



ACT AND STATUTES

(Amended upto 30 September, 2014)



**Chaudhary Charan Singh
Haryana Agricultural University
Hisar**

ACT AND STATUTES

(AMMENDED UPTO 30 SEPTEMBER, 2014)



CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY
HISAR

Contents

Chapter No.	Subject	Pages
1	2	3
1	2	4
I	The Haryana and Punjab Agricultural Universities Act, 1970	1-32
II	Statutes regarding the powers and duties of the Authorities of the University	33-38
III	Statutes regarding the designation, the manner of appointment, powers and the duties of the Officers of the University	39-57
IV	Statutes regarding classification, the manner of appointment, powers and duties of the teachers of the University	59-68
V	Statutes regarding appointment of teachers by promotion based on merit	69-77
VI	Statutes regarding Career Advancement for teachers w.e.f. 1.1.86	79-90
VII	Statutes regarding Career Advancement for teachers w.e.f. 1.1.96	91-104
VIIA	Statutes regarding Career Advancement Scheme for teachers w.e.f. 6.1.2012	105-121
VIII	Classification and the manner of appointment of employees of the University other than officers and teachers	123-153
IX	The number, qualifications, emoluments and other conditions of service of officers and other employees of the University not being teachers and the preparation and maintenance of record of their service and activities	155-193
X	The number, qualifications, emoluments and other conditions of service of teachers of the University and the preparation and maintenance of record of their service and activities	195-208
XI	Constitution of the provident fund for the benefit of officers, teachers and other employees of the University	209-226

1	2	3	4
XII	Statutes regarding the CCS Haryana Agricultural University Employees Pension Scheme		227-256
XIII	Statutes regarding institution of degrees and diplomas and conferment of Honorary degrees under section 31(f) of HPAU Act, 1970		257-258
XIV	Statutes regarding courses of study to be laid down for degrees and diplomas certificates of the University under section 31(m) of HPAU Act, 1970		259
XV	Statutes regarding the institution of scholarships, stipends, medals, prizes and the conditions for their award under section 31(j) and (t) of HPAU Act, 1970		261
XVI	Statutes regarding the admission of students to the University and their enrolment and continuance as such under section 31(l) of HPAU Act, 1970		263
XVII	Statutes regarding conditions under which students shall be admitted to the Degrees, Diploma or other courses and the manner in which the examinations are to be held and the eligibility for the award of degrees and diplomas under section 31(n) of HPAU Act, 1970		265
XVIII	Statutes regarding the establishment and the abolition of hostels maintained by the University and conditions of residence of the students of the University and the levy of fees for residence in hostels maintained by the University		267-268
XIX	Statutes regarding the establishment, amalgamation, sub-division and abolition of departments under sections 31(h) of HPAU Act, 1970		269
XX	Statutes regarding the fees which may be charged by the University under section 31(r) of HPAU Act, 1970		271
XXI	Statutes regarding the remuneration and allowances including travelling and daily allowances to be paid to persons employed on the business of the University under section 31(s) of HPAU Act, 1970		273
XXII	Statutes under Section 31(u) of HPAU Act, 1970 read with Section 11(b) (xii) of the Act regarding persons who are declared as officers of the University		275

1	2	3	4
XXIII	Statutes regarding the exercise of financial and administrative powers by the officers, teachers and other employees of the University		277-280
XXIV	Delegation of administrative and financial powers by the Board of Management to the officers/employees of the University		281-311
XXV	The CCS Haryana Agricultural University Employees' Conduct Rules, 1967		313-326

**THE HARYANA AND PUNJAB AGRICULTURAL
UNIVERSITIES ACT, 1970
No. 16 OF 1970**

*This act of Parliament received the assent of the
President on the 2nd April, 1970.*

AN ACT

**To provide for the establishment of two independent
Agricultural Universities in place of the Punjab
Agricultural University constituted by the Punjab
Agricultural University Act, 1961 and for matters
consequential on, or connected with the establishment of
those independent Agricultural Universities.**

Whereas, for the development of Agriculture in the States of Haryana and Punjab, it is expedient to provide for the establishment of two independent Agricultural Universities in place of the Punjab Agricultural University constituted by the Punjab Agricultural University Act, 1961;

AND WHEREAS, the legislatures of the States of Haryana and Punjab have passed resolutions in terms of clause (1) of article 252 of the constitution in relation of the above-mentioned matter and matters ancillary thereto in so far as such matters are matters enumerated in List-II in the Seventh Schedule to the Constitution;

BE it enacted by Parliament in the Twenty-first Year of the Republic of India as follows :—

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Haryana & Punjab Agricultural Universities Act, 1970.*

Short title and
commencement

*Haryana Act No. 15 of 1991. In the Haryana and Punjab Agricultural Universities Act, 1970 (hereinafter called the principal Act), for the words "The Haryana Agricultural University" wherever occurring, the words "Chaudhary Charan Singh Haryana Agricultural University" shall be substituted.

(2) It shall be deemed to have come into force on the 2nd day of February, 1970.

Definitions

2. In this Act, and in all Statutes made thereunder, unless the context otherwise requires, –

(a) “Academic Council” means, in relation to a corresponding University, the Academic Council of that University;

(b) “agriculture” includes the basic and applied science of soil and water management, crop and livestock production and management, home sciences and the betterment of rural people;

(c) “appropriate Government” means,—

(i) In relation to the Chaudhary Charan Singh Haryana Agricultural University, the Government of the State of Haryana;

(ii) In relation to the Punjab Agricultural University, the Government of the State of Punjab;

(d) “Board”, in relation to a corresponding University, means the Board of Management of that University;

(e) “college” means a constituent college of a corresponding University;

(f) “corresponding University” means,—

(i) In relation to the territories to which the functions of the Chaudhary Charan Singh Haryana Agricultural University extend, that University;

(ii) In relation to the territories to which the functions of the Punjab Agricultural University extend, that University;

(g) “existing University” means the Punjab Agricultural University constituted by section 3 of the Punjab Agricultural University Act, 1961*,

(h) “library” means a library established or maintained by a corresponding University;

(i) “prescribed” means prescribed by the Statutes of a corresponding University;

*Punjab Act 32 of 1961.

(j) “Statutes” and “Regulations” means, respectively, the Statutes and Regulations made by a corresponding University under this Act;

(k) “transferred territories” means the territories added to the Union territory of Himachal Pradesh by subsection (1) of section 5 of the Punjab Reorganisation Act, 1966;*

(l) “Vice-Chancellor” means the Vice-Chancellor of a corresponding University.

CHAPTER II

ESTABLISHMENT OF CORRESPONDING UNIVERSITIES

3. As from the commencement of this Act, the existing University shall stand dissolved and there shall be established in its place two independent Agricultural Universities, to be known respectively as the Chaudhary Charan Singh Haryana Agricultural University and the Punjab Agricultural University.

Dissolution of the existing University and establishment of CCS Haryana and Punjab Agricultural Universities

4. (1) Each of the Agricultural Universities mentioned in section 3 shall be a body corporate having perpetual succession and a common seal with power to acquire, hold and dispose of property, and to contract and may, by its name, sue and be sued.

Incorporation

(2) Each body corporate referred to in subsection (1) shall consist of the Chancellor and the Vice-Chancellor of that University, the members of the Board, the Academic Council and all persons, who may hereafter become or be appointed as such officers or members, so long as they continue to hold such office or membership.

5. (1) The Chaudhary Charan Singh Haryana Agricultural University shall function within the territories of the State of Haryana and the Punjab Agricultural University shall function within such other territories to which the functions of the existing University extended immediately before the commencement of this Act :

Territorial limits

Provided that on the establishment of a University in the Union territories of Himachal Pradesh, the Punjab

*31 of 1966

Agricultural University shall cease to function in the transferred territories.

(2) Until a University is established in the Union territory of Himachal Pradesh, the Agricultural College at Palampur in the transferred territories shall, notwithstanding the dissolution of the existing University, continue to be a college of the Punjab Agricultural University and shall cease to be such college on the establishment of a University in those territories.

(3) On the establishment of a University in the Union territory of Himachal Pradesh, the assets and liabilities of the Punjab Agricultural University, pertaining to the Agricultural college at Palampur, all research training and extension centres, and any other property, of the Punjab Agricultural University located in the said Union territory shall stand transferred to, and shall vest in, such University.

Headquarters

6. (1) The headquarters of the Chaudhary Charan Singh Haryana Agricultural University shall be at Hisar, and the headquarters of the Punjab Agricultural University shall be at Ludhiana, or at such other place as the appropriate Government may direct.

(2) Each corresponding University shall establish an office at the place at which the seat of appropriate Government is located.

Objects of a corresponding University

7. Each corresponding University shall be deemed to be established and incorporated for the following objects, namely :-

(a) making provision for imparting education in different branches of study, particularly agriculture, veterinary and animal science, agricultural engineering, home sciences and other allied sciences;

(b) furthering the advancement of learning and prosecution of research, particularly in agriculture and other allied sciences;

(c) undertaking the extension of such sciences to the rural people of the territories within which the University is required by this Act to function;

(d) such other purposes as the appropriate Government may, by notification in the Official Gazette, direct.

8. (1) Each corresponding University shall, subject to the provisions of this Act and the Statutes, be open to all persons :

Admission to a corresponding University

Provided that nothing herein shall require any such University to admit to any course of study a number of students larger than the prescribed number.

(2) The appropriate Government may direct the corresponding University to reserve in any college seats for women, Scheduled Castes, Scheduled Tribes or such educationally backward classes of citizens as may be specified by that Government in this behalf, and where such direction has been given, the corresponding University shall make the reservations accordingly :

Provided that no such person shall be entitled to be admitted to a corresponding University unless he meets the standards laid down by the corresponding University.

9. Each corresponding University shall have the following powers :-

Powers of a corresponding University

(a) to provide for graduate and post-graduate instructions in agriculture, veterinary and animal sciences, agricultural engineering, home sciences and other allied sciences and in such other branches of learning as the University may deem fit;

(b) to make provision for instructions in applied fields, research and the dissemination of the findings of research and technical information through an extension education programme;

(c) to institute degrees, diplomas and other academic distinctions;

(d) to hold examinations and to grant and confer degrees, diplomas and other academic distinctions to and on persons who shall have-

(i) pursued a prescribed course of study; or

(ii) carried out research in the University, or in an institution recognised in this behalf by the University, under the prescribed conditions;

(e) to confer honorary degrees or other distinctions in the prescribed manner and under the prescribed conditions;

(f) to provide lectures and instructions for field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them when deemed desirable;

(g) to co-operate with other Universities and authorities in such manner and for such purposes as the University may determine;

(h) to institute teaching, research and extension education posts required by the University and to appoint persons to such posts;

(i) to create administrative, ministerial, and other posts and to make appointments thereto; –

*Provided that the University shall not create any non-teaching post or revise the pay scales of the non-teaching employees, without obtaining the approval of the Government.

(j) to institute and award fellowships, scholarships and prizes in accordance with the Statutes;

(k) to institute and maintain residential accommodation for students of the University;

(l) to supervise and control the residential accommodation and to regulate the discipline of the students of the University and to make arrangements for promoting their health and welfare;

(m) to institute and receive such fees and other charges as may be prescribed; and

(n) to do all such acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to farther the objects of the University.

Visitations

10. (1) The Chancellor of a corresponding University may cause an inspection to be made by such person as he may direct, of the corresponding University, its buildings, laboratories and equipments and of any institutions maintained by that University, and may cause an inquiry to be made in respect of any matter connected with the administration and the finances of that University.

*Haryana Govt. Gaz. April 3, 1998

(2) The Chancellor of a corresponding University shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made, and, on receipt of such notice, that University shall be entitled to appoint a representative who shall have the right to be present, and heard, at such inspection or inquiry.

(3) The Chancellor of a corresponding University may address the Board of the University with reference to the result of such inspection or inquiry with such advice as he may offer regarding the action to be taken.

(4) The Board shall communicate to the Chancellor such action as it proposes to take or has taken as the result of inspection or inquiry.

(5) If the Board does not, within a reasonable time, take action to the satisfaction of the Chancellor, he may, after considering any explanation furnished or representation made by the Board, issue such directions as he may deem fit, and the Board shall comply with such directions.

CHAPTER III

MANAGEMENT OF A CORRESPONDING UNIVERSITY

11. The following shall be the authorities and officers of each corresponding University, namely :-

Authorities and officers of a corresponding University

(a) Authorities of corresponding University :-

- (i) Board;
- (ii) Academic Council;
- (iii) Board of Studies; and

(iv) Such other authorities as may be declared by the Statutes to be authorities of the University;

(b) Officers of the corresponding University :-

- (i) Chancellor;
- (ii) Vice-Chancellor;
- (iii) Dean of Post-Graduate Studies;
- (iv) Deans of the Colleges;

- (v) Director of Research;
- (vi) Director of Extension Education;
- (vii) Director of Students' Welfare;
- (viii) Registrar;
- (ix) Comptroller;
- (x) Estate Officer;
- (xi) Librarian; and
- (xii) Such other persons in the service of the University as may be declared by the Statutes to be officers of the University.

Chancellor

12. (1) The Governor of the State of Haryana shall be the Chancellor of the Chaudhary Charan Singh Haryana Agricultural University and the Governor of the State of Punjab shall be the Chancellor of the Punjab Agricultural University.

(2) The Chancellor of a corresponding University shall, by virtue of his office, be the Head of that University and shall, when present, preside at a convocation of that University.

(3) The Chancellor of corresponding University shall have such other powers as are specified in this Act or as may be prescribed.

Constitution,
powers and duties
of the Board of a
corresponding
University

13. (1) The appropriate Government shall, within a period of one year from the commencement of the Act, establish a Board for the management of the corresponding University.

(2) The Board of the Chaudhary Charan Singh Haryana Agricultural University shall consist of :-

- (a) the Vice-Chancellor;
- (b) the Chief Secretary to the Government of the State of Haryana;
- (c) the Secretaries to the Government of the State of Haryana in the Department of :-
 - (i) Agriculture;
 - (ii) Finance; and
 - (iii) Community Development :

(d) persons, not being officials, appointed by the Government of the State of Haryana from amongst the following categories of persons, namely :-

(i) one from amongst persons who are, in the opinion of that Government, eminent agricultural scientists with a background of agricultural research or education;

(ii) two from amongst persons who are, in the opinion of that Government, progressive farmers or livestock breeders having experience of , and interest in, scientific farming and livestock improvement;

(iii) one from amongst persons who are, in the opinion of that Government, distinguished industrialists, businessmen, manufacturers or livestock breeders, associated with agricultural development; and

(iv) one from amongst women who are, in the opinion of that Government, outstanding social workers, preferably with a background of rural advancement;

(e) One nominee of the Indian Council of Agricultural Research.

(3) The Board of the Punjab Agricultural University shall consist of-

(a) the Vice-Chancellor;

(b) the Chief Secretary to the Government of the State of Punjab;

(c) the Secretaries to the Government of the State of Punjab in the Department of-

(i) Agriculture; and

(ii) Finance

(d) the Director of Agriculture, Punjab;

(e) the Director of Animal Husbandry, Punjab;

(f) one nominee of the Indian Council of Agricultural Research;

(g) two nominees of the Government of the Union territory of Himachal Pradesh;

(h) persons, not being officials, appointed by the Government of the State of Punjab from amongst the following categories of persons, namely :-

(i) two from amongst persons who are, in the opinion of that Government, eminent agricultural scientists with a background of agricultural research or education;

(ii) two from amongst persons who are, in the opinion of that Government, progressive farmers or livestock breeders having experience of, and interest in, scientific farming and livestock improvement;

(iii) one from amongst persons who are, in the opinion of that Government, distinguished industrialists, businessmen, manufacturers or livestock breeders, associated with agricultural development; and

(iv) one from amongst women who are in the opinion of that Government, outstanding social workers, preferably with a background of rural advancement.

(4) The Board of the Chaudhary Charan Singh Haryana Agricultural University shall associate with its meeting the following persons as technical advisers, but the persons so associated shall not be entitled to vote at any such meeting :-

(a) the Director of Agriculture, Haryana;

(b) the Director of Animal Husbandry, Haryana; and

(c) two officers appointed by the Board of that University from amongst the Deans or Directors of that University.

(5) The term of office of the members of the Board, other than the official members, shall be three years;

Provided that two members of the Board, not being official members, shall retire at the end of each year.

(6) The members of the Board, other than the official members, shall determine, by lots, the members who shall retire at the end of each year.

(7) A member of the Board may resign his office by a notice in writing, addressed to the Chancellor of the corresponding University.

(8) If, for any reason, a vacancy occurs in the office of a member of the Board, the appropriate Government may, fill the vacancy by appointing another person thereto in accordance with the provisions of this section.

(9) No act or proceeding of the Board shall be invalid merely on the ground of the existence of any vacancy in, or defect in the constitution of, such Board.

(10) Four members of the Board, in the case of the Chaudhary Charan Singh Haryana Agricultural University, and five members of the Board, in the case of the Punjab Agricultural University, shall be a quorum for a meeting of the Board :

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.

(11) The Chancellor shall be the Honorary Chairman of the Board and the Vice-Chancellor, the working Chairman.

(12) The members of the Board shall not be entitled to receive any remuneration for the performance of their functions under this Act except such daily and travelling allowances as may be prescribed :

Provided that nothing herein shall affect the emoluments or other conditions of service of the Vice-Chancellor.

(13) On the commencement of this Act, the members of the Board of Management of the existing University shall be deemed to have vacated their offices as such.

14. The powers and duties of the Board shall be as follows :-

Powers and duties
of the Board

(a) to approve the budget submitted by the Vice-Chancellor;

(b) to hold and control the property and funds of the University and issue any general directive on behalf of the University;

(c) to accept or transfer any property on behalf of the University;

(d) to administer funds placed at the disposal of the University for specific purposes;

(e) to invest moneys belonging to the University;

(f) to appoint the officers, teachers and other employees of the University in the prescribed manner;

(g) to direct the form and use of the common seal of the University;

(h) to appoint such committees as it may deem necessary for its proper functioning;

(i) to borrow money for capital improvements and make suitable arrangements for its repayment;

(j) to appoint the Vice-Chancellor subject to the provisions of section 15;

(k) to meet at such times and as often as the Board may deem necessary;

Provided that regular meetings of the Board shall be held at least once in every two months;

(l) to regulate and determine all matters concerning the University in accordance with this Act and the Statutes and to exercise such powers and to discharge such duties as may be conferred on or imposed upon the Board by this Act or the Statutes.

The
Vice-Chancellor

15. (1) The Vice-Chancellor shall be a whole time officer of the corresponding University and shall be appointed by the Board in the prescribed manner :

Provided that where the members of the Board are not unanimous with regard to the selection of the person proposed to be appointed as the Vice-Chancellor, the appointment shall be made by the Chancellor of the concerned corresponding University :

Provided further that the first Vice-Chancellor of the Chaudhary Charan Singh Haryana Agricultural University shall be appointed by the Government of the State of Haryana :

Provided also that the person holding office immediately before the commencement of this Act as the Vice-Chancellor of the existing University shall be deemed to be the first Vice-Chancellor of the Punjab Agricultural University

and shall hold such office for the unexpired portion of his term of office as the Vice-Chancellor of the existing University.

(2) The term of office of the Vice-Chancellor shall be four years and he shall be eligible for re-appointment.

(3) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be prescribed and shall not be varied to his disadvantage after his appointment.

(4) When a vacancy occurs, or is likely to occur, in the office of the Vice-Chancellor by reason of leave taken by the holder of such office or any cause other than the expiry of the term of office, the Registrar shall report the fact forthwith to the Board, and such vacancy shall be filled in accordance with the provisions of sub section (1).

(5) Until the vacancy is filled under sub-section (4) or until such time as the Board designates an acting Vice-Chancellor, the senior-most Dean, in case of the Chaudhary Charan Singh Haryana Agricultural University, or the Registrar, in the case of the Punjab Agricultural University as the case may be, shall carry on the current duties of the office of the Vice-Chancellor.

(6) The Vice-Chancellor may relinquish office by resignation in writing addressed to the Board and ordinarily delivered to the Secretary of the Board at least two months prior to the date on which the Vice-Chancellor wishes to be relieved.

16. (1) The Vice-Chancellor shall be the principal executive and academic officer of the corresponding University and the Chairman of the Academic Council and shall in the absence of the Chancellor, preside at a convocation of the corresponding University and shall confer degrees on persons entitled to receive them.

Powers and
duties of the
Vice-Chancellor

(2) The Vice-Chancellor shall exercise control over the affairs of the corresponding University and shall be responsible for the due maintenance of discipline at that University.

(3) The Vice-Chancellor shall convene meetings of the Academic Council unless he temporarily delegates this power to some other officer of the corresponding University.

(4) Without prejudice to the powers conferred by this Act on the appropriate Government, the Vice-Chancellor shall ensure the faithful observance of the provisions of this Act and the Statutes and he shall exercise all such powers as may be necessary in that behalf.

(5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.

(6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action as he deems necessary and shall, at the earliest opportunity, report the action taken to the officer, authority or other body for confirmation who or which in the ordinary course would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorised and provided for in the budget.

(7) Where any action by the Vice-Chancellor under sub-section (6) affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken unless the person concerned has been given a reasonable opportunity of being heard, and the person against whom any action is proposed to be taken may prefer an appeal to the Board within thirty days of the date on which the action proposed to be taken against him is communicated to him.

(8) Subject as aforesaid, the Vice-Chancellor shall give effect to the orders of the Board regarding the appointment, suspension and dismissal of officers, teachers and other employees of the corresponding University.

(9) The Vice-Chancellor shall be responsible for the close co-ordination and integration of teaching, research and extension education.

(10) The Vice-Chancellor shall exercise such other powers as may be prescribed.

(11) The salary and allowances payable to the officers, teachers and other employees of the corresponding University shall be determined by the Vice-Chancellor with the approval of the Board.

17. (1) The Registrar of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that University with the approval of the Board.

The Registrar

(2) The Registrar of a corresponding University shall receive such remuneration and other emoluments as may be prescribed and shall not, during the tenure of his office, accept any remuneration or emolument other than the prescribed remuneration or emolument.

(3) The powers and duties of the Registrar of a corresponding University shall be as follows :

(a) to be responsible for the custody of the records and the common seal of the University;

(b) to be the ex-officio Secretary to the Academic Council and to the Board and to place before such Council and Board all such information as may be necessary for the transaction of business of the Council or the Board, as the case may be;

(c) to receive applications for admission into the University;

(d) to keep a permanent record of all syllabi, curricula and informations connected therewith;

(e) to make arrangements for the conduct of such examinations as may be prescribed and to be responsible for the due execution of all processes connected therewith;

(f) to perform such other duties as may be prescribed or required, from time to time by the Vice-Chancellor

18. (1) The Comptroller of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that University with the approval of the Board.

Comptroller

(2) The Comptroller shall manage the property and investments of the corresponding University and advise it in regard to its financial policy.

(3) The Comptroller shall be responsible to the Vice-Chancellor for all accounting matters of the corresponding University including the preparation and presentation of its Budget and statement of accounts.

(4) The Comptroller shall receive such remuneration as may be prescribed and shall not, during the tenure of his office, receive any remuneration or other emolument other than the prescribed remuneration.

(5) The comptroller shall –

(a) ensure that expenditure, not authorised in the budget, is not incurred by the corresponding University except by way of investment, and

(b) disallow any expenditure not warranted by the terms of any Statute or for which provision is required to be made by the Statute but has not been so made.

(6) All moneys belonging to the corresponding University shall be kept in a Scheduled Bank approved by the Board.

The Estate Officer

19. The Estate Officer of a corresponding University, who shall be appointed by the Vice-Chancellor with the approval of the Board, shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens and other properties of the University.

Director of
Students'
Welfare

20. (1) The Director of Students' Welfare of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Director of Students' Welfare shall have the following duties, namely :–

(a) To make arrangements for the housing of students;

(b) to direct a programme of student-counselling;

(c) to arrange for the employment of students in accordance with the plans approved by the Vice-Chancellor;

(d) to supervise the extra-curricular activities of students;

(e) to assist in the placement of graduates of the University; and

(f) to organise and maintain contact with the Alumni Association of the University.

21. (1) Each college shall have a Dean who shall be a whole-time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.

Deans of Colleges

(2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning his college.

(3) The Dean shall be responsible for the organisation and the conduct of resident instruction of the Departments of the college.

22. (1) The Librarian of a corresponding University shall be appointed by the Vice-Chancellor with the approval of the Board and shall be incharge of the library.

The Librarian

(2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.

23. (1) The Academic Council shall be incharge of the academic affairs of the University and shall, subject to the provisions of this Act and the Statutes, superintend, direct and control, and be responsible for the maintenance of standards of instruction, education and examinations and other matters connected with the obtaining of degrees and shall exercise such other powers and perform such other duties as may be prescribed.

Academic Council

(2) Without prejudice to the generality of the fore-going power, the Academic Council shall have power –

(a) to advise the Vice-Chancellor on all academic matters, including the control and management of the libraries;

(b) to co-opt at its meetings such Heads of Departments as it may consider necessary;

(c) to make recommendations to the Vice-Chancellor for the institution of the Professorships, Associate Professorships, Assistant Professorships and teacherships and other teaching posts and in regard to the duties and emoluments thereof;

(d) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching, research and extension;

(e) to make regulations regarding the Admission of students to the University;

(f) to make regulations regarding examinations conducted by the University and the conditions on which students shall be admitted to such examinations;

(g) to make regulations relating to courses of study leading to degrees, diplomas and certificates;

(h) to make recommendations regarding post-graduate teaching, research and extension;

(i) to make recommendations regarding the qualifications to be prescribed for teachers in the University;

(j) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under the provisions of this Act.

(3) The Academic Council shall consist of –

(a) the Vice-Chancellor;

(b) the Deans of the Colleges of University;

(c) the Dean of Post-Graduate Studies;

(d) the Director of Extension Education;

(e) the Director of Research;

(f) the Head of one Department from each college, to be selected by the respective college.

(4) The term of office of the members specified in clause (f) of sub-section (3) shall be two years.

CHAPTER IV

COLLEGES

The Colleges

24. (1) The following colleges shall be the constituent colleges of the Chaudhary Charan Singh Haryana Agricultural University, namely :

(a) the College of Agriculture at Hisar;

(b) the College of Veterinary Medicine at Hisar;

(c) the College of Animal Sciences at Hisar;

(d) the College of Basic Sciences and the Humanities; and such other colleges as may be established by the University after the commencement of this Act; and

(e) such Central Government institutions of agricultural research, technical and extension education in the State of Haryana as may desire to be integrated as colleges of the Chaudhary Charan Singh Haryana Agricultural University.

(2) The following college shall be the constituent colleges of the Punjab Agricultural University, namely :-

(a) the College of Agriculture at Ludhiana;

(b) the College of Agricultural Engineering at Ludhiana;

(c) the College of Basic Sciences and the Humanities at Ludhiana;

(d) the College of Home Sciences at Ludhiana;

(e) the College of Veterinary Medicine at Ludhiana;

(f) until a University is established in the Union territory of Himachal Pradesh, the Agricultural College at Palampur;

(g) such other colleges as may be established by the University after the commencement of this Act; and

(h) such Central Government institutions of agricultural research, technical and extension education in the State of Punjab as may desire to be integrated as colleges of the Punjab Agricultural University.

(3) (a) There shall be Board of Studies for each college of a corresponding University and where there is more than one college in a branch of learning, there may be one Board of Studies for all the colleges in that branch of learning.

(b) The Deans of various colleges shall be the Chairmen of the respective Boards of Studies and the Heads of Departments of the colleges shall be members thereof.

(c) Where there is a Board of Studies for more than one college in a branch of learning, the Deans shall act as Chairmen of the Board of Studies by rotation according to seniority for a period of one year each.

(d) The Vice-Chancellor may nominate to the Board of Studies such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

(e) The duties of such Boards of Studies shall be to

prescribe syllabi so as to ensure integrated and well-balanced courses of study.

(4) Every college shall comprise such Departments as may be prescribed and each Department shall be assigned such subjects of study as the Academic Council may deem fit.

(5) There shall be a Head of each Department who shall be responsible to the Dean, for resident instruction, to the Director of Research, for research, and to the Director of Extension Education, for extension education.

(6) The Head of each Department shall be selected by the Vice-Chancellor and appointed by him with the approval of the Board.

(7) The duties, powers and functions of the Heads of Departments shall be such as may be prescribed.

Experiment
Stations for
research

25.(1) Subject to the provisions of this Act and the Statutes, Experiment Stations shall be established under each corresponding University, which shall be responsible for research, both fundamental and applied, and research activities shall be concentrated as far as possible at the Central Research Stations and other Regional Research and Testing Stations in the different agro-climatic zones of the State.

(2) There shall be a Director of Research in each corresponding University, who shall be responsible to the Vice-Chancellor and who shall be appointed by the Vice-Chancellor in consultation with the Deans and with the approval of the Board.

(3) The Director of Research shall be a whole-time officer trained in Agriculture and shall initiate, guide and co-ordinate the Research programme of the University and its outlying sub-stations.

Agricultural
Extension
Education

26. (1) In relation to the territories to which the functions of a corresponding University extend, such University shall be responsible for :-

(a) The agricultural extension functions which are primarily educational in nature; and

(b) Imparting training to the future Extension Officers

for the national Extension Blocks and instructors for the Extension Training Centres.

(2) All Extension Specialists, in relation to any subject-matter, shall be the members of the staff of their respective subject-matter sections in each corresponding University and work in close-coordination with the Departments of Agriculture, Development and Co-operatives.

(3) The Director Extension Education shall be a whole time officer technically trained in agriculture and shall be appointed by the Vice-Chancellor in consultation with the Deans and with the approval of the Board.

(4) The Director of Extension Education shall be responsible to the Vice-Chancellor and shall develop programmes for assisting farmers and housewives in applying results of scientific investigations to the solution of their problems.

CHAPTER V

SERVICES

27. The age of retirement and other conditions of service of every officer, teacher or other employee of a corresponding University shall be such as may be prescribed.

Retirement and other conditions of services

28. Each corresponding University shall constitute gratuity and provident fund for the benefit of its officers, teachers and other employees in such manner, and subject to such conditions, as may be prescribed.

Provident Fund

29. Subject to the provisions of this Act, the members of the technical staff of a corresponding University shall be selected by the Head of the Department in consultation with the members of the Department concerned, recommended by the Dean or the Director of Research or the Director of Extension Education, as the case may be, and appointed by the Vice-Chancellor with the approval of the Board.

Appointment of salaried officers

30. The Vice-Chancellor may, until such time as the authorities of the corresponding University are duly constituted, temporarily appoint any such officer of that University as such University is authorised by this Act to appoint

Temporary arrangements

CHAPTER VI**STATUTES AND REGULATIONS**

Statutes

31. Subject to the provisions of this Act, the Statutes of a corresponding University may provide for any matter and shall, in particular provide for the following :-

(a) the constitution, powers and duties of the authorities of the University;

(b) the election, appointment, and continuance in office of the members of the authorities of the University and of the officers, teachers and other employees of the University including the filling up of vacancies and all other matters relating to these authorities and officers, teachers and other employees for which it may be necessary or desirable to provide;

(c) the designation, the manner of appointment, the powers, and the duties of the officers of the University;

(d) the classification and the manner of appointment of teachers;

(e) the constitution of gratuity or provident fund or both for the benefit of officers, teachers and other employees of the University;

(f) the institution of degrees and diplomas;

(g) the conferment of honorary degrees;

(h) the establishment, amalgamation, sub-division and abolition of Departments;

(i) the establishment, and the abolition of hostels maintained by the University;

(j) the institution of fellowships, scholarships, medals and prizes;

(k) the maintenance of register of graduates;

(l) the admission of students to the University and their enrolment and continuance as such;

(m) the courses of study to be laid down for degrees and diplomas of the University;

(n) the conditions under which students shall be admitted to the degree, diploma or other courses and the

manner in which the examinations are to be held and the eligibility for the award of degrees and diplomas;

(o) the conditions of residence of the students of the University and the levy of fees for residence in hostels maintained by the University;

(p) the recognition and supervision of hostels not maintained by the University;

(q) the number, qualifications, emoluments, and other conditions of service of officers, teachers and other employees of the University and the preparation and the maintenance of record of their services and activities;

(r) the fees which may be charged by the University;

(s) the remuneration and allowances, including travelling and daily allowances, to be paid to persons employed on the business of University;

(t) the conditions for the award of fellowships, scholarships, medals and prizes, stipends and fee concessions;

(u) all other matters which by this Act are to be or may be provided for by the Statutes.

32. (1) The Statutes made by the existing University under section 30 of the Punjab Agricultural University Act, 1961*, and in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act, and subject to such adaptations and modifications as may be notified by the appropriate Government, be the first Statutes of a corresponding University.

Statutes how made

(2) The Board may, from time to time, make new or additional Statutes and may amend or repeal the Statutes in the manner hereinafter provided in this section.

(3) The Academic Council may propose to the Board the draft of Statutes and such draft shall be considered by the Board at its next meeting;

Provided that the Academic Council shall not propose the draft of any Statutes or any amendment of a Statutes

*Punjab Act 32 of 1961

affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity to express its opinion upon the proposal, and any opinion so expressed shall be considered by the Board.

(4) The Board may consider any such draft as is referred to in sub-section (3) and pass the proposed statute or reject or return it to the Academic Council for re-consideration, either in whole or in part, together with any amendment which it may suggest.

(5) (a) Any member of the Board may propose to the Board the draft of any Statute and the Board may either accept or reject the proposal if it relates to a matter not falling within the purview of the Academic Council.

(b) In case such a draft relates to a matter within the purview of the Academic Council, the Board shall refer it for consideration to the Academic Council, which may either report to the Board that it does not approve the proposal, which, then, shall be deemed to have been rejected by the Board or submit the draft to the Board in such form as the Academic Council may approve, and the provisions of this section shall apply in the case of the draft submitted by any member of the Board as they apply in the case of draft presented to the Board by the Academic Council.

Regulations

33. (1) Any authority of a corresponding University may make Regulations consistent with this Act and the Statutes for :-

(a) laying down the procedure to be observed at its meetings and the number of members required to form a quorum;

(b) providing for all matters which by this Act and the Statutes are to be provided for by the Regulations; and

(c) providing for any other matter solely concerning the authority and not provided for by this Act and the Statutes.

(2) Every authority of the corresponding University shall make Regulations providing for the giving of notice to the members of such authority of the dates meetings and of the business to be transacted at meetings and for keeping of records of the proceedings of the meetings.

(3) The Academic Council may, subject to the provisions of the Statutes, make Regulations providing for courses of study, system of examinations, and degrees and diplomas of a corresponding University after receiving drafts of the same from the Board of Studies concerned.

(4) The Academic Council may not alter a draft received from the Board of Studies, but may reject or return it to the Board of Studies for further considerations together with the suggestions of the Academic Council.

(5) The Board may direct the amendment, in such manner as it may specify, of any Regulation made under this section or the annulment of any Regulation made under sub-section (1).

(6) Notwithstanding any thing contained in this section, the Regulations made by the existing University under section 31 of the Punjab Agricultural University Act, 1961 and in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act and subject to such adaptations and modifications as may be notified by the appropriate Government, be the first regulations of each corresponding University.

Punjab Act 32 of
1961

CHAPTER VII

ACCOUNTS AND AUDIT

34. (1) Each corresponding University shall have a general fund to which shall be credited :-

Accounts and
audit

(a) income from fees, endowments and grants and from properties of the University including Hostels, Experiment Stations and Farms;

(b) contributions and grants which may be made by the appropriate Government on such conditions which it may impose; and

(c) other contributions, grants, donations and benefactions.

