty Club and its premises and such other works as may be necessary to preserve the same.

4. The Vice-Chancellor may, by special order, authorise any person to use the Faculty Club premises or facilities provided therein.

5. Any instruction/directive given by the Vice-Chancellor or contained in the University Statutes/Act shall be binding on all the members and Advisory Committee notwithstanding anything to the contrary contained in the rules/regulations framed by the Advisory Committee.

**Management  
of the Club**

4. 1. The club shall be administered by an Advisory Committee.

2. The Advisory Committee may from time to time recommend changes/additions/alternations in the rules of the club to the Vice-Chancellor which shall become effective on his written concurrence.

3. The Rules shall be binding on all the members.

4. The Advisory Committee may from time to time modify, alter, revoke or add to the rules/bye-laws and such alternations, revocations or additions, in the rules/bye-laws shall be binding on the members. The amendments of the rules shall be carried out by the Advisory Committee by the majority of its members and shall be subject to the concurrence of the Vice-Chancellor.

**Advisory  
Committee**

5. 1. There shall be an Advisory Committee to be known as Faculty Club Advisory

Committee to aid and advise the Vice-Chancellor regarding matters connected with club.

2. The Vice-Chancellor shall be the Chairman of the Advisory Committee and the Comptroller and Estate Officer-cum-Chief Engineer shall be ex-officio members. Other members to be nominated by the Chairman, shall be as follows :
  - (i) Two from amongst the officers of the University who are members
  - (ii) One from amongst the teacher members of the rank of Prof. or equivalent other than the officers of the University.
  - (iii) Three from amongst the lady members/ wives of the members provided that at least one of the three shall be either non-faculty members or wife of a non-faculty member.
  - (iv) Three from amongst the teacher members of the rank of Associate Prof. and equivalent or below provided atleast one is from either category.
  - (v) One From amongst the non-teacher members of the Club.

The term of the above members falling under categories (i) to (v) shall be one year but they shall be eligible for re-nomination. However, no member shall be eligible for nomination for more than two consecutive terms.

3. The Advisory Committee shall have the power and responsibility of making recommendations regarding all matters connected with the club.
4. The Vice-Chancellor shall have the power either to accept or reject or modify the recommendations of the Advisory Committee.
5. The Advisory Committee shall frame rules regarding membership fee to be paid by the members, use of various facilities provided in the club, conduct of members while in the club, service conditions of the employees of the club and such other matters as deemed necessary for proper utilization and running of the club facilities.
6. The rules proposed by the Advisory Committee shall be subject to the approval of the Vice-Chancellor, who may either accept or reject or modify these rules.
7. The Vice-Chancellor, in consultation with the Advisory Committee, may nominate an honorary Secretary and an honorary Joint Secretary of the Advisory Committee, who shall respectively be known as Secretary and joint Secretary, Faculty Club.
8. Ordinarily, the Secretary and Joint Secretary shall hold their offices for one year but their services may be terminated at any time by the Vice-Chancellor without any notice or reasons to be

assigned thereof. Their term may be extended by the Vice-Chancellor on the recommendations of the Advisory Committee.

9. The Advisory Committee may constitute sub-committee for smooth running of the various activities of the club. All the sub-committee of the Advisory Committees will be reconstituted every year by the Advisory Committee. The term of the office of these committees will be for one year. Secretary/Joint Secretary, Faculty Club will be the convenor for each of the Sub-Committees.
10. Any vacancy, permanent or temporary, accruing will be filled up by the Chairman. Such nominated member/members will hold office till the end of the term of that Advisory Committee

#### **Membership**

- 6.1. The club will be open to the persons admitted to it as members by the Advisory Committee with the approval of the Vice-Chancellor on the manner prescribed under the rules framed in this behalf.
2. There shall be the following categories of members.
  - (a) Regular members : They will include :
    - (i) University employees:
      1. Teachers of the University.
      2. Employees other than teachers who are at least Class II Officers and above.

- (ii) **Govt. officials of gazetted status Class I( Central or State) and Senior Commissioned Officers.**
- (b) **Casual members :** Those, whose stay on the campus is not less than one week and not more than a month, may be admitted as casual members by the Secretary, Faculty Club on an application proposed and seconded by members of the Club.
- (c) **Temporary members :** Those who stay on the campus for more than a month but not more than 3 months may be admitted as temporary members by the Secretary on an application proposed and seconded by members of the Club.
- (d) **Life Members :** University employees and non-employees on an application proposed and seconded by members of the Faculty Club.
- (e) **Associate members :** A dependent member who ceases to be dependent on his/her parents but continues to live with them and is not entitled to the club membership on his/her own, may be admitted as associate member subject to the following:
  - (i) The parent continues to be University employee and club member.
  - (ii) His/her application is duly certified by member parent.
  - (iii) The member parent undertakes to pay club dues and meet all other liabilities as per club rules.

- (iv) The associate membership will be automatically terminated when the person is posted outside Hisar and the provision of 'suspended membership' cannot be availed by him/her.
- (v) This privilege cannot be passed on to the progeny of the associate member, and will not be a matter of right.

3. There will be no honorary membership.
4. Local residents of local guests of members cannot be enrolled as casual or temporary members.
5. Relation of members having their stay extending over a week can be enrolled by the Secretary as casual/temporary members, as the case may be, on a request by the members to the Faculty Club.

*Note: In case a University employee, while being a member of the Faculty Club, expires and his/her spouse is already University employee or is employed by the University as a consequence of the death of the member, the spouse, subject to approval by the Advisory Committee, shall be allowed to continue to be a member of the club as any other University employee.*

**Fees and subscriptions**      7.1

The member shall be entitled to use the Faculty Club and facilities provided therein on payment of such fees/subscription as prescribed by the rules and in the manner laid down.

2. The fee/subscription for the various categories of members will be as under:
  - (a) Employee of the University :Rs. 25/- per month.
  - (b) Govt. officials of gazetted status Class-I, (Central or State) and Commissioned Officers so long they are in service : Rs. 40/- per month with Rs. 100/- enrolment fee.
  - (c) Local non-officials, retired officials and farmers : Enrolment fee Rs. 1,000/- and monthly subscription Rs. 80/-. However, Univ. employees who are club members can continue as members without entrance fee after retirement on payment of subscription at rates applicable to Univ. employees in service.
  - (d) Casual members : Rs. 25/- for first 14 days and Rs. 50/- if membership request is for more than 14 days.
  - (e) Temporary members : Rs. 40/- per month or part thereof.
  - (f) Life members : Non-university employees Rs. 10,000 and university employees Rs. 1600/-. The life membership can be paid in four monthly instalments.
  - (g) Associate member : Rs. 25/- per month.
3. The subscription from married members includes subscription for their spouses/family as qualified in these rules.



**Admission of  
Members**

8. The following rules are prescribed for admission.
- 8.1 The membership to club will not be a matter of right.
2. A person wishing to become club member will have to make an application in the prescribed form. Every application must be proposed and seconded by the members of the Faculty Club.
3. All the applications will be put up at the next meeting of the Advisory Committee of the club and the applicant and his/her spouse will be required to present themselves before the committee, if need be.
4. The Advisory Committee may reject any application without assigning any reason for it.
5. Any person whose application for admission has been rejected once, cannot apply again for admission for a minimum period of six months.
6. As soon as the admission is accepted by the Advisory Committee the applicant will be informed and he/she will be required to pay the subscription and games fee etc. within one month from the date of intimation. The membership will commence from the date the dues are paid or as otherwise indicated. The subscriptions are payable for the full month at the time of admission and resignation.

7. Special admission to the club can be made with the permission of the Chairman in anticipation of the approval of the Advisory Committee.

8. Government officials on deputation with semi-government organizations will be considered as government officials for the operation of the rules for admission.

**Membership Card**

9. As soon as the admission is approved by the Advisory Committee and the membership fee is paid, member will collect membership card from the Secretary of the club on payment. Members may be required to produce their card on entry in the club premises by the club staff.

**Re-admission**

10. If a member who has resigned from the club wishes to be re-admitted, he/she will have to submit a fresh application and, if re-admitted, will be required to pay a re-admission fee equivalent to ten months subscription.

**Resignation**

11. If a member wishes to resign from the club, he/she will be required to communicate his/her intention to the Club Secretary. He/she will cease to be entitled to use club facilities from the effective date of resignation.

**Payment of Dues 12.1**

University employees will be billed every month and bills sent to their respective departments/offices for payment out of their pay through Comptroller, Haryana Agricultural University.

2. Outside members will pay their dues in cash/cheque payable at Hisar direct to the club within three weeks of the issue of the monthly bills.
3. A member who has not made payment by the due date shall be served with a registered notice addressed to his/her last known address as per record of the club for the payment of dues within 15 days of the issue of that letter.
4. If the member fails to pay dues even after a period of three months from the date of notice, he/she will automatically cease to be a member of the Faculty Club.
5. The dues payable shall be recoverable upto the date from which membership ceases.
6. All the incidental expenditure incurred in this connection and in the recovery of dues will be debited to the account of the member concerned.

**Club Notifications and Circulars**

- 13.1 Though club shall endeavour to reach every member regarding notice of club events, it shall be sufficient if such events are notified on the club notice board.
2. Non-club notices intended for the notice board of the club must be sent to the Secretary and initialled by him before being placed on the notice board. A notice will not ordinarily be left on the board for more than 15 days.

Notice will be posted free but those from non-members will be charged Rs. 2/- each.

**Infraction of Rules or Bye-laws**

14. Advisory Committee will be empowered to suspend a member for infraction of rules or by-laws and disqualify him for using the club for any purpose.

**Conduct of Members**

15. In case the conduct of a member/dependent, either in the club building or within its premises, is in violation of the club rules or conventions, the Secretary will issue a letter to the member requesting strict observance of club rules. A maximum of three such letters shall be addressed to such member after which the membership of the club will be liable to termination.
16. Members or their dependents shall not abuse any of the club officials and servants or use violence whatsoever. If a member or dependent has any complaint against any official or servant of the club, he or she will report the matter, in writing, to the Secretary who will, if competent, deal with the case himself or refer the complaint to the Chairman, Advisory Committee, as may be found necessary.
17. Club servants may not be sent on messages or otherwise withdrawn from the general service of the club or called upon to work at the houses of members.
18. No member should create any noise or play a radiogram, radio, T. V. or any

musical instrument or behave in such a manner so as to cause any nuisance or annoyance to other members. Violations shall be dealt with as per rules.

19. No member shall give any money by way of wages or gratuity to any club servant. All club servants are forbidden to solicit or accept gratuities. A member wishing to give a gratuity may send it to the Secretary, Faculty Club to be credited to staff gratuity fund.
20. Dogs and other pets are not allowed to be brought/carried within the club buildings.
21. Complaints and suggestions by members can ordinarily be made in a book which is kept for this purpose and which may be obtained from the Receptionist by any member. For others, suggestions can be communicated to the Secretary in writing.
22. The club will not be responsible for any payment made in cash unless such payments are made to the Secretary/Receptionist and an official receipt obtained.
23. No member shall take away or mutilate any book, papers, news-papers, magazines or periodicals. A member infringing this rule shall be fined on each occasion a minimum of Rs. 15/-. He shall also be liable for any other punishment which the Advisory Committee may deem fit.

24. No article of the club furniture or equipment may be shifted from one room to another by any member/dependent of guest. Neither may any member borrow any club furniture or equipment, including crockery and cutlery for private use on any occasion whatsoever.
25. The club stationery is not to be removed from the public rooms of the club.