(2) Each corresponding University shall constitute a Finance Committee consisting of-

(a) the Vice-Chancellor;

(b) the Comptroller;

(c) a member chosen by the Board from amongst the official members;

(d) a member chosen by the Board from amongst the non-official members.

(3) The powers and duties of the Finance Committee of a corresponding University shall be as follows :

(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;

(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.

(4) The accounts and the balance-sheet shall be submitted by the Vice-Chancellor through the Board to the appropriate Government which shall cause them to be audited by the Director, Local Fund Accounts.

(5) The accounts, when audited, shall be printed and copies thereof together with audit report, shall be submitted by the Vice-Chancellor to the Board, which shall forward them to the appropriate Government with such comments as it may deem fit and that Government shall cause a copy of the audited accounts together with its comments thereon to be laid before the State Legislature.

CHAPTER VIII

MISCELLANEOUS

Division of assets
and liabilities

35. On the Commencement of this Act, the assets and liabilities of the existing University shall stand transferred to, and shall vest in, the Chaudhary Charan Singh Haryana Agricultural University and the Punjab Agricultural

University and shall be apportioned between such Universities in accordance with the following principles, namely :-

(a) (i) any asset of the existing University which is immediately before the commencement of this Act, in the State of Haryana, and every right to such property, shall stand transferred to, and shall vest in, the Chaudhary Charan Singh Haryana Agricultural University;

(ii) every other asset and every right thereto shall stand transferred to, and shall vest in, the Punjab Agricultural University;

(b) (i) every liability of the existing University which is relatable to any unit or asset in the State of Haryana shall, if subsisting immediately before the commencement of this Act, be the liability of Chaudhary Charan Singh Haryana Agricultural University;

(ii) every other liability of the existing University, if subsisting on such commencement, shall be the liability of the Punjab Agricultural University;

(c) the cash balances (whether in the form of cash, bank or security deposits) and reserve funds held by the existing University, immediately before the commencement of this Act, shall, after deducting all the liabilities of the existing University up to such commencement, be apportioned between the Chaudhary Charan Singh Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

(d) every contract made by the existing University before the commencement of this Act shall, if subsisting at such commencement, be deemed to have been made :-

(i) in the case of a contract which is relatable to any asset or unit of the existing University in the State of Haryana, by the Chaudhary Charan Singh Haryana Agricultural University;

(ii) in any other case, by the Punjab Agricultural University;

(e) every share, debenture, bond and other investment made by the existing University shall be valued on the basis

of average market value thereof during one year immediately before the commencement of this Act and the value so determined shall be apportioned between the Chaudhary Charan Singh Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

(f) every borrowing made by the existing University before the commencement of this Act shall, if the liability is subsisting on such commencement, be repaid together with the interest due thereon by the Chaudhary Charan Singh Haryana Agricultural University in the ratio of 40 : 60;

(g) the Provident Fund and accruals thereto of every officer or other employee of the existing University shall stand transferred to the corresponding University in which he has been posted on the date of the commencement of this Act.

Explanation :- For the purposes of this section, "asset" shall be deemed to include all property, movable and immovable rights, powers, authorities and privileges, and all other rights and interests arising out of such property as were immediately before the commencement of this Act in the ownership, possession, power or control of the existing University, and all books of accounts, registers, records and all other documents of whatever nature relating thereto and shall also be deemed to include all obligations of whatever kind then subsisting of the existing University.

Legal proceedings

36. If at the commencement of this Act, any suit appeal or other proceeding of whatever nature is pending by or against the existing University, the same shall not abate, be discontinued or be in any way prejudicially affected by reason of the dissolution of the existing University, but the suit, appeal or other proceeding may be continued, prosecuted or enforced by or against—

(a) the Chaudhary Charan Singh Haryana Agricultural University, if it relates to any property or unit of the existing University in the State of Haryana; and

(b) in any other case, the Punjab Agricultural University.

Transfer of employees

37. (1) Save as otherwise provided in section 13, all officers and other employees of the existing University holding office as such immediately before the

commencement of this Act, shall, on such commencement, become the officers or other employees of the corresponding University and such officers or other employees shall be divided between those Universities in accordance with the following principles namely :-

(a) those officers or other employees of the existing University who are holding office in, or in connection with, any property or unit of the existing University in the State of Haryana shall become the officers or other employees of the Chaudhary Charan Singh Haryana Agricultural University;

(b) every other officer or other employee of the existing University, shall become the officer or other employee of the Punjab Agricultural University.

(2) Every officer or other employee of the existing University shall, on and from the commencement of this Act, hold his office or service in the corresponding University on the same terms and conditions and with the same rights to pension, provident fund, gratuity and other matters as would have been admissible to him if the existing University had not been dissolved, and continue to do so unless and until his employment in the corresponding University is duly terminated or until his remuneration and terms or conditions of service are duly altered by the corresponding University.

(3) For the persons who immediately before the commencement of this Act, were the trustees for pension provident, gratuity or other like fund, constituted for the officers or other employees of the existing University, there shall be substituted as trustees such persons as the appropriate Government may, by general or special order, specify.

(4) Notwithstanding anything contained in the Industrial disputes Act, 1947*, or any other law for the time being in force, the transfer of the services of any officer or other employee from the existing University to a corresponding University shall not entitle such officer or other employee to any compensation, whether under this Act or under any other law for the time being in force, and no such claim shall be entertained by any court tribunal or other authority.

*14 of 1947

Membership of
corresponding
University bodies

38. (1) All casual vacancies among the members (other than ex-officio members) of any authority or body of each corresponding University shall be filled, as soon as possible, by the person or body who or which appointed or nominated the member, whose place became vacant, and the person appointed or nominated to a casual vacancy shall be a member of such authority or body for the remaining period of the term for which the person whose place he fills would have been a member.

(2) A person, who is a member of any authority of a corresponding University as a representative of another body, whether of that University or not, shall retain his seat on that authority so long as he continues to be a member of the body by which he was appointed or nominated and thereafter till his successor is duly appointed or elected.

(3) No act or proceeding of any authority or body of a corresponding University shall be invalid by reason merely of the existence of any vacancy or defect in the constitution of such authority or body.

(4) If any question arises whether any person has been duly appointed as, or is entitled to be, a member of any authority of a corresponding University subordinate to the Board or whether any decision of the corresponding University is in accordance with this Act and the Statutes, the question shall be referred to the appropriate Government whose decision thereon shall be final.

Annual Report

39. (1) The Annual Report of a corresponding University shall be prepared under the directions of the Vice-Chancellor and submitted to the Board at least one month before the annual meeting at which it is to be considered.

(2) The Board shall, after consideration of the Annual Report, forward a copy thereof to the appropriate Government.

(3) On receipt of a copy of the Annual Report referred to in sub-section (1), the appropriate Government shall cause a copy of such Report, together with its comments thereon, to be laid before the State Legislature.

(4) Notwithstanding the dissolution of the existing University, the Annual Report of the existing University for

the year 1969-70 shall be prepared under the directions of the Vice-Chancellor of the Punjab Agricultural University and the Board of that University, shall after consideration of the Annual Report, forward a copy thereof to the appropriate Government.

40. Any references to the existing University in any law, other than this Act, or in any contract or other instrument shall be construed :-

(a) if such reference relates to any asset to property of the existing University in the State of Haryana, as a reference to the Chaudhary Charan Singh Haryana Agricultural University; and

(b) in any other case, as a reference to the Punjab Agricultural University.

Construction of references to existing University in any document, etc.

41. Any obligation incurred, before the commencement of this Act, by the existing University to confer any degree or other academic distinction on, or to issue any diploma or other certificate to, any person or to grant any copy of any degree, diploma, certificate, mark-sheet or other document to any person shall, on such commencement be the obligation of the Punjab Agricultural University.

Obligations to be discharged by the Punjab Agricultural University.

42. In consideration of the maintenance, by the Punjab Agricultural University, of a campus at Palampur, the Government of the Union territory of Himachal Pradesh shall bear a portion of the cost of the Punjab Agricultural University and the quantum of such cost shall be determined by the Central Government having regard to the benefit derived by that Union territory.

Proportion of cost to be borne by the Government of Himachal Pradesh

43. (1) If any dispute arises by reason of the dissolution of the existing University, such dispute shall be resolved in the first instance by the Vice-Chancellors of the corresponding Universities and in the event of the failure of such Vice-Chancellors to arrive at an agreed solution with regard to any such dispute, the matter shall be referred to the Secretary to the Government of India in the Ministry dealing with Agriculture and the decision thereon of such Secretary shall be final.

Settlement of unresolved disputes

(2) If, on the establishment of a University in the Union Territory of Himachal Pradesh, any dispute arises with regard to the transfer of assets or liabilities pertaining to the

Agriculture College at Palampur or the research, training and extension centres, or property, of the Punjab Agricultural University located in the said Union territory or with regard to the transfer of the officers or other employees or such college or centres to the University established in the Union territory of Himachal Pradesh, such dispute shall be resolved in the first instance by the Vice-Chancellor of the Punjab Agricultural University and the Chief Secretary to the Government of the Union territory of Himachal Pradesh and in the event of their failure to arrive at an agreed solution with regard to any such dispute, the matter shall be referred to the Secretary to the Government of India in the Ministry dealing with Agriculture and the decision thereon of such Secretary shall be final.

Power to remove difficulties.

44. If any difficulty arises in giving effect to the provisions of this Act, the President may, by order, do anything not inconsistent with such provisions, which appears to him to be necessary or expedient for the purpose of removing the difficulty :

Provided that no such power shall be exercised after the expiry of the period of two years from the commencement of this Act.

Repeals and saving

45. (1) The Punjab Agricultural University Act, 1961*, is hereby repealed.

(2) The provisions of the General Clauses Act, 1897** shall apply to the repeal of the said Act as if the said Act were a Central Act.

(3) The Haryana and Punjab Agricultural Universities Ordinance, 1970*** is hereby repealed.

(4) Notwithstanding such repeal, anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under the corresponding provisions of this Act.

N. D. P. NAMBOODIRIPAD
Joint Secy. to the Govt. of India

*Punjab Act 32 of 1961

**10 of 1897

***1 of 1970

CHAPTER II

STATUTES REGARDING THE POWERS AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY

1. (1) The Board shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have the powers. Powers & Duties
of the Board of
Management
- (a) to declare by statutes other colleges as constituent Colleges of the University under Section 24 (1) (d) of the HPAU Act, 1970.
 - (b) to declare by Statute Central Government institutions of Agricultural Research, Technical and Extension Education in the Haryana desiring to be integrated as Constituent Colleges of the University under sub-section 2 (h) Section 24 of the HPAU Act, 1970.
 - (c) to delegate to any officer or authority of the University, any of the powers conferred on it by the Act or by the Statutes, to be exercised with such restrictions and conditions as it may deem fit to impose.
- (2) The Board shall publish an annual report containing :
- (a) a review of the progress made in different spheres of activities of the University;
 - (b) the amounts of receipts and disbursements and the purpose for which they were made;
 - (c) the number of professors, officers, teachers and other employees and position and remuneration of each, the number of students in the several sections and classes and the course of instruction pursued in each; and
 - (d) an estimate of the expenses for the next following year.
- (3) The Board shall submit to the Government concerned legislative proposals which it considers necessary for the betterment and promotion of

Agriculture based on the results of research conducted in the University.

- (4) 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.
- (5)
 - (a) The Board of Management shall appoint two officers of the University from amongst the Deans and Directors of the University as Technical Advisors to be associated with the meetings of the Board of Management.
 - (b) The term of office of a Technical Advisor shall be one year; and he/she shall be liable for re-appointment.
 - (c) The first two technical Advisers shall be the senior most of the Deans and Directors.
 - (d) Deleted.

ACADEMIC COUNCIL

Manner of selection of a member of the Academic Council under section 23(3) (f) of HPAU Act, 1970

2. (1) The Vice-Chancellor shall appoint the senior-most Head of Department on the recommendation of the Dean of the College, as a member of the Academic Council, under section 23 (3) (f) of HPAU Act, 1970.

The appointment shall be for two years. On the expiry of this term, another Head of Department shall be appointed on the recommendation of the Dean of the College as member of the Academic Council and every subsequent vacancy shall be filled in by the rotation, in the same manner.

The Vice-Chancellor shall also have the power to co-opt such Heads of Departments, as may be considered necessary for any particular meeting of the Academic Council under section 23 (2) (b) of HPAU Act, 1970.

Provided so long as a Professor-cum-Head of Department is available for nomination in a College,

an Associate Professor-cum-Head of Department would not be eligible for consideration for nomination on the Academic Council.

- (2) All questions to be considered in a meeting of the Academic Council shall be decided by a majority of votes of the members present. The co-opted member shall not have the 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.

3. The Academic Council shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have power :
- (a) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;
 - (b) to recognize the examinations of the recognized Universities, equivalent to the corresponding examinations of the Chaudhary Charan Singh Haryana Agricultural University;
 - (c) to propose to the Board of Management the institution of fellowships, scholarships, stipends, medals, etc. to be awarded to the students of various constituent colleges of the University;
 - (d) to make proposals for consideration of the Board regarding distribution of new grants by the Government concerned to the colleges for the development of higher teaching, research and extension education, whenever the University is consulted by the Government concerned on such matters;
 - (e) to approve or reject any subject proposed for the thesis by a candidate for the Degree of Doctor in Agriculture or Veterinary Sciences;
 - (f) to promote research within the University and to require reports on such research from the persons employed thereon;
 - (g) to advise the Board on proposals of new expenditure on University teaching, research and extension education;

Powers & Duties
of the Academic
Council

-
- (h) to recommend to the Board the making of grants to Departments or Colleges, which contribute to University teaching and research;
- (i) to make regulations regarding the holding of convocation; and
- (j) to make regulations for maintenance of discipline and the regulation of conduct of the students of the constituent colleges of the University.
- Constitution of Committees 4. The Academic Council shall constitute the following committees :-
- (i) A committee (or a committee for each campus) on Students Welfare with the Director of Students Welfare as the ex-officio Chairman. Till the Director is appointed, the Vice-Chancellor will nominate the Chairman. This Committee shall include all the Deans, residing at the campus concerned and the Deputy Director Students Welfare of the Campus, shall be the Secretary of this Committee. The Committee shall advise the Vice-Chancellor regarding :-
- (1) the allocation of funds for various students welfare activities;
 - (2) the formulation of rules to regulate the conduct of students;
 - (3) the formulation of procedure for taking punitive action against a student on charges of indiscipline or misconduct;
 - (4) all matters relating to the welfare and discipline of students.
- (ii) Research Programme Committee consisting of the Vice-Chancellor as Chairman, the Director of Research as Member-Secretary, the Deans of Colleges and Director of Extension Education, the Director of Agriculture and Director of Animal Husbandry of Haryana State as other members. The Committee shall decide :
- (a) the allocation of funds for research;
 - (b) the conditions for accepting grants; and

- (c) other matters affecting the research programme of the University;
- (iii) Extension Education Advisory Committee consisting of the Vice-Chancellor as Chairman , the Director of Extension Education as member-secretary, and the Deans of the Colleges and the Director of Research as other members. The Committee shall advise the Vice-Chancellor regarding :
 - (a) the co-ordination of University Extension Education programme with the State and National Programme;
 - (b) the allocation of funds for extension of education work; and
 - (c) ways and means of increasing the effectiveness of University's extension education programme.
- (iv) Such other committees as may be considered necessary.

BOARD OF STUDIES

5. (1) The Board of Studies shall be constituted in accordance with section 24 (3) of Haryana and Punjab Agricultural Universities Act, 1970 provided that when there is more than one Dean on a Board, the Dean from the Campus at which the meeting is held will preside. In his absence, the other Dean shall preside. In the absence of both, the Members present, shall elect a Chairman from amongst the Heads of the Departments.
- (2) All questions to be considered in a meeting of the Board of Studies shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote and if the votes be equally divided he shall have a second or casting vote.
- (3) At the meeting of a Board of Studies three members shall form a quorum.

Constitution of
Board of Studies

Powers and Duties
of the Board of
Studies

6. The Board of Studies shall exercise all the powers and perform all the duties conferred on it by the Haryana & Punjab Agricultural University Act, 1970. It will be the duty of such Board to :-
- (i) propose to the Academic Council, courses of study for the various programmes of instructions offered in different faculties of the University;
 - (ii) propose to the Academic Council, the curricula of the University and advise the Council in regard to all questions referred to it regarding the syllabi for various undergraduate and post-graduate programmes; and
 - (iii) review from time to time standards of teaching and evaluation of students and guide students scholarstic programmes in the faculty concerned and propose new rules or changes in the existing rules to the Academic Council.

CHAPTER III

STATUTES REGARDING THE DESIGNATION, THE MANNER OF APPOINTMENT, POWERS AND THE DUTIES OF THE OFFICERS OF THE UNIVERSITY

1. All appointments of the officers of the University shall be made strictly on the basis of merit. Manner of appointment of officers of the University
2. The following procedure shall be adopted for the appointment of Vice-Chancellor :- Appointment of Vice-Chancellor
 - (a) The Board may either take up the matter on its own or elect a screening committee of three persons. The committee shall select its own Chairman. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
 - (b) On receipt of applications and/or suggestions mentioned in clause 2(a) above, the committee shall prepare a list of names of candidates for scrutiny. On the basis of this list, the committee shall recommend at least three names to the Board in the order of preference unless the number of eligible candidates is less than three.
 - (c) The Board may ask the Committee to consider additional prospects or engage in further deliberations.
 - (d) When a list has finally been accepted, the Board may arrange for informal or formal interviews with one or more of the prospective appointees and make the final selection as provided in section 15(i) of the HPAU Act, 1970.
 - (e) Where the Board fails to appoint the Vice-Chancellor in the manner prescribed in Section 15 of HPAU Act, 1970 within 2 months of the receipt of intimation of the vacancy, the matter shall be reported to the Chancellor to enable him to make the appointment.

Appointment of Deans of Colleges : Dean, Post-Graduate Studies; Director of Research; Director of Extension Education; Director of Human Resource Management and Director of Students' Welfare.

3. (i) The following procedure shall be adopted for the appointment of Deans of Colleges; Dean, Post-Graduate Studies; Director of Research; Director of Extension Education; Director of Human Resource Management and Director of Students' Welfare.
- (a) The Vice-Chancellor may have the post advertised with such qualifications as may be prescribed by the Board of Management and/or invite suggestions and recommendations from such persons/institutions or agencies as he deems proper.
- (b) After advertising the post and receiving the applications or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may either submit a single recommendation for the approval of the Board of Management or appoint a selection committee to make recommendations.
- (c) The Selection Committee for these posts will be constituted as under :
- (i) Vice-Chancellor
- (ii) Director General, ICAR or his nominee not below the rank of Dy. Director General, ICAR.
- (iii) Two outstanding scientists of National/ International repute to be nominated by the Vice-Chancellor.

Note: In case two members out of three, as mentioned at Sr.No.(ii) & (iii) above are present, the quorum of the Selection Committee will be complete.

Further, in case the quorum is not complete after an interview has been fixed, the Vice-Chancellor may co-opt new expert.

The Vice-Chancellor shall appoint the Chairman of the Selection Committee or act as Chairman himself.

-
- (d) Where the Vice-Chancellor finds that it is not possible to appoint a Selection Committee, he may constitute an adhoc selection committee.
 - (e) The Chairman of the Committee shall scrutinize all the applications, suggestions and recommendations and prepare a list of candidates who shall be either called for interview or considered in absentia. He may also include in such a list names of any person/ persons who have not applied or have not been recommended by persons, institutions and agencies to whom the matter had been referred.
 - (f) After interview of candidates or considering them in absentia, as the case may be, the Selection Committee shall recommend to the Vice-Chancellor not more than one person for one post. After receiving the recommendations of the Committee, the Vice-Chancellor shall place it before the Board of Management for approval. The Board shall either confirm the recommendations or in case it refuses to confirm, the Vice-Chancellor shall, in due course, present another recommendation.
 - (g) The recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. This period may be extended by another six months by the Vice-Chancellor.
- (ii) Those who are already working in these posts will be allowed to complete their present term of 3 years. However, no Dean/Director shall be given second term. Even those applicants who have already served one term in any other University will not be considered.
 - (iii) These posts will, however, be filled on tenurial basis for a period of 4 years. It will have only prospective effect for regular appointments i.e. it will be applicable for fresh appointments only made after the decision of the Board dated 22.12.2000.

This period may, however, be reduced by the Vice-Chancellor, with the approval of the Board, if work of the incumbent is not found satisfactory by the Vice-Chancellor for which the Vice-Chancellor will cause a review of the performance of the incumbent to be conducted every year.

Provided that the regular Dean/Director who takes leave for more than six months shall resign from the post of Dean/Director and in order to avoid temporary arrangement for long period the post shall be filled up on regular basis and in case regular Dean/Director avails leave for less than six months that period will count towards his tenure of 4 years.

Provided further that where a person has already worked as Dean/Director in the past, that period will be reduced from his term of 4 years, if it exceeds 90 days.

Note: However, the above proviso will be applicable for future appointments made after 31.12.2007 and will not apply to the present incumbents.

- (iv) The person appointed as Dean/Director shall be entitled to the facility of unfurnished rent-free accommodation.
- (v) The person appointed as Dean/Director may relinquish his position at any time during his tenure by giving one month notice to the Vice-Chancellor or salary in lieu of such a notice.

The Board has also approved the qualifications of Deans and Directors as per Annexure-I.

Appointment of Registrar and Comptroller

4. The following procedure shall be adopted for making appointment of :-

(1)(a) Appointment of Registrar

He will be appointed on tenurial basis for a period of 4 years on the analogy of Deans/Directors. Mode of appointment and other conditions of service will also be the same but he could also be appointed by transfer or on deputation from the State Govt.

(b) Appointment of Comptroller

He will be appointed on the analogy of Deans/ Directors except that condition of appointment on tenurial basis will not be applicable to this post. Mode of appointment and other conditions of service will also be the same but he could also be appointed by transfer or on deputation from the State Govt./Govt. of India/ICAR/any other autonomous institutions established under the Act of State Assembly or Parliament.

(2) Librarian

Appointment of Librarian

- (a) The Vice-Chancellor may have the post advertised with such qualifications as may be prescribed by the Board of Management and/ or invite suggestions and recommendations from such persons/institutions or agencies, as he deems proper..
- (b) After advertising the post and receiving the applications or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may either submit a single recommendation for the approval of the Board of Management or appoint a selection committee to make recommendations.
- (c) The Selection Committee for this post may be constituted as follows :
- (i) Two Officers of the University.
 - (ii) Three other persons nominated by the Vice-Chancellor.

The Vice-Chancellor shall appoint the Chairman of the Selection Committee or act as Chairman himself.

- (d) Where the Vice-Chancellor finds that it is not possible to appoint a selection committee, he may constitute an adhoc selection committee.
- (e) The Chairman of the Committee shall scrutinise all the applications, suggestions and recommendations and prepare a list of

candidates who shall be either called for interview or considered in absentia. He may also include in such a list names of any person/ persons who have not applied or have not been recommended by persons, institutions and agencies to whom the matter had been referred.

- (f) After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall recommend to the Vice-Chancellor not more than one person beyond the number of vacancies if the number of vacancies is upto four. However, if the number of vacancies is more than four, two persons more than the number of vacancies may be kept on the panel for each completed block of five vacancies.

Note : The Selection Committee should confine its recommendations only in respect of the post for which selection is held.

- (g) After receiving the recommendations of the selection committee, the Vice-Chancellor may, if he considers it necessary, request the committee to consider additional names or to review or reconsider its recommendations. He may also, if he considers it necessary, himself interview persons recommended by the selection committee and/or others whom he considers to be suitable.
- (h) The Vice-Chancellor shall then submit a single recommendation for the approval of the Board of Management. Where the Vice-Chancellor recommends a person other than the person/ persons recommended by the selection committee, he shall state his reasons for doing so.
- (i) The Board shall either confirm the recommendations or in case the Board refuses to confirm the recommendations, the Vice-Chancellor shall, in due course, present another recommendation.

- (j) The recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. The panel prepared by Selection Committee for post(s) should be used only a waiting list for the same post(s) and shall not be utilised for making appointments to any subsequent vacancies in same cadre or in any other cadre.
- (3) Estate Officer-cum-Superintending Engineer. Appointment of Estate Officer-cum-Superintending Engineer
The Estate Officer-cum-Superintending Engineer will be appointed on tenurial basis for a period of 4 years as per norms and qualifications prescribed by the State Govt. for the post of Superintending Engineer. He could be appointed by transfer or on deputation from the State Govt./Central Govt./ other statutory bodies of State/Centre or through open advertisement.
5. (1) The Dean of the College shall be directly responsible to the Vice-Chancellor for the administration of the Resident Teaching Programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership. Powers & Duties of the Deans of Colleges
- (2) (i) In the absence of Dean of a College on casual leave/ leave/tour/training etc. one of the Professors/equivalents (whether promoted or recruited direct) of the College concerned, as nominated by the Vice-Chancellor shall look after the work of the Dean.
- (ii) In the absence of any Director/Dean, Post-Graduate Studies on casual leave/leave/tour/training etc. one the Professors/equivalents (whether promoted or recruited direct) of the University as nominated by the Vice-Chancellor shall look after the work of Director/Dean, Post-Graduate Studies.
- (3) The Dean of a college shall have the following powers and duties :

- (i) He shall be responsible for the organisation and conduct of teaching in the Departments comprising the college and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
- (ii) He shall be responsible for the due observance of the Statutes and Rules relating to the College.
- (iii) He shall preside over the meetings of the Board of Studies of the College.
- (iv) He shall formulate and present policies to the Board of Studies of the College for its consideration, without prejudice to the right of any member to present any matter to the respective Board of Studies.
- (v) He shall submit reports to the Vice-Chancellor on the work of the College regarding resident instructions.
- (vi) He shall be responsible to the Vice-Chancellor for the use of the buildings and rooms of the College and for the equipment of the College.
- (vii) He shall serve as the medium of communication for all official business of the College with other authorities of the University, the students and the public.
- (viii) He shall normally represent the College in Conferences and where necessary he may designate representatives from amongst the staff of the College for specific conferences on resident instructions.
- (ix) He shall prepare the budget of the College.
- (x) He shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of the faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching research or teaching extension personnel.
- (xi) He shall be responsible to the Vice-Chancellor

for maintaining discipline, law and order in the College and for discharge of his duty he may award suitable punishment to students for acts of misdemeanour except that before he expels or rusticates a student he shall get the prior approval of the Vice-Chancellor.

6. (1) The Director of Research shall coordinate all research in the University in co-operation with the Deans. While his dealings would be mainly with the staff concerned with research in Departments of Colleges, he shall be directly responsible to the Vice-Chancellor for the initiation, guidance and co-ordination of the research programme of the University and its outlying stations.
- (2) All research programmes shall be conducted within the appropriate Departments by members of the staff and graduate students of the Department.
- (3) The Director of Research shall have the following powers and duties :
- (i) He shall be responsible for initiation, organisation and conduct of research programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned.
 - (ii) He shall exercise broad administrative control over; (i) research staff, (ii) research funds allotted for the purpose; and (iii) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.
 - (iii) He shall prepare, in consultation with the Heads of Departments, the budgetary needs of research of different Departments of the University.
 - (iv) He shall be the principal liaison officer for dealing with aid-granting agencies, such as ICAR, Commodity Committees or private Institutions.
- Powers & Duties of Director of Research

- (v) He shall formulate and present policies to the Research Advisory Committee for its consideration.
- (vi) He shall cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems.
- (vii) In formulating research policies and programmes of the University, he shall work in close consultation with the Deans and the Director of Extension Education.
- (viii) He shall assume leadership in development and maintenance of research productivity of a high level by :-
 - (a) Promotion of self-improvement on the part of research personnel;
 - (b) Stimulation of a wholesome, aggressive esprit de corps; and
 - (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of Agricultural research.
- (ix) He may represent the University in Conferences regarding Research.

Powers and Duties of Director of Extension Education

7. (1) The Director of Extension Education shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research.
- (2) The Director of Extension Education shall supervise and control the field activities of the extension subject-matter specialists who shall otherwise hold academic rank and be members of the staff of the departments.
- (3) The Director of Extension Education shall have full access to the Vice-Chancellor and shall be directly responsible to him for effecting close

collaboration and co-ordination of the extension education activities of the University with those of the Departments of Agriculture, Development, Co-operation and Animal Husbandry of the Government of Haryana.

- (4) The Director of Extension Education shall have the following powers and duties :-
- (i) He shall be responsible for initiation, organisation and conduct of extension educational programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
 - (ii) He shall exercise broad administrative control over :-
 - (a) Extension Education staff;
 - (b) Extension Education funds allotted for this purpose; and
 - (c) All physical properties, facilities and material assigned by the University for the pursuit of Extension programmes.
 - (iii) He shall assess, in consultation with the Heads of Departments, the budgetary needs of extension education of different Departments of the University.
 - (iv) He shall be the principal liaison officer for dealing with such agencies as the Departments of Agriculture, Animal Husbandry, Co-operation, Development and Panchayats of the Government concerned in the matter of extension education.
 - (v) He shall formulate and present extension educational programme of the Extension Advisory Committee, for its considerations.
 - (vi) He shall guide and supervise the working of the Information Section dealing with publications, audio-visual aids, radio, press and other materials directed to the successful

implementation of the extension educational programmes.

- (vii) In formulating the extension policies and programmes of the University, he shall work in close consultation with the Deans of Colleges and Director of Research.
- (viii) He shall assume leadership in the Development and maintenance of effective and productive extension educational programmes :-
 - (a) promotion of self improvement on the part of extension personnel; and
 - (b) inculcation in them of a missionary spirit for dedicated service to the farmers of Haryana.
- (ix) He may represent the University in Conferences regarding Extension Education.

Powers & Duties
of Director
Students'
Welfare

8 The Director of Students' Welfare shall be directly responsible to the Vice-Chancellor and shall have the following duties :-

- (a) to make arrangements for the housing and messing of students;
- (b) to direct a programme of student counselling;
- (c) to arrange for the part time employment of students in accordance with the plan approved by the Vice-Chancellor;
- (d) to assist in the placement of graduates of the University;
- (e) to obtain travel facilities for holidays, study tours of students;
- (f) to communicate with the guardians of students concerning the welfare of the students;
- (g) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
- (h) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

-
9. In exercise of his duties under Section 17 of HPAU Act, 1970, the Registrar Shall :- Powers & Duties of the Registrar
- (a) issue notices and maintain the minutes of all meetings of the Academic Council and the Board of Management and of committees appointed by them;
 - (b) conduct the official correspondence of the Academic Council and the Board;
 - (c) be responsible for admission of students to the University including the supervision of the entrance examination, if any;
 - (d) be responsible for registration of students of the University;
 - (e) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
 - (f) be responsible for maintaining all students' records;
 - (g) obtain the grades of the students from the instructors and issue trimester reports and transcripts;
 - (h) deleted;
 - (i) deleted; and
 - (j) perform such other duties and functions as are assigned to him by the Vice-Chancellor;
10. He shall be responsible to the Vice-Chancellor to ensure :- Powers & Duties of the Comptroller
- (a) that expenditure, not authorised in the budget, is not incurred without appropriate sanction;
 - (b) that all moneys belonging to the University are kept in a Bank approved by the Board of Management;
 - (c) that all the accounts of the University are properly kept, adjusted and audited;
 - (d) that the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;
 - (e) that income and fees due to the University are collected and that salaries and other amounts due to the staff and others paid promptly;

-
- (f) that notices are issued and the minutes of all meetings of the Finance Committee are maintained and to conduct the official correspondence of the Finance Committee;
- (g) that development plans are prepared;
- (h) that dealings with the Governments concerned, with the authority responsible for the auditing of the accounts of the University, Commodity Committees and other aid-granting agencies regarding financial and accounts matters, are on correct lines.
- Powers & Duties of the Estate Officer
11. The Estate Officer shall work under the control and supervision of the Vice-Chancellor and in the exercise of his responsibilities under section 19 of HPAU Act, 1970.
- (a) maintenance of the University buildings, roads, fencing, playgrounds, parks and lands, other than the land comprising the agricultural farm;
- (b) construction and maintenance of utility services;
- (c) maintenance of fire protection services;
- (d) maintenance of architectural and constructional services of the University;
- (e) all University construction;
- (f) preparation of the annual construction and maintenance budget of the University and a periodical report showing the progress on works under construction;
- (g) maintenance of accounts relating to the works in his charge on forms prescribed by the Comptroller;
- (h) maintenance of an up-to-date record of all the immovable properties of the University including lands and buildings in co-operation with the Heads of Departments; and
- (i) procurement/disposal of immovable property of the University.
- Powers & Duties of the Librarian
12. The Librarian shall work under the control and supervision of the Vice-Chancellor and, in exercise of his responsibilities under section 22 of HPAU Act, 1970

shall be responsible for the maintenance of all libraries of the University and for the organisation of their services. The University Librarian shall have the following powers and duties :

- (a) he shall have general overall supervision of the University Libraries and Library personnel, including all campuses and departments libraries or collections;
 - (b) he shall prepare the Library Budget for the University libraries;
 - (c) at the beginning of each fiscal year he shall advise each campus library of the amount of money that will be available for the purchase of library materials for each of the respective libraries, including the department collections;
 - (d) he shall have the responsibility of receiving and accessioning all library materials;
 - (e) he shall have the responsibility of initiating the purchase requisitions for all library materials;
 - (f) he shall have the responsibility of renewing in time subscriptions to journals;
 - (g) he shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
 - (h) he shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by students and staff;
 - (i) he shall arrange library hours which will permit maximum library use by both students and faculty; and
 - (j) he shall arrange for departments and selected Research Substations, small collections of volumes and journals that are in almost constant use by the staff and post-graduate students as references.
13. (1) The Dean of Post-Graduate Studies shall be directly responsible to the Vice-Chancellor for the administration of all resident teaching programme at the Post Graduate level in the University and for

Powers & Duties
of the Dean,
Post-Graduate
Studies

the development, evaluation, improvement of curricula and teaching methods, designed to develop in the students professional competence, character and quality of leadership.

- (2) The Dean, Post-Graduate Studies shall have the following powers and duties :-
- (i) He has been responsible for the organisation and conduct of Post-Graduate teaching in all the constituent colleges of the CCS Haryana Agricultural University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the Director of Research and Extension Education where such consultation is considered necessary;
 - (ii) He shall, in collaboration with the Director of Research, be responsible for the coordination of research of the Post-Graduate students and its integration with the general research programme of the University;
 - (iii) He shall preside over the meeting of the post-graduate committee;
 - (iv) He shall formulate and present policies to the post-graduate committee for its consideration without prejudice to the right of any member to present any matter to the post-graduate committee;
 - (v) He shall forward the recommendations of the post-graduate committee, to the Vice-Chancellor or the Academic Council as the case may be;
 - (vi) He shall maintain record of the post-graduate students in the Chaudhary Charan Singh Haryana Agricultural University and also supervise their progress;
 - (vii) He shall be responsible for the maintenance of proper standards of post-graduate instructions;
 - (viii) He shall in consultation with the Heads of Departments exercise control over the teaching

load of the members of the Post-Graduate Faculty;

- (ix) He shall provide in consultation with the Heads of Department guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research, teaching and extension;
- (x) He shall be a member of the Advisory Committee for Resident Instructions, Research Programme Committee, Extension Education Advisory Committee and Academic Council.

Annexure I

(referred to Clause 3 of Chapter III of the Statutes)

1. Dean, College of Agriculture

- (i) Doctoral degree in any branch of Agriculture
- (ii) Atleast 8 years experience as a Professor or in an equivalent position

Desirable

Administrative experience as Head of a University Deptt./Division of ICAR Institute

2. Dean, College of Agricultural Engineering & Technology

- (i) Doctoral Degree in any branch of Agricultural Engineering
- (ii) Atleast 8 years experience as a Professor or in an equivalent position

Desirable

Administrative experience as Head of a University Deptt./Division of ICAR Institute

3. Dean, College of Basic Sciences & Humanities

- (i) Doctoral Degree in any branch of Basic Sciences
- (ii) Atleast 8 years experience as a Professor or in an equivalent position

Desirable

Administrative experience as Head of a University Deptt./Division of ICAR Institute

4. Dean, College of Home Science

- (i) Doctoral Degree in any branch of Home Science
- (ii) Atleast 8 years experience as a Professor or in an equivalent position

Desirable

Administrative experience as Head of a University Deptt./Division of ICAR Institute

5. Dean, Post-graduate Studies

- (i) Doctoral degree in any branch of Agriculture, Agri. Engg., Basic Science, Home Science.
- (ii) Atleast 8 years experience as a Professor or in an equivalent position

Desirable

Administrative experience as Head of a University Deptt./Division of ICAR Institute

-
6. **Director of Research**
- (i) Doctoral degree in any branch of Agriculture, Basic Sciences, Home Science, Agri. Engg.
 - (ii) Atleast 8 years experience as a Professor or in an equivalent position
- Desirable**
Administrative experience as Head of a University Deptt./Division of ICAR Institute
7. **Director, Extension Education**
- (i) Doctoral degree in any branch of Agriculture, Home Science, Agri. Engg.
 - (ii) Atleast 8 years experience as a Professor or in an equivalent position
- Desirable**
Administrative experience as Head of a University Deptt./Division of ICAR Institute
8. **Director, Human Resource Management**
- (i) Doctoral degree in any branch of Agriculture, Basic Sciences, Home Science, Agri. Engg.
 - (ii) Atleast 8years experience as a Professor or in an equivalent position
- Desirable**
Administrative experience as Head of a University Deptt./Division of ICAR Institute
9. **Director, Students Welfare**
- (i) Doctoral degree in any branch of Agriculture, Home Science, Basic Sciences, Agri. Engg.
 - (ii) Atleast 8 years experience as a Professor or in an equivalent position.
- Desirable**
Administrative experience as Head of a University Deptt./Division of ICAR Institute.
10. **Registrar**
- (i) Doctoral degree in any branch of Agriculture, Basic Sciences, Home Science, Agri. Engg.
 - (ii) Atleast 8 years experience as a Professor or in an equivalent position.
- Desirable**
Administrative experience as Head of a University Deptt./Division of ICAR Institute.

CHAPTER IV

STATUTES REGARDING CLASSIFICATION, MANNER OF APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS OF THE UNIVERSITY

1. In these Statutes, unless the context otherwise requires :-
Definition
 - (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.
 - (b) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

2. The teachers shall include the following :-
Classification of teachers
 - (i) Heads of Departments
 - (ii) Professors/equivalents conducting teaching and guiding research and extension programmes and Librarian.
 - (iii) Associate Professors/equivalents conducting teaching and guiding research and extension programmes.
 - (iv) Assistant Professors/equivalents conducting teaching and guiding research and extension programmes.
 - (v) Any other employee of the University declared as teacher by the Vice-Chancellor on the recommendations of the Academic Council.

- Note : Under the provision of Clause 2(v) above, the following categories of employees have so far been declared as teachers by the Vice-Chancellor on the recommendations of the Academic Council.
 - (vi) Deputy Librarian and Asstt. Librarian.

3. All appointments of teachers of the University shall be made by the Vice-chancellor strictly on merit.
Manner of appointment

4. (1) The following procedure shall be adopted for the appointment of Heads of Departments;
Appointment of HODs

The Vice-Chancellor, with the approval of the Board of Management, may make the appointments

of Heads of Departments by selection from amongst Professors/equivalent irrespective of their mode of appointment i.e. whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions, who satisfy the following eligibility criteria :-

- (i) They belong to the discipline of the department.
- (ii) Where there is no Professor in a department, who is so eligible, Associate Professor/equivalent irrespective of the mode of appointment i.e. whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions shall be eligible to apply provided they have 5 years service on the post of Associate Professor/equivalent.

Provided where there is only one Associate Professor in a Deptt. and he has earlier worked as Head of the Department, he/she will continue to act as HOD till another person of the rank of Assoc. Prof./equiv. or Prof./equiv. becomes available. The requirement of selection after every four years may not be necessary in such cases.

However, his/her performance shall be reviewed every year as per rules.

Provided further that if in any deptt. there is no Assoc. Prof. with required 5 years service, the Assoc. Profs. even without 5 years service as Assoc. Prof./equivalent will be eligible to apply for Headship.

- (iii) Integrity of the applicant is good for the last 10 years.
- (iv) They have not previously worked as Head of department for 3 years.

However, where there are more than one Professor in a department and all have already worked as Head of Department, they will be eligible to apply again for Headship.

Provided that the Vice-Chancellor shall be competent to appoint any eligible Professor if none of the persons in the rank of Professor applies when the position of HOD is notified. Such a Prof. would not decline to continue as Head, rather he shall be duty-bound to keep working as Head. However, his/her performance shall be reviewed every year as per rules.

In a department where there is only one teacher of the rank of Professor or equivalent, notwithstanding the mode of his appointment either by direct recruitment or by personal promotion, he/she will continue to act as Head of Department till another person of the rank of Professor/equivalent becomes available in the department. The requirement of selection after every four years may not be necessary in such cases. However, his/her performance shall be reviewed every year as per rules.

Where there is only one Professor and he is not found suitable by the Selection Committee, in such cases, Assoc. Professors working in the Department, who are eligible for competing for the position of Headship in terms of the above statutory provisions, will be allowed to apply for the Headship. Likewise, where there is only one Prof. and he is working as Head and/or continuing as Head even for a second term, his performance is not found satisfactory by the Vice-Chancellor, the Assoc. Prof. working in the department shall be eligible to apply for the position of HOD.

Selection of the Head of Department may be made by the Vice-Chancellor with the approval of the Board on the basis of panel of two names in order of merit as per recommendations by a Selection Committee

consisting of;

- | | |
|---|----------|
| 1. Vice-Chancellor | Chairman |
| 2. Dean of the College concerned. | |
| 3. Dean, Post-Graduate Studies | |
| 4. Director of Extension Education | |
| 5. Director of Research | |
| 6. One outside expert scientist of repute to be nominated by the Vice-Chancellor. | |

The appointment of HOD shall be for a period of four years or less to the extent for those, who have earlier worked as Head of Department for a period exceeding 90 days in the past. It will have only prospective effect for regular appointments i. e. it will be applicable for fresh appointments only made after the above decision of the Board dated 22.12.2000. This period may be reduced by the Vice-Chancellor if the work of the incumbent is not found satisfactory for which the Vice-Chancellor shall review the performance every year through the following Committee :-

- | | |
|---|---------------------|
| 1. Vice-Chancellor | Chairman |
| 2. Dean of the constituent College concerned | Member |
| 3. Director of Research/
Director of Extension Education | Member |
| 4. Registrar | Member
Secretary |

Provided that the regular HOD who takes leave for more than six months shall resign from the position of HOD and in order to avoid temporary arrangement for long period the position shall be filled up on regular basis and in case regular HOD avails leave for less than six months that *period* will count towards his

tenure of 4 years.

Note :

- (i) Where there is only one Professor who has been appointed as Head of Department for a second term of 3 years, he/she would continue to complete his/her tenure even after another teacher becomes otherwise eligible for appointment as Head in the meantime.
 - (ii) When a new department is created/established and a Professor from another department is given the charge of Headship, in such cases, the double charge will be allowed but as and when a Professor becomes available in the new Deptt., the person holding the double charge will be relieved from the charge of the newly created department.
- (2) In the absence of Head of Department on casual leave/leave/tour/training etc. one of the Professors/equivalents (whether promoted or recruited direct) of the department concerned, as nominated by the Vice-Chancellor shall look after work of the Head of Department.
- (3) The procedure of appointment of Professors and Principal, College of Agriculture, Kaul, when vacancies arise or when new posts are created, shall be as under :
- (i) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed by the Academic Council and/or invite suggestions and recommendations from such persons, institutions, agencies as he deems proper.
 - (ii) After having advertised the post and received the applications and/or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may either submit a single recommendation for the approval of the Board of Management or appoint a Selection Committee to make

Appointment of
Prof. and Princi-
pal, CoA, Kaul

recommendations.

(iii) For Principal, COA, Kaul

Ordinarily, the Selection Committee will consist of the following :

- (a) Vice-Chancellor Chairman
- (b) Dean College of Agriculture
- (c) Director of Research
- (d) Director of Extension Education
- (e) Dean, Post-Graduate Studies
- (f) Atleast two outside experts nominated by the Vice-Chancellor.

For Professors/equiv.

Ordinarily, the Selection Committee will consist of the following:-

- a) Vice-Chancellor Chairman
- b) Dean of the College in which the vacancy exists.
- c) Director of Research
- d) Director of Extension Education
- e) Dean Post-graduate Studies
- f) Atleast two outside experts nominated by the Vice-Chancellor.

- (iv) Where the Vice-Chancellor finds that it is not possible to appoint a committee as given above or where the nature of the post warrants it, he may constitute an Ad hoc Selection Committee.
- (v) The Chairman of the Committee with the help of a Screening Committee appointed by him shall scrutinize all the applications, suggestions and recommendations received and prepare a list of the candidates, who shall be either called for interview or considered in absentia.
- (vi) After interviewing the candidates or

considering them in absentia, as the case may be, the Selection Committee shall recommend to the Vice-Chancellor not more than one person beyond the number of vacancies if the number of vacancies is upto four. However, if the number of vacancies is more than four, two persons more than the number of vacancies may be kept on the panel for each completed block of five vacancies.

Note: The Selection Committee should confine its recommendations only in respect of the post for which selection is held.

- (vii) After receiving the recommendations of the Selection Committee, the Vice-Chancellor may, if he considers it necessary, request the committee to consider additional names or to review or reconsider its recommendations.
- (viii) The Vice-Chancellor shall then submit a single recommendation for the approval of the Board of Management, where the Vice-Chancellor finds it necessary to recommend a person other than the person/persons recommended by the Selection Committee, he shall state his reasons for doing so.
- (ix) If the Board of Management does not approve the recommendations, the Vice-Chancellor shall, in due course, submit another recommendation.
- (x) The recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. The panel prepared by Selection Committee for post(s) should be used only a waiting list for the same post(s) and shall not be utilized for making appointments to any subsequent vacancies in same cadre or in any other cadre.
- (xi) For Principal, COA, Kaul only

The post of Principal, COA, Kaul will be filled on tenurial basis for a period of 4 years. It will be applicable for fresh appointments only

made after the decision of the Board. This period may, however, be reduced by the Vice-Chancellor, with the approval of the Board, if work of the incumbent is not found satisfactory for which the Vice-Chancellor will cause a review of the performance of the incumbent to be conducted every year, through the Dean, College of Agriculture.

Provided that where a person has already worked for more than 90 days as Dean/Director/Registrar/Principal, COA, Kaul in the past that period will be reduced from his term of 4 years. Even those applicants who have already served one term of 3/4 years on the above posts in this or any other University will not be considered.

Appointment
of Assoc.
Prof., Asstt.
Prof. and
other Teachers
of equiv. rank

5. The procedure prescribed in clause 4 sub-clauses (i) to (x) for the appointment of Professors shall also be followed for the appointment of all other teachers provided that :-

The Selection Committee proposed in clause (iii) for recommending suitable persons for different posts may be constituted as follows :-

- (a) For appointment of Associate Professors and Assistant Professors.

- (i) Vice-Chancellor Chairman
- (ii) Dean of College concerned
- (iii) Director of Research
- (iv) Director of Extn. Education
- (v) Dean, PGS
- (vi) Head of Deptt. concerned
- (vi) Atleast two outside experts nominated by the Vice-Chancellor.

- (b) For appointment of Research workers of rank equivalent with Assoc. Profs. and Asstt. Profs.

- (i) Vice-Chancellor Chairman
- (ii) Dean of College concerned
- (iii) Director of Research

-
- (iv) Director of Extn. Education
 - (v) Dean, PGS
 - (vi) Head of Deptt. concerned
 - (vi) Atleast two outside experts nominated by the Vice-Chancellor.
- (c) For appointment of Extension workers of equivalent rank with Assoc. Profs. & Asstt. Profs.
- (i) Vice-Chancellor Chairman
 - (ii) Dean of College concerned
 - (iii) Director of Research
 - (iv) Director of Extn. Education
 - (v) Dean, PGS
 - (vi) Head of Deptt. concerned
 - (vi) Atleast two outside experts nominated by the Vice-Chancellor.
- (d) In the appointment of Teachers of the rank of Class-II/equivalent, the Vice-Chancellor may not take the approval of the Board.
- (e) For recruitment of Asstt. Profs. and other teachers of equivalent rank, only such candidates as have passed the National Eligibility Test held by CSIR/UGC or ICAR/ASRB or any State Level Eligibility Test for Lectureship accredited by UGC will be considered for selection. However, the candidates, who have obtained Ph.D. or submitted thesis or obtained M.Phil degree by Dec. 31, 1993 or have already qualified in the JRF/Lectureship Test conducted by UGC/CSIR/ICAR (NET) will also be considered for selection.
6. The Head of Department shall be responsible for resident teaching to the Dean of the College, for research to the Director of Research, for Extension Education to the Director of Extension Education and for Post-Graduate teaching to the Dean, Post-Graduate Studies of the University.
- Duties, responsibility and powers of Heads of Deptts.
- He shall have the following powers and duties :—
- (i) He shall be responsible for the organisation and

conduct of resident teaching, research and extension education of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Deans/Directors.

- (ii) He shall tender advice to the Deans and Directors on all matters pertaining to his field in respect of teaching, research and extension.
- (iii) He shall submit to the Deans/Directors concerned the budgetary needs of his Department.
- (iv) He shall recommend to the appropriate Dean/Director the work load of each member of the staff with respect to teaching, research and/or extension education.
- (v) He shall assume responsibility for all University properties and facilities assigned to his Department.
- (vi) He shall recommend to the Deans and Directors proposals for making improvement in the working of his Department.

CHAPTER V

STATUTES REGARDING APPOINTMENT OF TEACHERS BY PROMOTION BASED ON MERIT

1. These Statutes shall apply for appointment by promotion of : Applicability
 - (i) Associate Professors and other equivalent level teachers as Professors and equivalents.
 - (ii) Assistant Professors and other equivalent level teachers as Associate Professors and equivalent.

2. In these Statutes, unless the context otherwise requires :- Definition
 - (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.
 - (b) Word, 'Teacher' wherever occurring in these Statutes will have the same meaning as in the statutes regarding the Classification, the Manner of Appointments and Powers and Duties of the Teachers of the University.
 - (c) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

3. The promotion of Assistant Professor or equivalent as Associate Professor or equivalent and of Associate Professor or equivalent as Professor or equivalent will be made by the Vice-Chancellor in the following manner :- Manner of Promotion
 - (i) The promotion of a teacher to the next higher position will be made on the basis of an assessment of his performance through a prescribed procedure and the post of Associate Professor and equivalent or the Professor or equivalent to which the personal promotion is made shall be temporary addition to the cadre of Associate Professor or Professor as the case may be.
 - (ii) A teacher will be promoted to the next higher position only if he is found suitable by the

-
- Assessment Committee.
- (iii) A teacher who has not been found suitable for promotion after assessment, shall be entitled to offer himself for re-assessment after a lapse of two years from the date of initial eligibility.
- Conditions of Promotion 4. The promotion of Assistant Professor or equivalent or Associate Professor or equivalent to the next higher position will be governed by the following conditions :-
- (i) The qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various posts will not be relaxed except as provided hereinafter in these Statutes.
- (ii) The teacher shall do the work as assigned by the competent authority.
- Fill up of vacancies 5. (i) When a senior promoted teacher leaves the University, the vacancy thus arising shall be filled at the original level position occupied by that teacher before promotion, in the manner prescribed in the Statutes regarding the classification, the Manner of Appointment and Powers and Duties of the Teachers of the University.
- (ii) All other teaching positions falling vacant in the University and all new posts created as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down the Statutes regarding the Classification, the Manner of Appointment and Powers and Duties of the Teachers of the University.
- Eligibility for promotion 6.1 **Associate Professor**
- (i) An Associate Professor or equivalent shall be eligible for assessment for promotion as Professor and equivalent, if he (a) fulfils the qualifications prescribed for the post of Professor or equivalent (b) has put in 8 years of service in the University (c) also fulfilled at the time to his original appointment to an Associate Professor level posts, the essential academic qualification prescribed at the time of recruitment for the said post.

Provided that where an Associate Professor or equivalent was appointed in relaxation of this prescribed essential academic qualifications like Ph.D. etc. for computing 8 years period only 2/3rd weightage will be given to the service rendered by him as Associate Professor or equivalent before attaining that essential qualifications.

Provided further that for computing the period of 8 years service, the following period shall be included :-

- | | |
|--|-----------------------------|
| <ul style="list-style-type: none"> (a) Deputation with GOI/State Govt./any Govt./Semi-Govt. Organisation within or outside India. (b) Service in any country at an equal or higher position (verification to be done to the satisfaction of the V.C.) in Govt. or University/College/Institute on leave without pay. | Upto a maximum of 3 years |
| <ul style="list-style-type: none"> (c) Period spent on trainings/fellowships/scholarships or any other academic pursuit on leave of the kind due. (d) Period spent on study leave/leave of the kind due for doing Ph.D. | Upto a maximum of one years |

Note 1. Total of (a), (b), (c) and (d) shall not exceed 3 years.

Note 2. The provision under (d) above will be applicable in the cases of promotion falling due after 22.3.94 (BOM's decision taken vide item No. A-2 of its 152nd meeting held on 22.3.94 read with item No. B-16 of 163rd meeting held on 15.11.95 and item No. B-18 of 164th meeting held on 25.3.96.

Provided further that for promotion of Associate Professors/equivalent of Physical Education Faculty as Professors/equivalent, those who are Ph.D. will be eligible for personal promotion after 8 years. But non-Ph.Ds who fulfil the prescribed qualifications shall be eligible for promotion after 10 years (8 years+2 years for Ph.D.). Further, if they have done M. P. Ed. after joining HAU, their

eligibility period will be extended by one year more.

Provided that Associate Professors/ equivalents of faculty of Agricultural Engineering who were recruited/promoted before 1.2.88 and have opted merit promotion scheme shall be eligible for promotion from the date of their eligibility in relaxation of Ph.D. qualifications.

The period of leave/study leave for obtaining Ph.D. degree shall also be included as service for the purpose of promotion for the cases falling due on or after 8.2.83.

Provided further that in the case of Associate Professors/equivalent of Agricultural Engineering not possessing Ph.D. degree and appointed by recruitment or promotion on or after 1.2.88 for computing the eligibility period only 2/3rd weightage will be given for the service rendered by them as Assoc. Professor/equivalent.

6.2 Assistant Professor

- (i) An Assistant Professor or equivalent shall be eligible for assessment for promotion as Associate Professor or equivalent if he (a) fulfils the qualifications prescribed for the post of Associate Professor or equivalent (b) has put in 8 years of service as Asstt. Prof. or equivalent in this University and (c) also fulfilled at the time of his original appointment to an Assistant Professor level post, the essential academic qualifications prescribed at the time of recruitment for the said post.

Provided that for computing the period of 8 years service, the following periods shall be included.

- | | |
|---------------------------|---|
| Upto a maximum of 3 years | <p>(a) Deputation with GOI/State Govt. Organisation within or outside India.</p> <p>(b) Service in any country at an equal or higher position (verification to be done to the</p> |
|---------------------------|---|

Upto a maximum of 1 year	<p>satisfaction of the V. C.) in Govt. or University/ College/Institute on leave without pay.</p> <p>(c) Period spent on trainings/fellowships or any other academic pursuit on leave of the kind due.</p> <p>(d) Period spent on study leave/leave of the kind for doing Ph.D.</p>
--------------------------	---

Note 1. Total of (a), (b), (c) and (d) shall not exceed 3 years.

Note 2. The provision under (d) above will be applicable in the cases of promotion falling due after 22.3.94 (BOM's decision taken vide item No. A-2 of its 152nd meeting held on 22.3.94 read with item No. B-16 of 163rd meeting held on 15.11.95 and item No. B-18 of 164th meeting held on 25.3.96.

Provided that Assistant Professors/ equivalents of faculty of Agricultural Engineering who were recruited/promoted before 1.2.88 and have opted merit promotion policy shall be eligible for promotion from the date of their eligibility in relaxation of Ph. D. qualifications.

The period of leave/study leave for obtaining Ph.D. degree shall also be included as service for the purpose of promotion for the cases falling due on or after 8.2.83.

- (ii) Where the minimum essential qualifications prescribed for the Assoc. Professor level post is Ph.D; Assistant Professor/equivalent possessing Master's degree with high standard of productive work in Research, Teaching and Extension Education will also be eligible for assessment for promotion as Associate Prof. or equivalent. But for computing 8 years eligibility period, only 2/3rd weightage will be given to the service rendered by him as Assistant Professor or equivalent
- (iii) Erstwhile Lecturers/Teaching Associates and equivalent who are now working as Asstt. Professor

or equivalents will also be eligible for assessment for promotion as Associate Professor or equivalent provided they fulfil the educational qualifications prescribed in sub-clause (i) or (ii) of Clause 6.2 provided that the original interse seniority of erstwhile Lecturers/Research Assistants and equivalents vis-a-vis Asstt. Professor and equivalent shall remain undisturbed as a result of the introduction of the personal promotion rules.

(The above amendment will take effect from 1.1.88)

Provided that for promotion of Assistant Professors/equivalent of Physical Education Faculty as Associate Professor/equivalent, those who are Ph.D, will be eligible for personal promotion after 8 years. But non Ph.Ds. who fulfil the prescribed qualifications shall be eligible for promotion after 10 years (8 years+2 years for Ph.D.).

Further, if they have done M.P.Ed. after joining HAU their eligibility period will be extended by one year more.

The other provision in regard to computing the period of eligibility as contained in Clause-2 (i) applicable to other teachers will also be applicable to the teachers of Physical Education Faculty for the purpose of personal promotion.

The above provisions will be applicable to the cases of teachers becoming eligible for personal promotion on 30.6.1984 onwards, as has been approved by the Board of Management in another case of amendments of Statutes relating to appointment of teachers by promotion based on merit.

Note : **Notwithstanding anything contained in any of the Statutes/rules/regulations etc. for the time being in force :**

- (i) the entire service rendered by a teacher on a post in these University whether in one spell or more as well as service rendered on adhoc basis will be taken into account for the purpose of determining eligibility for promotion.

7. Promotion shall be made in the following manner : Procedure
- (i) (a) Every teacher who fulfils the criteria regarding eligibility for promotion as laid down in Clause 6 above and where promotion of a teacher falls due between 1st January to 30th June, he must furnish information with a copy to Registrar, regarding his bio-data and service in the HAU in the prescribed proforma to the Head of the Department by 30th Sept. (31st December if he is abroad). The Head of the Department shall certify the correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 31st October/31st January through the Dean/Director concerned.
- (b) Where a teacher's promotion is due from 1st July to 31st December he/she will furnish information with copy to Registrar, regarding his/her bio-data and service in HAU in the prescribed proforma to the Head of the Department by 31st March (30th June if he is abroad). The Head the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 30th April/31st July through the Dean/Director concerned.
- (c) The schedule referred to above for applying for promotion must be adhered to failing which the teacher concerned will be considered/assessed for promotion from a date he applies for the same.
- (d) In case any enquiry is pending/is pending/is in progress at the time when he is due for promotion he may be required to apply within six months from the completion of the enquiry/final orders.
- (e) The Vice-Chancellor may condone the delay upto 6 months in submission of cases by the teachers where the reasons for delay are genuine, beyond the control of teacher concerned and to the satisfaction of the Vice-Chancellor.
- (f) The promotions will be effective from the actual date of eligibility.

- (g) No arrears accruing as a result of amendment in Clause 7(i)(f) above would be paid upto 23.10.97 to the teachers who have already been promoted or as are to be promoted from a date prior to 23.10.97.
- (ii) The Registrar will place the information received from the concerned Dean/Director before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion. The Committee will include members (by designation) within the University and atleast two eminent outside experts. The Chairman of this Committee will be the Vice-Chancellor for the posts of Prof./equivalents and also, if possible, for the posts of Associate Professors/equivalents. Where it is not possible for the Vice-Chancellor to act as Chairman for the posts of Associate Professor and equivalent, he may nominate an eminent expert from outside to act as Chairman.
- (iii) The Committee will adopt the following criteria for assessment of the teacher :
 - (a) Professional performance in relation to the duties and tasks assigned. The emphasis will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited. In the case of Associate Professors and equivalents, the emphasis will be on quality of the research/teaching/extension work done which should be outstanding, rather than on mere quantity of the work.
 - (b) Spirit of cooperation and team work.
 - (c) Personal/behavioural abilities/attributes.
- (iv) The Assessment Committee will take into consideration the following factors while making its recommendations :
 - (a) Material furnished in the assessment proforma submitted by the teacher concerned.
 - (b) Work done by the teacher.
 - (c) Confidential character rolls/Annual Progress and Assessment Report of the teacher concerned.

- (d) Personal discussion, if so desired by the teacher concerned.
- (e) Any other additional information which the Assessment Committee may like to call for from the teacher concerned.
- (v) On receipt of recommendation of the Assessment Committee, the Vice-Chancellor will place the same before the Board of Management for approval. Before doing so, however, the Vice-Chancellor may, if he considers it necessary refer it back to the Committee for reconsidering its recommendations. In case the Committee re-affirm its recommendations, the Vice-Chancellor will place the same before the Board of Management alongwith such comments as he may like to give.

CHAPTER VI

STATUTES REGARDING CAREER ADVANCEMENT FOR TEACHERS w.e.f. 1.1.86

- Clause 1. These statutes shall apply for advancement of careers of : Applicability
- (i) Asstt. Professors/equivalents as Asstt. Professors Sr. Scale/equivalents.
 - (ii) Asstt. Professors/equivalents and Asstt. Professors Sr. Scale/equivalents as Asstt. Professors Selection Scale/equivalents.
 - (iii) Asstt. Professors/equivalents/Asstt. Professors Sr. Scale/equivalents/Asstt. Professors Selection Grade/equivalents as Associate Professors/equivalents.
- Clause 2. In these Statutes, unless the context otherwise requires :- Definition
- (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.
 - (b) Word 'Teacher' wherever occurring in these Statutes will have the same meaning as in the Statutes regarding the classification, the manner of appointments and Powers and Duties of the teachers of the University.
 - (c) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.
- Clause 3. Career Advancement Career Advance-
ment
- (i) The career advancement of a teacher to the next higher position will be made on the basis of an assessment of his performance through a prescribed procedure and the post of Assoc. Professor and equivalent or the Professor and equivalent to which the career advancement is made shall be temporary addition to the cadre of Assoc. Professor or Professor/equivalent as the case may be.

- (ii) A teacher will be allowed Career Advancement only if he is found suitable by the Assessment/Screening Committee.
- (iii) A teacher who has not been found suitable for career advancement after assessment/screening, shall be entitled to offer himself for re-assessment/screening after a lapse of 1 (one) year from the date of eligibility of last assessment/screening.
- (iv) There will be no higher or lower limit on the number of/percentage of teachers allowed career advancement.

Conditions of
Career advancement

Clause 4. The career advancement of Assistant Professors or equivalents as Assistant Professor Sr. Scale or equivalents and Assistant Professors/Assistant Professors Senior Scale or equivalents as Assistant Professor Selection Grade or equivalents and Assistant Professors/equivalents/Assistant Professors Senior Scale/equivalents/Assistant Professors selection grade/equivalents as Associate Professors/equivalents will be made by the Vice-Chancellor in the following manner :-

- (i) The qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various posts will not be relaxed except as provided here-in-after in these Statutes.
- (ii) The teacher shall do the work as assigned by the competent authority.

Filling up of
vacancies

Clause 5. (i) When a teacher allowed career advancement leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding classification, manner of appointment and powers and duties of teachers of the University.

(ii) All other teaching positions falling vacant in the University and all new posts created

as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down in the Statutes regarding the classification, the manner of appointment and powers and duties of the teachers of the University.

Clause 6.1. Eligibility for career advancement as Assistant Professor Sr. Scale.

Eligibility for
career advance-
ment

- (i) An Assistant Professor/equivalent shall be eligible for placement in the senior scale of Rs. 3000-5000, if he or she has :
- (a) Completed 8 years of service,
OR
 - (b) Completed 5 years of service having Ph.D. degree at the time of appointment as Assistant Professor/equivalent,
OR
 - (c) Completed 5 years of service and obtains Ph.D. degree while in service,
OR
 - (d) Completed 7 years of service having M. Phil. degree at the time of appointment as Assistant Professor/equivalent.
OR
 - (e) Completed 7 years of service and obtains M. Phil. degree while in service,
 - (f) Consistently satisfactory appraisal reports.
 - (g) Participated in two refresher courses of a total duration of at least 8 weeks or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC.

That the grant of senior scale will be made from due date only after the teacher fulfils the condition of refresher courses/summer institutes by 31.12.2004.

Note: Where senior scale has been granted subject to the condition that a teacher will fulfil the requirement by 31.12.2004 and if such condition is not fulfilled by this date, his Sr.Scale will be withdrawn consistent with the guidelines of the ICAR.

Explanation :

The candidates who at the time of their joining on or after 1.1.86 as Asstt. Prof./equivalent possess Ph.D. or M.Phil. degree will be sanctioned three and one advance increments respectively in the scale of Rs. 2200-4000. The existing Assistant Prof./equivalents without research degree and those similarly situate recruited in future will not be eligible for advance increments on acquiring research degrees. Those who had joined service before 1.1.86 after doing Ph.D. will also be entitled to three increments.

Note: The teachers already granted advance increments/ higher start will not be allowed double benefit.

Clause 6.2 Assistant Professors (Selection Scale)

Assistant Professors/Assistant Professor Sr. Scale/equivalents will be placed in the selection grade of Rs. 3700-5700, if he or she has completed :-

- (i) 8 years of service in the Senior Scale, OR
- (ii) Completed 16 years of total service as Assistant Professor/equivalent.
- (iii) A good record in teaching or research or extension activities.

Note: This is meant for Asstt. Professors/equivalent or Assistant Professors Sr. Scale/equivalent who do not have Ph.D. degree and do not meet the scholarship/research/extension standards of an Associate Professor/equivalent but fulfil the other conditions mentioned above. They could offer themselves for fresh assesment after obtaining Ph.D. and or fulfilling other requirements for promotion as Associate Professor/equivalent and if found suitable could

be given the designation of Associate Professor/ equivalent.

Clause 6.3 Associate Professors/equivalent

Every Assistant Professor/Assistant Professor Sr. Scale/Assistant Professor Selection Grade or equivalent will be eligible for promotion to the post of Associate Professor with pay scale of Rs. 3700-5700, if he/she has :

- (i) Obtained a Ph.D. degree.
 - (ii) Completed eight years service in the Senior scale. Provided that the requirement of eight years will be relaxed if the total service of Asstt. prof./ equivalent is not less than 16 years or 15 years in case of M.Phil degree holders or 13 years in case of Ph.D. degree holders.
 - (iii) Made some mark in the area of scholarship/ research/extension as evidenced by self Assessment report of referees, quality of publications, contributions to educational innovations, design of new courses and curricular etc.
 - (iv) Participated in two refresher courses of a total duration of atleast 8 weeks.
- OR
- (v) Engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC.

That the grant of promotion as Associate Professor will be made from due date only after the teacher fulfils the condition of refresher courses/summer institutes by 31.12.2004.

Note: Where promotion as Associate Professor has been granted subject to the condition that a teacher will fulfil the requirement by 31.12.2004 and if such condition is not fulfilled by this date, his promotion as Associate Professor will be withdrawn consistent with the guidelines of the ICAR.

(vi) Consistently good performance appraisal reports.

Proviso : Provided that for computing the specified periods for career advancement the following periods shall be included :-

(a) All periods counted for increment. However, in case of teachers who were appointed on or after 1.1.86 the benefit of adhoc service will be admissible provided there was no break between adhoc and regular service.

(b) (i) Deputation with GOI/State Govt./any Govt./Semi-Govt. Organisation within or outside India.

(ii) Deleted

(iii) Period spent in trainings/fellowship/PDF scholarship or any other academic pursuit on study leave/leave of the kind due/extra ordinary leave where it counts for increment, but not exceeding 3 years will count for promotion as Associate Professor/equivalent from the position of Assistant Professor/equivalent.

Note: The cases of promotion of teachers falling after 7.2.2005 would be considered in the light of the above decision.

(c) All periods of service rendered as Teaching/Research/Extension Associate. However, this provision will not be applicable to the teachers who are appointed on or after 1.1.86. In their case the eligibility period would be counted from their regular appointment as Asstt. Professor.

Clarification :

The case of some of the teachers who had been working on adhoc basis in different spells before 1.1.86 in CCSHAU and were appointed on regular basis after 1.1.86 for counting their period of adhoc service for Career Advancement, in the context of provisos (a) and (c) below clause 6.3, and note 1 of the proviso below clause 6.3 of the Statutes

given under Chapter IV-B, has been considered by the BOM vide Item No. B-2 of its 166th meeting held on 11.7.96. The Board has clarified that the benefit of adhoc service would be available to only those teachers who had joined service on regular basis before 1.1.86.

Note Deleted.

Note 1. The entire service rendered by a teacher on a post in the University whether in one spell or more as well as service rendered on adhoc basis will be taken into account for the purpose of determining eligibility for career advancement. However, in case of teachers who were appointed on or after 1.1.86, the benefit of adhoc service will be admissible provided there was no break between adhoc and regular service.

Note 1(a) “For computing the specified periods for Career Advancement Scheme under Clause 6.1, 6.2 and 6.3, the following period may also be included :

- (i) Previous service without any break as Asstt. Prof. or equivalent in a University, College, National laboratory or other scientific organisations (CSIR, ICAR, DRDO, UGC etc.) shall be counted for placement of Asstt. Prof./equivalent in the senior scale/selection grade, promotion as Assoc. Prof./equiv. provided that :
 - (a) the post was in an equivalent grade/scale of pay as the post of Asstt. Prof./equivalent.
 - (b) the qualifications for the post were not lower than the qualifications prescribed by University for appointment as Asstt. Prof./equivalent.
 - (c) the teachers concerned possessed the minimum qualifications prescribed by UGC for appointment as Asstt. Prof./equivalent.
 - (d) the post was filled in accordance with the prescribed selection procedure as laid down by the University.

- (e) the appointment was not adhoc or in a leave vacancy of less than one year duration.

AND

- (ii) A teacher possessing Ph.D./M.Sc. degree must have rendered atleast two years/four years service respectively in the CCSHAU, and the remaining on equivalent or higher post or grade in other University/Institute of higher learning as specified above subject to the satisfaction of the VC.

The amendment will be effective in all cases of promotions under Career Advancement Scheme falling due after 21.8.95.