**Use of Club by  
the Dependents  
of the Club Member**

- 26.1 Member's unmarried children and/or relatives living with and wholly dependent on the member are considered as dependents for the purpose of these rules.
  2. Each dependent above the age of 18 years, interested for using club facilities will have to enroll as dependent member and pay dependent subscription charges of Rs. 10/- per month.
  3. No child/dependent other than girls of 18 years and over is permitted to remain in any part of the premises after 7.00 P. M. except on the occasion of club functions/other functions permitted by the Secretary.
  4. Dependents using the club must be in possession of an identification card obtainable from the Secretary. This card will be issued on written authority from the member concerned. This card should be produced when requested to do so by any club official. In case the card is lost, a duplicate can be obtained on payment of Re. 1/-.

5. Dependents are not allowed to bring any guest to the Faculty Club.

**Use of Club by the Children**

- 27.1 Children below the age of 12 years may not use the club except for Swimming/ Table Tennis and that too only during children's time.
2. Children above 12 years, may use the swimming pool, badminton, table-tennis and squash facilities only.
3. Subject to the exception in rule 26.3, they are not permitted to enter the lounge and dining room or loiter about in passages. As soon as a child above 12 years has finished his game, he/she will be expected to go home.

**Bringing of Guests/Visitors**

- 28.1 Guests/visitors to the club shall be allowed only when accompanied by the member of the club.
2. If the guest/visitor is only shown round the club, no guest charges will be levied. However, if the guest/visitor rests/ utilizes any of the facilities of the club including refreshment, the host member will pay the guest charges as per rules.
3. The guest charges will be Rs. 2/- per head per day and this charge is levied in addition to other charges of games etc. provided against respective bye-laws of various games.
4. A member or his spouse, but no dependent, may bring guests to the club

strictly in accordance with this rule. Casual/Temporary/Associate members cannot bring guests into the club.

5. Any member or his spouse, who brings a guest or guests to the club, shall enter his/their names and other particulars in the guest book maintained at the reception desk.
6. A resident of Hisar may not be brought to the Club as a guest by a member/ members on more than two occasions in any calendar month, and a non-resident on not more than four occasions in any calendar month.

*Note : Cooperation of members is necessary for the enforcement of this rule and they are requested to ascertain from the guest book or otherwise that any such resident whom they propose to invite has not been brought to the club as a guest of any member earlier in the month on more than two occasions.*

7. Every member bringing guest (s) to the club shall ensure that dress regulations and other rules of the club are observed.
8. Private servants or personal attendants are not allowed into the club.
29. **Club hours** The club hours for public rooms and games are indicated in the Table given.
30. **Game charges** Members who declare their intention to play a game or games will be required to pay a monthly subscription as per the bye-laws of each game.



## CLUB HOURS

Games	Seasons	Working Days			Holidays
		Ladies only	Both sexes	Both sexes	
Public rooms, Loungedining room etc. and out-door facilities	Summer	—	8.00 to 11 a.m. & 4.30 to 10 p.m.	8 a.m. to 12 noon & 4.30 to 10 p.m.	
	Winter	—	9 a.m. to 12 noon & 4.30 to 9.30 p.m.	9 a.m. to 1.30 p.m. & 4.30 to 9.30 p.m.	
Squash & Badminton Courts	Summer	9 to 11 a.m.	7 to 9.30 p.m.	-do-	
Table Tennis	Winter	10 a.m. to 12 noon	6 to 9 p.m.		
Cards and Chess Room	Summer	9 a.m. to 11 a.m.	4.30 to 10 p.m.	-do-	
	Winter	10 a.m. to 12 noon	4.30 to 9.30 p.m.		
Billiards	Summer	—	4.30 to 10 p.m.	-do-	
	Winter	—	4.30 to 9.30 p.m.		
Swimming Pool	Summer	9 to 11 a.m.	6 to 7 a.m.	7 a.m. to 12 noon	
	Winter	5 to 6 p.m.	6 to 9 p.m.	4 to 9 p.m.	

Summer = March to October

Winter = November to February

Holidays = Full day : 15th August, 2nd October, Dipawali, 26th January.

Half day : Dussehra, Holi  
(evening)

**Parties and  
Get-together**

31.1 The members will pay a guest charge of Rs. 2/- per head for every non-member attending parties hosted by them or in the get-together of the club. This shall be in addition to such charges as may be prescribed for the party.

2. Students will not be charged any guest fee but can come only accompanied by club member who shall be fully responsible for the observance of dress, conduct and other rules of the club by the guest student. The rule 28.6 shall be applicable to students also.
3. No guest/capitation charges will be levied on special farewell and welcome functions arranged by the colleges/organizations/offices of the University.
4. Organisations/offices other than those of Univ. can use the club only with the written permission of the Chairman. A capitation fee (as indicated below will be charged depending upon the participation in these functions.

State/Central Govt.	Rs. 5/- per head subject a minimum of Rs. 100/-
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Non- Govt.officers/ organisations	Rs. 5/- per head subject a minimum of Rs. 300/-
--------------------------------------	---

In addition, charges for hosting lunch/dinner/tea party etc. shall be at rates as prescribed by the Advisory Committee from time to time.

5. No member shall provide a cover for a non-member or for a function which should normally fall under sub-rule 4 above. If any such case comes to notice he shall be liable to pay double the charges prescribed under sub-clause 4 *ibid*, in addition to such action as may be deemed proper by the Advisory Committee.

6. All the charges will be payable in advance.

**Charges for  
Breakages/  
Damages**

32. Full value i.e. replacement cost will be charged for all breakages and damages of club property by members, their dependents, guests or their servants; but if in the opinion of the Advisory Committee, the breakages or damages were wilful, upto six times the above value may be charged.

**Dress  
Regulations**

33. Decent and appropriate dress must be worn by members, dependents and guests.

**Catering**

34.1 The club shall undertake special catering for lunch, dinner and tea parties.

2. Lunch, tea and dinner parties will have to be booked in advance and payment will have to be made in advance to the Secretary of the club.

3. All requests for tea, lunch and dinner parties will have to be booked and payment made in full at least 48 hours ahead. Payments made will not be refunded, unless the order is cancelled 24 hours before the party.

4. Meal will be served only between the hours given below :

Lunch: 1.00 to 2.30 P. M.

Dinner :8.00 to 10.30 P. M.

5. Lunch and dinner will not be served after 2.30 and 10. 30 P. M., respectively except on special occasions, which will be notified well in advance.
6. Proper dress will be worn in the club dining room and at official functions held in the club.
7. Under no circumstances shall members bring or provide or partake meals or other eatables brought or supplied from outside the club except when specifically permitted by the Secretary.

**Club cafeteria**

35. Tea, cold drinks and snacks will be provided through Cafeteria service managed on 'no-profit no loss' basis.

**Accounts and Audit**

36. The money obtained by way of subscription/fees to be paid by the members and other incomes, which accrue in course of running the club, shall be kept in an account to be maintained in a Bank or Post-Office approved by the Vice-Chancellor and the account shall be in the name of the Faculty Club, HAU, Hisar. The account shall be operated by the Secretary who shall exercise such financial powers as may be delegated to him by the Vice-Chancellor. The Advisory Committee may be

apprised of the cash position of the club once every six months for information and such advice as may be deemed necessary.

2. The Advisory Committee shall cause true accounts to be kept of all the sums of money received and expended by the club, and of all the months in respect of which such receipts and expenditure take place.
3. The accounts of the club shall be audited by the University authorities atleast once every year. The statement of annual audited accounts should be placed before the Advisory Committee within 3 months of the expiry of the year.

## SWIMMING BYE-LAWS

1. The swimming pool will be opened for use from Baisakhi day every year to October 2.

### Fees

2. Each member who opts for swimming shall pay Rs. 25/- as swimming pool charges for the full season. Guests will, however, be charged at the rate of Rs. 2/- per head at each occasion. Casual members will pay Rs. 25/- and temporary members Rs. 50/- as swimming charges. Dependents of members who have themselves enrolled for swimming can use the swimming pool by paying Rs. 5/- per head for the whole season.

### Timing (hours)

Week days		Holidays
Women	Both	Both
900	0600	0700
to	to	to
1100	0700	1200
and	and	and
1700	1800	1600
to	to	to
1800	2100	2100

There will be no swimming on Tuesday.

### Dependents

4. Children between the age of 5-12 years will not be allowed to use the swimming pool until and unless they are accompanied by their parents or guardians. They will be allowed to use the swimming pool only on Monday, Wed-

nesday, Friday, Sunday and Holidays.

5. Dependent children knowing swimming and above the age of 12, can however, use the swimming pool, between 4.00 to 5.00 P. M. and 6.00 to 7.00 P. M.
6. Dependents will only be permitted to use the swimming pool on production of their identity cards which can be had from the club receptionist at the time of registering.
7. Members can bring a local guest twice a month and outstation guest four times a month. The guest charges will be Rs. 2/- per head at each occasion. The members will be required to enter the names of their guests in the register available at the Reception Counter.
8. Dependents and casual/temporary members are not allowed to bring guests.

### **Guests**

9. Nobody can use the swimming pool except in proper costume as approved by the club.
10. All the ladies and gentlemen who wear their hair long are required to wear water-proof swimming cap while using the pool.
11. All the members are required to take a shower bath before entering the swimming pool. Those intending to swim will change into the approved kit in the dressing room and enter the pool from the pool door of the dressing room. They will also return to the dressing room by the same door and change into

### **Dress**

normal clothes before entering other parts of the club.

12. Private servants are not allowed within the premises of the club/swimming pool.
13. The club does not assume any responsibility with regard to safety of articles brought by members and kept in the change room. Lockers when available could, however, be hired for safe custody of articles and clothes of members. The responsibility of safe-custody of articles left with the club staff on duty is entirely that of the owner though all precautions will be taken by the club staff for the safety of member's property.
14. Members will be completely responsible for their own safety or of their wards/dependents while swimming and the club does not assume any responsibility what so ever with regard to safety.
15. All the swimming members should ensure their own fitness of health for swimming and hygienic conditions in the pool. No member suffering from communicable disease should use the pool.



# BILLIARDS BYE-LAWS

- Fees**
1. Members/dependents desirous of playing the game will have to register their names by paying one time non-refundable amount of Rs. 50/- only.
  2. Each billiard game will be charged at the rate of Rs. 2/- per half hour or part thereof irrespective of the kind of game or number of players.
- Timings**
3. If other members are waiting to play, the time limit for a game of 100 up is 30 minutes and for 50 up is 20 minutes.
- Reservation**
4. A table may not be reserved for any sort of game for more than 30 minutes.
  5. Table may be got booked in advance for not more than half hour by intimating the club.
  6. No member may start again with the game when other members are waiting for a table.
  7. When the table is occupied, members desirous of playing shall put down their names on the board provided and must be present on completion of the previous game or forfeit their standing.
- Play entry**
8. Before the start of every game, time entry must be made in the billiards register.
- Damage**
9. In case a player plays in a manner which is likely to cause damage to the

table, the marker/club official is empowered to stop the same and not to permit that particular player to play any further.

10. Members are not permitted to sit or lie on the table or to smoke over or place glasses or cigarettes on the table.

11. If the cloth be cut or the table otherwise damaged by a member or his guest, the member will be responsible and will be charged the cost of repairs. If the damage to the cloth or the table is serious, he will be charged such further amount as the committee may decide.

#### **Guests**

12. Guest charges will be Rs. 2/- per head per day. The members will be required to sign for their guests in the register kept at the reception counter.

13. When a marker is available, his services will be Rs. 0.50 per every half hour.

14. Timings will be as per rule 29 of 'Club Hours'.

#### **Dependents**

15. Children below the age of 20 years are not allowed to play billiards.

# CARD ROOM BYE-LAWS

## Fees

1. Members can play cards after notifying their names with the Secretary. The charges will be Rs. 4/- per month per head. Cards will be provided by the club to the registered members in proportion to the number of participating members, i.e. one pack per 2 members per month.

## Timings

2. Timings will be as per club timings (Rule 29).
3. Lights will be switched off at the closing timings as indicated in the timing chart.
4. Members of the club using card room after regular club hours upto a maximum of 11.00 P. M. on week days and upto a maximum of 12.00 mid night on days preceding holidays and from 1.30 to 4.30 P. M. on holidays will be charged Re. 1/- per head per hour or fraction thereof. A register has been kept with the bearer in which entries may please be made.

*Note : In winter maximum time upto which card room can be used will be reduced by one hour.*

## Dependents

5. Dependents below the age of 18 years will not be permitted in the card room.
6. Members who want to play the game casually will be charged Re. 1/- per head per day. The amount will be

payable by entries in the relevant register.

**Guests**

7. Guest charges will be Rs. 2/- per head per day.

**Cutting-in**

8. Four members sitting at a table for bridge and eight for rummy will complete that table. Not more than two members at a time can cut-in at either of the tables. A member arriving earlier in the card room takes precedence over a member who arrives later.

**Reservation**

9. Tables can be reserved at a fee of Rs. 2/- per table on the first come first served basis. Reservation for more than a day at any time is not permissible. Reservation may be done one day earlier. No cutting-in will be permissible except with the concurrence of the member reserving that table.

**Stakes**

10. Maximum stakes permitted :
- (a) Contract Bridge As prescribed by the Advisory Committee
  - (b) Rummy from time to time.

Members are not permitted to play at stakes higher than those prescribed and infringement of this bye-law will constitute a breach of conduct in terms of club rules.

## SQUASH BYE-LAWS

- |                   |  |
|-------------------|--|
| <b>Fees</b>       | 1. Members/dependents can play squash after registering their names with the Secretary, Faculty Club. A fee of Rs. 20/- per head per month will be charged. A maximum of 5 squash balls per 5 registered members will be issued per month depending upon availability. |
|                   | 2. Members will buy their own rackets.   |
| <b>Timings</b>    | 3. Timings will be as per rule 29 under 'Club Hours'.  |
| <b>Dependents</b> | 4. Children/Dependents above 12, can play squash between 4.30 to 6.00 P. M. in winter and between 4.30 to 7.00 P. M. in summer.  |
|                   | 5. Dependents below the age of 12, are not permitted to use the squash court.  |
| <b>Guests</b>     | 6. The charges for guests intending to play the game casually will be Rs. 2/- per head per day payable in advance with entries in relevant register.   |
| <b>Dress</b>      | 7. Members should play the game in proper kit (white shirt, white shorts/pants, canvass shoes).  |

## TABLE TENNIS BYE-LAWS

- |                   |   |
|-------------------|---|
| <b>Fees</b>       | 1. Members/dependents can play table tennis after notifying the Secretary. The charges would be Rs. 2/- per head per month.   |
|                   | 2. Table tennis balls and bats will be provided by club to the registered member. The game material will be issued proportionate to the number of participating members i.e. one table tennis ball per 2 members per month. |
| <b>Timings</b>    | 3. Timings will be as per rule 29 under 'Club hours'.   |
| <b>Dependents</b> | 4. Children/dependents above the age of 12 years, may play table tennis between 4.30 to 6.00 P. M. in winter and 4.30 to 7.00 P. M. in summer.  |
| <b>guests</b>     | 5. Charges for guests intending to play casually will be Re. 1/- per head per day..   |
| <b>Dress</b>      | 6. Members are to play the game only in proper dress (canvass shoes are necessary).   |

# BADMINTON BYE-LAWS

## **Fees**

1. Members can play badminton after notifying to the Secretary and payment of game fee of either Rs. 25/- or Rs. 50/- per head per month. The members who pay Rs. 25/- per month will have to register for one whole year. The shuttle cocks will be provided by the club at a proportion of one shuttle for two registered members per day. Members will bring their own rackets. Dependents can play badminton after paying a registration fee of Re.1/- per month. They will bring their own shttles and rackets.

## **Timings**

2. Timings will be as per rule 29 under 'Club hours'.

## **Dependents**

3. Only children/dependents above 12 years of age, can play badminton between 4.30 to 6.00 P. M. in winter and 4.30 to 7.00 P. M. in summer.

## **Guests**

4. Charges for guest intending to play casually will be Re. 2/- per head per day.

## **Dress**

5. Members are to play the game only in proper dress (canvass shoes are necessary).

## ANNEXURE 'A'

A. The following rules are hereby framed by the Board of Management for use of the Complex known as Faculty Club and facilities attached thereto:-

1. It shall be the duty and responsibility of the Vice-Chancellor to ensure proper utilisation of the building on the Club and facilities provided therein and attached thereto and for this purpose, he may issue any instruction/directive, which shall be binding on all the subscribers of the Club.
2. The Club shall be open to the persons admitted to it as subscribers by the Advisory Committee with the approval of the Vice-Chancellor in the manner prescribed under the rules framed in this behalf.
3. The subscriber shall be entitled to use the Faculty Club and facilities provided therein on payment of such fees/subscription as prescribed by the rules and in the manner laid down.
4. The Vice-Chancellor may, by special order, authorise any person to use the Faculty Club premises or facilities provided therein.

### *Advisory Committee :*

5. There shall be an Advisory Committee to be known as Faculty Club Advisory Committee to aid and advise the Vice-Chancellor regarding matters connected with the Club.
6. The Vice-Chancellor shall be the Chairman of the Advisory Committee and other members shall be as follows :-
  - (i) Four from amongst the officers of the University to be nominated by the Vice-Chancellor, one out of whom should be Comptroller.



- (ii) One from amongst the teachers of the rank of Professor or equivalent other than the officers of the University to be nominated by the V. C.
- (iii) Three from amongst the lady subscribers/wives of the subscribers to be nominated by the V. C. provided that at least one of the three shall be either non-faculty subscriber or wife of a non-faculty subscriber.
- (iv) Two from amongst the teacher subscribers of the rank of Associate Professor and equivalent or below.
- (v) One from amongst the non-teaching subscribers of the Club.

The term of the above members falling under categories (i) to (v) shall be one year but they shall be eligible for re-appointment.

- 7. The Advisory Committee shall have the power and responsibility of making recommendations regarding all matters connected with the Club.
- 8. The Vice-Chancellor shall have the power either to accept or reject or modify the recommendations of the Advisory Committee.
- 9. The Advisory Committee shall frame rules regarding subscription to be paid by the subscribers, use of various facilities provided in the Club, conduct of the subscribers while in the Club, service conditions of the employees of the Club and such other matters as they deem necessary for proper utilisation and running of the Club facilities.
- 10. The rules proposed by the Advisory Committee shall be subject to the approval of the Vice-Chancellor, who may either accept or reject or modify these rules.
- 11. The Vice-Chancellor, on recommendations of the Advi-

sory Committee, may appoint either a part-time or full time Secretary of the Advisory Committee, who shall be known as Secretary, Faculty Club.

12. Ordinarily, the Secretary shall hold his office for one year but his services may be terminated at any time by the Vice-Chancellor without any notice or reasons to be assigned therefor, or may be extended for such period or periods as the V.C. may deem necessary.

*MONEY/FINANCE :*

13. The money obtained by way of subscription/fees to be paid by the subscribers and other incomes, which accrue in course of running the Club shall be kept in an account to be maintained in a Bank or Post-Office approved by the V. C. and the account shall be in the name of Faculty Club, HAU, Hisar. This account shall be operated jointly by the Secretary of the Advisory Committee and one other member nominated by the Vice-Chancellor.
  14. Any instruction/directive given by the board of Management or Vice-Chancellor or contained in the statutes/Act shall be binding on all the subscribers and Advisory Committee notwithstanding anything to the contrary contained in the rules/regulations framed by the Advisory Committee.
- B. As regards the complex known as Community Centre, the Vice-Chancellor is hereby authorised to frame suitable rules for its use and the facilities attached thereto.

## *Chapter 32*

### **Constitution of Employees Community Centre**

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#### **ARTICLE-I**

##### **NAME**

The centre shall be called as the Haryana Agril. University Employees Community Centre here in after referred to as the Community Centre.

#### **ARTICLE-II**

##### **DOMICILE**

The Community Centre shall be located with the Head-quarter in the University Campus at Hisar.

#### **ARTICLE-III**

##### **AIMS & OBJECTIVES**

1. To arouse and foster love & friendship, inculcate fellow feeling, promote social contacts and instil sports-manship.
2. To promote recreational, indoor and outdoor activities :
3. To organise such functions within and outside the University Campus as would promote social contacts.
4. To collect money by membership, subscription, donations, grants etc. and to make necessary investments in order to promote the social, cultural and developmental activities of the Community Centre.

5. To perform all such acts and things as may be necessary for the attainment of the objectives of the Community Centre.
6. To extend physical facilities and to provide financial help to the members of the Community Centre.

### **Explanation**

The Community Centre shall be a non-profit making organisation and the savings shall not be distributed amongst the members.

## **ARTICLE-IV**

### **SECTION-1**

Membership of the Community Centre shall consist of three classes of members viz.;

- (a) Active members,
- (b) Casual members and
- (c) Optional members.

### **SECTION-2**

#### **Active member**

An employee of the University as defined in the HAU, Statutes, on payment of prescribed membership fee and admission fee (if prescribed), can become an active member of the community centre. An active member shall enjoy all rights and privileges of membership.

### **SECTION-3**

#### **Casual Member**

All the relatives of the active members residing with and/or dependent upon them will be eligible for enrolment as casual members of the Community Centre. However, all such casual

members except the members of family of active members shall be required to pay the subscription of the Community Centre. They shall only be eligible to enjoy the recreational facilities provided by the Community Centre and shall not be eligible to participate in any general body meeting or hold any executive office.

#### **SECTION-4**

##### **Optional Members**

Any other person may be admitted to the Community Centre as optional member with the approval of the Executive Committee of the Community Centre after paying the membership fees and admission fee as provided under Article-V of the Constitution. An optional member shall only enjoy the recreational facilities as provided by the Community Centre. He shall not be entitled to vote or hold an executive office.

*Note : The family will include wife/husband and their children and dependent parents.*

#### **ARTICLE-V**

##### **Membership fee & subscription**

#### **SECTION-I**

The membership fee and subscription shall be as under :-

- (i) Monthly membership fee for active members shall be as prescribed by the Executive Committee with approval of the Vice-Chancellor.
- (ii) Monthly rates of subscriptions/admission fee for various games shall be as decided by the Executive Committee from time to time.

## **SECTION-2**

### **Payment of fee and subscriptions**

Sub-section-I : The monthly membership fee of active members shall be deducted from their salaries. Membership fee of casual/optional members shall have to be paid by 10th of every month. Subscriptions for various games will be collected through the game secretary who should deposit the same by 10th of every month alongwith a list of payees/defaulters. In case of default in payment for two months, his membership will be liable to cancellation at the discretion of Executive Committee.

## **ARTICLE-VI**

### **GENERAL BODY & EXECUTIVE COMMITTEE**

#### **SECTION-I**

##### **General Body**

The general body of the Community Centre shall consist of Active Members. All rules, regulations and resolutions adopted or promulgated by the General Body, in accordance with the constitution, shall govern the affairs of the Community Centre.