Clarification :

The amendment No. 12/95 as circulated vide No. Admn. F. 4/95/11408-507 dated 14.9.95 was made effective in all cases of promotions under Career Advancement Scheme falling due after 21.8.95. It means that only those cases would be covered where after counting of past service, the teacher would complete qualifying service for promotion after 21.8.95 and this does not specifically cover cases of those teachers who have completed such qualifying service before 21.8.95. The matter was placed before BOM vide item No. B-14 of its 164th (adjourned) meeting held on 25.3.96. The Board has clarified that such teachers shall also be covered under the above decision and treated to have become eligible on 21.8.95 i.e. the benefit of past service would accrue to them on 21.8.95.

Note 2. Scheme of career advancement mentioned in this Chapter will apply to all teachers appointed on or after 1.1.86. It will also apply to all existing incumbents except those who specifically opt in the favour of the merit promotion scheme introduced by the University in 1983 provided in Chapter IV (A). The teachers opting for personal promotion scheme will be entitled to the designations envisaged for various categories of teachers in that scheme, but the scales of pay

will be as under :

Asstt. Prof./Equivalent	2200-4000
Assoc. Prof./Asstt. Prof. Selection Grade/Equivalent	3000-5000
Professor/Equivalent	4500-5700

Note 3. Existing incumbents shall mean those Assistant Professors/equivalents who are in service of the University before 10.6.1988 except those appointed for the first time in the University on or after 1.1.1986.

Note 4. More posts of Professors and Associate Professors will be created in the University to broaden the channel of open selection as per criteria laid down by UGC for this purpose. The requirements of qualifications and experience for the posts to be filled up through open selection will be the same as prescribed by the UGC from time to time. The University will have the freedom to seek out brilliant people, independent of their seniority, from within the University or outside and provide them opportunities for joining the teaching profession at appropriate levels.

Clause 7. Procedure

The career advancement of teachers shall be processed twice in a year in the following manner :

- (i) (a) Every teacher who fulfils the criteria regarding eligibility for career advancement as laid down under Clause 6 above and where promotion of a teacher falls due between 1st January to 30th June, he must furnish information with a copy to Registrar, regarding his bio-data and service in the HAU in the prescribed proforma to the Head of the Department by 30th Sept. (31st December if he is abroad). The Head of the Department shall certify the correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 31st October/31st January through the Dean/Director concerned.

- (b) Where a teacher's promotion is due from 1st July to 31st December he/she will furnish information with a copy to Registrar, regarding his/her bio-data and service in HAU in the prescribed proforma to the Head of the Department by 31st March (30th June if he is abroad). The Head of the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 30th April/31st July through the Dean/Director concerned.
 - (c) The schedule referred to above for applying for promotion must be adhered to failing which the teacher concerned will be considered/assessed for promotion from a date he applies for the same.
 - (d) In case any enquiry is pending/in progress at the time when he is due for promotion he may be required to apply within six months from the completion of the enquiry/final orders.
 - (e) The Vice-Chancellor may condone the delay upto 6 months in submission of cases by the teachers where the reasons for delay are genuine, beyond the control of teacher concerned and to the satisfaction of the Vice-Chancellor.
- (ii) In case of Career advancement for Asstt. Professors/ equivalent, Asstt. Prof. Sr. Scale/equivalent and Asstt. Professors Selection Grade/equivalent as Associate Professors/equivalents, the Registrar will place the information received from the concerned Deans/ Directors before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion. The Committee will include members (by designation) within the University and atleast two eminent outside experts. As far as possible, the Vice-Chancellor will act as Chairman or nominate an eminent expert from outside to act as Chairman.
 - (iii) In Case of career advancement as Assistant Professor Senior Scale/Asstt. Professor Selection grade, the Registrar will place the information received from the

concerned Dean/Director before the Screening Committee consisting of following to consider suitability of the teacher concerned :

- (a) Deans/Directors concerned.
- (b) Head of department concerned.
- (c) One person to be nominated by the Vice-Chancellor from amongst the Professors of the University.

Note : The Dean/Director concerned shall act as Chairman of the Selection Committee.

(iv) The Assessment Committee will take into consideration the following factors while making its recommendations.

- (a) Material furnished in the assessment proforma submitted by the teacher concerned.
- (b) Work done by the teacher.
- (c) Self Assessment Report of the teacher concerned.
- (d) Personal discussion, if so desired by the teacher concerned.
- (e) any other additional information which the assessment committee may like to call from the teacher concerned.

(v) In case of Associate Professors

On receipt of recommendations of the Assessment Committee, the Vice-Chancellor will place the same before the Board of Management for approval. Before doing so, however, the Vice-Chancellor may, if he considers it necessary, refer it back to the Committee for reconsidering its recommendations. In case the Committee reaffirms its recommendations, the Vice-Chancellor will place the same before the Board of Management alongwith such comments as he may like to give.

(vi) In case of Asstt. Professors Selection Grade and Assistant Professors Senior Scale/equivalents.

On receipt of recommendations of assessment/screening committee, the Vice-Chancellor will consider the same for acceptance. The Vice-Chancellor may,

however, if he considers it necessary, refer the recommendations back to the committee for reconsidering its recommendations. In case the committee reaffirms its recommendations the Vice-Chancellor will accept the same.

CHAPTER VII
STATUTES REGARDING CAREER ADVANCEMENT
FOR TEACHERS w.e.f. 1.1.96 (27.7.1998)

Clause 1. These statutes shall apply for advancement of careers of : Applicability

- (i) Asstt. Professors/equivalents as Asstt. Professors Sr. Scale/equivalents.
- (ii) Asstt. Professors Sr. Scale/equivalents as Asstt. Professors Selection Grade/equivalents.
- (iii) Asstt. Professors Sr. Scale/equivalents, Asstt. Professors Selection Grade/equivalents as Associate Professors/equivalents.
- (iv) Assoc. Professors/equivalents (directly recruited as well as promoted) as Professors/equivalents.

Clause 2. In these Statutes, unless the context otherwise requires :- Definition

- (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.
- (b) Word 'Teacher' wherever occurring in these Statutes will have the same meaning as in the Statutes regarding the classification, the manner of appointments and Powers and Duties of the teachers of the University.
- (c) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

Clause 3. Career Advancement

- (i) The career advancement of a teacher to the next higher position will be made on the basis of an assesment of his performance through a prescribed procedure and the post of Associate Professor and equivalent or the Professor and equivalent to which the career

advancement is made shall be temporary addition to the cadre of Associate Professor or Professor/equivalent as the case may be.

- (ii) A teacher will be allowed career advancement only if he is found suitable by the assessment/screening committee.
- (iii) A teacher who has not been found suitable for career advancement after assessment/screening, shall be entitled to offer himself for re-assessment after a lapse of 1 (one) year from the date of eligibility of last assessment/screening. The promotion/ placement in the next higher grade in such cases will be effective from the date he/she is found fit by the Selection Committee.
- (iv) There will be no higher or lower limit on the number of percentage of teachers allowed career advancement.

Conditions of
Career
advancement

Clause 4. The career advancement of Assistant Professors/equivalents as Assistant Professor Sr. Scale / equivalents, Assistant Professors Senior Scale / equivalents as Assistant Professor Selection Grade/equivalents, Assistant Professors/equivalents/Assistant Professors Senior Scale/equivalents/Assistant Professors selection grade/equivalents as Associate Professors/equivalents and Associate Professors/equivalents (directly recruited as well as promoted) as Professors/equivalents will be made by the Vice-Chancellor in the following manner :-

- (i) The qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various posts will not be relaxed except as provided here-in-after in these Statutes.
- (ii) The teacher shall do the work as assigned by the competent authority.

Filling up of
vacancies

Clause 5. (i) When a teacher allowed career advancement leaves the University, the vacancy thus

arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding classification, manner of appointment and powers and duties of teachers of the University.

- (ii) All other teaching positions falling vacant in the University and all new posts created as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down in the Statutes regarding the classification, the manner of appointment and powers and duties of the teachers of the University.

Clause 6.1. Eligibility for career advancement as Assistant Professor Sr. Scale.

Eligibility for
career
advancement

An Assistant Professor/equivalent shall be eligible for placement in the senior scale of Rs. 10000-325-15200, if she/he has :

- (a) (i) Completed 6 years of service,
OR
- (ii) Completed 4 years of service having Ph.D. degree at the time of appointment as Assistant Professor/equivalent.
OR
- (iii) completed 4 years of service and obtains Ph.D. degree while in service,
OR
- (iv) completed 5 years of service having M.Phil. degree at the time of appointment as Assistant Professor/equivalent,
OR
- (v) completed 5 years of service and obtains M.Phil degree while in service.

- (b) earned consistently satisfactory appraisal reports,
- (c) participated in one orientation course and one refresher course of not less than 3-4 weeks duration each but in all not less than 7 weeks (49 days). Such courses should not normally be less than 10 days. Those with Ph.D. degree would be exempted from one refresher course,
OR
engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the ICAR.

Note : The conditions at (b) and (c) shall be mandatory requirement. The teachers may still be placed in the senior scale even if they do not fulfil the requirement at (c) above but they will have to fulfil the same by 31.12.2004. However the placement of the teachers in the senior scale under CAS be considered only when they fulfil the condition of refresher course by 31.12.2004 but the promotions will be given w.e.f. due date. In case they fulfil the condition after 31.12.2004 they will be considered for promotion from the date they fulfil the condition after 31.12.2004.

That the grant of senior scale will be made from due date only after the teacher fulfils the condition of refresher courses/summer institutes by 31.12.2004.

Note: Where senior scale has been granted subject to the condition that a teacher will fulfil the requirement by 31.12.2004 and if such condition is not fulfilled by this date, his Sr. Scale will be withdrawn consistent with the guidelines of the ICAR.

Clause 6.2 Eligibility for career advancement as Assistant Professor Selection Grade

An Assistant Professor Sr. Scale/equivalent will be placed in the selection grade of Rs. 12000-420-18300, if she/he has :

- (i) (a) completed 5 years of service in the senior scale, provided that the requirement of 5 years service will be relaxed if total service of the Assistant Professor/equivalent is not less than 11 years or as on 27.7.98 whichever is later.
- (b) Joined service with M.Phil and has completed a total of 10 years service or as on 27.7.98 whichever is later.
- (ii) made some mark in the area of scholarship and research as evidenced by self-assessment, reports of referees, quality of publication, contribution to the educational renovation, design of new courses and curricula etc.
- (iii) after placement in senior scale, participated in at least two refresher courses of not less than 3-4 weeks duration each but in all not less than 7 weeks (49) days. Such courses should not normally be less than 10 days.

OR

engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the ICAR, after placement in the senior scale.

- (iv) earned consistently good appraisal reports.

Note 1. The conditions at (iii) & (iv) shall be mandatory requirement. The teachers may still be placed in the selection grade even if they do not fulfil the requirement at (iii) above but they will have to fulfil the same by 31.12.2004.. However, the placement of the teachers in the selection grade under CAS be considered only when they fulfil the condition of refresher course by 31.12.2004 but the promotions will be given w.e.f. due date. In case they fulfil the condition after 31.12.2004 they will be considered for promotion from the date they fulfil the condition after 31.12.2004.

That the grant of selection grade will be made

from due date only after the teacher fulfils the condition of refresher courses/summer institutes by 31.12.2004.

Note: Where selection grade has been granted subject to the condition that a teacher will fulfil the requirement by 31.12.2004 and if such condition is not fulfilled by this date, his selection grade will be withdrawn consistent with the guidelines of the ICAR.

Note 2. The teachers may, however, opt to attend two seminars/conferences in their subject area and present paper as one aspect of their promotion/selection to higher level or attend refresher course to be offered by ASCs for this level.

Clause 6.3 Eligibility for career advancement of Asstt. Professors Sr. Scale/equivalents, Asstt. Professors Selection Grade/equivalents as Associate Professors/equivalents.

An Assistant Professor/equivalent in the Senior Scale, Assistant Professor Selection Grade/equivalent will be eligible for promotion to the post of Associate Professor/equivalent in the pay scale of Rs. 12000-420-18300, if she/he has :

- (i) Obtained a Ph.D. degree.
- (ii) Completed 5 years service in the Senior Scale, provided that the requirement of 5 years service will be relaxed if the total service of Assistant Professor/equivalent is not less than 9 years or as on 27.7.98 whichever is later.
- (iii) Joined service with Ph.D. qualifications, he will be considered eligible for promotion as Associate Professor/equivalent on completion of total eligibility service of 9 years as Asstt. Prof./equivalent, or as on 27.7.98 whichever is later.
- (iv) Completed Ph.D. within after joining the service, he will be considered eligible for promotion as Assoc. Prof./equiv. on

completion of 9 years service as Asstt. Prof./equivalent as on 27.7.98 whichever is later.

- (v) Made some mark in the area of scholarship/ research/extension as evidenced by self assessment, reports of the referees, quality of publications, contributions to the educational renovation, design of new courses and curricula etc.
- (vi) After placement in Selection Grade/Sr. Scale participated in at least two refresher courses/summer institutes of not less than 3-4 weeks duration each but in all not less than 7 weeks (49 days). Such courses should not normally be less than 10 days.

OR

Engaged in other appropriate continuing education programme of comparable quality as may be specified/approved by the ICAR, after placement in the senior scale.

- (vii) Earned consistently good appraisal reports.

Note-1. The conditions at (vi) and (vii) shall be mandatory requirement. The teachers may still be placed for promotion as Associate Professor/equivalent even if they do not fulfil the requirement at (vi) above but they will have to fulfil the same by 31.12.2004. However, the placement of the teachers for promotion as Associate Professor/equivalent under CAS be considered only when they fulfil the condition of refresher course by 31.12.2004 but the promotions will be given w.e.f. due date. In case they fulfil the condition after 31.12.2004 they will be considered for promotion from the date they fulfil the condition after 31.12.2004.

That the grant of promotion as Associate Professor will be made from due date only after the teacher fulfils the condition of refresher courses/summer institutes by 31.12.2004.

Note: Where promotion as Associate Professor has been granted subject to the condition that a teacher will fulfil the requirement by 31.12.2004 and if such condition is not fulfilled by this date, his promotion as Associate Professor will be withdrawn consistent with the guidelines of the ICAR.

Note-2. The teachers may, however, opt to attend two seminars/conferences in their subject area and present paper as one aspect of their promotion/selection to higher level or attend refresher course to be offered by ASCs for this level.

Clause 6.4 Eligibility for career advancement of Associate Professors/equivalents (directly recruited as well as promoted) as Professors/equivalents.

An Associate Professor/equivalent (directly recruited as well as promoted) shall be eligible for promotion as Professor/equivalent in the scale of Rs. 16400-450-20900-500-22400, if she/he has :

- (i) obtained a Ph.D. degree.
- (ii) completed 8 years service as Associate Professor (directly recruited as well as promoted).
- (iii) made some mark in the area of scholarship/research/extension as evidenced by self assessment, report of the referees, quality of publications, contributions to the educational renovation, design of new courses and curricula etc.
- (iv) earned consistently good appraisal reports.
- (v) after promotion as Assoc. Prof./equiv., participated in at least two refresher courses/summer institutes of not less than 3-4 weeks duration each but in all not less than 7 weeks (49 days). Such courses should not normally be less than 10 days.

OR

engaged in other appropriate continuing

education programme of comparably quality as may be specified/approved by the ICAR, after placement in the senior scale.

Note-1. The conditions at (iii), (iv) and (v) shall be a mandatory requirement. However, if the requirement of orientation courses/refresher courses remains incomplete, the grant of promotion as Professor/equivalent would not be held up, but these must be completed by 31.12.2004. However, the placement of the teachers for promotion as Professor/equivalent under CAS be considered only when they fulfil the condition of refresher course by 31.12.2004 but the promotions will be given w.e.f. due date. In case they fulfil the condition after 31.12.2004 they will be considered for promotion from the date they fulfil the condition after 31.12.2004.

That the grant of promotion as Professor will be made from due date only after the teacher fulfils the condition of refresher courses/summer institutes by 31.12.2004.

Note: Where promotion as Professor has been granted subject to the condition that a teacher will fulfil the requirement by 31.12.2004 and if such condition is not fulfilled by this date, his promotion as Professor will be withdrawn consistent with the guidelines of the ICAR.

Note-2. The teacher may, however, opt to attend two seminars/conferences in their subject areas and present papers or attend refresher courses to be offered by ASCs for this level.

Proviso :

Provided that for computing the specified periods for career advancement, the following period(s) shall be included :-

- (a) All periods of regular appointments.
- (b) (i) Deputation with GOI/State Govt./any Govt./Semi-Govt. organisation within or outside India.

- (ii) Deleted.
- (iii) Period spent on trainings/fellowship/PDF/scholarship or any other academic pursuit on leave/leave of the kind due/extra ordinary leave where it counts for increment, but not exceeding 3 years will count for promotion as Assoc. Prof./equiv.

Likewise the period spent in trainings/fellowship/PDF/scholarship or any other academic pursuit on leave of the kind due / extra ordinary leave where it counts for increment, but not exceeding 2 years will count for promotion from Assoc. Prof./equiv. to Prof./equiv.

Note: The cases of promotion of teachers falling after 7.2.2005 would be considered in the light of the above decision.

Note:(i) Previous service, without any break as an Asstt. Prof. Or equivalent in a University, College, National Laboratory, or other scientific organizations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of Asstt. Prof./equiv. In Senior Scale/Selection Grade provided that:

- i) The post was in an equivalent grade/scale of pay as the post of an Asstt.Prof./equiv.
- ii) The qualification for the post were not lower than the qualifications prescribed by the University for the post of Asstt. Prof. /equiv.
- iii) The candidates who apply for direct recruitment should apply through proper channel.
- iv) The concerned Asstt.Prof./equivalent possessed the minimum qualifications prescribed by the University for appointment as Asstt. Prof./equivalent.

- v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Govt./Central Government/ Institution's regulations.
- vi) The appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted. Provided.
 - a) The adhoc service was of more than one year duration.
 - b) The incumbent was appointed on the recommendation of duly constituted selection committee; and
 - c) The incumbent was selected to the permanent post in continuation to the adhoc service, without any break.

Note:(ii) The benefit of counting of past service shall be allowed for promotion as Assoc. Professor/Professor./equivalent under Career Advancement Scheme subject to fulfilment of condition as laid down under Note (i) above.

Clause 7. Procedure

- (i) (a) Every teacher who fulfils the criteria regarding eligibility for career advancement as laid down under Clause 6 above and where promotion of a teacher falls due between 1st January to 30th June, he must furnish information with a copy to Registrar, regarding his bio-data and service in the HAU in the prescribed proforma to the Head of the Department by 30th Sept. (31st December if he is abroad). The Head of the Department shall certify the correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 31st October/31st January through the Dean/Director concerned.
- (b) Where a teacher's promotion is due from 1st July to 31st December he/she will furnish information with a copy to Registrar, regarding his/her bio-data and service in HAU in the prescribed proforma

to the Head of the Department by 31st March (30th June if he is abroad). The Head of the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 30th April/31st July through the Dean/Director concerned.

- (c) The schedule referred to above for applying for promotion must be adhered to failing which the teacher concerned will be considered/assessed for promotion from a date he applies for the same.
 - (d) In case any enquiry is pending/in progress at the time when he is due for promotion he may be required to apply within six months from the completion of the enquiry/final orders.
 - (e) The Vice-Chancellor may condone the delay upto 6 months in submission of cases by the teachers where the reasons for delay are genuine, beyond the control of teacher concerned and to the satisfaction of the Vice-Chancellor.
- (ii) In Case of career advancement for Associate Professor/ equivalent (directly recruited as well as promoted) as Professor/equiv., the Registrar will place the following information received from the Deans/Directors concerned before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion as Professor.
- (a) Self-appraisal reports;
 - (b) Research contribution/books/articles published;
 - (c) any other academic contributions.

The reprints of three major publications, of which could be a book or research report (as defined by the teacher), may be sent in advance to three external experts to review before selection. The assessment report of these three experts shall also be placed before the assessment committee at the time of interview/selection.

- (d) Seminars/conferences attended;

- (e) Contribution to the teaching/academic environment/institutional corporate life; and
- (f) Extension and field outreach activities.

The Committee will include members by designation within the University and at least two eminent outside experts. The Vice-Chancellor will act as Chairman of the Assessment Committee.

- (iii) In case of career advancement of Assistant Professor/equivalent, Assistant Professor Sr. Scale/equivalent and Assistant Professor Selection Grade/equivalent as Associate Professor/equivalent, the Registrar will place the information received from the Deans/Directors concerned before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion. The Committee will include members (by designation) within the University and at least two eminent outside experts. The Vice-Chancellor will act as Chairman.
- (iv) In case of career advancement as Assistant Professor Senior Scale/Assistant Professor Selection Grade, the Registrar will place the information received from the Dean/Director concerned before the Screening Committee consisting of the following to consider suitability of the teacher concerned :
 - (a) Deans/Directors concerned;
 - (b) Head of Department concerned; and
 - (c) One person to be nominated by the Vice-Chancellor from amongst the Professors of the University;

Note : The Dean/Director concerned shall act as Chairman of the Selection Committee.

- (v) **The Screening/Assessment Committee will take into consideration the following factors while making its recommend-ations :**
 - (a) Material furnished in the Assessment proforma submitted by the teacher concerned.
 - (b) Work done by the teacher.
 - (c) Self Assessment Report of the teacher concerned.

- (d) Personal discussion, if so desired by the teacher concerned.
- (e) Any other additional information which the Assessment Committee may like to call from the teacher concerned.

However, in case of Associate Professors/ equivalent (directly recruited as well as promoted) as Professor/equivalent, the best 3 written contributions of the teacher (as defined by her/ him) shall be sent in advance to the experts to review before taking their cases to the Assessment Committees.

(vi) In case of Associate Professors and Professors

On receipt of recommendations of the Assessment Committee, the Vice-Chancellor will place the same before the Board of Management for approval. Before doing so, however, the Vice-Chancellor may, if he considers it necessary, refer it back to the Committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will place the same before the Board of Management alongwith such comments as he may like to give.

(vii) In case of Asstt. Professors Selection Grade and Assistant Professors Senior Scale/equivalents.

On receipt of recommendations of assessment/ screening committee, the Vice-Chancellor will consider the same for acceptance. The Vice-Chancellor may, however, if he considers it necessary, refer the recommendations back to the committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will accept the same.

CHAPTER -VIIA
STATUTES REGARDING CAREER ADVANCEMENT SCHEME
FOR TEACHERS w.e.f. 6.1.2012

Clause 1. These statutes shall apply for advancement of careers of :

- (i) Asstt. Professors/equivalents (Stage-I) as Asstt. Professors (Stage-II) /equivalents.
- (ii) Asstt. Professors (Stage-II)/equivalents as Asstt. Professors (Stage-III)/equivalents.
- (iii) Asstt. Professors (Stage-III)/equivalents, as Associate Professors/equivalents (Stage IV)
- (iv) Assoc. Professors/equivalents (directly recruited as well as promoted) (Stage IV) as Professors/ equivalents (Stage V)
- (v) **Ten per cent of Professors/equivalents (directly recruited as well as promoted) (Stage V) with 10 years service as Professor /equivalent as (Senior) Professors/ equivalents in higher GP of Rs.12000 (Stage VI) in order of university level seniority.**

Clause 2. In these Statutes, unless the context otherwise requires:-

- (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.
- (b) Word 'Teacher' wherever occurring in these Statutes will have the same meaning as in the Statutes regarding the classification, the manner of appointments , powers and duties of the teachers of the University.
- (c) Words and expressions not defined in these Statutes and used in the Act shall

have the meaning as assigned to them in the Act.

Clause 3. Career Advancement

- (i) The promotion of a teacher to the next higher position will be made on the basis of assessment/screening of his performance through the prescribed procedure and the post of Assoc. Prof./equivalent, the Prof./equiv. and Senior Professor/equivalent to which the personal promotion is made shall be temporary addition to the cadre of Associate Prof. or Prof. as the case may be
- (ii) A teacher will be allowed career advancement only if he/she is found suitable by the assessment/screening committee.
- (iii) A teacher who has not been found suitable for career advancement after assessment/screening, shall be entitled to offer himself/herself for re-assessment after a lapse of 1 (one) year from the date of eligibility of last assessment/screening. The promotion/ placement in the next higher grade in such cases will be effective from the date he/she is found fit by the Selection Committee.

There will be no higher or lower limit on the number of percentage of teachers allowed career advancement **except in the case of Professors to be granted higher Grade Pay of Rs.12000 as (Senior) Professors/equivalents which will be limited to ten per cent of the Professors/equivalents in order of University level seniority.**

Clause 4. The career advancement of Assistant Professors (Stage-I)/equivalents as Assistant Professors

(Stage-II) / equivalents, Assistant Professors (Stage-II) / equivalents as Assistant Professors (Stage-III)/equivalents, Assistant Professors (Stage-III) equivalents / Associate Professors/ equivalents, Associate Professors/ equivalents (directly recruited as well as promoted) as Professors/equivalents and Professors/ equivalents as Senior Professors/equivalents in higher grade pay of Rs.12000/-will be made by the Vice-Chancellor in the following manner :-

- (i) The qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various posts will not be relaxed except as provided herein-after in these Statutes.
- (ii) The teacher shall perform such duties after his/her Career Advancement as assigned by the competent authority.

- Clause 5. (i) When a teacher allowed career advancement leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding classification, manner of appointment and powers and duties of teachers of the University.
- (ii) All other teaching positions falling vacant in the University and all new posts created as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down in the Statutes regarding the classification, the manner of appointment and powers, duties of the teachers of the University.

Clause 6.1. Eligibility for career advancement of Assistant Professor/equiv. (Stage-I) as Assistant Professor (Stage-II) in the pay scale of Rs. 15600-39100+Grade Pay Rs.7000

An Assistant Professor/equivalent(Stage-1) shall be eligible for placement as Assistant Professor(Stage-II)/equiv. in the pay scale of Rs. 15600-39100+ Grade Pay Rs.7000, if he/she has:

- (a) (i) completed 4 years of service having Ph.D. degree at the time of appointment as Assistant Professor/ equivalent in the pay scale of Rs.15600-39100+GP Rs.6000/-
OR
 - (ii) completed 4 years of service and obtains Ph.D degree while in service.
OR
 - (iii) completed 5 years of service having M.Phil./Master's level professional degree at the time of appointment as Assistant Professor/ equivalent in the pay scale of Rs.15600- 39100+GP Rs.6000/-
OR
 - (iv) completed 5 years of service having M.Phil degree while in service
OR
 - (v) completed 6 years of service as Asstt. Prof.(Stage-I)/equiv. with non professional degree at Master's level in the pay scale of Rs.15600-39100+GP Rs.6000/-
- (b) earned consistently satisfactory appraisal reports/ Self Assessment Reports,

- (c) participated in one orientation and one refresher/research methodology course of not less than 2-3 weeks duration. But in all not less than 6 weeks (42 days). Such courses should not normally be less than 10 days.
- (d) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System(PBAS) methodology.

Clause 6.2 Eligibility of Asstt. Prof. (Stage-II) for career advancement as Assistant Professor (Stage-III) - in the pay scale of Rs. 15600-39100+ Grade Pay Rs.8000

An Assistant Professor (Stage-II)/equivalent will be placed as Asstt. Professor (Stage-III)/ equivalent in the pay scale of Rs. 15600-39100+ Grade Pay Rs.8000, if he/she has :

- (a) completed 5 years of service as Asstt. Professor(Stage-II) in the pay scale of Rs.15600-39100+GPRs.7000.
- (b) participated in one refresher course / methodology workshop/training/ and Faculty Development Programme of not less than 2-3 weeks' duration. But in all not less than 6 weeks (42 days). Such courses should not normally less than 10 days.
- (c) earned consistently good appraisal reports/ Self Assessment Reports,.
- (d) The Career Advancement will be allowed after analyzing merits and credentials of

the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

Clause 6.3 Eligibility of Asstt. Professors (Stage-III)/ equivalents for career advancement as Associate Professors/equivalents(Stage-IV)- in the pay scale of Rs.37400-67000+ Grade Pay Rs.9000.

An Assistant Professor (Stage-III)/ equivalent will be eligible for promotion to the post of Associate Professor/equivalent in the pay scale of Rs. 37400-67000+ Grade Pay Rs.9000, if he/she has :

- (i) completed 3 years service as Asstt. Prof.(Stage(III)/equivalent in the pay scale of Rs.15600-39100+ AGPRs. 8000.
- (ii) participated in one refresher course/ training/Faculty Development Programme of not less than one week duration.
- (iii) earned consistently good appraisal reports/ Self Assessment Reports,
- (iv) at least three publications in the entire period of Assistant Professor/equivalent (12 years)
- (v) The Career Advancement will be allowed after analyzing of the merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System(PABS) methodology.

Clause 6.4 Eligibility for career advancement of Associate Professors / equivalents (directly recruited as well as promoted)(Stage-IV)as Professors/ equivalents(Stage-V)- in the pay scale of Rs. 37400-67000+ Grade Pay Rs.10000.

An Associate Professor/equivalent (directly recruited as well as promoted) will be eligible for promotion as Professor/equivalent in the scale of Rs. 37400-67000+ Grade Pay of Rs.10,000/- if he/ she has :

- a)
 - (i) obtained a Ph.D. degree.
 - (ii) completed 3 years service as Associate Professor (directly recruited as well as promoted) (Stage-IV) in the scale of Rs.37400-67000+GP of Rs.9000.
- b) earned consistently good appraisal reports/ Self Assessment Reports
- c) minimum of five (5) publications since the period the teacher is placed in Stage-II.
- d) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System (PABS) methodology.

Clause 6.5 Eligibility for career advancement of ten per cent of Professors/ equivalents(directly recruited as well as promoted) (Stage V) with 10 years service as Professor /equivalent as (Senior) Professors/equivalents in higher GP of Rs.12000 (Stage VI) in order of university level seniority.

A Professor/equivalent (directly recruited as well as promoted) will be eligible for promotion as Senior Professor/equivalent in the scale of Rs. 37400-67000+ Grade Pay of Rs.12,000/- if he/ she has :

- a) (i) obtained a Ph.D. degree.
- (ii) completed 10 years service as Professor (directly recruited as well as promoted) (Stage-V) in the scale of Rs.37400-67000+ Grade Pay of Rs.10000.
- b) earned consistently good appraisal reports/ Self Assessment Reports,
- c) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System (PABS) methodology.

Proviso :

Provided that for computing the specified periods for career advancement, the following period(s) shall be included :-

- (a) All periods of regular appointments.
- (b) (i) Deputation with GOI/State Govt./any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCSHAU.
- (ii) Period spent on trainings/

fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

Note (i) "Previous service, without any break as an Asstt. Prof. or equivalent /Assoc. Prof./equiv./Prof./equiv. in a University, College, National Laboratory irrespective of nature of Management of Institutions (Private/Local body/ Government), or other scientific organization, e.g. CSIR,ICAR,DRDO,UGC,ICSSR,ICHR and as a UGC Research Scientist, should be counted for placement of Asst. Prof./equiv. Assoc. Prof./equiv. & Prof./equiv. provided that:

- i) The post was in an equivalent grade/scale of pay as the post of an Asstt. Prof. equiv. /Assoc. Prof./equiv./Prof./equiv.
- ii) The qualification for the post were not lower than the qualifications prescribed by the University for the post of Asstt. Prof./equiv. /Assoc. Prof./equiv./Prof./equiv.
- iii) The candidates who apply for direct recruitment should apply through proper channel.
- iv) The concerned Asstt. Prof./equivalents/ Assoc. Prof./equiv./Prof./equiv. possessed the minimum qualifications prescribed by the University for appointment as Asstt. Prof. /equivalent/Assoc. Prof./equiv./Prof./equiv.

- v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Govt./Central Government/Institution's regulations,
- vi) The appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted . Provided,
 - a. The adhoc service was of more than one year duration.
 - b. The incumbent was appointed on the recommendation of duly constituted selection committee; and
 - c. The incumbent was selected to the permanent post in continuation to the adhoc service, without any break.

Note (ii) The benefit of counting of past service shall be allowed for promotion under Career Advancement Scheme subject to fulfillment of condition as laid down under Note(i) above.

Clause 7. Procedure

- (i)(a) Every teacher who fulfils the criteria regarding eligibility for career advancement as laid down under Clause 6 above and where promotion of a teacher falls due between 1st January to 30th June, he must furnish information with a copy to Registrar, regarding his bio-data and service rendered on the post in the prescribed proforma alongwith PBAS Proforma duly supported by all credentials/documents as per API guidelines atleast two months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify the correctness of

the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 31st August through the Dean/Director concerned.

- (b) Where the promotion of the teacher is due from 1st July to 31st December he/she will furnish information with a copy to Registrar, regarding his/her biodata and service rendered on the post in the prescribed proforma alongwith PBAS Proforma duly supported by all credentials/documents as per API guidelines atleast two months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 28th February through the Dean/Director concerned.
 - (c) The schedule referred to above for applying for promotion must be adhered to failing which the teacher concerned will be considered/assessed for promotion from a date he/she applies for the same.
 - (d) In case any enquiry is pending/in progress at the time when he /she is due for promotion he/she may be required to apply within six months from the completion of the enquiry / final orders.
 - (e) The Vice-Chancellor may condone the delay upto 6 months in submission of case by the teacher where the reasons for delay are genuine, beyond the control of teacher concerned and to the satisfaction of the Vice-Chancellor.
- ii) In case of Career Advancement from;

- A) Assistant Professor/equivalent (GP Rs.8000/-) as Associate Professor / equivalent (GP Rs.9000/-)
- B) Associate Professor (GP Rs.9000/-) as Professor/equivalent (GP Rs.10000/-)
- C) Professor/equivalent (GP Rs.10000/-) / as Senior Professor (GP Rs.12000/-)

The Registrar will place the following information received from the Deans/ Directors concerned before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion to the next higher position.

- (a) SARs/API/PBAS
- (b) Research contribution/books/ articles published;
- (c) any other academic contributions.

The reprints of three major publications (for promotion of Asstt. Professor (stage-I, Stage-II & Stage-III) to Stage-IV as Associate Professor) and reprints of five major publications of Stage-II and IV for promotion from Associate Professor to Professor and Professor to Senior Professor, of which could be a book or research paper (as defined by the teacher), may be sent in advance to three external experts to review/ evaluation

scoring before selection. The assessment report of these three experts and API+PBAS Proformas shall also be placed before the assessment committee at the time of interview. However, there will be no interview for career advancement from Grade Pay Rs.10000/- to Grade Pay Rs.12000/-

- (d) Seminars/conferences attended;
- (e) Contribution to the teaching/academic environment/institutional corporate Life; and
- (f) Extension and field outreach activities. The Committee will include members by designation within the University and at least two eminent outside experts. The Vice-Chancellor will act as Chairman of the Assessment Committee.
- (g) In addition to above, for promotion of Professor as Sr.Professor the following factors will also be taken into consideration by the Committee:-
 - a. post-doctoral research outputs of high standard;
 - b. awards/honours/ and recognitions;

c. Additional research degrees like D.Sci., D.Litt., LID, etc.; patents and IPR on products and processes developed/ technology transfer achieved in the case of teachers in science and technology.

- (iii) In case of career advancement of;
- A) Assistant Professor(Stage-I)(GP Rs.6000/) as Assistant Professor(Stage-II)/ equivalent(GP Rs.7000/-)/equivalent..
- B) Assistant Professor(Stage-II)(GP Rs.7000/-) as Assistant Professor(Stage-III)/ equivalent(GP Rs.8000/-).

The Registrar will place the information received from the Deans/ Directors concerned before the Screening Committee consisting of the following to consider suitability of the teacher concerned :

- (a) Deans/Directors concerned;
- (b) Head of Department concerned; and
- (c) One person to be nominated by the Vice-Chancellor from amongst the Professors / Sr.Professors/equivalents of the University;

Note : The Dean/Director concerned shall act as Chairman of the Screening Committee.

- (iv) **The Screening/Assessment Committee will take into consideration the**

following factors of API Scoring including the PBAS while making its recommendations :

- (a) Material furnished in the Assessment proforma submitted by the teacher concerned.
- (b) Work done by the teacher.
- (c) SAR/API/PBAS Reports of the teacher concerned.
- (d) Personal discussion by the teacher concerned
- (e) Any other additional information which the Assessment Committee may like to call from the teacher concerned. However, in case of ;
 - i) Assistant Professor/equivalent (Stage-I, Stage-II, Stage-III) to Associate Professor/ equivalent - three major publications shall be required to be submitted for all the three categories for consideration of promotion from Asstt. Professor to Assoc. Professor i.e. Stage-I, Stage-II & Stage-III.
 - ii) Associate Professor/equivalent as Professor/equivalent - Five major publications shall be required to be submitted provided that such publications published subsequent to the period from which the teacher was placed in Asstt. Prof. (Stage-II)

The best written contributions (3 or 5 as the case may be) of the teacher (as defined by him/ her) shall be sent in advance to the experts to review/ evaluation scoring before taking his/her case to the Assessment Committee.

(v) **In case of Associate Professors, Professors and Senior Professors**

On receipt of recommendations of the Assessment Committee, the Vice-Chancellor will place the same before the Board of Management for approval. Before doing so, however, the Vice-Chancellor may, if he considers it necessary, refer it back to the Committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will place the same before the Board of Management alongwith such comments as he may like to give.

(vi) **In case of Asstt. Professors (Stage-III) and Assistant Professors (Stage-II) / equivalents.**

On receipt of recommendations of assessment/ screening committee, the Vice-Chancellor will consider the same for acceptance. The Vice-Chancellor may, however, if he considers it necessary, refer the recommendations back to the committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will accept the same.

(vii) Those teachers who on the day of assessment are on leave/abroad, their cases for placement/promotion under Career Advancement Scheme will be screened/

assessed in absentia on the written request of the teacher concerned without giving the marks of interview.

(viii) In case any teacher is on long leave on the due date of promotion, he will be entitled for promotion from the due date but actual benefit will be allowed from date of joining after return from leave.

(ix) The incumbent teachers must on the rolls of active service of the University on the due date of eligibility for promotion for consideration by the Screening / Assessment Committee.

CHAPTER VIII
CLASSIFICATION AND THE MANNER OF
APPOINTMENT OF EMPLOYEES OF THE UNIVERSITY
OTHER THAN OFFICERS AND TEACHERS
(As framed by the Board on 28.10.99)

1. Classification :

- (1) All the employees of the University other than Officers and Teachers shall belong to the Haryana Agril. University service of Non-teaching employees (hereinafter called the 'service').
- (2) The service shall be classified according to the pattern of the State Govt., provided that nothing in these Statutes shall affect the right of the University to redesignate any post or to reassign the duties and functions thereof.
 - (a) Class-I/Grade-'A' employees viz; employees equal to Class I or Grade-'A' employees under the State Govt.
 - (b) Class-II/Grade-'B' employees viz; employees equal to Class-II/Grade 'B' employees under the State Govt.
 - (c) Class-III/Grade 'C' employees viz; employees equal to Class-III/Grade 'C' employees of the State Govt.
 - (d) Class-IV/Grade 'D' employees viz; employees equal to Class-IV/Grade 'D' employees of the State Govt.

2. (1) The members of the Service may be required to serve in any institution or office or department under the University and shall, in respect of their day-to-day work, be under the administrative control of the Head of the institution or the office or the department where they are posted.
- (2) Employees borne on the University cadre may be required to serve in any office or institution under the University and shall in respect of their day to day work be under the administrative control of the Head of the office or institution to which they are posted. Irrespective of the authority mentioned in the delegation of powers,

the Heads of Departments and University Officers Incharge of that office/institution shall be competent authority to transfer them within the office/institution. The Deans, Directors and other University officers shall be competent to allow the Grade 'B'/Class-II employees to complete the period of probation satisfactorily. However, where it is proposed to extend their period of probation, the cases shall continue to be submitted to the Vice-Chancellor for decision. Other matters relating to their service shall be determined by the Vice-Chancellor or any other subordinate officer, to whom such powers are delegated in accordance with the Act & Statutes.

3. Appointment to the service shall be made in the manner prescribed :
- (i) by direct recruitment; or
 - (ii) by promotion; or
 - (iii) by transfer from different cadres within the University in identical scales of pay; or by deputation of an employee already in the service of any State Government or the Government of India or any autonomous body or institution.

Explanation :(i) Direct recruitment means an appointment made otherwise than by promotion from within the same line in the service or by transfer of an employee from different cadres in the service in identical pay scale or by deputation of an employee already in the service of any State Government or the Government of India or any autonomous body or institution.

Explanation:(ii) All the posts in the ministerial/secretarial cadre from the level of clerks/steno-typists for promotion to the higher post in the hierarchy shall be filled subject to fulfilment of the qualifications and experience prescribed (see Appendix-3 for qualification/experience). If suitable candidates are not available for promotion, the vacancies shall be filled by direct recruitment.

4. Manner of appointment to Class-I/Grade 'A' posts.

- (1) Appointment of Class-I/Grade 'A' posts shall be made by the Vice-Chancellor with the approval of the Board.
- (2) 75% of the posts at the level of Class-I/ Grade 'A' posts shall be filled from amongst internal candidates holding next below posts in the same line, if suitable persons are available. If suitable candidates are not available for promotion, the vacancies shall be filled by direct recruitment. Seniority and merit of the candidate will be kept in view for promotion under the 75% quota. The cases of promotion to Class-I/Grade 'A' posts shall be referred to the Selection Committee constituted for direct recruitment.

Note : Passing of departmental Higher Standard Examination in Accounts shall be pre-requisite for promotion to the post of Assistant Registrar and above in the ministerial cadre . (see Appendix-3 for qualifications/experience).

- (3) The remaining 25% posts in Class-I/Grade 'A' cadres shall be filled on merit in accordance with the following procedure :-
 - (a) The Vice-Chancellor may have the post advertised with such qualifications as may be laid down and/or invite suggestions and recommendations from such persons/ institutions/agencies as he deems proper.
 - (b) After having advertised the post and received the applications and/or after having obtained the suggestions or recommendations from appropriate persons/institutions/agencies, the Vice-Chancellor shall appoint a Selection Committee, to make recommendations, ordinarily consisting of the following :
 - (i) Vice-Chancellor Chairman
 - (ii) Registrar Member
 - (iii) Comptroller Member
 - (iv) Two other persons to be nominated by the Vice-Chancellor.

- (c) Deleted.
- (d) The Chairman of the committee with the help of a Screening Committee to be appointed by him shall scrutinise the applications received and/or having received suggestions/recommendations from such persons/institutions/agencies, prepare a list of the candidates who shall be called for interview.
- (e) After interviewing the candidates the Selection Committee shall recommend to the Vice-Chancellor not more than one person beyond the number of vacancies if the number of vacancies is upto four. However, if the number of vacancies is more than four, two persons more than the number of vacancies may be kept on the panel for each completed block of five vacancies.

Note :The Selection Committee should confine its recommendations only in respect of the post for which selection is held.

- (f) Deleted.
- (g) The Vice-Chancellor may then submit a single recommendation or a panel in accordance with sub clause (e) in order of preference, for the acceptance of the Board of Management. If the Board does not approve the recommendations, the Vice-chancellor shall, in due course, present another recommendation.
- (h) Recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. The panel prepared by the Selection Committee for post(s) should be used only as a waiting list for the same post(s) and shall not be utilised for making appointments to any subsequent vacancies in the same cadre or in any other cadre.

- (i) Employees of the University irrespective of the age limit will also be eligible to compete, for such vacancies to be filled by direct recruitment from the open market.
- (4) In case of need, the university can also have persons by transfer from within the same grade and fulfilling the qualification for the post for which transfer is proposed to man class-I/Grade 'A' vacancies falling both under the 75% promotion quota and 25% open quota.

Note: Notwithstanding anything provided elsewhere in these Statutes a person appointed to the post of Asstt.Registrar and above through direct recruitment shall be required to pass the Departmental Higher Standard Examination in Accounts, if not already passed, within two years of his joining the post failing which the second and subsequent increment(s) will not be allowed to be released and will only be released from the date of passing the said examination. The increment(s) should be released with retrospective effect from the date it was otherwise due, but no arrear shall be paid for the past period.

5. Manner of appointment to Class-II/Grade 'B' posts.

- (1) The appointment of Class-II/Grade 'B' employees shall be made by the Vice-Chancellor.
- (2) All the vacancies in the ministerial cadre shall be filled by promotion on the basis of seniority-cum-merit from the same line, subject to fulfilment of qualifications and experience prescribed (see Appendix-3). However;
 - (a) 75% posts of Admn.-cum-Accounts Officer shall be filled from amongst the Superintendent on seniority-cum-merit basis. Passing of Depttmental Higher Standard Examination in Accounts or State SAS Exam. shall be pre-requisite for promotion to the post of Admn.-cum-Accounts Officer. The remaining 25% posts shall be filled by direct recruitment.

- (b) 50 % posts of Superintendent will be filled from amongst the Deputy Superintendents on seniority-cum-merit basis and 50% from Deputy Superintendents who have qualified the Higher Standard Examination or State SAS Examination on seniority-cum-merit basis. Completion of probationary period shall be pre-requisite.

Note: Notwithstanding anything provided elsewhere in these Statutes a person appointed to the post of Admn.-cum-Accounts Officer through direct recruitment shall be required to pass the Departmental Higher Standard Examination in Accounts, if not already passed within two years of his joining the post failing which the second increment(s) will not be allowed to be released and will only be released from the date of passing the said examination. The increment(s) should be released with retrospective effect from the date it was otherwise due, but no arrear shall be paid for the past period.

- (c) Deleted.
- (3) All the posts in the non-ministerial cadre in Class-II/Grade 'B' posts shall be filled by promotion provided the departmental persons fulfil the qualifications and experience prescribed for the post. If suitable candidates are not available for promotion, vacancies may be filled by direct recruitment.
- (4) The procedure for appointment to Class-II/Grade 'B' posts by direct recruitment shall be the same as prescribed for Class-I/Grade 'A' posts subject to the following :
 - (a) The Vice-Chancellor need not obtain the approval of the Board for their appointment.
 - (b) The Selection Committee for various Class-II/Grade 'B' posts shall be as under :

FOR NON-TECHNICAL POSTS

- (i) For ministerial posts :
 - (a) Registrar Chairman
 - (b) Comptroller
 - (c) Two other persons to be nominated by the Vice-Chancellor.
- (ii) For non-technical & non-ministerial posts.
 - (a) Dean/Director/.....Chairman
Officer concerned.
 - (b) Registrar
 - (c) Comptroller
 - (d) Two other persons to be nominated by the Vice-Chancellor.

FOR TECHNICAL POSTS

- (a) Dean/Director/ Chairman
Officer concerned
 - (b) Registrar
 - (c) HOD concerned under whom the post exists.
 - (d) Two other persons as may be nominated by the Vice-Chancellor.
- (c) Deleted.
- (5) Cases of promotion on the basis of seniority-cum-merit shall also be referred to the Selection Committee constituted for direct recruitment.

6. Manner of appointment to Class-III/Grade 'C' posts.

- (1) The appointment upto Class-III/Grade 'C' posts, as specified in the Appendix-I 'A' shall be made by the respective Deans/Directors/Officers of the University, indicated. In case of other Class-III/grade 'C' posts, the Vice-Chancellor shall be the appointing authority.
- (2) The lowest posts in Class-III/Grade 'C' ministerial shall be filled by direct recruitment in the manner prescribed for Class-II/Grade 'B' posts. Lowest posts in Grade 'C'/Class-III non ministerial cadres shall also be filled by direct recruitment if there is no line of promotion determined from Class-IV/

Grade 'D' for promotion to Class-III/Grade 'C'. Other posts in the ministerial and non-ministerial cadres shall be filled by promotion on the basis of seniority-cum-merit from the same line subject to the condition that posts in non-ministerial cadre shall be filled by promotion provided the departmental candidates fulfil the qualifications and experience prescribed for the post.

If suitable persons are not available for promotion, all categories of posts may be filled by direct recruitment.

- (3) The provision in sub-para (2) of Clause 6 shall be subject to the following :
 - (a) Promotion to the posts of Junior Scale Stenographer and Senior Scale Stenographer shall be subject to qualify competitive test prescribed and fulfilment of conditions of experience (see Appendix-3). Completion of probationary period shall be pre-requisite.
 - (aa) 50% of the posts for promotion to the post of Deputy Superintendents shall be filled on the basis of seniority-cum-merit out of Assistants who have qualified the Higher Standard Examination or State SAS Examination in Accounts. Completion of probationary period shall be pre-requisite.
 - (b) 50 % posts of Assistants shall be filled from amongst the clerks/typists etc. on seniority-cum-merit basis and 50% from amongst the clerks/typists etc. who have qualified the Lower Standard Departmental Examination in Accounts on Seniority-cum-merit basis subject to fulfilment of qualifications and experience prescribed (see Appendix-3). Completion of probationary period shall be pre-requisite.
 - (c) For the posts of Clerks and equivalent posts in ministerial cadre and for Steno-typists competitive test with prescribed qualifying standard and in the manner laid down by the Vice-Chancellor may be held and interview held for those who qualify. This procedure may also be adopted for such other posts as may be specified by the Vice-

Chancellor from time to time.

- (d) 20% posts of Clerks will be filled by promotion, on seniority-cum-fitness basis from amongst GO-cum-Daftri, Messenger, Store Khalasi and Telephone Attendant provided they fulfil the following qualifications :
- (i) Matriculate for those Class-IV employees who were recruited prior to 08.11.2013 and 10+2 for those who were recruited after 08.11.2013.
 - (ii) Knowledge of Hindi upto Matric Standard;
 - (iii) 5 years experience of working on any Class-III/Grade 'C' post whose scale of pay is less than that of Clerk or any class-IV/Grade 'D' post or combined experience on such Class-III and IV/Grade 'C' and 'D' posts.

Note 1. The inter-se seniority of employees so promoted shall be determined according to the seniority position in their respective cadres, if the persons being promoted belong to different cadres, their length of service on the initial post shall be relevant for the purpose of determining their inter-se seniority.

Note 2. Notwithstanding anything provided elsewhere in these Statutes, every Class-III/Grade 'C' and Class-IV/Grade 'D' employee appointed to a post in the cadre of Clerk and also Library Assistant (promoted from the post of Library Attendant) shall be required to pass the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirements. State Eligibility Test in Computer Appreciation and Applications (SETC) which shall be post requisite condition/qualification as may be prescribed by the Vice-Chancellor. The candidate shall have to qualify the SETC within a period of probation of one

year extendable by one year, failing which he/she will be reverted back. If such an employee passes such test after the period of one year of his appointment then the increment for the period subsequent to that within which the SETC is to be passed should be released and benefit should be given to him from the date next to the following the last date on which the SETC is completed. The increment should be released with retrospective effect from the date it was otherwise due, but no arrears shall be paid for the past period.

The existing Clerks who have been promoted from Group-D etc. and Library Assistants who have been promoted from the post of Library Attendant and have not passed the test of typing on computer till date shall have an option either to pass test of typing on computer at the prescribed speed or State Eligibility Test in Computer Appreciation and Applications (SETC).

Note:3

Promotion shall be made on the basis of seniority and proficiency through an examinaion.

- (e) The post of VLDA may be filled by promotion from amongst Class-III and Class-IV/grade C & D employees in order of seniority to be determined from the date of passing VLDA Diploma Course subject to fulfilment of qualifications prescribed.

If suitable persons are not available for promotion, the post of VLDA may be filled by direct recruitment.

- (4) Deleted.
- (5) Cases of direct recruitment and promotion in all Class-III/Grade 'C' posts shall be referred to the Selection Committee as prescribed for Class-II/Grade 'B' posts.
- (6) Deleted.

- 7. Manner of appointment to Class-IV/Grade 'D' posts.**
- (i) The appointment to Class-IV/Grade 'D' posts shall be made by the appointing authority as specified in Appendix-I to the Statutes.
 - (ii) The lowest post in Class-IV/Grade 'D' shall be filled by direct recruitment in the manner prescribed by notification within the University and also after obtaining names from Employment Exchange. Other Class IV/Grade 'D' posts shall be filled by promotion from the same line of promotion provided suitable departmental candidates are available. If suitable persons are not available for promotion, the posts may be filled by direct recruitment.
 - (iii) Cases of direct recruitment and promotion shall be referred to the Selection Committee prescribed for Class-III/grade 'C' posts.
- 8.** The promotion to Class-I, II, III and IV/Grade 'A', 'B', 'C' & 'D' posts according to the prescribed quota shall be on the basis of seniority-cum-merit. No employee shall, however, be eligible for promotion unless he has completed the period of probation satisfactorily and has also passed the departmental test, if any, prescribed for the post to which promotion is sought. (See Appendix-2 for line of promotion).
- The Vice-Chancellor will have power to prescribe the line of promotion in appropriate cases in respect of Class-II, III and IV/Grade 'B', 'C' and 'D' posts as and when considered necessary.
- 9.** Notwithstanding anything contained in Clause 4 & 5 of these Statutes, suitable persons for the posts of Sr. Private Secretary and Secretary to the Vice-Chancellor may be selected by the Vice-Chancellor from amongst the employees of the University in such manner as the Vice-Chancellor may decide. The persons selected shall be liable to reversion in their parent cadres at the discretion of the Vice-Chancellor.
- 10.** The Vice-Chancellor shall cause to lay before the Board of Management in its meeting to consider the budget for the next financial year, information regarding the number of sanctioned posts, the number of recruitment made and the number of employees presently in position in each class in the financial year.

APPENDIX-1

(Referred to in Clause 7(I) of Chapter-VIII)
Grade 'D'/Class IV posts-Appointing Authority

I. Registrar

1. Security Guard
2. Messenger
3. Masalchi
4. Cook-cum-Chowkidar
5. Store Khalasi
6. Vehicle Attendant
7. Any other post brought on the Schedule on the orders of the Vice-Chancellor.

II. Director of Research

1. Attendant
2. Beldar
3. X-Ray Room Helper
4. Helper
5. Hammerman
6. Well Observer
7. D. P. L. (R)
8. Mali
9. Animal Attendant
10. Any other post brought on the schedule under the orders of the Vice-Chancellor.

III. Estate Officer-cum-Superintending Engineer

1. Keyman
2. Gas Operator
3. Ferro Khalasi
4. Sweeper
5. White Washer
6. Deleted
7. Mortar Mate
8. Glazier
9. Caneweaver
10. Patrolman
11. Any other post brought on the schedule under the orders of the Vice-Chancellor.

IV. Dean, College of Vety. Sciences

1. Bhisty
2. Kennel Attendant-cum-cook
3. Vety. Lab. Attendant
4. Any other post brought on the schedule under the orders of the Vice-Chancellor.

V. Dean, College of Agriculture

1. Any post brought on the schedule under the orders of the Vice-Chancellor.

VI. Dean, College of Basic Scs. & Humanities

1. Any post brought on the schedule under the orders of the Vice-Chancellor.

VII. Dean, College of Home Scs.

1. Cook-Helper/Mess Helper
2. Any other post brought on the schedule under the orders of the Vice-Chancellor.

VIII. Deleted**IX. Director Students' Welfare**

1. Ward keeper-cum-Operation Theatre Asstt.
2. Ward Attendant
3. Any other post brought on the schedule under the orders of the Vice-Chancellor.

X. Director Publications

1. Distributor
2. Router-cum-Mounter
3. Attendant Impositor
4. Barman
5. Any other post brought on the schedule under the orders of the Vice-Chancellor

XI. Director Extn. Education

1. Training Helper
2. Any other post brought on the schedule under the orders of the Vice-Chancellor.

XII. Librarian

1. Bindery Attendaant
2. Farash
3. Any other post brought on the schedule under the orders of the Vice-Chancellor

XIII. Dean, College of Sports

1. Any post brought on the schedule under the orders of the Vice-Chancellor.

APPENDIX-1 'A'

(Referred to in Clause 6(1) of Chapter-VIII)
Grade 'C'/Class III posts-Appointing Authority

I. Registrar

1. Asstt. Security Officer
2. Steno-typist
3. Sub-Inspector (Security)
4. Daftri
5. Photographic Asstt.
6. Chief Cook
7. Jeep Driver
8. Staff Car Driver
9. Computer
10. Bus Driver
11. Clerks/Typists/Store-keepers/Receptionist
12. Truck Driver
13. Cooks
14. Telephone Attendant
15. Clerk-cum-Store Keeper
16. Telephone Operator
17. Telax Operator
18. Receptionist-cum-Care Taker
19. Security Inspector
20. Steno-typist-cum-Receptionist
21. Teacher Nursery
22. Assistant
- 22 (a). Dy. Supdt.
23. JSS
- 23 (a). SSS
- 23 (b). PA
24. Any other post brought on the Schedule under the orders of the Vice-Chancellor.

II. Director of Research

1. Lab.Attendant
2. Deleted
3. Agriculture Inspector
4. Jamadar
5. Lab. Assistant
6. Butcher
7. Asstt. Supervisor
8. Mechanic

9. Mechanic/Operator (A/C)
10. Sr. Lab. Asstt./Asstt. Draftsman-cum-Sr. Lab. Asstt.
11. Meteorological Observer
12. Refrigeration-cum-A/C Mechanic
13. Auto Electrician
14. Turner
15. Field Supervisor/Tech. Asstt.
16. Lab. Technician
17. Motor Rewinder
18. Sr. Tractor Mechanic
19. Sr. Ref. & A/C Mechanic
20. Foreman (Ref. & A/C)
21. Foreman (Instruments)
22. Tractor Driver
23. Sr. Motor Rewinder
24. Salesman
25. Plant Observer
26. Head Mali
27. Any other post brought on the schedule under the orders of the Vice-Chancellor.

III. Estate Officer-cum-Superintendent Engineer

1. Deleted
2. Mate
3. Mechanic-cum-Electrician
4. Ferro Printer
5. Tracer
6. Welder
7. Blacksmith
8. Chageman
9. Plumber
10. Carpenter
11. Fitter
12. Generator Operator
13. Lift Operator
14. Surveyor
15. Gas Mechanic
16. Painter
17. Tubewell Electrician
18. Asstt. Draftsman
19. Section Officer
20. Electrical Chageman
21. Road Roller Driver

22. Horticulture Supervisor
23. Sanitary Inspector
24. Hort. Inspector
25. Water Pump Operator Grade-II
26. Workshop Mate
27. Saw Operator
28. Work Inspector
29. Electrician-cum-Plumber
30. Electrician
31. Senior Electrician
32. Asstt. Draftsman
33. Head Draftsman
34. Circle Head Draftsman
35. Senior Draftsman
36. Chief Sanitary Inspector
37. Mason Grade-II
38. Asstt. Foreman
39. Foreman
40. W. P. O. Grade-I
41. Any other post brought on the schedule under the orders of the Vice-Chancellor.

IV. Dean, College of Vety. Sciences

1. Operation Theatre Asstt.
2. Animal House Mechanic
3. Farrier
4. Any other post brought on the schedule under the orders of the Vice-Chancellor.

V. Dean, College of Agriculture

Any post brought on the schedule under the orders of the Vice-Chancellor.

VI. Dean, College of Basic Sciences & Humanities

1. Computer Operator
2. Any other post brought on the schedule under the orders of the Vice-Chancellor.

VII. Dean, College of Home Science

Any post brought on the schedule under the orders of the Vice-Chancellor.

VIII. Deleted.

IX. Director of Publications

1. Asstt. Machineman

2. Compositor
3. Machineman
4. Copy Holder
5. Retoucher
6. Plate Maker
7. Plate Grainer
8. Dark Room Attendant
9. Jr. Photographer
10. Sr. Photographer
11. Subscription Asstt.
12. Distribution Asstt.
13. Sales Promotion Asstt.
14. Asstt. Editor (Research)
15. Sr. Proof Reader
16. Asstt. Editor (Hindi)/Translator
17. Lino Operator
18. Any other post brought on the schedule under the orders of the Vice-Chancellor.

X. Director Extension Education

1. Audio-Visual Mechanic
2. Modeller
3. Mahila Sevika
4. Project Operator
5. Dholak Performer
6. Camera Operator
7. Any other post brought on the schedule under the orders of the Vice-Chancellor.

XI. Dean, College of Sports

1. Game Supervisor
2. Any other post brought on the schedule under the orders of the Vice-Chancellor.

XII. Director Students' Welfare

1. Auxiliary Nurse
2. Staff Nurse
3. Nursing Sister
4. Any other post brought on the schedule under the orders of the Vice-Chancellor.

XIII. Librarian

1. Lib. Attendant
2. Book Binder
3. Jr. Lib. Asstt.

4. Bindery Foreman
5. Lib. Asstt.
6. Any other post brought on the schedule under the orders of the Vice-Chancellor.

XIV. Dean, College of Agri. Engg. & Technology

1. Sr. Demonstration Mechanic
2. Any other post brought on the schedule under the orders of the Vice-Chancellor.

(Note-I) The Appointing authority in respect of posts which have dual designation, will be as per the first designation.

(Note-II) The Vice-Chancellor may include/delete any post/posts from this list subject to the provision that the post is a Class-III/Grade 'C' post and is to be filled up 100% by promotion.

APPENDIX-2

CHAPTER-VIII (Clause-8)

Sr.No.	Designation of the post	Posts against which promotion will be made
1	2	3
1.	X-Ray Technician	Sr. Radiographer
2.	Asstt. Draftsman	Head Draftsman
2(A)	Asstt.Draftsman(Architect Unit)	Jr. Draftsman (Architect Unit)
3.	Jr. Photographer	Sr. Photographer
4.	Head Draftsman	Circle Head Draftsman
5.	Junior Engineer	Sub-Divisional Engineer
5(A)	Junior Engineer	Sub-Divisional Engineer (Design). No further line of promotion for the post
6.	Assistant Foreman	Foreman
7.	Sr. Mechanic/Inst. Mechanic	Foreman (instrument)
8.	Architectural Assist.(Architect Unit)	Asstt. Architect (Architect Unit)
9.	School Teacher (in Rs. 5500-9000)	School Lecturer
10.	School Lecturer	Vice-Principal
11.	Assistant	Dy. Superintendent
11-A	Dy. Superintendent	Superintendent
12.	Superintendent	Admn.-cum-Accounts Officer
12-A	A&AO	Asstt. Registrar
13.	Steno-typist	Junior Scale Stenographer
13-A	Junior Scale Stenographer	Senior Scale Stenographer
14.	Senior Scale Stenographer	Personal Assistant
14-A	Personal Assistant	Private Secretary
15.	Deleted	
16.	Lab. Attendant	Lab. Assistant
17.	Beldar	Plant Observer*
17-A	Mali	Head Mali

*This will be for those who were working as Mali prior to merger of their cadre with Beldar and who opt to come over to this cadre.

1	2	3
18.	Security Guard	Sub-Inspector (Security)
19.	Messenger	Daftri
20.	Sweeper	Mate
	25% posts will be filled up from amongst the Matriculate Sweepers who have five years experience on the basis of seniority and rest 75% will be filled on seniority-cum-merit basis.	
21.	Plant Observer	Agri. Inspector**
22.	Sub Inspector (Security)	Security Inspector
23.	Lab. Assistant	Sr. Lab. Assistant
24.	Photographic Assistant	Jr. Photographer
25.	Tracer	Asstt. Draftsman
25(A)	Tracer	Asstt. Draftsman (Architect Unit)
26.	Sanitary Inspector	Chief Sanitary Inspector
27.	Sr. Lab. Assistant	Lab. Technician
28.	Auxillary Nurse	Staff Nurse
29.	Dispensary Attendant	Lab. Attendant
30.	Photographic Attendant	Photographic Assistant
31.	Tubewell Electrician	Electrician
32.	Mechanic	Sr. Tractor Mechanic
33.	Agril. Inspector	Field Supervisor/ Tech. Assistant
		i) 25% posts be filled by promotion from amongst Agriculture Inspectors on seniority-cum-merit, irrespective of the qualifications prescribed for the post of T.A.+25% additional on the same pattern if qualified persons amongst Sr.No. ii) are not available.

**The posts of Plant Observer-cum-Head Mali will be designated as Head Mali and Plant Observer as were existing before the merger of their cadre and the existing Plant Observer-cum-Head Mali may be allowed to exercise option to retain the cadre of Head Mali or Plant Observer.

1	2	3
		ii) 50% by promotion amongst Agriculture Inspectors having qualifications of B.Sc. Agri.
		iii) 25% through direct recruitment.
34.	Bindery Attendant	Book Binder
35.	Book Binder	Bindery Foreman
36.	Library Attendant	Library Assistant
37.	Deleted	
38.	Demonstration Mechanic/ Store Keeper (Technical)	Sr. Demonstration Mechanic
39.	Electrician	Deleted
40.	Electrician-cum-T/Well Operator	Sr. Electrician
41.	Assistant Supervisor	Supervisor
42.	Sr. Ref. & A.C. Mechanic/Ref. & A. C. Mechenic/Mechenic Operator (A.C.)	Foreman (Ref. & A.C.)
43.	Foreman (Ref. & A.C.)	Asstt. Engineer (Electrical/ Ref. & A.C.)
44.	Copy Holder	Proof Reader
45.	Barman	Mechanic
46.	Distributor	Compositor
47.	Asstt. Machineman	Machineman
48.	Attendant (Impositor)	Asstt. Machineman
49.	Editorial Assistant	Assistant Editor (Res.)
50.	Security Inspector	Asstt. Security Officer
51.	Staff Nurse	Nursing Sister
52.	Ward Attendant	Ward Attendant-cum- Operation Theatre Attendant
53.	Ward Attdt. cum-Operation Theatre Attendant	Receptionist
54.	Clerks/Store Keeper/Computer/ Clerk-cum-StoreKeeper/Telephone Operator/Telex Operator/Receptionist/ Receptionist-cum-Caretaker	Assistant

1	2	3
55.	Assistant Farm Manager	Farm Manager
56.	Asstt. Engineer (Inst. Cell)	Instrumentation Engineer
57.	Foreman (Instrument)	Asstt. Engineer (Electronics)
58.	Asstt. P. R. O.	Deputy P. R. O.
59.	Ferro Khalasi	Ferro Printer
60.	Jr. Draftsman(Architect Unit)	Sr. Draftsman (Architect Unit)
61.	Sr. Draftsman(Architect Unit)	Architectural Assistant (Architect Unit)
62.	Water Pump Operator Grade-II	Water Pump Operator Grade-I
63.	Gas Operator	Gas Mechanic
64.	Store Khalasi	Store Keeper (if they fulfil the essential academic qualifications for the post of Store Keeper)
65.	Mahila Sevika	Technical Assistant (H. Sc.)
66.	Asstt. Security Officer	Security Officer

Sr.No.	Name of the post and pay scale	Post/pay scale/line of promotion as recommended	Remarks
1	2	3	4
67.	Agril. Inspector (Horticulture) 5200-20200+1900 GP	Horticulture Inspector 5200-20200+2400 GP	–
68.	Well Observor 4440-7440+1400GP+30SP	Agril. Inspector 5200-20200+1900 GP	–
69.	Hammerman 4440-7440+1300GP+30SP	Blacksmith 5200-20200+1800 GP	–
70.	Motor Rewinder (Matric with ITI) 4000-6000 (Non-matric with ITI) 3050-4350	Sr. Motor Rewinder 9300-34800+3200GP	–
71.	Vehicle Attendant 4440-7440+1300GP+30SP	Tractor Driver 5200-20200+2400 GP+200SP	–
72.	Helper to WPO/ Keyman/Petrolman 4440-7440+1300GP+30SP	WPO Gr. II 5200-20200+1800GP	Joint seniority of list of Helper to WPO/ Keyman/Petrolman subject to fulfilment of qualifications of WPO Gr.II with 7 years experience as Helper to WPO/ Keyman/ Petrolman
	Helper to Carpenter 4440-7440+1300GP+30SP	Carpenter Gr. II 5200-20200+1900GP 5200-20200+2400GP for Matric with ITI	Subject to fulfilment of qualification of Carpenter Gr. II with 7 yrs. exp. as Helper to Carpenter.
	Helper to Elect./ Generator Operator 4440-7440+1300GP+30SP	Electrician Gr. II/ Generator Operator 5200-20200+1800GP/ 4440-7440+1300GP+30SP/ 5200-20200+1900GP/ 9300-34800+3200GP	Joint Seniority list of Helper to Electrician and Helper to Generator Operator subject to fulfilment of qualification of Electrician Gr. II / Generator Operator with 7 years experience as Helper Electrical Division (Elect./G.O.)

1	2	3	4
	Helper to Plumber 4440-7440 +1300GP+30SP	Plumber 5200-20200+1800GP	Subject to fulfilment of qualifications of Plumber <u>OR</u> 10 Years experience as Helper to Plumber.
	White Wahser/ Helper to Painter 4440-7440 +1300GP+30SP	Painter Gr. II 5200-20200+1800GP	Subject to fulfilment of qualifications of Painter Gr. II with 7 yrs. exp. as white washer / Helper to Painter.
	Helper to Blacksmith 4440-7440 +1300GP+30SP	Blacksmith Gr. II 5200-20200+1800GP	Subject to fulfilment of qualifications of Blacksmith Gr. II with 7 yrs. exp. as Helper to Black-smith.
	Telephone Helper 4440-7440 +1300GP+30SP	Telephone Attdt. 4440-7440+1400GP+30SP/ 5200-20200+1800GP +40SP(P)	Subject to fulfilment of qualifications of Telephone Attdt. with 7 yrs. exp. as Telephone Helper.
	Helper to Mason 4440-7440 +1300GP+30SP	Mason Gr. II 5200-20200+1800GP (For non-matric with ITI)/ 5200-20200+2400GP (for Matric with ITI)	Subject to fulfilment of qualifications of Mason Gr. II with 7 yrs. exp. as Helper to Mason.
	Helper to Welder IS 4440-7440+1300 GP+30 SP	Welder PB-1 5200- 20200+1800 GP (for non-matric with ITI)/ PB-1 5200-20200+ 2400 GP (for matric with ITI)	Subject to fulfilment of qualifications for the post of Welder as under:- i) Middle or eqv. ii) Trade certificate in welding from ITI with minimum 3 years practical experience as Welder in any reputed workshop using modern gas and Electric machines ability to read engineering drawings. <u>OR</u>

1	2	3	4
			Atleast 7 years experience in welding. Person knowing Tin Smithy work would be preferred. Should not be less than 18 years.
73.	Fitter-cum-Operator (related trade) in 5200-20200+1800GP	Mechanic (related trade) in 5200-20200+2400GP/ 9300-34800+3200GP	Fulfilment of qualifications of Mechanic (related trade) with 5 years experience as Fitter-cum-Operator or 12 years experience as Helper. Seniority is to be prepared by the appointing authority.
74.	Hort. Supervisor 3050-4590	Hort. Inspector in 5200-20200+2400GP	Fulfilment of qualifications of Hort. Inspector with 7 years experience as Hort. Supervisor. Seniority is to be prepared by the appointing authority.
75.	Hort. Inspector in 5200-20200+2400GP	Sectional Officer Horticulture in 9300-34800+3600GP	Fulfilment of qualifications of Sectional Officer with 5 years experience as Hort. Inspector.
76. i)	Generator Operator in 5200-20200+1900GP/ 5200-20200+2400GP(P)	Electrician in 5200-20200+2400GP	Joint seniority of Generator Operator and Electrician Gr. II is to be prepared for promotion by the appointing authority.
ii)	Electrician Grade-II in 5200-20200+1800GP		Fulfilment of qualifications of Electrician with 7 years experience as Generator Operator or Electrician Gr. II.