#### **SECTION-2**

##### **Executive Committee**

The Executive Committee shall consist of the following :-

1. President
2. Vice-President
3. General Secretary
4. Cultural Secretary
5. Joint Secretary
6. Treasurer

7. Auditor
8. Six elected members :
  - (a) 3 from ministerial employees:
  - (b) 1 from teachers : and
  - (c) 2 from technical employees.

### **SECTION-3**

#### **Election of Executive Committee**

- Sub-Section (i) Vice-Chancellor, HAU, Hisar shall be the Ex-Officio President of the Executive Committee.
- (ii) The Executive Committee shall be elected from other members amongst the active members of the Community Centre.
  - (iii) The office of the Auditor shall be from amongst the persons well versed in Accounts and Audit.
  - (iv) The nomination of the persons for election of office bearers and members of the Executive Committee shall be proposed by any active member and duly supported by another two active members. The concurrence of the person proposed will also be necessary. The nominations will be on a prescribed form. The voting will be by ballot system. The detailed procedure for holding the election will be decided by the Executive Committee with the approval of Vice-Chancellor.
  - (v) The term of the office for all office bearers and members of the Executive Committee shall be for a period of one year till the assumption of office by their successors which ever is later.
  - (vi) A member of Executive Committee may resign his office by sending his/her resignation

addressed to the General Secretary of the Executive Committee and on its acceptance by the Committee, but until then, he/she shall continue to be a member of the Executive Committee.

- (viii) In the event of vacancy arising in the Executive Committee between the two meetings of the General Body, the Vice-President with the approval of the Executive Committee shall have the powers to fill up the vacancy from amongst the active member till such time as the vacancy is filled in accordance with the prescribed procedure. However, the election for such a vacancy will not be held if it falls vacant two months before the annual general body meeting.

#### **SECTION-4**

##### ***Powers of the Executive Committee & office bearers***

- Sub-Section (i) The executive committee shall implement the policies of the Community Centre and direct its affairs to promote its best interests.
- (ii) The Executive Committee shall exercise general control over the finance of the Community Centre within the budget provision.
- (iii) The Executive Committee shall manage the property of the Community Centre and may make part-time and full time appointments within the budget provision, necessary for maintaining the property and in pursuance of the aims and objectives of the Community Centre and this shall be subject to approval of Vice-Chancellor.
- (iv) The Executive Committee may remove any Casual or Optional member from membership of the Community Centre on grounds of gross indiscipline and mis-conduct or acts contrary to the



rules and regulations of the Community Centre. If an active member also indulges in such acts, his entry may be debarred for a period specified by the Executive in each case.

- (v) The Executive Committee may accept the resignation tendered by any office bearers and fill up such casual vacancies on adhoc basis till such a vacancy is filled up on regular basis in accordance with the Constitution of the Community Centre.
- (vi) The Executive Committee may frame rules and regulations in accordance with the instructions laid down by the Vice-Chancellor for proper conduct of the work of the Community Centre and lay down procedure for incurring day to day expenditure.
- (vii) The Executive Committee shall have the power to appoint such other special committee, not provided for in the articles of the Constitution as may be necessary for proper conduct of business of the Community Centre. However, only members of the Community Centre shall serve on such committees except where cooperative activities with other similar organisations are desirable.
- (viii) The Vice-President can sanction expenditure upto Rs. 200/-, General Secretary upto Rs. 100/-, and the Cultural Secretary upto Rs. 50/-. Beyond these limits, the approval of the Executive Committee shall be necessary, which shall have powers to sanction expenditure within the budget provision. No sanction of any office bearers of the Community Centre shall be required for expenditure authorised by the Executive Committee. The Committee shall also have full power to

write off losses and regularise payments made out of subscription funds or order recoveries from individuals for losses sustained by the Community Centre. In emergencies the Vice-President/General Secretary/Cultural Secretary may, however, sanction such expenditure within his powers and thereafter seek approval of its regularisation in the next meeting of the Executive.

- (ix) If any member of the Community Centre indulges in indiscipline or misconduct or acts in a way contrary to the rules and regulations for the Community Centre, the Cultural Secretary may bar the entry of such a person into the Community Centre and participation in cultural and social functions organised by the Community Centre, upto a period of seven days. In case of recurrence of such indiscipline the Cultural Secretary shall report to the Executive Committee of the Community Centre.

## **SECTION-5**

### **Responsibilities & duties**

- (i) **Vice-President** : The Vice-President shall be the working officer of the Community Centre. In the absence of the President proceedings of the meeting of the General Body and the Executive Committee shall be presided over by him. He shall maintain liaison with the University authorities.
- (ii) **General Secretary** : The General Secretary shall be responsible for the maintenance of the record of the Community Centre and conduct all correspondence on its behalf. He shall prepare agenda, make arrangements for meeting and send notices to the members.

He shall keep record of the proceedings of the General Body and the Executive Committee. He shall be responsible for faithful implementation of the decisions taken by the General Body and the Executive Committee.

- (iii) **Cultural Secretary** : The Cultural Secretary shall be incharge of the Community Centre Building, maintain all accounts of various stock and store articles and supervise the property of the Community Centre. He shall be responsible for regulating the entry of members, enforcing all rules and maintaining dignity and decorum of the Community Centre. In case of any incident he shall take necessary action as provided under the constitution of the Community Centre. He shall be responsible for organising various cultural and social functions.
- (iv) **Joint Secretary** : The Joint Secretary will deputise for General Secretary, wherever necessary. He will, generally assist him in performance of his duties and also perform all such duties as may be assigned to him by the Executive Committee. He shall look after the duties of the General Secretary or the Treasurer in the absence of either of them.
- (v) **Treasurer** : The Treasurer shall keep accounts of the funds, make disbursements and submit audited statements of accounts at the Annual General Body Meeting of the Community Centre.

- (vi) Auditor : He shall be responsible for audit of the accounts of the Community Centre. The audit of all accounts of Community Centre shall be conducted by him once in a month and at the end of each financial year. He shall submit the certificate of having conducted the audit for every month within first week of next month and quarterly audit reports in the month of April, July, October and January, along with his observation, shall also be submitted to the Executive Committee for consideration.

## **ARTICLE-VII**

### **MEETING**

#### **SECTION 1**

##### **Annual Meeting**

The annual meeting of the General Body of the Community Centre shall be held in the month of April. It shall be called by the General Secretary and shall undertake the following business :-

- I. Review the annual report of the Community Centre for the preceding year.
- II. Review of Statements of accounts duly audited for the preceding year.
- III. Passing of budget for the following year.
- IV. Holding of annual elections to the Executive Committee.
- V. Any other business with the permission of the President/ Vice-President

## **SECTION 2**

### **Special Meeting**

A special business meeting of the General Body of the Community Centre may be called at the discretion of the Executive Committee, or by the General Secretary of the Executive Committee on a written request from at least 50 active members of the Community Centre.

## **SECTION 3**

### **Notice of the Meeting**

The calls for the annual meeting, special meeting, and a meeting reconvened for want of quorum shall be issued at least 7 days, 3 days and 8 days respectively, prior to the date for such meetings. All the members shall be informed through a general notification or through the Head of Departments/Controlling officer.

## **SECTION 4**

### **Agenda for reconvened meeting**

The business conducted and the agenda for discussion in a reconvened meeting shall be the same as that of the previous meeting adjourned for want of quorum.

## **SECTION 5**

### **Quorum**

- 1 The quorum at all meetings shall be 50% of the total strength of active members except at a meeting where amendments to the constitution are to be voted. In the later case the quorum shall be 60% of total strength of the active members.
- 2 There shall be no quorum for a reconvened meeting which has been previously adjourned for want of quorum.

## **SECTION 6**

### **Voting**

All issues except amendments to the constitution shall be decided by the majority of the votes by show of hands. Amendments to the constitution shall be subject to approval of Vice Chancellor. The President of the meeting shall have a casting vote in the case of a tie. Voting by proxy shall not be allowed.

## **SECTION 7**

### **Meeting of the Executive Committee**

1. Meeting of the Executive Committee shall be called by the General Secretary in consultation with the President/Vice-President normally once in a month but atleast once in two months. Emergency meeting may however, be called as and when necessary.
2. The call for any meeting of Executive Committee shall be issued atleast 3 days before the date set for it, to each member of the Executive Committee.

## **SECTION -8**

### **Physical Facilities**

New physical facilities such as fixtures, fittings and furniture for the Community Centre shall be provided by the University subject to the following:-

- (i) Where certain furniture/equipment is declared as unserviceable by the competent University authority, its replacement shall be done at the expense of the University.
- (ii) Maintenance of physical facilities shall be done by the Community Centre at its expenses except that the maintenance of the building shall be attended to by the University; and
- (iii) The replacement of curtains, where required, shall be done by the Community Centre.

# *Chapter 33*

## **Rules for Faculty House/Rest Houses**

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## RATE LIST FOR STAY IN THE FACULTY HOUSE-RATES IN RUPEES PER DAY

Sr. No.	Particulars	VIP suites	Rooms provided with AC and heater	Rooms provided with desert cooler & heater	Ordinary rooms with geysers	Remarks
1	2	3	4	5	6	7
1.	Teachers & other employees of CCSHAU, Hisar not below Class-II/ Officers of Haryana State Agriculture & Hort. Deptt.					
	(a) While on duty	30	15	12	8	
	(b) While not on duty	60	30	24	16	
2.	Employees not below Class-II from Haryana Govt. Officers of Govt. of India, IAS, HCS probationers and those visiting on official invitation from HAU such as for examination work, selection committees and delivering talks etc. Officers of Govt. on deputation with Corporations, Boards and other Institutes/Bodies in Public and Cooperative Sector of Haryana Govt. Non-official members of BOM, employees and teachers not below Class-II of ICRISAT, ICAR and its institutions (such as NDRI, IVRI & IARI) and retired HAU employees not in service elsewhere (if persons of the last category are in service somewhere else, they would be charged at the rates applicable to the employees coming from their organisations. If they are not in service somewhere else, they will be charged of the rates given below as applicable to employees not on duty) Other Agril. Universities of India. Employees of MDU, KUK & GJU.					
	(a) While on duty	50	30	20	15	
	(b) While not on duty	100	60	40	30	

Circulated vide CAU's SAU. CAUH/E. 1/96/102/6692-6851 dated 10.6.96.