1	2	3	4
77.i)	Electrician-cum-Plumber 5200-20200+2400GP	Deleted	
ii)	Electric Chageman 5200-20200+2400GP	Deleted	
iii)	Electrician 5200-20200+2400GP	Forman (Elect.) 9300-34800+3200GP	Joint Seniority List of this category is to be prepared by the appointing authority
78.	Ferro Printer 5200-20200+1900GP	Tracer 5200-20200+2000GP +40SP	Fulfilment of qualifications of Tracer with 7 years experience as Ferro Printer
79.	Asstt. Foreman in respective trade 5200-20200+2400GP	Foreman (related trade) 9300-34800+3200GP	Subject to fulfilment of qualifications of Foreman.
80.	Work Inspector 5200-20200+1900GP Mason Gr. I (4000-6000)	Asstt. Foreman 5200-20200+2400GP	Subject to fulfilment of qualifications of Assistant Foreman with 7 yrs. exp. as Work Inspector or 7 yrs. exp. as Mason Grade-I or 12 yrs. exp. as Mason Gr. II.
81.	Mortor Mate 4440-7440+1300GP+30SP Work Mate 4440-7440+1300GP+30SP	Work Inspector 5200-20200+1900GP	Subject to fulfilment of qualifications of Work Inspector with 7 years experience as Work Mate/Mortor Mate. Seniority of Work Mate and Mortor Mate is to be prepared jointly.
82.	Mason Gr. II 5200-20200+1800GP (for non-matric with ITI)/ 5200-20200+2400GP (for matric with ITI)	Mason Gr. I (4000-6000)	Subject to fulfilment of qualifications of Mason Gr. I with 7 yrs. exp. as Mason Gr. II
83.	Telephone Attdt. 4440-7440+1400GP+30SP	Telephone Operator 5200-20200+1900GP	Matric with second division with 10 years experience as Telephone Attendant.

1	2	3	4
84.	Cane Weaver 4440-7440+1300GP+30SP	Cane Weaver Special (3050-4350)	Subject to fulfilment of qualifications of Cane Weaver special with 7 yrs. Exp. as Cane Weaver.
85.	Chargeman 5200-20200+1900GP	Asstt. Foreman 5200-20200+2400GP	Subject to fulfilment of qualifications of Asst. Foreman with 7 yrs. exp. as Charge-man.
86.	Animal Attdt. 4440-7440+1300GP+30SP Bhisty 4440-7440+1300GP+30SP Kennel Attdt.-cum- Cook 4440-7440+1300GP+30SP Attendant 4440-7440+1300GP+30SP X-Ray Room Helper 4440-7440+1300GP+30SP		
i)	For below Middle	No line of promotion.	
ii)	For Middle and above	Lab Attendant	Subject to fulfilment of qualifications of Lab. Attendant i.e. "Atleast middle pass and willing to do manual work with handling of chemicals and scientific equipments alongwith 7 years experience on the lower post". 50% posts are to be filled up by promotion. Joint seniority list of all the categories is to be prepared by the D. R.
87.	(a) Road Inspector 9300-34800+3200GP	Junior Engineer 9300-34800+3600GP	
	(b) Surveyor 5200+20200+2400GP		
	(c) Work Inspector 5200+20200+1900GP		The promotion is to be finalized as per the State Govt. instructions.

1	2	3	4
88.	Farash 4440-7440+1300GP+30SP	Library Attendant 4440-7440+1300GP+30SP (for non matric) 5200-20200+1900GP (for matric)	Subject to fulfilment of qualifications prescribed for promotional post.
89.	Console Operator -cum-Data Entry Optr. 5200-20200+2400GP	Jr.Programmer 9300-34800+3200GP	-do-
90.	Computer Operator 5200-20200+1900GP+40SP	Console Operator -cum-Data Entry Optr. 5200-20200+2400GP	-do-
91.	Game Organizer 9300-34800+3200GP	Coach 9300-34800+4200GP	-do-
92.	Dark Room Attdt. 5200-20200+1900GP	Camera Operator 9300-34800+3200GP	-do-
92A.	Field Supervisor/ Technical Assistant 9300-34800+3600 GP	Asstt.Farm Manager 9300-34800+4200 GP	B.Sc.(Agri.)with 10years experience as Field Supervisor/Technical Assistant.
93.	Plate Maker 4440-7440+1650GP+30SP/ 5200-20200+1800GP (personal measure)	Machineman 5200-20200+1900 GP	10+2 with 5 years experience in printing
94.	Senior Technician (Electronics) 9300-34800+3300GP	Foreman (Instrumentation) 9300-34800+3600 GP	i) Diploma in Electronics Engineering with at least seven years experience. OR ii) ITI certificate in Electroic Engineering/ Insrument trade with at least Ten Years experience in repair, maintenance,development and handling of all kind of instruments including Electronic instruments in some reputed instrumentation Centre/Government.
95.	Senior Technician (Video Production) 9300-34800+3300 GP	Foreman (Instrumentation) 9300-34800+3600 GP	i) Diploma in Electronics Engineering with at least seven years experience. OR

1	2	3	4
			ii) ITI certificate in Electronic Engineering/ Instrument trade with at least Ten years experience in repair, maintenance, development and handling of all kind of instruments including Electronic instruments in some reputed instrumentation Centre/Government.
96.	Cook Helper/ Mess Helper 4440-7440+ 1300GP+30SP	Cook 4440-7440+1400+30SP	i) Literate preferable middle pass ii) Five years experience of cooking in an Officer's mess or a Hotel of repute as Cook Helper/Mess Helper iii) Pleasing manners
97.	Masalchi 4440-7440+1300GP+ 30SP	Cook 4440-7440+1400GP+30SP	i) Literate preferable middle pass ii) Five years experience of cooking in an Officer's mess or a Hotel of repute as Masalchi iii) Pleasing manners
98.	Cook/Cook- cum-Chowkidar 4440-7440+1400GP+30SP	Chief Cook 5200-20200+1800GP+60 SP	i) Literate preferable middle pass ii) Pleasing manners iii) Five years exp. of preparation of Indian and continental meals in an Officer's mess or a Hotel of repute as Cook/Cook-cum-Chowkidar.
99.	Mess Supervisor (9300-34800+3200GP)	Asstt. Manager (Hospitality) (9300-34800+4200GP)	

APPENDIX-3

CHAPTER-VIII (Clause-3,4,5 & 6)
(qualifications and experience prescribed for
promotional posts in the ministerial/secretarial cadre)

A. Deputy Registrar/Deputy Comptroller

- (i) Graduate from a recognized University
- (ii) Two years administrative experience as Assistant Registrar

B. Assistant Registrar:

- (i) Graduate from a recognized University
- (ii) Two years administrative experience as Admn.-cum-Accounts Officer.

C. Admn.-cum-Accounts Officer

- (i) Graduate from a recognized University.
- (ii) One year experience as Superintendent

D. Assistant

- (i) Bachelor's degree with 2 years experience as Clerk/ equivalent.

OR

- (ii) Matric/Higher Secondary with 5 years experience as Clerk/equivalent.

E. Private Secretary:

From amongst the Personal Assistants of CCSHAU having total experience of 8 years including one year as Personal Assistant.

F Personal Assistant:

One year experience as Sr.Scale Stenographer and passing of Basic Level Computer Appreciation Course.

G Sr.Scale Stenographer

- (i) One year experience as Jr.Scale Stenographer
- (ii) A shorthand test at a speed 100 WPM in English to be transcribed at the speed of 20 WPM (4% mistakes permissible) **OR** at a speed 80 WPM in Hindi to be transcribed at the speed 15 WPM (4% mistakes permissible).

H Jr.Scale Stenographer:

- (i) Two years experience as Steno Typist.
- (ii) A shorthand test at a Speed (English) 100 WPM to be transcribed at the speed of 20 WPM in English (8% mistakes permissible) **OR** at a speed 80 WPM in Hindi to be transcribed at the speed 15 WPM (8% mistakes permissible)

CHAPTER IX
STATUTES UNDER SECTION 31(Q) OF HPAU ACT, 1970

PART A

**THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER
CONDITIONS OF SERVICE OF OFFICERS AND OTHER
EMPLOYEES OF THE UNIVERSITY NOT BEING TEACHERS AND
THE PREPARATION AND MAINTENANCE OF RECORD OF
THEIR SERVICE & ACTIVITIES**

1. In this Statutes unless the context otherwise requires :- Definitions
- (a) "Act" means the Haryana and Punjab Agril. Univ. Act, 1970.
 - (b) "Appointing authority" means the authority competent to make appointments to various categories of posts according to the Statutes made under Section 31(b) & (c) of the Act.
 - (c) "Duty" excludes periods spent on leave unless otherwise specified by the Vice-Chancellor in accordance with Haryana Govt. rules, but includes ad hoc appointment if followed by regular appointment without break;
 - (d) "Earned leave" means leave earned in respect of period spent on duty;
 - (e) "Employees" for the purpose of this Statutes means Officers and other employees of the University not being teachers; and does not include officers and other employees on foreign service with the University; but includes Officers and other employees of the University working elsewhere either on foreign service or on extraordinary leave with permission. It excludes persons working on contract or casual basis.
 - (f) The term Class/Grade I/A, II/B, III/C & IV/D used in this Statutes shall carry the same meaning as assigned to them in the Statutes relating to the appointments of employees of the University other than officers and teachers;

- (g) "Leave" includes all kinds of leave as admissible to employees of the University on the pattern of State Govt. unless otherwise provided in the Statutes but does not include casual leave.
- (h) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and includes special pay or personal pay if any, but not other allowances;
- (i) "Service" means the whole period of continuous service including periods spent on leave.
- Age of Entry/Age of retirement 2. (a) A person whose age is less than 18 years may not be appointed to any post in the University. Upper age limit for entry into service in respect of class/grade III/C and IV/D posts shall be as prescribed by the Vice-Chancellor on the pattern of the State Govt. The Vice-Chancellor shall also be competent to relax if for reasons to be recorded.
- (b) All employees of the University (other than Class-IV employees) shall retire from their service on attaining the age of 60 years and the age of retirement in respect of Class-IV employees of the University will be 62 years on the pattern of the State Govt. provided that nothing in this clause shall apply to any technical or scientific personnel appointed for a specific period under contract and provided further that the Vice-Chancellor may re-employ any employee upto the age of 63 years. Even after that date, the University may re-employ such persons on contract basis at the most for a period of two years . The age of retirement in respect of Vice-Chancellor will be 68 years.

Note : The date of retirement of the employees of the University except those whose date of birth falls on the first day of the month, will be the afternoon of the last date of the month in which the date of their retirement falls instead of the actual date of their superannuation. In case of those

employees whose date of birth falls on the first day of the month, the date of retirement of such employees will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

- (c) University employees after having completed 20 years of service in the University will be eligible to seek voluntary retirement by giving a notice of three months in writing to the appointing authority or in lieu, salary for three months or for the period falling short of three months shall be recovered. Twenty years service for this purpose will include apart from active service and leave with pay, such extra-ordinary leave as is taken for prosecution of higher studies and on grounds of health.

Those who retire from service voluntarily in the above manner will be given the following benefits :

- (i) Weightage of upto 5 years of service for the purpose of gratuity and pension on the basis of pay drawn at the time of voluntary retirement subject to the proviso that the total service, including this weightage, does not extend beyond the normal age of superannuation of the employees and also does not exceed 33 years of service or as decided by the State Govt. from time to time.
- (ii) Benefit of the scheme of encashment of earned leave on the same lines as admissible on the occasion of retirement on superannuation.

The scheme of voluntary retirement is unilateral and the University does not have the corresponding right to retire an employee on its under this scheme. All "other" matters and conditions relating to voluntary retirement under this scheme may be decided in accordance with the rules

			and instructions of the Haryana Govt. as in force from time to time, unless otherwise decided by the Board.
		(d)	Deleted
		(e)	Deleted
Number of posts	3.		Subject to provisions of the Act, the number of posts of employees of the University shall be such as may be determined by the Vice-Chancellor with the approval of the Board provided that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alternations in the strength of each class/grade of posts whether permanently or temporarily.
Emoluments	4.	(1)	Subject to provisions of the Act, the grades of pay of employees of the University shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor with the approval of State Govt. provided that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting an employee of the University already holding such a post.
		(2)	The appointing authority may sanction a higher start than the minimum of the grade on first appointment or advance increment if it deems fit.
		(3)	An employee of the University may be permitted to accept remuneration/allowance for work done other than on the business of the University, on such terms and conditions as may be approved by the Vice-Chancellor.
Qualifications	5.	(1)	The academic and other qualifications of officers and Class-I/grade 'A' employees of the University shall be such as may be laid down by the Vice-Chancellor with the approval of Board provided that the Vice-Chancellor may with approval of the Board appoint a person not possessing the approved qualifications of an officer or Class-I/Grade 'A' employee of the University.

-
- (2) The academic and other qualifications of Class/Grade II/B, III/C and IV/D employees of the University shall be such as may be laid down by the Vice-Chancellor or the appointing authority with the approval of the Vice-Chancellor provided that the appointing authority may with the approval of the Vice-Chancellor appoint a person not possessing the approved qualifications of Class/Grade II/B, III/C and IV/D employees of the University.
6. (1) All employees of the University before being allowed to join on first appointment and subjected to the provisions of this Statutes shall be examined by the Medical Officer of the University for this purpose. The employee concerned shall make and sign the declaration in form I attached to this Statutes. The Medical Officer of the University shall examine the employee and furnish a certificate in form II attached to the Statutes. The Vice-Chancellor may for reasons to be recorded, however, exempt an employee from producing a medical certificate of fitness. The fees for such examination shall be paid by the employee on the rates prescribed by the Vice-Chancellor. The Vice-Chancellor shall also have the authority to refer doubtful cases to a specially constituted panel of doctors.
- (2) "A statement shall be taken from female married appointee at the time of her entry into the service of the University whether or not she is expecting. It shall no longer be necessary to declare a woman candidate as 'Temporarily Unfit' if she is found to be pregnant during medical examination before appointment against posts which do not prescribe any elaborate training i.e. women candidates can be appointed straightway on the post. However, where pregnant women candidates are appointed against posts carrying hazardous nature of duties and they have to complete a period of training as a condition of service, in such eventuality time limit for joining
- Medical certificate of fitness on first entry into the University service

appointments or training courses will be relaxed by such period as considered necessary provided it does not extend beyond six weeks of the date of confinement”.

- (3) The standard of medical fitness shall be such as may be prescribed by the Vice-Chancellor.
- (4) An employee of the University not found medically fit by the Medical Board or the Medical Officer or any other Medical expert approved by the Vice-Chancellor for this purpose shall cease to be in the employ of the University. The employee concerned shall have a right to appeal to an Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination of the employee concerned shall be borne by the employee himself if unless he is declared fit by the Appellate Medical Board.
- (5) The following classes of employees shall be exempted from producing medical certificate of fitness :-
 - (i) Any employee appointed in a temporary vacancy for a period not exceeding six months; and
 - (ii) All employees on deputation with the University.
- (6) The appointing authority may in its discretion extend the period prescribed for the medical test of fitness.

Probation

7. (1) Persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise which can be extended or reduced by the Vice-Chancellor :
provided that :-
 - (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) any period of work in equivalent or higher

rank, prior to appointment to any post in the service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and

- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) The Head of Deptt. of an employee shall send to the Deans/Directors/Other University Officer/Controlling Officer in respect of Class-I/Grade 'A' and in respect of other employees, to the appointing authority, at least two months before the date of the expiry of the probationary period a report about the work and conduct of the employee, appointed on probation with a definite recommendation for his confirmation in the service or otherwise.
 - (3) If in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may :
 - (a) if such person is appointed by direct recruitment, dispense with his services; and
 - (b) if such person is appointed otherwise than by direct recruitment :-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
 - (4) On the completion of the period of probation of a person, the authority as specified under sub-clause (2) may :
 - (a) If his work and conduct has, in the opinion of the appointing authority or the authority

specified in sub-clause (2) been satisfactory and he has passed the departmental examination, if any, prescribed for the post :-

- (i) declare that the employee has completed his probation satisfactorily, and
- (ii) Confirm the employee on his turn if and when a permanent vacancy becomes available.

(b) If his work or conduct has, in the opinion of the appointing authority, not been satisfactory and/or not passed the departmental examination, if any, prescribed for the post :-

- (i) dispense with his services, if appointed by direct recruitment, and if appointed otherwise, revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit provided that if it is decided to dispense with his service, it shall not be necessary to serve a notice to him for the termination of his service;

OR

- (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Note : During the period of probation of any post, leave allowed to an employee should not exceed the amount of leave earned/to be earned during the period of probation. In case it is availed of in excess of this permissible limit, the probation may be deemed to have been extended to the extent of period of leave availed

in excess and such extension can even go beyond 3 years.

8. The seniority interse of the employees shall be determined by the dates of their continuous and regular appointment to the posts; Seniority of members of the service

Provided that in the case of the employees appointed directly the order of merit determined by the selecting authority shall not be disturbed and persons appointed as a result of an earlier selection of the same post shall be senior to those appointed as a result of subsequent selection;

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows :-

- (a) an employee recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) an employee recruited by promotion shall be senior to a person recruited by transfer;
- (c) in the case of employees recruited by promotion or transfer seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred; and

Provided that in case it is not possible to determine the interse seniority of the employees under sub-clauses (a), (b) and (c) then the older member shall be senior to the younger.

- (d) In the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

Note : In the case of employees whose period of probation is extended under clause 7 of these statutes, seniority for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

Pension/
Provident Fund

9. (a) Employees of the University who opt/had opted for Contributory Provident Fund shall be given the benefit of subscribing to the Fund, subject to the Statutes framed in this regard under section 31(c) of Act.
- (b) **Pension.** Employees of the University shall be given the benefit of Pension and General Provident Fund subject to the Statutes framed in this regard under Section 31(c) of the Act.

Provided that above clauses shall not be applicable to the employees appointed on or after 1.1.2006. They shall be covered by the 'New Defined Contribution Pension Scheme' to be notified by the Govt.

10. (1) **Gratuity.** The Vice-Chancellor shall authorise the grant of gratuity to an employee at the time of his retirement or to the members of his family after his death at the same rates and on the same pattern as are applicable to Haryana Govt. employees of corresponding rank, as amended from time to time.
- (2) In case a University employee dies while in service, the cash equivalent to leave salary that the deceased employee would have got, had he gone on earned leave, but for his death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for the period of leave as admissible to employees of the State Govt., shall be paid to his family. The cash equivalent of leave salary admissible under this rule shall also carry the appropriate amount of dearness allowance and it will not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

Stipends &
annuities to family
of an employee
who dies before the
age of retirement

11. If a group A, B, C&D employee of the University dies before the age of retirement the Vice-Chancellor shall grant the following ex-gratia benefits to the members of the family of the deceased employee.
- (1) **Ad hoc ex-gratia grant.**

Within fifteen days from the date of death of a Govt. employee, an ex-gratia assistance of twenty five thousand rupees shall be provided to the family of the deceased employe to meet the immediate needs on the loss of the bread earner.

However, in regard to University Press, the families of deceased workers and workers who are permanently disabled shall, in those cases where workers at the time of death or permanent disability otherwise fulfil the requirement eligibility for grant of compensation benefit under the Workman's Compensation Act, 1923, on the occurrence of death or permanent disability, be entitled to the benefit under Workmen's Compensation Act, 1923, as amended from time to time, subject to the condition that in such cases ad hoc ex-gratia grant (which is given to the families of other deceased employees of the University amounting to Rs. 25,000/-) shall not be given to them.

- (2) **Medical facilities.** Free medical aid will be given to the family on the same basis as to pensioners, as per Haryana Govt. rules, amended from time to time, except that facility will also be extended to minor children of the employee.
- (3) **Free Educational facilities.**
 - i) To grant education allowance upto Rs.6000/- per annum each for two children from nursery to +2 level on the basis of State Govt. instructions as issued from time to time.
 - ii) Fee on account of tuition fee and laboratory fee shall be reimbursed who are studying in Government/Government aided/recognized private educational/Technical Institutions/Professional Colleges for two living children of deceased University employees who die while in service. However, the reimbursement of such fee shall be equivalent to fee charged by the Government colleges or institutions or less

i.e. actually paid, as the case may be.

- (4) **Accommodation.** Family members of the deceased employee can, retain accommodation if already in occupation, for one year by paying the same rent as was being paid by the official before death. In other cases the house rent allowance admissible to the deceased employee will continue to be given to the family for one year after his death.

All the above matter and any other matter relating to the grant of ex-gratia benefit may be decided in accordance with the rules of the Haryana Govt. as in force at the time unless otherwise decided by the Board.

11(A)

- (i) A lumpsum grant equal to 10 times last monthly emoluments (excluding house rent allowance) drawn, may be granted by the Vice-Chancellor to an employee who becomes blind or disabled while in service. Such grant will be subject to a minimum of Rs. 8000/- and maximum of Rs. 20,000/-.
- (ii) The above grant is admissible only to those blind/disabled persons provided they have rendered at least 5 years service.

Authorities
empowered to
impose penalties

12. (1) **Penalties.** The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee, namely :-

Minor Penalties

- (i) Warning with a copy in the Confidential Reports/Self Assessment Reports.
- (ii) Censure;
- (iii) Withholding of promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, University or to the Central Govt. or a State Government or to a Company and association or a body of individuals whether incorporated or not,

which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the legislature of a State; and

- (v) Withholding of increments of pay without cumulative effect.

Major Penalties

- (vi) Withholding of increments of pay with cumulative effect;
- (vii) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the employee will earn increments of pay during the period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (viii) Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (ix) Removal from service which shall not be disqualification for future employment under the University;
- (x) Dismissal from service which shall ordinarily be a disqualification for future employment under the university.
- (xi) Deleted
- (2) **Explanation.** The following shall not amount to a penalty within the meaning of this clause namely :-
 - (i) withholding of increments of pay of an employee for his failure to pass any

- departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment;
- (ii) Stoppage of an employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
 - (iii) non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible;
 - (iv) Reversion of an employee officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post on any administrative ground unconnected with his conduct;
 - (v) Reversion of an employee appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;
 - (vi) Compulsory retirement of an employee in accordance with the provisions contained in the Statutes.
 - (vii) Termination of the service :-
 - (a) of an employee appointed on probation, during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probations; or
 - (b) of temporary employee appointed otherwise than under contract, on the expiration of the period of the appointment, or on the abolition of the post or before the due time in

accordance with the terms of appointments; or

- (c) of an employee employed under an agreement in accordance with the terms of such agreement.

- (3) Except where otherwise laid down in this Statutes, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency, etc. In the event of any such order of punishment by the competent authority, the employee shall have the right of appeal/revision to the next higher authority whose decision shall be final. Where major penalty is imposed by the Vice-Chancellor, the appeal would lie to the Board of Management. However, no appeal would lie to the Board of Management in case of minor penalties imposed by the Vice-Chancellor.

Provided that where the Vice-Chancellor is himself the complainant or witness in any case or proceedings the powers to impose penalty on the employees for whom the Vice-Chancellor is the appointing authority shall be exercised by such person(s) as may be so authorised by the Board of Management through a specific resolution.

Provided further that the appeal against the decision in the matter referred to above would lie to the Board of Management.

Explanation :-

- (a) The distinction between censure, the withholding of promotion and non-selection to a selection post, is of considerable importance. Both censure and the withholding of promotion are appealable under these rules. On the other hand, non-selection for a selection post is not appealable.
- (b) If an employee, because of an unsatisfactory record and unfavourable confidential reports, is not selected for a selection post and some other employee junior to him is selected in preference,

this does not amount to withholding of promotion. If any inquiry is held against an employee and an order of censure is passed on him, it is open to him to appeal; if he does not appeal or his appeal is rejected, and if subsequently because of the existence of this censure in his record, he is not selected for a selection post, and some other employee junior to him is selected in preference, this also does not amount to withholding of promotion. If however, an enquiry is held against an employee, and an order is passed that he should not be promoted to a selection post for a definite period or until he has obtained good reports, this order would amount to the infliction of the penalty of withholding promotion. This distinction between non-selection for a selection post and the withholding of a promotion may be summed up as being, that in the former case the employee in question is considered for selection but some other employee is preferred on his merits, while in the latter case the employee in question has been declared beforehand, as a disciplinary measure, to be ineligible for selection, irrespective of the merits of the other employees available.

- (c) (i) While reduction of seniority as an independent penalty is not provided for in these rules, and cannot be imposed as such, the loss of seniority as a result of an order of reduction to a lower post or time-scale, being inherent in the order of reduction, cannot be avoided.
- (ii) The seniority on re-promotion of an employee reduced to a lower post or time scale, should be determined by the date of such re-promotion in accordance with the orders issued by the competent authority on the subject of seniority. Such employee should not be restored to his original position unless this is specifically laid down at the time of punishment is passed, or revised on appeal.

- (d) Unauthorised desertion of his post by an employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and would, therefore, constitute a good and sufficient reason within the meaning of these rules for removal or dismissal, in addition to any penalty provided in the Haryana Essential Services (Maintenance) Act, 1974. Loss of pension would then follow automatically by virtue of the provisions of rule 2.5 of the Punjab Civil Services Rules, Volume II, and it would also be possible to forfeit the university contribution, if any, to the individual's provident fund.
13. (1) The appointing authority or any other authority to which it is subordinate or the punishing authority or any other authority empowered in that may place an employee under suspension :- Suspension
- (a) where a disciplinary proceeding against him is contemplated or is pending, or
- (b) where a case against him in respect of any criminal offence is under investigation, inquiry or trial;
- Provided that where an employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, unless before the expiry of a period of ninety days from the date from which the employee was suspended, disciplinary proceedings are initiated against him:
- Provided further that the competent authority in the matter may, at any time before the expiry of the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing and after seeking the approval of next higher authority allow continuance of the suspension beyond the period of ninety days without the disciplinary proceedings being initiated.

Provided further that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

- (2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority :-
- (a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
 - (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.

Explanation :-

The period of forty-eight hours referred to in clause (b) of this sub-clause, shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions the order, of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the punishing authority, on a

consideration of the circumstances of the case decides to hold a further enquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

- (5) An order of suspension made or deemed to have been made under this clause shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (6) Where an employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceeding or otherwise, and any other disciplinary proceeding is commenced against him during the continuance of that suspension the authority competent to place him under suspension may, for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
- (7) An order of suspension made or deemed to have been made under this clause may at any time be modified or revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.
- (8) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which an employee would have drawn if he had been on leave on half pay;

Provided that where the period of suspension exceeding six months the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :-

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, not directly attributable to the employee.
 - (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.
- (9) no payment of subsistence allowance shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
- (10) Leave may not be granted to an employee under suspension.
- (11) When an employee is suspected of being concerned in the embezzlement of university money, and is placed under suspension, the authority competent to order his dismissal may direct, that unless he furnishes security for the reimbursement of the said money to the satisfaction of his immediate superiors, the payment of any sum due to him by the university on the date of his suspension, shall be deferred until such time as the said authority passes final orders on the charges framed against him.

Provided that such employee shall be entitled to the payment of a subsistence allowance in respect of the period for which the admissible emoluments, if any are withheld.

Inquiry before
imposition of
certain penalties

14. (1) No order of imposing a major penalty shall be passed against a person to whom these rules are

applicable unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- (2) The grounds on which it is proposed to take such action shall be reduced to the form of definite charge or charges which shall be communicated in writing to the persons charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case and he shall be required within a reasonable time to state in writing whether he admits the truth of all or any of the charges, what explanation for defence, if any, he has to offer and whether he desires to be heard in person. If the punishing authority is not satisfied with the explanation given by the person charged or there are other reasons to do so, it shall direct that an enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall, subject to the conditions described in sub-clause (3), be entitled to cross-examine the witnesses to give evidence in person and to have such witness called, as he may wish, provided that the Officer conducting the enquiry may for reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain sufficient record of the evidence and statement of the findings and the grounds thereof provided that :-
- (a) it shall not be necessary to frame any additional charge when it is proposed to take action in respect of any statement of allegation made by the person charged in the course of his defence; and
- (b) the provisions of the foregoing sub-clause shall not apply where any major penalty is proposed to be imposed upon a person on the ground of conduct which has led to his conviction on a criminal charge; or where an authority empowered to dismiss or

remove him, or reduce him in rank is satisfied that, for some reasons to be recorded by him in writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him, or where in the interest of the security of the State it is considered not expedient to give to that person such an opportunity.

- (c) the Inquiry Officer appointed to conduct enquiry shall issue maximum two notices to the charged person to appear before him for presenting his/her case. In case charged persons do not appear after the communication of two notices, the Inquiry Officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the Inquiry Officer may issue third notice also;
- (d) as per the Punjab Departmental Enquiries (Powers) Act, 1955 (Punjab Act 8 of 1955), the officer conducting enquiry under these rules shall be competent to exercise the same powers for summoning of witnesses and for compelling the production of documents as are exercisable by a Commission appointed for an enquiry under the Public Servants (Inquiries) Act, 1850 (Act 37 of 1850);
- (e) In case the competent authority is satisfied with the explanation given by the charged person, it may drop the chargesheet without resorting to the procedure of conducting enquiry. Similarly if the competent authority after considering the reply of the charged person is of the opinion that awarding of minor punishment shall meet the end of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.

-
- (3) If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself under sub-clause (2) the decision thereon of the punishing authority shall be final.
- (4) (a) Where any person has made a statement on oath, in evidence before any criminal or Civil Court, in any case, in which the employee charged was party and had full opportunity to cross-examine such person and where it is intended to prove the same facts as deposed to by such person in such statement in any inquiry under the Public Servants (Inquiries) Act, 1850, it shall not be necessary to call such person to give oral evidence in corroboration of that statement. The certified copy of the statement previously made by him in any such case may be read as part of the evidence :
- Provided that the Officer conducting the inquiry may, in the interest of justice, order the production of witness in person either for further examination or for further cross-examination by persons charged.
- (b) The employee charged shall not be allowed, except at discretion of the Enquiry Officer, to be exercised in the interest of justice, to call as a witness in his defence any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or whose previous statement has been admitted in the manner herein provided.
- (5) Where the punishing authority itself enquires into any charge or charges or appoints an Enquiry Officer for holding enquiry against a person charged, it may, by an order, appoint another university employee or a legal practitioner to be known as a "Presenting Officer" to present on behalf of the University the case in support of

the charge or charges.

The person against whom a charge is being enquired into, shall be allowed to obtain the assistance of an employee or a retired employee if he so desires, in order to produce his defence before the Enquiry Officer. If the charge or charges are likely to result in the dismissal of the person from the service of the university, such person may, with the sanction of the Enquiry Officer, be represented by a counsel.

Provided that if in any enquiry, counsel is engaged on behalf of the University, the person against whom the charge or charges are being enquired into, shall also be entitled to engage counsel :

Provided further that the assistance of a particular university employee will be allowed only if the Enquiry Officer is satisfied that he is of such rank as is appropriate in the circumstances of the case and that he can be spared by the department concerned for that purpose.

Note : 1. Charges need not necessarily be framed in relation only to specific incidents or acts or misconduct. When reports received against an officer on a preliminary enquiry show that his general behaviour has been such as to be unfitting to his position, or that he has failed to reach or maintain a reasonable standard of efficiency he may and should be charged accordingly, and a finding on such a charge may be valid ground for the infliction of any authorised punishment, which may be considered suitable in the circumstances of the case. It will still be necessary to communicate the charges of misbehaviour or of inefficiency or of both, as the case may be, to the officer concerned but the statement which is to be

communicated to the officer in support of the charges need not specify particular acts of misconduct. It will be sufficient in the statement to give the list of the reports on the basis of which misbehaviour or inefficiency is alleged.

Note : 2. Any person compulsory retired from service in accordance with the procedure by this rule will be granted such compensation, pension, gratuity or Provident Fund benefits as would have been admissible to him had he been discharged from service due to the abolition of his post without any alternative suitable employment being provided, under rules applicable to his service or post on the date of his retirement.

- (6) After the enquiry against an employee has been completed, the disciplinary authority shall forward or cause to be forwarded a copy of the enquiry report, and where the disciplinary authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated alongwith the enquiry report, to the employee who may submit, if he so desires, a written representation to the disciplinary authority within a period of one month from the date of such communication.
- (7) The disciplinary authority shall consider the representation, if any submitted by the employee and record its findings before proceeding further in the matter as specified in clause 12.

15. Without prejudice to the provisions of clause 14, no order for imposing a minor penalty shall be passed on an employee unless he has been given an adequate opportunity of making any representation that he may desire to make, and such representation has been taken into consideration :

Procedure for imposing minor penalties

Provided that this condition shall not apply in a case

where an order based on facts has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the grounds of his unfitness for that post on account of the existence of unsatisfactory record :

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing be waived where it is not practicable to observe them and where they can be waived without injustice to the employee concerned.

Appeals and
revisions

16. (1) Every person to whom these clauses apply, shall be entitled to appeal as hereinafter provided, to an authority superior to the one which has imposed the punishment, against an order, not being an order of the Board :
- (a) imposing upon him any of the penalties specified in clause 12;
 - (b) discharging him in accordance with the terms of his contract, if he has been engaged on a contract for a definite, or for an indefinite period and has rendered under either form of contract continuous service for a period exceeding five years at the time when his services are terminated;
 - (c) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;
 - (d) terminating his appointment, otherwise than upon his reaching the age fixed for superannuation;
 - (e) which denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreement.
- (2) No appeal preferred under sub-clause (1) above, shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant :

Provided that the appellate authority may

entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

- (3) In the case of appeal against an order under sub-clause (1) above, or any penalty specified in clause 12, the appellate authority shall consider :

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient ground for taking action; and
- (c) whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper :

Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty should not be increased.

- (4) The officer against whose order an appeal is preferred under these clauses, shall give effect to any order made by the appellate authority.
- (5) In every case in which an appellate authority, other than the Board, increases the penalty inflicted by an authority subordinate to it upon a person to whom these clauses apply, such person shall be entitled to submit a second appeal within sixty days to the authority prescribed in the rules regulating his conditions of service.
- (6) After an appeal or the second appeal provided in sub-clauses (1) and (5) has been rejected, a person to whom these clauses apply, may apply for revision to such superior authority as may be prescribed in the clauses regulating his conditions of service :

Provided that the powers of revision shall be exercised only :-

- (a) If the appellate authority is one other than the Board, and
- (b) on the ground of material irregularity in the

proceedings of the Enquiry Officer or appellate authority, or on the discovery of new and important matter of evidence, which after the exercise of diligence was not within the knowledge of the petitioner, or could not be produced by him when the orders were passed against him or on account of some mistake or error on the face of the record.

- (7) The Board or the Vice-Chancellor may call for and examine the records of any case in which a subordinate authority passed any order under this clause or has inflicted any of the penalties specified in clause 12 or in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce or subject to provisions of sub-clause (3) above, increase the penalty or subject to provisions of clauses 14 and 15 inflict any of the penalties specified in clause 12.
- (8) The Board may, at the time of consideration of Memorial submitted under its general or special instructions published from time to time, by the University an employee on whom a penalty is imposed review any order passed by the Board under these clauses :
Provided that the penalty already imposed shall not be enhanced unless an opportunity has been given to the employee who has submitted Memorial to show cause why it may not be enhanced.
- (9) Every person preferring an appeal shall do so separately and in his own name.
- (10) Every appeal or application for revision preferred under these clauses, shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal or application for revision shall be submitted through the Head of the Office to which the appellant or applicant belongs or belonged.