1	2	3	4	5	6
3.	Candidates called to attend interview				
4.	Employees and teachers not below Class-II of other Universities		30	20	15
	(a) While on duty	100	60	40	25
	(b) While not on duty	200	120	80	50
5.	Nonofficial members of Committees of Haryana Govt., MLAs, Ex-MLAs, MPs, Ministers, Speakers, Chairman Managing Directors, General Secretaries and other VIPs.				
	(a) While on official business	100	60	40	25
	(b) While on private visit	200	120	80	50
6.	Progressive farmers/parents of benafide students of HAU and Ex-servicemen.		50	35	20
7.	Officers of other State Govt. and Research Institution (other than I.C.A.R. Institutions under its control)				
	(a) While on duty	100	60	40	25
	(b) While not on duty	200	120	80	50
8.	Officers of Corporations Boards other Central Institutes/ Boards in the public and Cooperative Sector other than Haryana and nationalised Banks (other than those separately specified)				
	(a) While on duty	150	90	60	40
	(b) While not on duty	300	180	120	80

1	2	3	4	5	6
9.	Participants of various conferences/ seminars/work shops/ Meetings sponsored by ICAR, UGC, Public undertakings and private bodies etc.				
	(a) Sponsored by ICAR, UGC, HAU, Haryana Govt. and ICAR Institutes	50	30	20	15
	(b) Sponsored by IFFCO, Hafed, Public undertakings and other National Institutions and Private bodies etc.	150	90	60	40
10.	(a) (i) Foreigners/Private individuals	300	200	150	100
	(ii) Foreigners sponsored by ICAR/Govt. of India.	100	60	40	30
	(b) Visitors from institutional/Aid Granting Agencies.				
	(i) Foreigners/Invitees	100	60	40	30
	(ii) Foreign students/Research Fellow	-	60	40	30
11.	Press Correspondents whenever they visit in connection with duties of their profession.	30	20	15	10
12.	Use of farmers hostel for the marriage of University employees or their children	20/- per day			
13.	Use of Faculty House lounge for non-official work if permitted by the Registrar/Vice-Chancellor	200/- per day			
14.	Use of Lounge and dining hall of Faculty House	500/- per day			
15.	Committee Room/Meeting Hall	500/- per day			

Note :

1. Ordinarily no person should be permitted to occupy accommodation for a period exceeding 10 days except in the case of CCHAU employee joining on first appointment or on transfer. Rent will be doubled after 10 days in such cases. However, the delegates attending the training programme and summer Institutes etc. will be allowed to stay in the Faculty House beyond 10 days on normal rent.

2. Charges will be doubled if stay exceeds one month in case of eligible CCSHAU employees joining fresh appointment/transfer.

3. Charges applicable for the family of authorised person will be private.
4. Where a person is covered in two categories, lower rates will be applicable.
5. No charge will be realised in case of rooms in the Farmer's Hostel and ordinary room in the faculty house for stay not exceeding three hours. However, full charges will be realised for such stay in air conditioned rooms.
6. Telephone charges at the rate of Rs. 1/- per call will have to be paid for private local calls, if a telephone is provided to persons authorised for the same. Other persons will have to pay full charges for any telephone calls. Even authorised person have to pay full charges for private STD and trunk calls.
7. When an AC room is reserved for an officer, he shall have to pay charges fixed for AC rooms whether air conditioner or heater is used or not.
8. Officers applying for reservation of accommodation should indicate whether they would be on duty or on leave on the dates for which reservation is required.
9. Officers for whom accommodation is reserved must inform the reservation authority well in time in case they do not intend to occupy the accommodation reserved for them so that accommodation can be made available to other officers. In case reserved accommodation is not availed of on the first day and no intimation of any change in programme is received by the reservation authority, the reservation made will be liable to be cancelled.
10. No reservation will be made for marriages or other similar functions in the Faculty House.
11. Tariff for block private bookings would be doubled of the single private tariff rates. Any booking of 5 or more rooms would be treated as block booking.

## Fixing of rates for the use of Seminar/Dining Hall at outlying Research Stations

(Comptroller's Memo. No. CAUH. E.1/92/24930-33 dated 6.11.92)

Name of outstations	Name of Hall	Amount to be charged
Research Station, Rohtak	Seminar Hall	Rs. 500/- per day
Research Station, Uchani	Dining Hall Seminar Hall	Rs. 100/- per day Rs. 200/- per day
Research Station, Sirsa	Auditorium	Rs. 1000/- per day

*Note: Use of above facilities free of cost to the Govt. departments of Haryana may be permitted with the approval of the Vice-Chancellor and only when these facilities are not needed for University work.*

2. Charges for use of University Auditoria and other facilities by outside agencies (Comptroller's Memo. No. CAUH. E.1/95/102/19190-11350 dated 4.12.95):

Lecture Room	Rs. 400/- per day
Committee Room	Rs. 600/- per day
Auditorium	Rs. 1200/- per day

Besides the user agency shall be required to deposit a security of Rs. 500/- in the case of Lecture Hall and Committee Room and Rs. 800/- in the case of Auditorium. The amount of security so deposited will be refunded after deducting the damages if any, done to the walls, by pasting of posters, to furniture and fixtures of Lecture rooms, Committee Rooms and auditoria. The damage will be assessed by the Committee of 3 members appointed by the Dean of the College/Officer Incharge of the building. Other conditions will remain unchanged.

3. Charges for use of I. G. Auditorium (Chief Engineer's Endst. No. HAU.EEE.93/3718-3868 dated 3.8.93):

1. Main hall including area of balcony and foyer	Rates per day
(i) For use by private undertaking institutions etc.	Rs.20,000/-
(ii) For professional institutions, Institution of Engineers, Medical Sciences, Boards and Corpsns.	Rs.10,000/-

(iii)	Functions arranged by State Govt. or Central Govt.	Rs. 6000/-
(iv)	Functions arranged by the University Deptts.	
	(a) Normal function	No rent
	(b) Cultural programmes arranged by Univ.	Rs. 2,000/- for 2 to 4 hours.
	(c) Cultural Programmes financed by State Govt./ICAR	Rs. 4,000/- for 2 to 4 hours
2.	Additional charges for committee room :	
(i)	Committee room at basement	
	(a) Private institutions, undertakings	1,700/- upto 8 hrs.
	(b) Prof. institutions, institutions of Engineers, Medical Sciences, Boards and Corporations.	Rs.800/- -do-
	(c) State Govt./Central Govt.	Rs. 350/- -do-
	(d) Univ. deptts. but financed by State Govt./ICAR etc.	Rs. 350/- -do-
(ii)	Committee room at Balcony	
	(a) Private institutions, undertakings	1,000/- upto 8 hrs.
	(b) Prof. institutions, institutions of Engineers, Medical Sciences, Boards and Corporations.	Rs.500/- -do-
	(c) State Govt./Central Govt.	Rs. 250/- -do-
	(d) Univ. deptts. but financed by State Govt./ICAR etc.	Rs. 250/- -do-

The user agency shall be required to deposit a security of Rs. 1,000/- for Committee Room and Rs. 2,000/- for main hall of Indira Gandhi Auditorium. The security will be refunded after deduction of any damage/loss. (XEN (E) Memo No. 335-435 dated 29.1.96)

*Note : Vice-Chancellor may relax the above rent/additional charges in suitable cases with or without the recommendations of the Committee consisting of officers of the University.*

## Chapter 34

### **Rules Regarding Publication of Research Papers by Members of the Faculty**

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1. Every teacher should have a definite research/extension projects to work upon. The project should be selected in consultation with the Head of the Department and the Director Of Research/Extension. Teaching Associates may be exempted from research work at the discretion of the Head of the Department.
2. When more than one teacher is engaged on one project, effort should be made to define sub-units of this project and assign particular responsibilities to each worker engaged in this project.
3. Teachers who are employed mainly for teaching should devote either at least 1/3rd of their time every trimester to research/extension work or one trimester out of three trimesters depending upon the discretion of the Head of the Department.
4. Teachers who are employed mainly for research work should devote either at least 1/3rd of their time every trimester to teaching or extension or one trimester out of three trimesters depending upon the discretion of the Head of Department.
5. Every whole time research worker is required to publish at least one scientific paper in a year. Where the nature of work is such that the project cannot be completed in one year, at least two papers should be expected during two

years. The assessment in such cases should be done every two years by the Head of the Department and the Director of Research.

6. From whole time teachers, who would be spending only 1/3rd of their time on research/extension at least one scientific paper should be expected in two years.
7. Teachers who are employed mainly for Extension Education at the Hisar Campus and at outstations where research/teaching is there, should devote 1/3rd of their time to teaching/research work as far as feasible and as may be assigned by the Head of the Department of their respective disciplines with the concurrence of the Director of Extension Education. For such extension workers of the University as are at outstations where research and teaching projects are not going on, the concerned Heads of Departments should allocate adaptive research trials, surveys, surveillance, monitoring etc., to the maximum extent of requiring them to spend 1/3rd of their time on these.
8. For teachers mentioned in the foregoing paragraph, at least two articles in extension journals or semi-teaching journals, like Indian Farming, Kheti, Kurukshetra, or any farm weekly/monthly or any other acceptable publications are expected every year.
9. At the time of recording the annual remarks, the Heads of the Department and the Dean of the College/the Director of Research/the Director of Extension Education should make a clear assessment of the Research, Teaching and Extension work output of a teacher and clearly state the number of papers and the quality of papers published by him. In case, it has not been possible for a teacher to publish the minimum number of papers during the year and the Head of Department considers that due to the nature of work the teacher could not produce the minimum number of papers, should clearly state the reasons.



10. The failure to produce the minimum number of publication by a teacher should be considered a sufficient cause for stoppage of increment by the university authorities unless there are strong reasons for not publishing of these papers. Similarly, the failure of a research or extension worker to devote 1/3rd of his time towards other activities should also be considered sufficient cause for stoppage of annual increment.

(Registrar's letter No. E-2/V-92/4549-4718 Dt. 15. 3. 1980)

As regards co-authorship, the Academic Council in its 177th meeting on 18. 9. 81 vide item No. D-1 decided that equal weightage should be given to the co-authors but there should not be more than 3 authors for writing a research paper.

Regarding weightage to co-authors for publications of interdisciplinary nature, Academic Council vide item No. A-3 in its 179th meeting held on 29. 12. 81 decided that equal weightage be given to all authors collaborating in the publications of interdisciplinary nature.

(Registrar's letter No. F-1/81/E-357/663-772 Dt. 8. 1. 82)

A paper shall be deemed to be published under these rules only if it is either actually published or accepted for publication and such acceptance is conveyed in writing.

**Terms & Conditions for writing text-books, monographs  
laboratory manual, etc. and getting these published  
through HAU/private publishers**

1. A University teacher, who wishes to write/edit a text book/monograph/laboratory manual, or wishes to contribute a chapter in some publication, to be published by HAU must obtain permission from the competent authority after recommendations from the publication Advisory Board. Anybody interested for publication through private publisher must obtain permission from the competent authority through Director of Publications.
2. An author should have sufficient professional experience in the field in which he proposes to write a text book/monograph/laboratory manual.
3. No relief from or reduction in teaching and/or research activities shall be given to the author.
4. The expenditure on stenography, cartography, photography and art work, etc. shall be borne by the author.
5. The authors, whose proposals are approved by the Publication Advisory Board will submit the final manuscript of the text book/monograph/laboratory manual within the stipulated time.
6. No teacher will be allowed to write a help book/question/answer/guide book.
7. For publication of laboratory manual/text book/monograph by the Directorate of Publications of HAU, the Publication Advisory Board will decide on the basis of utility of such publication to the students of our University.
8. The author(s) shall revise the text book/monograph/laboratory manual and bring it upto date as and when the Director of Publications decides to bring out a revised

edition. In the event of the author being not available/ not interested to revise, the right to get such publication revised by somebody else shall rest with the University.

9. The sale price of the publication will be fixed by the Director of Publications as per University rules.
10. Not more than 1000 copies will be published at a time.
11. The university shall pay to the author's a uniform royalty of 15% on the Indian published price of the publication on all copies sold in India and other countries. In case there is more than one author the royalty will be divided between them as per university rules prevailing at that time.
12. Ten complimentary copies will be given to the authors.
13. No other proposal to write a text book/monograph/laboratory manual will be considered by Publication Advisory Board until the previous proposal has been submitted for publication and finally approved.

## *Chapter 35*

### **Purchase Procedure for the Store Purchase Organization**

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The Vice-Chancellor has approved the following revised Purchase procedure for the Store Purchase Organization in the University with immediate effect.

#### **I. The List of Centralised Items:**

Items in the following categories would be considered as centralised items:

1. All the items borne on the rate contract concluded by the University as per list enclosed at Annexure I (Category -I). Any additions/deletions in the list would be allowed only by CPC.
2. All the items which are required to be available in the Central Store as per list at Annexure I (Category-II). Any additions/deletions in the list will be allowed only by CPC.
3. All the items not included in categories 1 and 2 above which have to be purchased in bulk periodically, such as Sutli, gunny bags, vehicles, refrigerators etc. generally on specific demands received from the departments. List of such items will be approved by the CPC in the first instance and any addition/deletion therein will also be made by the CPC.

4. Items, the cost of which is more than the monetary jurisdiction of the College Purchase Committee or Committees of corresponding monetary jurisdiction.

## II. The monetary jurisdiction of various purchase committees for non-centralised items :

The following will be the monetary limits of various purchase committees for non-centralised items.

- |  |   |
|--|---|
| 1. Departmental purchase Committee.<br>Or<br>Committees of equivalent level. | Upto Rs. 10,000/- at a time             |
| 2. College purchase Committee.<br>or<br>Committees of equivalent level.      | Rs. 10,000/- to Rs. 20,000/- at a time. |
| 3. Central Purchase Committee.   | Above Rs. 20,000/- at a time            |

The monetary limits of Inspection Committees of the Departments, College and equivalent level will also stand enhanced accordingly.

## III. Procurement of material on DGS & D New Delhi & DS & D Haryana rate contracts

The Store Purchase Officer would try to have information regarding the items available on DGS&D/DS&D Haryana rate contracts. It would also be ascertained from the firms concerned whether they are willing to supply the material on the same rates to the University. While, it will be the endeavour of the Store Purchase Organisation to make use of such rate contracts, it would not be necessary for the University to obtain all the goods on such contracts but whenever it is in the knowledge of the Store Purchase Organisation that the items concerned are available on such rate contracts, the fact must be brought out in the agenda of the relevant purchase case. If in a certain case it

has been decided by the CPC not to purchase certain items, borne on the Govt. rate contract, on considerations of quality, the departments would be specifically asked not to purchase items on the relevant rate contract.

The Store Purchase Officer will circulate the names of all the items available on DGS&D rate contract as and when he gets such information from the DGS&D.

#### **IV. Purchases from government organisations and public undertakings**

The Central Purchase Committee or any other approved purchase Committee would be competent to take decision with regard to the purchase of items from various govt. organisations and public sector undertakings at their rates subject to the condition that such organisations and undertakings would give a certificate to the effect that lower rates and better terms & conditions have not been offered to other Govt./Semi Govt. institutions. Where such organisations are the manufacturers, there would be no need to invite quotations but where certain items are only marketed by them, then they would be treated at par with other suppliers and in such cases quotations should be invited and the case processed as per normal procedure.

#### **V. Purchase of items without calling quotations.**

Monetary limit for the purchase of centralised as well as non-centralised items without quotations, would be Rs. 600/- at a time. In case of non-centralised items, the annual limit for each deptt. will be Rs. 5000/- par annum which may be increased up to Rs. 8000/- in respect of bigger departments with the approval of the Controlling Officer.

There will be no annual limit in respect of centralised items to be purchased by the Deptts. after getting N. A. from SPO. Further, it may be ensured by the Deptts. that a single item is not purchased more than twice a month within the limit of Rs. 600/- to avoid calling of quotations. The embargo of

Rs. 600/- as well as the annual limit also be applicable on the SPO for purchasing centralized items without calling of quotations.

(CAU's memo No. CAUH/96/E-1/10204-353 dated 30.9.96).

#### **VI. Purchase of specific brands of goods**

For the purchase of specific brands of goods, the quotations would normally be invited from the manufacturers as well as from their authorised distributors/stockist. However, if the manufacturers insist upon the supply of such goods directly or through their area distributors/stockist it would be within the powers of the relevant purchase committees to approve the purchase accordingly. While approving purchase in this manner, the committee concerned will record reasons for not obtaining quotations from other dealers. In such cases, the manufacturers/authorised stockist/distributors shall record a certificate that the rates, terms & conditions offered to HAU, are not inferior to those offered to other Govt./Semi Govt. institutions/departments.

In cases where rate contract is concluded or purchase is made from the local distributor/stockist on the basis of a single quotation their relevant purchase committee will be competent to determine the manner in which the authenticity of the rates will be determined.

#### **VII. Purchase of requirements/machinery on quality basis**

As far as possible, the tendency on the part of user departments to recommend only a single brand/make of an equipment should be discouraged. In case, for the purpose of research, the departments need only a specific make of certain equipment, there should be clear recommendations of the Departmental Purchase Committee to this effect whereafter the case should be processed accordingly. In such cases, the quotations should be called from both the manufacturers, and the stockists authorised by the manufacturers. If the manufactur-

ers, however, insist upon supplying material direct or through specific authorised dealer, the matter may be dealt with accordingly and in all such cases, a certificate should be obtained from the supplier that the rates charged are not more than what they are charging from other government/semi-government departments. In other cases, the quotations should be floated amongst reliable manufacturers/dealers on the basis of complete specification to be given by the HOD concerned. Even if, after the receipt of quotations a certain HOD finds, on going through the catalogue that a certain device, technology used 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 equipment on quality basis after recording the reasons in writing. The CPC may decide such cases on merits when, for reasons to be recorded in writing, the quotations are not to be invited again.

#### **VIII Purchase through spot quotations**

The various purchase committees constituted under the rules, would be competent to appoint further sub-committees for making spot purchases with the proviso that when spot purchase is to be made from a station other than the headquarters, the approval of the College Purchase Committee/Departmental Purchase Committee in the case of non-centralised items and the Central Purchase Committee for the centralised items, would be necessary. The relevant committees would appoint spot purchase committees under the following circumstances :-

1. When the purchase is so urgent that regular purchase procedure cannot be followed.
2. When the purchase has not been made earlier through regular quotations and the addresses of the firms are not available.
3. 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.



4. When the response to NIQ floated by SPO, is poor.
5. Composition of spot purchase committee

In the case of spot purchase committees, to be constituted by the CPC, the following would normally be the composition of the relevant committee :

- (i) HOD concerned/rep. not below Class-II
- (ii) Comptroller/Rep. not below Class-II
- (iii) To be decided by the CPC

While appointing Spot Purchase Committee, specific reasons for doing so would be recorded in the proceedings of the meeting.

6. *Number of quotations needed for Spot Purchases:*

As a matter of general rule, there should be minimum three quotations before a spot purchase is made. However, subject to a maximum limit of Rs. 5000/- for each item at a time, the spot purchase committees would be authorised 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 like to give quotations therefor, the purchase committee will be competent to make purchases from him, after certifying that the purchase has been made at the lowest market rate, without insisting for written quotation from the firm.

7. *Outstation Purchases:*

In the case of spot purchases to be made at out-stations, the committee can make purchase from the adjoining stations, districts also but before doing so, the economics of making purchase locally even at slightly higher rates, vis-a-vis sending committee to other stations, involving expenditure on TA & DA should be worked out before hand.

## **IX Repeat orders**

The following policy would govern placing of repeat orders in the University:-

1. The SPO in the case of centralised items and the authority competent to place order in the case of decentralised items, will be competent to place repeat orders under this rule.
2. A period of three months should not have expired since the placing of initial order.
3. The quantity for which repeat order can be placed, would not be more than that had been ordered in the initial order, provided that the total purchase does not exceed the financial limits of the respective Purchase Committee.
4. A certificate of reasonability of rates will have to be furnished by the relevant officer to the effect that there has been no downward trend of prices since the placing of initial order.
5. No repeat order will be placed where the original purchase was made on the basis of short term quotation or on the basis of spot purchase.
6. All cases necessitating relaxation of these rules will be referred to the CPC which will be competent to relax the provisions of these rules.

## **X. Purchase of farm implements (machinery & inputs)**

The Farm machinery and other inputs like fertilizers and agro-chemicals required by the Director Farms will be purchased by the Store Purchase Organisation as heretofore. For assisting the Store Purchase Officer there will be a committee under the Chairmanship of the Director of Research with Director of Farm and representatives of Entomology, Plant Pathology and Soils Departments as members. The Committee will act in the manner as decided by the Central Purchase Committee

from time to time. The final approval will rest with the Central Purchase Committee.

#### **XI. Purchase of fertilizers, pesticides, other farm chemicals etc. by other departments and at outstations**

The purchase of fertilizer, insecticides, pesticides and other agro-chemicals needed both at the headquarters and outstations by the office other than the Director Farms may be made by the user departments and research/extension centres from HAFED, IFFCO, NAFED, KRIBHCO, NFL or any other government/semi-govt. agencies without calling quotations at their fixed rates. It would be permissible to purchase such items from the open market with the approval of the concerned departmental purchase committee after it is ascertained that these are not available with the above government and semi-government agencies located at the stations.

#### **XII. Purchase of spare parts of vehicles, tractors etc**

Adequate provision has been made in Chapter 12 rule 12.12 of the HAU Account Code Vol-I for regulating the purchase of spare parts and repair of tractors and agricultural implements/machinery both at the headquarters as well as at the outstations. Hence no separate provision need be made in the purchase procedure, in this regard. However, the monetary limit of Rs. 400/- given in rule 12.12 of HAU Account Code Vol-I may be enhanced to Rs. 600/- so as to bring it at par with the limit of purchase without quotations.

#### **XIII. Purchase of centralised items by the departments**

Whenever an item required to be stored by the Store Purchase Officer is not available with him, he will issue non-availability certificate to the concerned user departments which will be given for a specific quantity and will be valid for 7 days. The SPO will also issue non-availability certificate valid for a period not exceeding two months for the items for which a rate contract is required to be concluded but is not concluded due to

any reason. The departments will purchase such items at their own level by following the normal purchase procedure.

*Note: The SPO will make all efforts to replenish the Central Stores and NA Certificates should be reduced to the minimum. For this purpose the monetary powers of the Lower Purchase Committee of the Central Purchase Organisation will stand increased from Rs. 2000/- to Rs. 5000/- at a time.*

#### **XIV. Purchase of scientific equipments on rate contract basis**

For the conclusion of rate contracts of scientific equipments and other scientific material, the Store Purchase Officer would be guided by a technical committee to be constituted by the CPC, as and when necessary.

#### **XV. Service contracts**

Whenever a department sends requirements to the SPO for the purchase of equipments, it would also indicate specifically after consulting the instrumentation Cell if it would need any extra accessories, spare parts and after-sales service contract. The Central Purchase Committee would take final decision in the matter. Where, service contracts are to be made with govt./semi. govt./public sector undertakings, there would be no necessity to refer the cases to the Central Purchase Committee and it would be permissible for the departments to enter into service contracts with such undertakings without referring the matter to the Store Purchase Officer. However, a certificate will be obtained by the departments from such undertakings that better service contact rates have not been offered to any other govt./semi-govt. organisation.

#### **XVI. Price list of spare parts**

Whenever a rate contract of spare parts is based on the price list, it is imperative to obtain the price list and verify the

payment with reference to the same. However, in individual cases, the CPC or the ESPC may make an exception to this general principle. Where there are practical difficulties in obtaining price list alongwith upto-date amendments thereto, from the manufacturer/their authorised dealer, a certificate will be given by the supplier on the bill that the rates charged are according to the upto date price list of the manufacturers. Such certification by the supplier will be attested by the purchasing department and the audit will accept the same as authenticated and will not insist further for showing the price list.