-
- (11) An appeal or application for revision may be withheld by the Officer of the University, if :-
- (a) it is an appeal or application for revision in a case in which under these rules, no appeal or application for revision lies, or
 - (b) it does not comply with the provisions of sub-clause (10); or
 - (c) it is an appeal and is not preferred within forty five days after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or
 - (d) it is repetition of a previous appeal or application for revision and is made to the same appellate or revisionary authority by which such appeal or application for revision has been decided and no new facts or circumstances are adduced which afford ground for a reconsideration of the case :
Provided that in every case in which an appeal or application for revision is withheld, the appellant or applicant shall be informed of the fact and the reasons for it and a copy thereof forwarded to the appellate authority, if any, together with a copy of the appeal or application for revision so withheld :
Provided further that an appeal or application for revision withheld on account only of failure to comply with the provisions of sub-clause (10) may be resubmitted at any time within one month of the date on which the appellant or applicant has been informed of the withholding of the appeal or application, and if re-submitted in a form which complies with those provisions, shall not be withheld.
- (12) Any appellate or revisional authority may call for the record of any appeal or application for revision withheld by an authority subordinate to it, which under these clauses may be made to it and may

pass such order thereon as it considers fit.

(13) An appeal pending at the commencement of these clauses against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these clauses, as if such orders were made and the appeal was preferred under these clauses.

(14) As from the commencement of these clauses any appeal or application for revision against any orders made before such commencement shall be preferred or made under these clauses, as if such orders were made under these clauses :

Provided that nothing in these clauses shall be constructed as reducing any period of limitation for any appeal or revision provided by any clause in force before the commencement of these clauses.

Pay on reinstatement after suspension

17. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of his dismissal, payment of the allowance shall be made in accordance with the rules relating to Civil Servants of the Haryana State Government.

Increment and efficiency bar

18. (1) An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his work not found satisfactory. Where an efficiency bar has been prescribed in a time scale the increment next above the efficiency bar, shall not be given without the specific sanction of the appointing authority.

(2) The service, rendered on a temporary post, shall count for an increment, provided the post carries the same time scale salary.

(3) All leave (except extra-ordinary leave), service rendered on higher post and service rendered on deputation on foreign service terms, will count for earning of increments in the time scale of the post in which the employee was officiating at the time he proceeded on such leave or promotion or

deputation, provided that but for such leave, promotion or deputation, the employee would have continued to held the post.

Extra-ordinary leave when taken on medical grounds or for prosecuting higher studies, and in exceptional circumstances such other extra-ordinary leave which was taken to the satisfaction of the Vice-Chancellor for reasons beyond the employee's control if the Vice-Chancellor so directs, shall also count for earning of increments in the same manner and to the same extent as ordinary leave.

- | | |
|---|---|
| <p>19. An employee shall devote his whole time to the service of the University and shall not, without express permission of the competent authority engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his duties.</p> <p>No employee of the University shall arrange/negotiate/ accept any remuneration in the form of honorarium, stipend or whatsoever from other sources before getting express permission in this regard from the Vice-Chancellor.</p> | <p>Acceptance of work outside the University, patent right, remuneration for research work for outside authority etc.</p> |
| <p>20. 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 Board of Management will be necessary. If an employee overstays his period of approved deputation and fails to join back his parent department within a week of the expiry of the period of deputation and the period of joining time and sanctioned leave, if any, he shall be liable for removal from service which shall not be disqualification for future employment under the University and he will also be liable to pay salary of one month in lieu of notice period.</p> | <p>Deputation/Lien</p> |
| <p>21. An employee shall make a declaration of his age to the appointing authority at the time of his entry into service based on his Matriculation Certificate and in the case</p> | <p>Declaration of Age</p> |

of non-matriculantes, such other documentary proof as may be acceptable to the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

Resignation,
termination of
service

22. (1) The service of an employee shall be liable to termination on any of the following grounds :
- (a) Gross negligency in the discharge of duty;
 - (b) Misconduct;
 - (c) Insubordination or any breach of discipline;
 - (d) Physical or mental unfitness for the discharge of duty;
 - (e) Any act prejudicial to the University or its property; and
 - (f) Conviction in a Court of Law for offence involving moral turpitude;
 - (g) Guilty of activity which is anti secular and which tends to create communal disharmony.
- (2) If a temporary employee, wishes to resign from service he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary for the period by which the notice falls short of one month, from him in lieu of such notice.
- (3) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.
- (4) A permanent employee shall be required to give three months notice in case he desires to be relieved, or he shall pay to the University three months' salary, in lieu of such notice.
- (5) An employee, before leaving the University service shall hand over the charge of his post to a duly authorised employee and shall return to

the University all books, apparatus, furniture, etc., issued to him for his personal use and shall pay up, in full, all the charges due from him for occupation of residential quarters municipal taxes, water and electricity charges, etc. If he fails to do so, the head of the institution or the office in which he is employed, shall recover the amount due from him, on account of the above items, from his last salary or from the University contributions to his Provident Fund.

- (6) An employee who is in the occupation of residential accommodation of the University shall be in the status of a licensee and shall on leaving the service of the University vacate the residence allotted to him by the University.

23. (1) The authority competent to grant leave and hereinafter to be known as the competent authority shall be :-

Leave

- (a) Chancellor in the case of Vice-Chancellor.
- (b) The Vice-Chancellor in the case of all officers of the University.
- (c) The Deans and the Directors in the case of Class-I/Grade 'A' employees working under their administrative control and in respect of Class-II/Grade 'B' employees working direct under their control.
- (d) The Registrar, Comptroller, Estate Officer and the Librarian and other officers in the case of Class-I/Grade 'A' and Class-II/Grade 'B' employees working under their administrative control.
- (e) The Heads of Departments/Offices/Sections and A. & A. O./equivalent in the case of other employees working under their administrative control :

Provided that the Vice-Chancellor shall have the overriding authority to supersede the orders of any other officer, teacher or employee regarding sanction or refusal of leave.

- (2) The earned leave admissible to an employee of the University shall be 1/11th of the period spent on duty in the University. Earned leave can be accumulated to any extent but the maximum leave that may be given at a time shall not exceed 120 days if spent in and 240 days if the entire leave so granted is spent outside India.
- (3) Extra-ordinary leave may be granted to any University employee in special circumstances :
- (i) when other leave is admissible but the University employee concerned applies in writing for the grant of extra-ordinary leave.
OR
 - (ii) specified by the competent authority. Such leave shall be without pay and shall not count towards gratuity/pension, unless it is allowed on medical ground or for prosecuting higher studies.
- The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave. It may also commute extra-ordinary leave granted into leave of different kinds if the latter type of leave was admissible at the time extra-ordinary leave was granted.
- Provided that unless Board of Management in view of the special circumstances of the case otherwise determines, no University employee shall be granted extra-ordinary leave including leave of any other kind for a continuous period exceeding five years.
- (4) If the employee absents himself from duty without permission or overstays his leave for more than one month he shall forfeit all his salary during the period of his remaining so absent; and if he remains absent or overstays his leave for more than one month he shall be liable for removal from service which shall not be disqualification for future employment under the University and he will also be liable to pay salary of one month

in lieu of notice period.

Provided that the employee has been asked to explain within reasonable time the reasons of his absence from duty/office and that such explanation has been found to be unsatisfactory by the competent authority.

- (5) Leave account of each employee of the University shall be maintained.
- (6) Leave cannot be claimed as of right.
- (7)
 - (i) An employee on earned leave is entitled to leave salary equal to pay drawn by him immediately before proceeding on leave.
 - (ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause (i) above.
 - (iii) An employee on extra-ordinary leave is not entitled to any leave salary.
- (8)
 - (i) Casual leave admissible to employees of the University shall be 20 days in a calendar year. It cannot, however, be combined with any other leave, but can be combined with holidays, provided that the total period, including holidays, does not exceed 10 days at a time.
 - (ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency.
 - (iii) The authority competent to grant casual leave shall be the immediate superior of the employee, but not below the rank of an office Superintendent; provided that the Vice-Chancellor shall himself be competent to sanction his own casual leave.
 - (iv) An employee of the University who has been bitten by a rabid animal may be granted casual leave, as provided under the Haryana Govt. rules.
- (9) A quarantine leave as provided under the Haryana Govt. rules may also be given to the employees of the University.

- (10) Other kind of leave as admissible to the Haryana State Government employees may be granted and subject to such limitations as competent authority may, in each instance in which such leave is applied for, determines.
- (11) (i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of their official duty.
- (ii) Hospital leave may be granted on leave salary equal to either on full pay or on half pay as the authority granting the leave may decide. The period of hospital leave shall be limited to three months on full/half pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half the amount of leave on full pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.
- (12) The employees will be entitled to cash payment in lieu of unutilised earned leave at their credit at the time of retirement on superannuation subject to the following conditions :-
- (a) The payment of cash equivalent of leave salary shall be limited to as per State Government rules in the case of employees retiring on or after 1.7.86.
- (b) The cash equivalent of leave salary thus admissible will become payable on retirement (both on retirement on superannuation as well as voluntary) and will be paid in lump-sum as a one time settlement.
- (c) Cash payment will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary

at the rates in force on the date of such retirement. No city compensatory allowance and/or house rent allowance shall be payable.

- (d) The authority competent to grant leave shall suo moto, issue order granting cash equivalent of earned leave at credit on the date of such retirement.

Note : (i) This clause will not apply to the cases of persons who are compulsorily retired as a measure of punishment.

- (ii) refusal of earned leave embodied in rule 8.21 of CSR Vol. I Part-I will no longer be necessary and a University employee can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefit of this provision for the earned leave that remains at the credit on the date of retirement and in accordance with the terms and conditions mentioned above.

- (iii) The employee who avails of full LPR is not entitled to this concession but he will be at liberty to partly avail of LPR and get cash payment in lieu of unutilised earned leave on the date of retirement subject to the condition that total period of LPR plus unutilized earned leave does not exceed the maximum admissible limit.

- 24. (1) There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the University. The file shall contain in particular, a Service-Book giving a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The service-book shall also contain a leave account form for

Record of service

-
- the employee showing a complete record of all leave (except casual leave), earned as well unearned taken by him.
- (2) A confidential reports file shall also be maintained for each employee.
- Travelling & Daily Allowance 25. The employees of the University shall be entitled to travelling and daily allowance as prescribed by the State Govt. from time to time.
- General 26. (1) An employee of the University may be called upon to perform any extra work as may be assigned to him in the interest of the University.
- (2) Official information obtained in course of employment must not be communicated by any employee to any outsider or the press without the permission of the competent authority.
- (3) The Vice-Chancellor shall be competent to allot such type of residential accommodation to an employee of the University as he deems fit, provided that the employee shall vacate such accommodation when called upon to do so by the Vice-Chancellor.
- (4) Any matter regarding conditions of service not covered by the provisions of this statutes may be decided in accordance with the rules laid down by the Haryana Government for its own employees or in such other manner as the Vice-Chancellor with the approval of the Board, or under the powers which may be delegated to him by the Board, may deem fit.
- (5) An employee of the University, notwithstanding any other provision contained in the Statutes, may be required to pass such tests as may be prescribed by the Vice-Chancellor from time to time whether during the period of probation or thereafter. The Vice-Chancellor may, however, for reasons to be recorded, exempt an employee from passing such test/tests.
- (6) The first existing annual increment to an employee during the period of probation shall be allowed in the normal course unless withheld

by the competent authority, but the second annual increment/and/or subsequent increments, as the case may be, shall be withheld till he passes the prescribed test.

- (7) The character and antecedents of the employees of the University at the time of first appointment shall be got verified by the appointing authority within a period of 6 months from the date of joining.

The requirement of character and antecedents shall not apply in regard to the persons who are appointed to Class/Grade III/C and IV/D posts. However, in their appointment orders a condition be added that their character and antecedents have not been got verified and in case subsequently any adverse facts come to the notice of the University, their services shall be liable to be terminated.

The Vice-Chancellor may, however, extend or waive off this requirement of verification in suitable cases.

- (8) Every employee of the University shall submit to his/her appointing authority, in the month of April each year, an annual return of all immovable property held on 31st March of the year and also movable property, insurance policies, shares and securities, debentures, loans and advances, motor cars, motor cycles, scooters or any other means of conveyance, other than cycle; refrigerators and any other movable property costing more than Rs. 10,000/- held, acquired or disposed of by lease, sale mortgage, gift or otherwise in his name or in the name of any dependent member of his/her family in the last financial year.

CHAPTER X
STATUTES UNDER SECTION 29(q) OF THE PUNJAB
AGRICULTURAL UNIVERSITY ACT, 1961 READ WITH SECTION
31(q) OF THE HPAU ACT, 1970

PART B

THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER
CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY
AND THE PREPARATION AND MAINTENANCE OF RECORD OF
THEIR SERVICE & ACTIVITIES

1. In this Statutes unless the context otherwise requires :-

Definitions

 - (a) "Act" means the Haryana and Punjab Agril. Univ. Act, 1970.
 - (b) "Appointing authority" means the authority competent to make appointments to various categories of posts according to the Statutes made under clause (c) of Section 29 of the Act, 1961 read with Section 31(c) of H. P. A. U. Act, 1970.
 - (c) "Duty" includes service as a probationer or apprentice provided that such service is followed by confirmation without a break;
 - (d) "Earned leave" means leave earned in respect of period spent on duty;
 - (e) "Leave" includes all kinds of leave and admissible to employees of the University on the pattern of State Government unless otherwise provided in the Statutes but does not include casual leave.
 - (f) "Pay" means the amount drawn monthly by a teacher as the pay which has been sanctioned for the post held by him substantially or in an officiating capacity and includes special pay or a personal pay, if any, but not other allowances;
 - (g) "Service" means the whole period of continuous service including periods spent on leave.

2. The rules prescribed under clause 2 to part 'A' of this Statute shall apply to the teachers also.

Age of Entry/
retirement

3. Teachers of the University including teachers of the Agriculture and Animal Husbandry Departments transferred to the University on foreign service and other teachers on foreign service with the University shall be governed by the conditions of service laid down in the succeeding clauses.
- Number of posts 4. The number of posts of teachers shall be such as may be determined by the Vice-Chancellor with the approval of the Board, provided that the Vice-Chancellor may obtain the recommendations of the Academic Council and provided further that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alterations in the strength of each class of posts whether permanently or temporarily.
- Emoluments 5. (1) The grades of pay of teachers shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor provided that the Vice-Chancellor may obtain the recommendations of the Academic Council and provided further that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting a teacher already holding such a post.
- (2) The appointing authority may sanction a higher start than the minimum of the grade on first appointment or advance increments if it deems fit.
- (3) A teacher may be permitted to accept remuneration/allowance for work done other than on the business of the University on such terms and conditions as may be approved by the Vice-Chancellor.
- Qualification 6. The Academic and other qualifications of teachers shall be such as may be laid down by the Vice-Chancellor with the approval of the Academic Council provided for reasons to be recorded in writing the Vice-Chancellor may appoint a person not possessing the prescribed qualifications.

- | | | |
|-----|--|---|
| 7. | The rules prescribed under Clause 6 to part 'A' of this Statute shall apply to the teachers also except that the standard of medical fitness for extension workers shall be as prescribed by the Haryana Government for its employees of corresponding Status. | Medical Certificate of fitness on first entry into University service |
| 8. | The rules prescribed under Clause 7 to part 'A' of this Statute shall apply to the teachers <i>mutatis mutandis</i> . Besides newly recruited teachers shall be required to undergo one month induction training course immediately after their induction into University service. Successful completion/passing of the said induction training course will be pre-condition before the teacher is allowed to complete his probationary period satisfactorily. However, the Vice-Chancellor may relax this condition of induction training in individual cases on merits. However, where such relaxation is given by the Vice-Chancellor, the Board is to be informed. | Probation |
| 9. | The rules prescribed under clause 8 to Part 'A' of this Statutes shall apply to the teachers also. Provided that the seniority inter se of teachers appointed by transfer from other departments or inter disciplinary departments of the University shall be the date of their continuous appointment to the posts in their parent departments.
(e) However, in the case of directly recruitee teachers and the teachers promoted under the merit promotion and career advancement schemes, the inter-se-seniority will be determined in the respective cadre of Assoc. Professor/equivalent or Professor/equivalent according to the length of continuous service in such cadre.

Note : The question whether a University department is inter disciplinary or not will be decided by the Academic Council.

This proviso shall also cover such appointments as made in the past. | Seniority |
| 10. | The rules prescribed under clause 9 to Part 'A' of this Statutes shall apply to the teachers also. | Pension/
Provident Fund |
| 11. | The rules prescribed under clause 10 to part 'A' of this Statute shall apply to the teachers also. | Gratuity |

- | | | |
|--|-----|---|
| Stipends & Annuities to family of an employee who died before the age of retirement | 12. | The rules prescribed under clause 11 to part 'A' of this Statute shall apply to the teachers also. |
| Authorities empowered to impose penalties | 13. | The rules prescribed under clause 12 to part 'A' of this Statute shall apply to the teachers also. |
| Suspension | 14. | The rules prescribed under clause 13 to Part 'A' of this Statute shall apply to the teachers also. |
| Enquiry before imposition of certain penalties | 15. | The rules prescribed under Clause 14 to Part 'A' of this Statute shall apply to the teachers also. |
| Procedure for imposing minor penalties | 16. | The rules prescribed under Clause 15 to Part 'A' of this Statute shall apply to the teachers also. |
| Appeals and revision | 17. | The rules prescribed under Clause 16 to Part 'A' of the Statutes shall apply to the teachers also. |
| Pay on reinstatement after suspension | 18. | The rules prescribed under Clause 17 to Part 'A' of the Statutes shall apply to the teachers also. |
| Increment & efficiency bar | 19. | The rules prescribed under Clause 18 to Part 'A' of the Statutes shall apply to the teachers also. |
| Acceptance of work outside the University patent, right remuneration, for research work for outside authority etc. | 20. | (1) A teacher shall devote his whole time to the service of the University and shall not without express permission of the competent authority engage directly in any trade or business whatsoever or any other work which, in the opinion of the competent authority, may interfere with the proper discharge of his duties provided, however, that this clause shall not apply to any work undertaken in connection with the examination work of a University or a Board or Public Service Commission or to any work in connection with any academic and scientific conference or Congress. The retention/sharing of the amount of fee will, however, be regulated as per rules contained in Punjab C.S.R. Vol. I, Part 1, as applicable to the Haryana Government employees as amended from time to time but subject to some standing exemptions granted in the University in view of need based |

requirements, on the analogy of similar provision on the Govt. side as listed in the rules *ibid*.

No employee of the University shall arrange, negotiate/accept any remuneration in the form of honorarium, stipend or whatsoever from other sources before getting express permission in this regard from the competent authority.

- (2) (i) If any teacher makes any invention or discovers any process in the laboratories or workshops of the University and if the Board of Management is of opinion that application should be made to Government for the grant of patent of such invention or process than the University will get assignment from the member of the staff concerned. The cost of securing such patent shall be borne by the University. Any royalty, emoluments or remuneration or income accruing from the sale or commercial exploitation of such grant of patent shall be received by the University and the University shall pay such amount as may be determined by the Vice-Chancellor. Provided however, that in exceptional cases, where the expenditure in regard to such invention or process is high, the University shall be entitled to recover the entire cost before paying such portion of the income to the staff concerned. What amount of expenditure will be regarded as high in this connection shall be determined by the Board of Management.
- (ii) In case the University does not wish to apply for the grant of a patent the teacher concerned may, with the permission of the competent authority, apply for a patent solely in his own name provided that before doing so he shall pay to the University the entire sum spent by the University on the invention or process.

- (3) Without the previous permission of the competent authority no teacher shall undertake private tuition with or without remuneration.
- (4) In the case of any specific testing or research work being entrusted to the University by any outside authority for which a fee is paid by such authority and the work being found acceptable by the Vice-Chancellor on the recommendation of the Dean of the Constituent College concerned or the Director of Research as the case may be, the Vice-Chancellor shall determine the amount to be paid to the teacher after meeting all expenses for carrying on the said research or testing work.
- Deputation/Lien 21. The rules prescribed under Clause 20 to Part 'A' of this Statute shall apply to the teachers also.
- Declaration of age 22. The rules prescribed under clause 21 to Part 'A' of this statute shall apply to the teachers also.
- Resignation or termination of service 23. The rules prescribed under clause 22 to Part 'A' of this Statute shall apply to the teachers also.
- Leave 24. (1) The authority competent to grant leave hereinafter to be known as the competent authority shall be :-
- (a) The Deans and the Directors in case of teachers of the rank of Professor.
 - (b) The Head of Departments in case of teachers upto the rank of Associate Professor and below.
- (2) The rules prescribed in sub clause 2 to 7 and 9 to 12 of Clause 23 of Part 'A' of this Statutes shall apply to teachers also.

Note: Teachers allowed to go for Postdoctoral studies on fellowship may be allowed leave of the kind due.

Note: The in service candidates who are granted study leave prosecuting higher studies in the Haryana Agril. University shall not be entitled to the payment of in service stipend. (71st meeting of the Academic Council (PAU) held on 3rd April, 1967).

- (3) (a) A teacher desiring to do M. Phil or Ph.D. from approved University other than CCSHAU may, if he has served for not less than 4 years, be granted leave on full pay plus allowances, as admissible, for a period or periods ordinarily not exceeding 2 years but in special cases upto 3 years. It, however, does not mean that two spells of study leave, i.e. 2-3 years each can be availed by teacher separately for M.Phil or Ph.D. Maximum study leave on full pay plus allowances shall be granted for a period of 3 years for doing either M.Phil or Ph.D. or both.
- (b) Deleted.

Note : However, study leave shall not be granted to a teacher, who is due to retire within 3 years of the date on which he is expected to return to duty after the expiry of study leave.

The grant of study leave shall further be subject to the conditions :-

- (i) The teacher concerned spends the entire period in study or research at the University or other institutions or in any approved manner.
- (ii) He falls within 10% of the sanctioned strength of the discipline in which he is working.
- (iii) (a) A teacher availing of study leave shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of 3 years from the date of his resuming duties after expiry of study leave.
- (b) A teacher who is unable to complete his Ph.D. within the period of study leave granted to him

OR

who fails to rejoin the service of the University on the expiry of his study leave

OR

who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service

OR

who within the said period is dismissed or removed from the service by the University

Shall be liable to refund to the University the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with course of study provided that if a teacher has served in the University for a period of not less than half the period of service under bond on return from study leave, he shall refund to the organisation half the amount calculated as above.

- (c) If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.
- (d) After the leave has been sanctioned, the teacher, shall before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double

the study leave sanctioned to him, subject to maximum of 3 years.

- (e) In addition to executing a bond as aforesaid, the teacher shall have to provide two sureties and give security of immovable property to the satisfaction of the University or a Fidelity bond of an insurance company or a guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where two sureties are provided by the regular employees of the University, the University may, in its discretion, waive the additional requirement of getting security of immovable property or Fidelity bond of an insurance company or a guarantee by the Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the Organisation an amount recoverable from the teacher concerned on his failure to fulfil the obligations of the bond.

Note: 1. The word University wherever occurring in the above context would mean the leave sanctioning authority.

2. The existing teachers who are on study leave will be governed by the old rules.

- (4) (i) Casual leave admissible to the teachers of the University shall be 20 days in a calendar year. It cannot, however, be combined with any other leave but can be combined with holidays provided that the total period, including holidays does not exceed 10 days at a time. Casual leave to teachers posted at Hisar and Kaul will not

ordinarily be permissible during academic term.

- (ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency.
- (iii) The authority competent to grant casual leave shall be the immediate superior of the teacher;
- (iv) A teacher of the University who has been bitten by a rabid animal may be granted casual leave upto 15 days for anti-rabid treatment. If in a special case leave for more than 15 days is necessary and the appointment of a substitute is found necessary, one month's additional leave on "average pay or earned leave" as the case may be, granted which shall not be debited against the leave at the credit of the teacher when, however, no substitute is engaged, the entire period of 1½ months leave should be treated as casual leave. Any leave required in excess of 1½ months may be granted under the ordinary rules applicable to the teacher concerned.

5. Sabbatical Leave

PURPOSE

- (i) The sabbatical leave would be for academic, scientific, technological and other related activities at any relevant institutions or organisation in India or abroad to enable the academic and scientific staff of the rank of Associate Professor and above to promote their professional competence. A list of such institutions will be circulated by the ICAR and updated from time to time.

II. ELIGIBILITY

- (i) The sabbatical leave may be granted to a scientist of the rank of Associate Professor or Professor. The scientist should have rendered not less than seven years service in the University. The sabbatical leave may not be allowed to those who

have already availed study leave.

- (ii) This leave would be granted once in ten years provided the Scientist/Faculty Member concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding 10 years.
- (iii) The Scientist/Faculty Member must have at least five years service left before superannuation after completion of the Sabbatical leave.

III. DURATION

The Sabbatical leave will be limited to a maximum period of one year, twice during the entire career of a Scientist/Faculty Member.

IV. HOW TO APPLY

- (i) The Scientist desirous of availing sabbatical leave should apply in a proforma as at Annexure-I.
- (ii) The Scientist concerned will furnish a letter of acceptance from the host organisation for undertaking the proposed study, research training/teaching or the related professional activities relevant to the mandate of ICAR/ University.
- (iii) Application for Sabbatical leave shall be forwarded by the concerned department with their recommendations to the Vice-Chancellor for sanction of leave at least two months in advance. Undertaking of the host institution should also be made available while applying for sanction of leave. Sabbatical leave will be granted only if the scientist can be spared by the University without detriment to his work.

V. COMPETENT AUTHORITY

The Vice-Chancellor will be the competent authority to grant sabbatical leave.

VI. PAYMENT OF SALARY AND OTHER ALLOWANCES

- (i) During the period of Sabbatical leave within the country, the Scientist will be entitled to full salary

and other allowances as would have been otherwise admissible to him/her while serving on regular position.

- (ii) For all purpose the period of sabbatical leave will be treated as a period spent on duty without entitlement of TA and DA. If, however, the scientist is not a recipient of a fellowship/travel grant, he/she will be entitled to lump sum amount not exceeding Rs. 50,000/- for meeting the cost of travel and other incidentals to and fro from the institute to host institution, while being on Sabbatical Leave.
- (iii) In addition to the salary, the Scientist/Faculty Member is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he/she is spending the period of Sabbatical leave in a foreign University/Laboratory/Institute.

VII. OTHER CONDITIONS

- (i) Sabbatical Leave could be availed by a Scientist/Faculty member while receiving any kind of Scholarship or Fellowship from ICAR or any other organisation, national or international.
- (ii) The Sabbatical leave cannot be combined with any other leave.
- (iii) Scientist concerned will give an undertaking before proceeding on sabbatical leave that he/she would utilise the leave for the purpose(s) mentioned in IV(ii) above for which the Sabbatical Leave has been sanctioned, and would not accept any commercial employment during the period of Sabbatical leave and that he/she would refund the proportionate salary and other emoluments paid to him during the period of his sabbatical leave in case he/she resigns within three years or part thereof after availing the leave to join institutions outside National Agricultural Research System.
- (iv) During the period of Sabbatical Leave the Scientist/Faculty Member will continue to retain official accommodation that may have been

provided to him/her on the same terms & conditions as are applicable to other University employees.

- (v) The host institution within country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organisation.

VIII. SUBMISSION OF REPORT ON COMPLETION OF LEAVE

On the completion of sabbatical leave the Scientist will submit a detailed report on work done and objectives accomplished and in case the report is found unsatisfactory, the Sabbatical leave will be changed into leave of the kind due. In case leave of the kind due is not available to the credit of the Scientist he/she will have to refund the salary for Sabbatical leave given to him/her.

A copy of detailed report of the Scientist, working in ICAR scheme will be sent to the ICAR Headquarter by the Vice-Chancellor alongwith his/her comments.

- | | | |
|-----|--|---------------------------------|
| 25. | The rules prescribed under clause 24 to Part 'A' of the Statutes shall apply to the teachers also. | Record of service |
| 26. | The rules prescribed under clause 25 to Part 'A' of this Statutes shall apply to the teachers also. | Travelling &
Daily Allowance |
| 27. | (1) The rules prescribed under clause 26 to Part 'A' of this statute shall apply to the teachers also. | General |
| | (2) No teacher shall on account of any further academic or other qualifications acquired by him in the course of his employment claim as a matter of right any increase in pay or any other extra remuneration or any promotion to a higher grade or cadre unless the same is specifically sanctioned by the Vice-Chancellor with the approval of the Board of Management upon due consideration of his required qualifications. | |

Annexure - 1

**PROFORMA FOR APPLICATION FOR
GRANT OF SABBATICAL LEAVE**

1. Name of the Scientist/
Faculty Member _____
2. Designation _____
3. Scale of pay _____
4. Official address _____

5. Residential address _____
6. Date of entry in the
University _____
7. Length of service upto
the proposed date of
commencement of
leave desired: _____
8. Name of the
Department/Office _____

CHAPTER XI

CONSTITUTION OF THE PROVIDENT FUND FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

1. In these statutes unless the context otherwise requires: Definitions

(a) Salary means the amount of monthly pay, leave salary including special pay, dearness pay or any other remuneration classed as pay.

(b) Family means :

(i) In the case of a male subscriber, the wife or wives, and children of a subscriber, and the widow, or widows and children of a deceased son of the subscriber.

Provided that if a subscriber proves that his wife has judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Comptroller that she shall continue to be so regarded;

(ii) in the case of women subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Comptroller expresses her desire to exclude her husband from her family, the husband shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently cancels formally in writing her notification on excluding him.

-
- Note 1. Children means legitimate children.
- Note 2. An adopted child shall be considered to be a child when the Comptroller, or , if any doubt arises in the mind the Comptroller, the Vice-Chancellor, after obtaining legal advice, is satisfied, that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.
- Note 3. When a person has given his child in adoption to another person & if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purpose of these statutes be considered as excluded from the family of the natural father.
- (c) The fund means the CCS Haryana Agricultural University Contributory Provident Fund.
- (d) Year means the financial year.
- Constitutions of the fund 2. The fund shall be established by the University for the benefit of the officers, teachers and other employees of the University.
- Conditions and rates of subscriptions 3. (1) Every whole time employee of the University shall subscribe monthly to the Fund. Employees holding appointment on fixed terms may also subscribe to the fund at their option.
- Note: 1. Persons appointed prior to the date of this amendment who had not started subscribing to the fund or who had not started making subscription to it from a date subsequent to the date of their appointment may also elect to subscribe to the Fund retrospectively from the date of their appointment, but this option must be exercised within six months from the date of issue of this amendment. In such a case, the employee shall pay the arrears of his subscription in easy instalments to be determined by the Comptroller. The University shall add its

contribution with effect from the date the subscriber concerned started subscription to the Fund.

Note: 2. Employees holding employment on fixed term shall exercise their option to subscribe to the Fund within six months of such employment.

(2) Deleted.

(3) The subscription to the fund shall be 10 per cent of the salary of the subscriber. The amount shall be expressed in whole rupees, i.e. when the calculation involves paise amounting to less than fifty paise shall be ignored and when the amount is fifty paise or more, full rupee shall be deducted. Such subscription shall be deducted month by month from the salary of each subscriber by the Drawing and Disbursing Officer of the University whose duty is to pay such salary and the amount deducted shall be passed on to the Comptroller for credit into the Contributory Provident Fund in the account of the subscriber. With effect from the salaries for June, 1975, the employees have been permitted to subscribe to the Provident Fund at a rate in excess of 10% but such subscription should be multiple of 2.5% of his salary and for such variation he will exercise option once a year prior to drawl of salary for the month of March payable in the m/o April. The Subscriber may also exercise option for enhancement of subscription once during the course of a year. The revised option shall be accepted by the DDO concerned. The University's contribution will, however, be restricted to 10% only.

(4) Deleted.

4. At the end of each month a sum equal to 10% of the subscriber's salary shall be contributed to the Fund by the University and subject to the conditions contained in the provisions to this statutes, placed to the credit of subscriber.

Contribution by
the University

Provided that no employee of the University who shall be guilty of dishonesty or other gross misconduct and

has been consequently dismissed from his employment or removed from service on account of charges/irregularities of serious nature shall be entitled to the benefit of, or to receive any part of share in any sums at any time contributed by the University to the fund on his account or the accumulated interest or profits thereof and that the University shall be entitled to recover as the first charge from the amount for the time being at the credit of any employee, a sum equivalent to the amount of any loss or damage at any time sustained by the University by reasons of his dishonesty or negligence, but not exceeding in any case the total amount of contributions credited to his account by the University and of any interest or increment which has accrued on such contributions.

Provided further that, if the order of dismissal or removal from service is subsequently vacated, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the fund.

Provided further that no employee shall be entitled to receive any part of share in any sums contributed by the University to the Fund and any interest and increment which has accrued on such contributions, where he has resigned his office or his office is declared vacant or his service is terminated, for any reasons other than the abolition of his post, within three years of commencement of his subscription to the Fund, unless he has established to the satisfaction of the Vice-Chancellor that his resignation is necessitated by incapacity for further service, provided that the requirement of completion of three years service for this purpose shall not apply to persons who join the University service after superannuation/retirement from Govt. or other institution's service.

Notification No. Admn. R1/7857 dt. 25.6.76
(Item C-14 of 43rd meeting of B.O.M.)

Interest

5. (i) The rate of interest to be allowed on all sums deposited in the fund shall be such as may be determined from time to time by the Employees Welfare Fund Operation Committee. The amount of such interest shall be placed to the credit of

each subscriber yearly. Naye paise shall be eliminated altogether each time from the amount of interest at the time of calculation of yearly interest payable to the subscriber. The balance, thus, remaining unpaid shall be added to the interest earned in the next year. The next amount of interest shall be calculated at the rate as determined above on the sum total of the previous balance and the present earned interest.

Note : Rate of Interest given to the subscriber from time to time.

Sr. No.	Rate of interest	Period
1.	4%	before 1.4.67
2.	6%	1.4.67 to 31.3.71
3.	6.5%	1.4.71 to 31.3.73
4.	7.5%	1.4.73 to 30.9.74
5.	9.5%	1.10.74 to 30.9.76
6.	10%	1.10.76 to 31.3.78
7.	9.5%	1.4.78 to 31.3.79
8. (i)	9%	1.4.79 to 30.9.79
(ii)	10%	1.10.79 to 31.3.83
(iii)	10.5%	1.4.83 to 31.3.86

An additional interest of half percent per annum may also be given at the end of the financial year, to those employees who do not draw any refundable and non-refundable advance during that financial year.

9.	11%	1986-87
10.	11%	1987-88
11.	11.6%	1988-89
12.	12%	1989-90, 90-91, 91-92
13.	13%	1992-93
14.	14%	1993-94 upto 9/93
15.	13%	1993-94 10/93 to 3/94
16.	13%	1994-95
17.	14.5%	1995-96
18.	14.5%	1996-97
19.	15%	1997-98
20.	15%	1998-99
21.	14%	1999-2000
22.	13%	2000-2001
23.	12%	2001-2002
24.	11%	2002-2003

25.	9%	2003-2004
26.	8.5%	2004-2005
27.	8.5%	2005-2006
28.	8.5%	2006-2007
29.	9%	2007-2008
30.	9.5%	2008-2009
31.	9%	2009-2010
32.	8.75%	2010-2011
33.	8.75%	2011-2012
34.	9%	2012-2013
35.	9%	2013-2014

Interest on the sum calculated half yearly upto the year ending 1986-87. From 1987-88 to onwards on annual basis.