#### **XVII. Purchase of centralised items by outstation offices**

In case of emergency, outstation offices would be authorised to purchase centralised items at their own level with the approval of the sanctioning authority subject to the condition that at a time, purchase should not exceeds Rs. 600/- subject to a monetary ceiling of Rs. 5000/- per annum.

#### **XVIII. Time limit for the procurement of material**

Whenever a demand is received by the Store Purchase Officer for a specific item which is required to be purchased with the approval of the CPC, he will process the purchase expeditiously and in such a manner that the order for the same is placed within three months of the receipt of the demand with complete information. However, in cases where requirement is of time bound nature, the Store Purchase Officer shall deal with the case in such a manner that the procurement is made with in time limit.

#### **XIX. Updating of the mailing list of the firms**

The Store Purchase Organisation would maintain an upto date list of the firms to deal with various items and supply the same to the departments whenever needed by them. The following would be the procedure for up-dating the list :-

1. All the firms on DGS&D, New Delhi and DS&D Haryana, Chandigarh rate contracts for relevant items would be

automatically included in the mailing list. They would, of course, be on the basis of information actually available in the Store Purchase Organisation.

2. All the firms who have been awarded ISI Mark, would be included in the mailing list for the relevant items.
3. The new parties, who make applications to the Stores Purchase Officer for enlistment, would be asked to give complete particulars of their firms. The parties who have obtained sales tax number and income tax clearance certificate would be included in the mailing list for the items for which they are the genuine suppliers. Before including the firm on the mailing list, the SPO would satisfy himself that the firm is the genuine supplier of the goods in question. Regarding equipments, the SPO would be guided by the Equipment Advisory Committee which would be constituted by the CPC from time to time. The deletion of firm already existing on the mailing list, would be made by the Store Purchase Officer with the knowledge of the CPC.
4. The mailing list should be kept upto date by the Store Purchase Organisation. The suppliers who do not respond to the NIQ for four times consecutively, may be brought to the notice of the CPC and they may be deleted from the mailing list until they make further request in this regard. The mailing list may be reviewed annually and all additions/deletions may be brought to the notice of the CPC in April-May every year.

## **XX. Payments**

It is necessary to ensure promptness at the following stages for expediting payments of bills.

1. Processing of the bills at the level of Store Keeper and arranging inspection:- Inspection must be arranged within a week of the receipt of the material by giving a minimum of three days notice to the members of the Inspection Com-

mittee, except in date bound cases where the inspection should be conducted within the said limit of time. Whenever there are three or more members in any inspection committee and at the time of inspection one member is not present, the remaining members would be competent to do the inspection. Wherever in the present provisions, the Instrumentation Engineer is a member, it would be permissible to associate a representative of the HOD, Agril. Engg. not below Class-II in his place. Similarly, whenever Deans/Directors/HODs are members, it would be permissible to associate any one of the officers on the panel approved by each Dean/Director for such purposes, for the year.

2. After the inspection is done, further processing of bill should not take more than one week.
3. To ensure that no delay takes place at any stage, the HOD should maintain proper record prescribed from time to time.

#### **XXI. Prior scrutiny of the purchase cases by the audit.**

All the rate contracts approved by the Central Purchase Committee may be sent to the Audit for prior scrutiny and the rate contract circulars be issued with Audit verification, thereon. All other individual purchase cases need not be sent to the Audit for prior scrutiny.

## **ANNEXURE- I**

### **List of Centralised Items**

#### **Category-I**

**Items for which rate contracts are done by CPC and operated by the Heads of Departments/ offices**

1. General Scientific and Laboratory Equipments, namely ovens, incubators, BOD incubators, Shakers, Water bath, shaker water bath, autoclaves, water stills, heating mentles, stirrors, burners, hot plates, soxlet extraction heaters.
2. Centrifuges.
3. Balances.
4. Weighing machines.
5. Spring and pedestal balances.
6. Compressors.
7. Meteorological instruments (if there is demand).
8. Audio-visual equipments, namely overhead projectors, automatic slide projectors, opidiascopes and opiscopes.
9. Servo controlled voltage stablizer.
10. Automatic voltage stablizers.
11. Heating elements.
12. Microscopes.
13. Wooden Laboratory equipments.
14. Lab. plastic and polythene wares.
15. Laxbro items.
16. Syringes (Hyproteric and Microlitre).
17. Scientific items (consumable) such as
  - (i) Glassware(moulded items)



- (ii) Glass Blown apparatus.
  - (iii) Glass Distillation apparatus.
  - (iv) Cover slips/glass slides.
18. Laboratory chemicals and culture media, other than imported chemicals BDH, E. Merck, SRL, SD Fine Chemicals, Ranbaxy, Sarabhai and other brands approved by CPC
  19. Filter paper-whatman and any other brand approved by CPC.
  20. Photographic material-chemicals/films including X-ray films and any other items approved by the CPC.
  21. Gases and mixtures (High purity)
  22. Electric Meters.
  23. Tarpaulines.
  24. Hose Pipes.
  25. General Plastic Wares.
  26. Cloth.
  27. Johnsons and Johnsons Hospital products.
  28. Fabrication of blocks.
  29. Fabrication of rubber stamps.
  30. Appointment of clearing agents.
  31. Sprayers.
  32. Calculators.
  33. Pumps, monoblocks, diesel engines.
  34. Batteries.
  35. Service contracts for typewriters and duplicators.
  36. Spare parts including tyres and tubes of vehicles and tractors of makes approved by CPC.

## **Category-II**

### **Items centrally stored and made available from the central stores**

1. All office stationery items including paper.
2. Research and field stationery items namely seed packets, selfing bags, luggage labels, aluminium labels, silking bags, pollinating bags, butter paper and butter paper bags, rubber bands, jewel bags etc.
3. Dettol or any other disinfectant, approved by CPC.
4. Household spraying chemicals sheltox, baygon etc.
5. Soaps, Lifebuoy, Sunlight and any other soap approved by CPC.
6. Cleaning material and detergents as approved by CPC
7. Phenyle, Odonil, Napthalin balls and other de-odeurants approved by CPC.
8. Ultramarine.
9. Brooms.
10. Locks.
11. Tyers and tubes (Rickshaw and Bicycles).
12. Steel furniture.
13. Bicycles.
14. Hessian Cloth.
15. Foot mats.
16. Plastic wares.
17. Glass tumblers.
18. Torches and cells.

## **Purchase Procedure for the Engineering Unit**

The Vice-Chancellor has approved the following revised Purchase Procedure for the Engineering Unit in the University with immediate effect :

### **1. Purchases and building plans specific to the departments**

In the case of purchase of items for the buildings specific to the requirements of the departments and while deciding modification in the building plans of such buildings, the concerned Dean/Director/HOD may be associated.

### **II. Inspection of Engineering Stores**

Rules 5.20 (ii) of HAU Account Code Volume-II may be amended as under

(ii) the Stores being purchased/received in the Central Stores of the Engineering Unit are categorised under the following three heads.

- (a) Materials purchased against rate contract of DGS&D or Controller of Stores, Haryana, direct.
- (b) Materials purchased by the Committee, after inspection at the source/supplier's godown, and
- (c) Materials received against orders placed after calling quotations and collected/got despatched by the Sub-Divisional Officer/Sectional Officer against payment at the counter.

In the first case, inspection of materials received in the Central Stores is not necessary by the Inspection Committee as in this case, Inspection of material is carried out by the Inspectorate, Directorate of DGS&D. However, the Sub-Divisional Officer (Stores) must ensure that the material has been received strictly in accordance with the specifications contained in the supply order.

When orders are placed direct by the University against the rate contract of the DGS&D or of the Haryana Government, the materials received are subject to usual inspection by a committee. In the second case, materials purchased by the Committee after inspection at source/suppliers' godowns, the committee should give a certificate on the vouchers that the materials received are according to the specifications and supply order. In case the materials are inspected at source by the Committee but are not despatched in their presence or stamped, the Committee should give inspection certificate on receipt of goods at Hisar. In the third case where materials received are against orders placed after call of quotations and collected/got despatched by the Sub Divisional Officer/Sectional Officer against payment at the counter, a committee comprising of Store Purchase Officer/Assistant Store Purchase Officer, Sub Divisional Officer, Electrical or Public Health or Civil (whosoever is concerned) and Sub Divisional Officer (Stores) shall inspect the materials immediately on receipt. At least two members of Inspection Committee, one of the Store Purchase Officer's Office and the other of Engineering Organisation should be present during inspection.

However, in specific cases the ESPC may decide to associate XEN (concerned) in place of Sub Divisional Officer.

In all cases of goods, of machinery items, including air conditioners, water coolers, desert coolers, generators, engine motors, a representative of the Instrumentation Cell not below Class-II rank may be associated as a member of the Inspection Committee.

### **III. Financial powers & constitution of various purchase committees for engineering stores :**

#### **(a) For purchase exceeding Rs. 20,000/-**

1. Chief Engineer	Chairman
2. Registrar/O. S. D.	Member
3. Comptroller	Member
4. Architect	Member
5. Store Purchase Officer	Member
6. Chairman, CPC	Ex-Officio Member
7. Executive Engineer	Secretary

**(Presence of one of XENs is necessary)**

#### **(b) For purchase exceeding Rs. 5000/- and upto Rs. 20,000/-**

1. Executive Engineer concerned	Chairman
2. CAU's nominee	Member
3. SPO/ASPO	Member
4. SDE nominated by chief Engineer	Non-member Secretary

#### **(c) For purchase exceeding Rs. 600/- and upto Rs. 5000/-**

XEN may make the purchase by calling quotations subject to the condition that purchase of each item during the financial year does not exceed Rs. 10,000/- and orders are not split up to remain within the limit.

**(d) Purchase upto Rs. 600/-**

No quotations are required to be obtained up to this limit. The SDEs are competent to make purchase after making market enquiries subject to the condition that total amount of such purchases for any time, should not exceed Rs. 5000/- p.a. SDEs should also ensure that orders are not split up to remain within limits. Purchase of petty articles required for construction of buildings, tubewells, electric installations etc. which are not stored at the moment in Engineering Stores, should only be made under this provision.

**IV. Purchase**

**V. Purchase of items without calling quotations**

The monetary limit for purchase of all centralised as well as non-centralised items, without calling quotation would be Rs.6400/- at a time. This will be subject to annual ceilings prescribed in para III above.

**VI. Purchases of specific brands of goods**

For the purchase of specific brands of goods, the quotation would normally be invited from the manufacturers as well as from their authorised distributors/stockists. However, if the manufacturers insist upon the supply of such goods directly or through their area distributors/stockists it would be within the powers of the relevant purchase committees to approve the purchase accordingly. While approving purchases in this manner, the Committee concerned will record reasons for not obtaining quotations from other dealers. In such cases, the manufacturer/authorised stockists/distributors shall also record a certificate that the rates, terms and conditions offered to HAU, are not inferior to those offered to other Govt./semi-govt. institutions/departments.

In cases where rare contract is concluded or purchase is made from the local distributor/stockist at on the basis of a

single quotation, the relevant purchase committee will be competent to determine the manner in which the authenticity of the rates will be determined.

### **VII. Purchase of equipments/machinery on quality basis**

As far as possible the tendency to make purchases of only a single brand of equipment should be discouraged. However, in case there is need of a specific make of certain equipment, there should be clear recommendations of the concerned department to this effect and the case should be processed accordingly. In such cases the quotations should be called from both the manufacturers and the stockists authorised by the manufacturers. If the manufacturers insist upon supplying the material direct or through specific authorised dealer the matter may be dealt with accordingly and in all such cases a certificate should be obtained from the supplier that the rates charged are not more than what they are charging from other govt./semi-govt. departments. In other cases the quotations should be floated amongst reliable manufacturers/dealers on the basis of complete specifications and cases processed accordingly.

### **VIII. Purchase through spot quotations**

The various purchase committees of the Engineering Unit, constituted under the rules, would be competent to appoint further sub-committees for making spot purchases with the proviso that when spot purchase is to be made from a station other than the head quarters, the approval of the relevant purchase committee would be necessary.

The relevant committees would appoint spot purchase committees under the following circumstances :

1. When the purchase is so urgent that regular purchase procedures cannot be followed.
2. When the purchase has not been made earlier through regular quotations and the addresses of the firms are not available.

3. 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.
4. When the response to NIQ floated by Engineering Unit is poor.
5. Composition of spot purchase committee :

In the case of spot purchase committee to be constituted by the ESPC, the following would normally be the composition of the relevant committee :

- (i) XEN/SDE concerned
- (ii) Comptroller/rep. not below Class-II.
- (iii) To be decided by the ESPC.

While appointing Spot Purchase Committee, specific reasons for doing so would be recorded in the proceedings of the meeting of ESPC.

6. Number of quotations needed for Spot Purchases :

As a matter of general rule, there should be minimum three quotations before a spot purchase is made. However, subject to a maximum limit of Rs. 5000/- for each item at a time the spot purchase committees would be authorised 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 like to give quotations therefor, the purchase committee will be competent to make purchases from it after certifying that the purchase has been made at the lowest market rate, without insisting for written quotation from the firm.



## **IX. Repeat orders**

The following policy would govern placing of repeat orders :

1. A period of three months should not have expired since the placing of initial order.
2. The quantity for which repeat order can be placed, would not be more than that had been ordered in the initial order, provided that the total purchase does not exceed the financial limits of the respective purchase committee.
3. A certificate of reasonability of rates will have to be furnished by the concerned officer to the effect that there has been no downward trend of prices since the placing of initial order.
4. No repeat order will be placed where the original purchase was made on the basis of short term quotation or on the basis of spot purchase.
5. All cases necessitating relaxation of these rules will be referred to the ESPC which will be competent to relax the provisions of these rules.

### **Powers of E. S. P. C. regarding centralised items**

Irrespective of whether an item is on the centralised list or not, the same can be purchased by the Engineering Unit under the Engineering Purchase Procedure, whenever such items are needed to be provided under the original building estimate. For other requirements such as for maintenance and for replacement etc. the centralised items will be purchased through the Store Purchase Officer.

Electrical goods required by other departments will be purchased by the Engineering Unit for supply to other departments also.

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Revised Rules approved vide CAU's Memo. CAUH.89/E-1/18188-18338  
dt. 21.7.1989.

## *Chapter 36*

### **Rules for Preservation/Destruction of Old Record**

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In pursuance of the provisions contained in rule 1.7 of the PAU Accounts Code, the Vice-Chancellor, PAU is pleased to approve the periods of preservation for the various records as contained in the annexure enclosed herewith.

It would be for the Head of Department/Dean-Director concerned to prescribe the period of preservation for the various correspondance files keeping in view the importance of each file. Further, the records in the Engineering Unit may be preserved as per practice prevalent in the P. W. D. The Vice-Chancellor is further pleased to order that the records may be preserved upto the time when there is no audit objection pending with them.

## ANNEXURE

Form No. as per PAU Accounts Code	Name of paper/record	Period for which to be preserved.
AU 2/1	Excess and Surrenders Statement	5 years
AU 3/1	Cash receipts counterfoils	Permanent
AU 3/2	Register of Receipt/cheque books	10 years
AU 3/3	Cash Book	Permanent
AU/3/4	Register of postal orders	5 years
AU 3/5	Schemewise classified statement of income	5 years
AU 3/6	Bank ledger	5 years
AU 3/7	Classified abstract of Expenditure	5 years
AU 3/8	Register of Investments	15 years
AU 4/1	Register of Receipt & desposal of cheque	10 years
AU 4/2	Register of clearance of advance	5 years
*AU 5/1	Service Books (other than leave papers)	5 years (after retirement, dismissal, death, resignation)
AU 5/3	Daily Attendance roll of labour	3 years
AU 5/4	Establishment Check Register	Permanent
AU 5/5	Absentee statement	5 years
AU 5/6	Last Pay Certificate	3 years
AU 5/7	Deduction/Redrawal Bills	Permanent
*AU 5/11	TA Check Register	3 years
AU 5/14	Acquittance Roll	10 years
AU 5/15	Register of Security deposit	Permanent
AU 6/1	Contingent Register	5 years
AU 7/1	Register of Examination expenditure	5 years
AU 7/2	Bills for remuneration to examiners, sub-examiners & checkers	5 years

AU 8/2	Cash book for Sundry Deposits	10 years
AU 9/1 to 9/9	CPF record	Permanent
	**All vouchers concerning T. A. Bills of all kinds, pay bills, scholarship/Fellowship/Stipend bills, Medical Re-imbursment bills, any kind of allowance bills, contingent bills of all kinds	6 years
	**Counter-foils	6 years
	**Registers for cheques issued to deptts.	5 years
	***Cases of advance out of CPF	3 years. after final repayment of CPF.
	***Cases of refund of CPF	5 years
	***Withdrawal vouchers alongwith APR's in respect of advance of refund of CPF	6 years
	***Counterfoils of cheques and pass book of banks.	10 years
	***Correspondence files, with the sub scriber/except files which contains policy decision	10 years
	***Correspondence file containing correspondence with the banks on account of interest, FDRs and discrepancies.	10 years
	***CDS record	Permanent
<i>Research Farms</i>		
AU 10/1	Crop Register	Permanent
AU 10/2	Register of produce	5 years
AU 10/3	Register fo green fodder	5 years
AU 10/3A	Picking and disposal register	5 years
AU 10/4	Bill book-counterfoils	3 years
AU 10/5	Cash receipt book	Permanent
AU 10/6	Livestock register	Permanent
AU 10/7	Stock ledger	Permanent
AU 10/8	Register of unconsumable Stores	Permanent
AU 10/9	Register of Trees/Plants	Permanent

AU 10/10	Register of credit sales	5 years
<i>University Press</i>		
AU 11/1	Order and Evaluation Register	5 years
AU 11/2	Statements of Materials Register	5 years
AU 11/3	Register of completed jobs	5 years
AU 11/4	Annual statement of Depreciation of Machinery and Plant	10 years

*University Workshop*

AU 12/1	Order Forms	5 years
AU 12/2	Job order Register	5 years
AU 12/3	Job Cards	5 years
AU 12/4	Job Sheet Register	5 years
AU 12/5	Daily work Register	5 years
AU 12/6	Job Indent	5 years
AU 12/7	Return slip	5 years
AU 12/8	Job delivery register	5 years
AU 12/9	Gata passas	5 years
AU 12/10	Bill-cum-Invoice	3 years
AU 12/11	Profit and loss Accounts	12 years

*Motor Vehicles*

AU 13/1	Log Book	5 years
AU 13/2	Tractor Log Book	5 years
AU 13/3	Particular of Vehicles etc.	Till the vehicle remains with the University.
AU 13/4	Particular of Changing oil filter etc.,	-do
AU 13/5	Particular of replacement of tyres	-do-
AU 13/7	Particular of consumption of fuel, oil and lubricants	-do-
AU 13/8	Requisitions	2 years
AU 13/9	Duty Register	5 years

*Book Transfers*

AU 14/1	Transfer Entry O/Cs	5 years
AU 14/2	Register of Transfer entries	5 years
<i>Animal and poultry farms</i>		
AU 15/1	Register of young stock	3 years
AU 15/2	Register of patients	3 years
AU 15/3	Register of Adults male/Female stock	5 years
AU 15/4	Daily milk record register	3 years
AU 15/5	Milk receipt and disposal register	5 years
AU 15/6	Milk feeding register	3 years
AU 15/7	Dairy product book	5 years
AU 15/8	Skimmed Milk disposal register	5 years
AU 15/9	Coupon record register	10 years
AU 15/10	Register of eggs	5 years
AU 15/11	Incubator record	5 years
AU 15/12	Daily register of birds	3 years
AU 15/13	Custom Hatching, counterfoils	3 years
AU 15/14	Register of Custom Hatching	3 years
<i>Other Records</i>		
AU 16/1	Register of application for appointments	3 years
AU 16/2	Register of Medical Certificates issued	3 years
AU 16/3	Register of Daily sales	5 years
AU 16/4	Register of Degrees to be issued in absentia	Permanent
AU 16/5	Register of Duplicate & other certificate	-do-
AU 16/7	Daily fee collection register	12 years
AU 16/8	Demand and collection register	12 years
AU 16/9	Register of Students Deposits	12 years
<i>Funds Buildings, stores</i>		
AU 16/1	Funds cash book	Permanent
AU 17/1	Register of buildings	-do-
AU 17/2	Indents for supply of consumable stores	3 years
AU 17/3	Stationery Register	3 years

AU 17/5	Stamp register	3 years
AU 17/6	Priced store ledgers	Permanent
AU 17/7	Indents on Central Purchase Organisation O/Ocs	5 years
<i>Library</i>		
AU 18/1	Accession register	Permanent
AU 18/2	Shelf list card	Permanent
AU 18/3	Withdrawal register	5 years
AU 18/4	Acquisition record for Ephemeral literature	5 years
AU 18/5	Periodicals Check record	5 years
AU 18/6	Overdue and fines register	5 years
<i>Rent</i>		
AU 19/1	Register of Licence Fees of buildings and lands	Permanent
AU 19/2	Statements of licence fee recoverable in cash or by deduction from pay bill.	12 years
	@ Agreement relating to supply of building material/construction work	10 years after the final bill is passed.
	@@ Muster Rolls	10 years
	@@ Casual Labour Rolls	10 years
	@ Measurement Books	15 years.
<i>Other records</i>		
	Personal files of the office Establishment other than leave papers.	5 years after retirement, dismissal, death, resignation etc.
	Personal files of Gazetted officers	3 years after retirement, dismissal, death, resignation etc.
	Register of Railway receipts	3 years
	Register of rent statements	3 years
	Attendance registers	2 years
	Casual leave register & application files	1 years



Office copies of telegrams	1 year
Dak books of peons	2 years
Despatch registers	5 years
Used Stencils	3 years.
Applications of the candidates who applied for various posts but are not selected	1 year after the meeting of the Selection Committee
Replies received from the referees in respect of candidates not selected.	-do-
Receipt Registers	10 years
Answer-books of various departmental examinations and recruitments tests.	3 years
Files regarding sending of postal orders to the Comptroller.	3 years
Files of applications received from the candidates for supply of application forms.	1 year
Advertisement Files	5 years
Application forms of the candidates not selected for admission to various programmes	2 years
Requests for obtaining prospectus and admission forms	1 year

*Note : The period of preservation starts from the date when record is no longer in use provided that no voucher, register or form relating to an audit objection shall be destroyed or weeded until the audit objection has been removed.*

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- \* CAU's No. 3773-6822 dated 23.6.70
  - \*\* CAU's No. 9391-9545 dated 1.4.91
  - \*\*\* CAU's No. 23309 dated 10.11.81
  - @ CAU's No. 12220-370 dated 7.6.82
  - @@ CAU's No. 18059-18208 dated 14.8.92