The incentive interest is also to be paid w.e.f. 1.4.79 to 31.3.83 as under :

- (i) Half per cent to those who do not make any withdrawal in that financial year.
- (ii) Three by four per cent to those who do not make any withdrawal during the last two years.
- (iii) One per cent to those who do not make any withdrawal in the last three financial years including that financial year.

The incentive interest w.e.f. 1.4.1981 to 31.3.86 CAUH. B.IV FC 67 (16)/81/27677-810 dt. 14.9.81.

- (i) Three by four per cent for not making withdrawals during previous two years including current financial year.
- (ii) One per cent for not making withdrawals during previous three years including current financial year.

Incentive interest given up w.e.f. the year ending 31.3.88 vide CAUH. E. 2/87/20420-20580 dated 6.7.87.

Maintenance of accounts

- 6. The Comptroller shall cause to be maintained proper accounts relating to the Fund showing the amount for the time being at the credit of each subscriber and the general state of the Fund. Each subscriber shall be supplied with an annual statement showing the opening balance, deposits during the year, withdrawals during the year, interest and closing balance at the credit of the subscriber.

7. Subject to the provisions of these Statutes, the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the University. Amount when payable

And that the interest shall be paid on the amount upto the end of twelve months after the month in which the amount becomes payable subject to the proviso that where provident fund is withheld at the instance of the University interest shall not be denied.

In case of employees who had left service of the University prior to 5.12.77, the interest is to be allowed upto 11/78.

Note : The provident fund accounts of such university employees who do not claim payments within three years of their becoming due, shall be closed and the amount shall be deposited in University account as University income. However, such amounts shall be refundable later on when claimed by the employee or his legal heirs after it is established to the satisfaction of the Vice-Chancellor that there were genuine reasons for delay in claiming the payments.

8. In case of those employees who are going to retire within 2 years, a subscriber may be permitted, non-refundable advance by the Vice-Chancellor as under:- Withdrawal from fund in case of leave preparatory to retirement
- i) 90% out of own share and
 - ii) 50% of University share of CPF.

for the purpose, construction, renovation, addition and alterations and repair of house/purchase of plot/purchase of farm land and /or business premises.

9. (i) A subscriber may make a declaration signed by him and attested by two witnesses stating the name or names of the persons to whom he desires that, in the event of his death, the whole or any part of the amount of his deposit shall be paid : Nominations
- Provided that if, at the time of making the nominations shall not be in favour of any person or persons other than the members of the family.

- (ii) If a subscriber nominates more than one person under clause (i) he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (iii) A subscriber may at any time cancel nomination by sending a notice in writing to the Comptroller — Provided that the subscriber shall alongwith such notice send a fresh nomination made in accordance with the provisions of clause (i) and (ii).
- (iv) A subscriber may provide in a nomination.
 - (a) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination; provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members.
 - (b) that the nomination shall become invalid in the event of happening of a contingency specified there-in : provided that if, at the time of making the nomination, the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family :

Provided further that if, at the time of making the nomination, the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members of his family.
- (v) Immediately on the death of a nominee in respect of whom no special provision has been made in

the nomination under clause (a) of sub-rule (iv) or on the occurrence of any event by reasons of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (iv) or the provisions, thereto, the subscriber shall send to the Comptroller a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this statute.

- (vi) Every nomination made, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.

10. A temporary advance from the fund may be permitted by the Vice-Chancellor or any other Officer to whom powers may be delegated in this behalf, to the subscriber, subject to the following conditions :

Advance from the fund

- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :
- (i) To purchase a motor car, motor cycle, scooter, or a moped.
- (ii) To pay expenses in connection with the prolonged illness of the applicant or any person actually dependent on him.
- (iii) To pay for the overseas passage only for reasons of health or education of the applicant or any person actually dependent on him. Advances from the fund may also be granted to a subscriber, subject to the usual conditions to meet the cost of education of himself or of any persons, actually dependent on him in the following types of cases :-
- (a) for education outside India, whether for academic, technical, professional or vocational courses.
- (b) for medical, engineering and other technical or specialised courses in

India as detailed in Annexure-A to Chapter VIII.

- (iv) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with marriage, funerals, or other ceremonies of persons actually dependent on him provided that the condition of actual dependent shall not apply in case of ceremony in respect of sons/daughters of the subscribers.

Note 1. Dependent' means any of the following relatives of a subscriber to or a depositor in, a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and, where no parent of the subscriber or depositor is alive, a paternal grand parent.

Note : 2. Advances under this sub-clause are also permissible for meeting expenditure in connection with marriage or other ceremonies of the subscriber himself / herself.

- (v) to defray the cost of acquiring amenities for the betterment of living such as, refrigerator, Air-Cooler, Geyser, Washing Machine, Television, record player, Tape-Recorder, Mixer, Radiogram, Steel/Wooden Furniture, Knitting/Sewing Machine, subject to the condition that the advance for this purpose shall be given to the employees having a minimum service of five years in the University and that the advance shall not exceed three months pay or 50% of employee's subscription with interest thereon standing to his credit on the date of sanction of the advance, whichever is less. The advance for this purpose will be given only once during entire service of the employee."

-
- (vi) University employees shall be eligible for the grant of advance for the purchase of personal computer provided they have completed at least five years service. Amount of advance shall be limited to 75% of the subscription or actual price of the computer whichever is less subject to the maximum of Rs. 30,000/- or as prescribed by the State Govt from time to time. The amount of advance alongwith interest will be recovered in not more than 75 instalments.
- (b) An advance shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund and shall be limited to :
- (i) 3/4th of the subscription to the Fund or actual price of the vehicle whichever is less in case of sub clause (i) of clause 10 (a). However, eligibility for loan will be subject to entitlement of type of vehicle as per University rules from time to time. Provided that :
- (a) An advance shall not be made unless the depositor has subscribed to the fund for five years.
- (b) Second advance will be admissible only after the subscriber fully repays the first advance alongwith interest, if any.
- (c) The subscriber will submit agreement of proposed sale or written statement and affidavit of the dealer of authorised company regarding sale of his motor car, motor cycle or scooter or moped.
- (d) If the subscriber has taken a loan & yet his requirement is not fulfilled, the amount equivalent to difference between the amount of loan and the actual price of the vehicle or 75% amount of his total contribution,

whichever is less, may be given to him as a refundable advance.

- (ii) Six months' pay or the amount at the credit of the subscriber in the fund whichever is less in the case of Sub Clause (ii), (iii) and (iv) of Clause 10 (a) of Chapter VIII.

Note 1. In case of emergency due to illness, Vice-Chancellor is authorised to allow advances to any extent of availability of amount (own share) in CPF account of the subscriber.

Note 2. The Vice-Chancellor is further authorised to allow non-refundable advance out CPF for prolonged illness which involve heavy expenditure and in view of the circumstances regarding inability of subscriber to refund the loan as explained by the employee/family of the employee.

- (c) An advance shall not except for special reasons to be recorded in writing by the sanctioning authority, be granted until at least twelve months after the final payment of all previous advances, together with interest thereon, unless the amount already advanced does not exceed two-thirds of the amount admissible under sub-clause (b).

(Amended vide Registrar's No. (i) HAU. Admn. R. 1/79/14813-912 dated 9.6.84 (ii) HAU Admn. R. 1-80/13691-790 dated 14.5.80 (iii) Admn. R. 1/80/32578-677 dated 3.12.80 (iv) Amendment vide no. 12789-834 dated 18.11.99).

Recovery of advances

11. An advance shall be recovered from the salary of the subscriber in such number of equal monthly instalments as the sanctioning authority may direct but such number shall not be less than 12 unless the subscriber so selects or in any case more than 24 in Clause-10 (a) (ii), (iii), (iv) & (v) 120 for car/jeep and 80 for scooter/motor-cycle and 48 for Moped in Clause-10 (a) (i). Each instalment shall be in whole rupees the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments. A subscriber may at his option make

repayment in a smaller number of instalments than that prescribed.

- (2) Recovery shall not be made, except with the subscriber's consent while as is on half pay leave or on leave without pay or in receipt of subsistence allowance.

(Amended vide Registrar No. Admn. R.1-79/14264-380 dated 7.6.79).

- (3) If more than one advance has been made to a subscriber each advance shall be treated separately for the purpose of recovery.
- (4) The interest shall be paid at the rate applicable at the time of drawl of advance as the University pays interest on similar deposits in the fund on the principal during the period between the drawl and complete repayment of the principal in fixed equated instalments in such a manner that the principal and the interest are recovered simultaneously in the instalments fixed for the refund of the advance. For this purpose the amount of the interest shall be calculated before hand and included in this instalments of the principal amount by rounding off to the nearest whole rupee.

Note : The interest shall be calculated as per the following formula :

The amount of advance x rate of interest x
(Number of instalments+1)

2400

- (5) Recoveries made under this statutes shall be credited as they are made to the account of the subscriber in the Fund.
- (6) A subscriber who has been permitted to withdraw money from the fund, shall satisfy the Head of Deptt. where the employee is working within a period of three months that the money has been utilised for the purpose for which it was withdrawn. However, in case the subscriber fails to produce utilisation certificate within three

months and needs further extension for utilisation of advance, the case may be sent to the Comptroller for grant of further extension upto three months. Attested or photostat copy of registration document is required to be submitted and if he fails to do so, the whole sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forth-with be repaid and in default of such payment it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lumpsum or in such number of monthly instalments as may be determined by the Comptroller.

- (7) When a conveyance purchased with advance drawn out of Contributory Provident Fund is to be disposed of before recovery of the principal together with interest, the subscriber shall seek prior approval from his Head of Deptt./Controlling Officer for such a sale. The outstanding advance together with interest shall be first charged on the sale proceeds of the conveyance and shall be refunded in lumpsum when such a sale is made.

Non-refundable
advances

12. Non-refundable advances from the funds may be permitted by Vice-Chancellor or any other officer to whom power may be delegated in this behalf, to the subscriber, provided the employee is of more than 45 years age or has rendered at least 10 years service in the University as under :

- (i) For meeting expenses in respect of marriage of each son or daughter or a deceased son's children.

- (a) 12 months pay of the subscriber

OR

- (b) 75% of the amount of subscription and interest thereon standing to the credit of the subscriber; whichever is less.

- (ii) For meeting expenses on the following objects so as not to exceed 90% of the amount of subscription and interest thereon and 50% of the University contribution and interest thereon standing to the credit of the subscriber :

- (a) Building or acquiring a suitable house for his residence including the cost of site or repaying any outstanding amount on account of loan expressly taken for this purpose or reconstruction or making additions or alterations or repairs to a house already owned or acquired by a subscriber.
- (b) Purchasing a house, site or repaying any outstanding amount on account of loan expressly taken for this purpose.
- (c) For constructing a house on a site purchased utilising the sum withdrawn under clause (b)*

Note 1. The amount of withdrawals admissible under this clause can be taken in lots but the ceiling for the aggregate to non-refundable withdrawals taken out of CPF and other 'Loans & advances' Scheme will be the same as under the State Govt. as amended from time to time. (at present the limit is Rs. 15.00 lacs).

Note 2. Where plot is in the name of husband or wife, only the person owning the plot is entitled to have loan for construction of house on that plot. Where the plot is jointly owned by the husband and wife both are entitled to have advance for construction of house on that plot subject to the proviso that aggregate of amounts taken by husband and wife. Out of CPF and 'loans & Advances' scheme for the plot and construction of house shall not exceed Rs. 15.00 lacs in all.

Note 3. The above advances will of course be subject to the other usual conditions including that of utilisation for the purpose of which applied for.

- (iii) For meeting expenses in respect of the course detailed in Annexure-A to Chapter-VIII :
 - (a) 6 months pay of the subscriber;
 - OR
 - (b) 75% of the amount of subscription and interest thereon standing to the credit of the subscriber, whichever is less.

The withdrawals will be permissible once a year and further withdrawals for completion of the

same course will not be allowed before the expiry of one year from the date of previous withdrawal.

Note : In case of teachers acquiring Ph.D. qualifications to fulfil conditions of grant of UGC scales, conditions of 10 years service or 45 years age for eligibility to non-refundable advance will not be applicable.

(Registrar's No. HAU. Admn. R. 1/80/10828-928 dated 15.4.1980).

Payment of insurance premium out of the fund

13. Payment of premium for a policy of insurance may, at the option of the subscriber, be made from subscription to the Fund, subject to the condition which may be laid down in this behalf.

Making of regulations

14. The Board may, from time to time, make regulations consistent with these statutes and with the provisions of the Provident Funds, Act, 1925 for :-

- (a) Deleted.
- (b) Any matter relating to the Fund, or its management or the investment of sum at credit of the fund, or the privileges of subscribers not here in expressly provided for, and may add to, vary or cancel any regulations so made.

ANNEXURE 'A' TO CHAPTER XI OF STATUTES

List of courses referred to in Clause 12 (iii) and Clause 10 (a) (iii) (b)

1. Diploma courses in the various fields of Engineering and Technology, e.g., Civil Engineering, Mechanical Engineering, Electrical Engineering, Telecommunication/Radio Engineering Metallurgy, Automobile Engineering, Textile Technology, Leather Technology, Printing Technology, Chemical Technology etc. etc. conducted by recognized Technical Institutions.
2. Degree courses in various fields of Engineering & Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-Electrical Communication Engineering and Electronics, Mining Engineering Metallurgy, Aeronautical Engineering, Chemical Engineering, Chemical Technology, Textile Technology, Leather Technology, Pharmacy Carmics etc., etc., conducted by Universities and Recognized Institutions.
3. Post-Graduates Courses in the various fields of Engineering and Technology conducted by Universities and Recognised Institutions.
4. Degree and Diploma Courses in Architecture, Town Planning and allied fields conducted by recognised institutions.
5. Diploma and Certificate courses in Commerce conducted by recognised institutions.
6. Degree courses in Agriculture, Veterinary Science, and allied subjects conducted by recognised universities and institutions.
7. Courses conducted by Junior Technical Schools.
8. Courses conducted by industrial training institutes.
9. Degree and Diploma courses in Art/Applied Art and Allied subjects conducted by recognised institutions.
10. Draftsmanship courses by recognised institutions.
11. Medical Courses.
12. Degree and Post-Graduate courses in Home Science.
13. Diploma courses in the Management conducted by recognised institutions.
14. Pre-Professional courses in Medicine if part of regular 5 years course in Medicine.
15. Ph.D. in Bio-Chemistry.
16. Bachelor and Master's Degree course in Physical Education.
17. Degree and Post-Graduate courses in Law.
18. 'Honours' course in Micro-Biology.

19. Associateship of the Institute of Chartered Accountants.
 20. Associationship of the Institute of Costs and Works Accountants.
 21. Degree and Master's Course in Business Administration of Management.
 22. Diploma course in Hotel management.
 23. M. Sc. course in Statistics.
- Note : The payment of initial charges for admission to National Defence Academy will also qualify for advances or final withdrawals.
24. Bachelor of Education.
 25. Master of Education.
 26. Ph. D. in all disciplines.
 27. M. Phil degree in all subjects.
 28. M. Sc. in Math.
 29. Degree in Computer Science.
 30. Courses for Journalism & mass communication (Amended vide A.R. No. 2/93 issued in Aug. 1993).
 31. All other Post-graduate Courses. (Added A.R. No. 10/95 issued on 16.8.95).
 32. 10+1, 10+2 and B. A. (Advance for these courses will be limited to three months pay subject to the condition that the employee will submit utilisation certificate alongwith documentary proof in support of the expenditure incurred on studies of their ward and HOD/Controlling Officer will verify the genuineness).

CHAPTER XII

(a) STATUTES REGARDING THE CCS HARYANA AGRICULTURAL UNIVERSITY EMPLOYEES PENSION SCHEME

SECTION-I EXTENT OF APPLICATION & DEFINITIONS

1.1 These Statutes have been issued under Section 32 (2) of the Haryana and Punjab Agricultural Universities Act, 1970. These shall be deemed to have come into force from 1.1.1992. A Pension Fund to be called 'CCS Haryana Agricultural University Pension Fund' shall be established for the benefit of employees eligible under the Statutes by creating a Corpus Fund by transferring the C. P. F. contributions made by the University alongwith interest accrued there on in respect of employees who opt for pension and the State Govt. and other financing agencies will continue to provide to the University the CPF matching contribution at 10% of pay of the employees working in their schemes on a permanent footing and it shall be non-lapsable. Such contribution will be added to this Fund.

1.2 These Statutes shall apply to :-

- (i) all employees who join the University service on or after the date of notification of the Pension Scheme issued on 11.6.1992.

Provided that the above clause shall not apply to the employees, who are appointed on or after first day of January, 2006. They shall be covered by the "New Defined Contribution Pension Scheme" to be notified by the University.

- (ii) the employees who were in the service of the University on the date of notification and specifically elect to be governed by these Statutes by exercising an option as provided in clause 1.9, and
- (iii) the employees who have since retired during the period from 1.1.1992 to the date of notification and also specifically elect to be governed by these Statutes subject to fulfilment of conditions contained in Clause 1.9 (d) of the Statutes.

- 1.3 In the case of employees governed by these Statutes the provisions relating to Contributory Provident Fund in the relevant Statutes shall not be applicable.
- 1.4 These Statutes shall not apply to the employees appointed on part-time basis and those appointed on contract unless the contract provides otherwise.
- 1.5 Unless there be something repugnant in the subject or context the terms in these Statutes carry the meaning as under :-
- | | |
|---------------------|--|
| Average emoluments | (i) 'Average emoluments' means the average calculated upon the last ten months of qualifying service. |
| Competent authority | (ii) 'Competent authority' means the authority to whom the powers have been delegated. |
| Board of Management | (iii) 'Board of Management' means the Board of Management of CCS Haryana Agricultural University. |
| Comptroller | (iv) 'Comptroller' means the Comptroller of CCS Haryana Agricultural University or any other person exercising the powers of Comptroller for the time being. |
| Emoluments | (v) 'Emoluments' for the purpose of pension of the University means emoluments as defined in Punjab CSR Volume II applicable to Haryana Govt. employees as amended from time to time. |
| Employee | (vi) 'Employee' means the person employed in the service of CCS Haryana Agricultural University but shall not include persons employed on contract, part time or daily wage basis. |
| Family | (vii) 'Family' for the grant of various pensionary benefits as contained in the Statutes means family as defined in the Punjab CSR Volume II applicable to Haryana Govt. employees as amended from time to time. |
| Qualifying Service | (viii) 'Qualifying service' means the service that qualifies for pension under these Statutes. It shall be reckoned in terms of completed half years, provided that the fraction equal to 3 months and above shall be treated a completed half year. |
| Vice-Chancellor | (ix) 'Vice-Chancellor' means the Vice-Chancellor of |

the CCS Haryana Agricultural University or any other person exercising the powers of Vice-Chancellor for the time being.

- 1.6 Unless otherwise provided in the statutes an employee's claim to pension will be regulated by the Statutes in force applicable to him at the time he retires or quits service.
- 1.7 All matters pertaining to the grant of pension to the retirees of the University (Except those which have been specifically provided for in the Pension Statutes) would be regulated in accordance with the corresponding provisions of Punjab CSR Vol. II as applicable to Haryana Govt. employees as amended from time to time or as modified by the Board of Management consistent with the provisions of the Act or keeping in view the activities/character of the University.
- 1.8 The Vice-Chancellor shall be the competent authority to modify or amend the procedure for the proper implementation of the provisions contained in these Statutes.
- 1.9 (a) The Statutes will be applicable to the employees who join service in the University on or after the date of notification of Pension Statutes issued on 11.6.1992.
- Provided that this clause shall not be applicable to the employees appointed on or after 1.1.2006. They shall be covered by the 'New Defined Contribution Pension Scheme' to be notified by the Govt.
- (b) The existing employees of the University shall have the right to either opt
- (i) to continue to be governed by the Contributory Provident Fund Rules.
- OR
- (ii) to elect to be governed by the Pension Scheme contained in these Statutes.
- An option in this regard shall be exercised by the existing employees in the proforma at Annexure 'A' to these Statutes within

four months from the date of notification of Statutes. In case an employee does not exercise his option, within the stipulated period, these Statutes will be automatically applicable to him. Option once exercised shall be final.

- (c) In regard to those employees who elect the alternative at (b) (ii) above, the balance of the University contribution of Contributory Provident Fund in their CPF account alongwith upto date interest accrued thereon shall be transferred to the Pension Fund. In case an employee having drawn non-refundable advance out of University contribution towards CPF but opting for pension, the upto date amount alongwith interest involved will be made good first from his/her own subscription plus interest in the CPF Account and if there is still any shortfall, he/she will have to refund the same in instalments to be decided by the Comptroller but not later than his/her date of superannuation.

The rate of interest to be charged in such cases will be the rate of interest allowed to the subscribers from time to time.

- (d) (i) The employee's own subscription to Contributory Provident Fund alongwith interest thereon shall be transferred to his General Provident Fund Account, which the employee shall open and to which he shall subscribe compulsorily under the rules of the fund.
- (ii) In the case of the employees who have since retired during the period from the date of introduction of Pension Scheme to the date of the notification of Pension and in whose case retirement benefits have also been paid under CPF Scheme and desire to come over to pension scheme, they will have to apply for it through their last Head of Department/Controlling Officer within four months of the date of notification of Pension Statutes and attach Bank Draft in

favour of the Comptroller of the amount in lumpsum equal to the university contribution of CPF plus interest, received by them on retirement alongwith interest thereon at the specified rate from the month they received the final payment upto the date of deposit. The rate of interest to be charged in these cases would be at the rates as applicable to CPF/GPF accumulations fixed from time to time by the University.

- (e) The employees who have retired but have not received their final payment of CPF will have to refund University CPF contribution alongwith interest including any shortfall due to drawal of University share by them as advance in lumpsum or the same will be made good from their own share lying in CPF account, if adequate amount exists there if they opt for pension.
- 1.10 In case of any matter relating to pension not covered under these rules, the provisions of Punjab CSR Vol. II as amended from time to time, and as applicable to Haryana Govt. employees shall apply mutatis muntandis to the employees of the University also.
- 1.11 Any change (s) in grant of pensionary benefits as made by the Haryana Govt. to its employees from time to time shall be made applicable to the University employees with the approval of the Vice-Chancellor.

SECTION-II GENERAL PROVISIONS RELATING TO GRANT OF PENSION

(i) CLASSIFICATION OF PENSIONS ETC.

- 2.1 Pensions are divided into following classes :-
- (A) **Compensation pension** : It is granted to an employee who is discharged from service owing to the abolition of the post held by him, when it is not possible to appoint him to another post, the conditions of which are deemed by the authority competent to discharge him to be at least equal to those of his own.
- (B) **Invalid Pension** : It is granted to an employee on his retirement who by bodily or mental infirmity

is permanently incapacitated for service or for the particular branch of it to which it belongs.

(C) **Superannuation Pension :** It is granted to an employee entitled or required by Statutes regarding conditions of service of University employees who retire at a particular age.

(D) **Retiring Pension :**

(a) It is granted to an employee who seeks voluntary retirement under the rules.

(b) **Compulsory retirement :** A retiring pension is also granted to a University employee who is required by University to retire after completing 25 years' qualifying service or more and who has not attained the age of 55 years.

Note 1. The University retains an absolute right to retire any University employee after he has completed twenty-five years of service qualifying for pension if he is holding a pensionable post or has completed service for a similar period if he is holding a non-pensionable post, but is entitled to the benefits of Contributory Provident Fund, without giving any reasons and no claim to special compensation on this account will be entertained. This right will not be exercised except when it is in the public interest to dispense with the further services of a University employee such as on account of inefficiency, dishonesty, corruption or infamous conduct. This sub clause D(b) of this clause is intended for use -

(i) against a University employee whose efficiency is impaired but against whom it is not desirable to make formal charges of inefficiency or who has ceased to be fully efficient (i.e. when a University employee's value is clearly incommensurate with the pay which he draws) but not to

such a degree as to warrant his retirement on a compassionate ground. It is not the intension to use the provisions of this note as a financial weapon, that is to say, the provision should be used only in the case of University employees who are considered unfit for retention on personal as opposed to financial grounds; and

- (ii) in cases where reputation for corruption, dishonesty or infamous conduct is clearly established even though no specific instance is likely to be proved under clause 12 & 14 of Chapter-IX of the statutes.

Note 2. The University employee should be given a reasonable opportunity to show cause against the proposed action under sub clause D (b) of this clause. No class I/Grade-A & Class II/Grade-B University employee shall, however, be retired without the approval of Board of Management. In the case of other class III/Grade-C and class-IV/Grade-D University employees, the appointing authority should effect such retirement with the prior approval of the Vice-Chancellor.

Note 3. A University employee who has elected to retire under this clause and has given necessary intimation to that effect to the competent authority shall be precluded from withdrawing his election subsequently except with the specific approval of the authority competent to fill the appointment; provided his request for withdrawal is made within the intended date of his retirement.

- (c) A retiring pension is also granted to a University employee other than a Class-IV University employee :-

- (1) who is retired by the appointing authority by giving him a notice of not less than three months in writing :-
- (i) If he is in class I or class II service or post and had entered University service before attaining the age of thirty-five years; after he has attained the age of fifty years; and
 - (ii) (a) If he is in class-III service or post;
or
(b) If he is in class I or class II service or post and entered University service after attaining the age of thirty five years; after he has attained the age of fifty five years;
- (2) Who if from category (1) (i) above retires on or after attaining the age of fifty years, or if from category (1) (ii) above retires on/or after attaining the age of fifty five years, by giving a notice of not less than three months, in writing of his intention to retire, to the appointing authority.

Provided that where the notice is given before attaining the age of fifty years or fifty five years, as the case may, it shall be given effect to from a date not earlier than the date on which the age of fifty years, or fifty five years, as the case may be, is attained.

Note : Appointing authority retains an absolute right to retire any University employee referred to above on or after he has attained the age of fifty years, or fifty five years, as the case may be, without assigning any

reason. A corresponding right is also available to such University employee to retire on or after he has attained the age of fifty years or fifty five years, as the case may be.

- (d) Authorities competent to retire University employees should carefully examine the record of every University employee who has completed 25 years' qualifying service with particular reference to his integrity or otherwise : and if it is desirable in the public interest that he should be retired, action should be taken accordingly.

Note 1. In preparing periodical reports on their subordinates all officers should deal fully with such evidence as is available of inefficiency or corruption or other failing which impairs a University employee's value.

Note 2. The other matters and conditions relating to the sub clauses D (b) to (d) shall be regulated in accordance with the rules and instructions of the Haryana Government as in force from time to time, unless otherwise decided by the Board.

- 2.2 Any restriction concerning the withholding, reducing or withdrawing of pension or any part thereof from the pensioner shall be regulated as per corresponding provisions of Punjab CSR Vol. II as applicable to Haryana Govt. employees as amended from time to time.

(ii) SERVICE QUALIFYING FOR PENSION

- 3.1 As provided in the corresponding provisions of the Punjab CSR Vol. II applicable to Haryana Govt. employees as amended from time to time.
- 3.2 An employee appointed to a service or post shall be eligible to add to his service qualifying for superannuation pension (but not for any other class of pension) the actual period not exceeding one fourth of the length of his service or the actual periods by which his age at the time of recruitment exceeded 25 years or

a period of five years, whichever is less, if the service or post to which he is appointed is one.

- (a) for which post-graduate research or a specialist qualification or experience in scientific, technological or professional field is essential and
- (b) to which candidates of more than 25 years of age are normally recruited.

Provided that this concession shall not be admissible to an employee unless his actual qualifying service at the time he quits University service is not less than 10 years.

Provided further that any such employee who is recruited at the age of 35 years or more may, within a period of 3 months from the date of his appointment may elect to forego his rights to pension whereupon he will be eligible to subscribe to Contributory Provident Fund.

- Note 1. The option once exercised shall be final.
- Note 2. The decision to grant the concession under this clause shall be taken by the Registrar of the University with the approval of the Finance Committee of the University within a period of six months of the appointment of person concerned.
- Note 3. The benefit will be restricted only to those employees who are not covered under Clause 3.3 and 3.4 infra.
- Note 4. In case of employees already in service benefit of clause 3.2 shall be restricted only to said employees who have neither received any terminal benefit from the previous employer nor have any pensionary claim on the previous employer.
- Note 5. In case of future entrants the decision to grant concession under this rule shall be taken by the Registrar at the time of recruitment with the approval of the Finance Committee.

Cases of fresh appointees shall be submitted for approval of Finance Committee within a period

of six months of the appointment of person concerned. In case of fresh appointees it shall also be made clear in the appointment letter itself that in case he/she wants to claim any benefit under rule 3.2 of the pension statutes, he/she should make an application immediately so as to decide the quantum of benefit admissible within the stipulated period of 6 months.

- 3.3 (i) The existing employee who has served the Central Govt. or any State Govt. or Autonomous body established under the Central/State Law, has been absorbed in Haryana Agricultural University service in the public interest or who has come over/joined the University service after rendering service in the Central/State Govt./Autonomous Body can get his past service counted towards pension if he refunds the terminal retirement benefits received, if any, by him from such Govt./Autonomous Body for the service rendered there, to this University alongwith interest thereon at the rates as applicable to CPF/GPF accumulations fixed from time to time by the University from the date of receipt of these benefits till the date of deposit with the University.
- (ii) An employee who has retired during the period from introduction of pension to the date of notification of the Statutes and is in receipt of pension etc. from his previous employer and opts to get his past service counted towards pension in the University shall have to refund the amount equal to the terminal retirement benefits received by him till retirement from the University alongwith interest at the rates as applicable on CPF/GPF accumulations fixed from time to time thereon from the date of receipt of benefits till the date of deposit with the University and then his past service shall be counted towards pension in the University.

Note : These provisions are applicable to the employees who were in service on 7.2.1986 irrespective of the date of their absorption.

- 3.4 In respect of cases falling under Clause 3.3, the concerned employee shall have to give an application for the purpose of getting his past service counted towards pension within four months from the date of issue of notification of these Statutes alongwith Bank Draft of the required amount in lumpsum, failing which his past service shall not be counted for pensionary benefits. However, the future entrants who join service in HAU after serving in Central/any other State Govt. or any Autonomous Body established under the Central/ State Law shall have to give an application within four months of their joining in the University for getting their past service counted towards pension. The CPF/ pro-rata pension/service gratuity and death-cum-retirement gratuity etc. for the period of past service qualifying for pension upto the date of appointment in the University shall be regulated as per the Financial Commissioner & Secretary to Govt. Haryana, Finance Department letter No.1/2(77)/87-2FR-II dated 22.8.88 and as per Financial Commissioner & Secretary to Govt. Haryana, Finance Department letter No.1/2(4)96 2FR-II dated 7.1.02 as amended from time to time. However, where the payment of interest is involved, it will be calculated on the rates applicable to CPF/GPF of the University from time to time.

Note: The above amended clause will only be applicable to the employees superannuating/retiring on or after 29.2.2008.

- 3.5 The orders of the Vice-Chancellor for counting previous service for pension under the provisions of Clause 3.3 and 3.4 of the Statutes shall be obtained by the Comptroller on receipt of the case from the Drawing & Disbursing Officer through the concerned controlling Officer. The Comptroller shall then notify the orders to all concerned. The Drawing & Disbursing Officer on getting a copy of the orders for counting of previous service, will record the necessary entry in the service book of the employee concerned under proper attestation and will get the same verified from the audit.

(iii) SERVICE GRATUITY, DEATH-CUM-RETIREMENT GRATUITY

- 4.1 Service gratuity, Death-cum-Retirement gratuity and pension will be admissible as per the corresponding provisions of Punjab CSR Vol. II applicable to Haryana Govt. employees as amended from time to time.
- 4.2 An employee on his regular appointment shall make a nomination within a period of 60 days conferring on one or more persons the right to receive any gratuity that may be sanctioned under Clause 4.1 of the Statutes and has not been paid to him before his death, provided that if at the time of making nomination, the employee has a family, the nomination shall not be in favour of a person or persons other than the members of his family.

(iv) FAMILY PENSION

- 5.1 Family pension shall be admissible to the family members of those employees who were in receipt of compensation, invalid, retiring or superannuation pension after retirement or who die while in service after completing minimum period of one year of continuous service holding permanent post on regular basis.
- 5.2 The definition of family and the amount of family pension shall be as per rules contained in Punjab CSR Volume II as applicable to Haryana Govt. employees.

(v) COMMUTATION OF PENSION

- 6.1 The entitlement of the employees to commutation of pension will be as per the corresponding provisions of Punjab CSR Volume II applicable to Haryana Govt. employees, as amended from time to time. Other conditions for commutation of pension will also apply as per rules *ibid*.
- 6.2 Deleted

(vi) RULES & PROCEDURE FOR PAYMENT OF PENSION

7. The rules/procedure for the payment of pension to the University employees and the delegation of powers in the matters of sanctioning or withholding pension will be as per Schedule Part 'A' of Chapter XXIV.

ANNEXURE-A
FORM OF OPTION*

(To be given by those who do not wish to be governed by the benefits available in the Pension Scheme)

I.....employed as in the
(Designation)
Department/Office of.....do hereby opt to continue under
the Contributory Provident Fund Scheme in terms of Notification
No.....dated.....
Place..... (Signature of employee)
Dated..... CPF A/C No.....

ACCEPTED

Head of Office/Deptt.

FORM OF OPTION*

(To be given by those who wish to be governed by the benefits available in the Pension Scheme)

I.....employed as in the Department/
(Designation)
Office of.....do hereby opt to be governed by the CCS HAU
Pension scheme in terms of Notification No dated
Place..... (Signature of employee)
Dated..... CPF A/C No.....

ACCEPTED

Head of Office/Deptt.

*Inapplicable form of Option must be scored out by drawing a diagonal line by the employee.

ANNEXURE - B

Rules and procedure for the payment of pension to the employees of CCS Haryana Agricultural University, Hisar.

The Board of Management vide item No. C-8 of its 147th meeting held on 20.3.1993 has approved the following rules regulating the payment of Pension and General Provident Fund to the employees of CCS Haryana Agricultural University namely;

- | | | |
|-----------------------------|----|--|
| Short title and application | 1. | <ul style="list-style-type: none"> (1) These rules will be called the CCS Haryana Agricultural University Employees Pension & General Provident Fund Rules, 1992. (2) These shall apply to all employees of the CCS Haryana Agricultural University who join the service on or after the coming into force of these rules. The employees already in service shall have the option either to opt for Pension Scheme or to be governed by the existing Contributory Provident Fund Scheme. The option shall be exercised in Annexure 'A' to the Pension Statutes within a period of four months from the date of coming into force of these rules. The existing employees opting for pension scheme will have to surrender the total University contribution towards Contributory Provident Fund in their account alongwith upto date interest accrued thereon. (3) The existing employees who do not exercise any option within the stipulated period will be deemed to have opted for the Pension Scheme. |
| Definition | 2. | <p>In these rules unless the context otherwise requires :</p> <ul style="list-style-type: none"> (a) 'Board of Management' means the Board of Management of CCS Haryana Agricultural University. (b) 'Competent Authority' means the authority authorised to sanction pension and General Provident Fund to the employees of CCS Haryana Agricultural University. (c) 'Employee' means the employee of CCS Haryana Agricultural University, as defined in Clause 1.5 (vi) of Chapter XII of the Statutes. |

- (d) 'Pension' except when the term 'Pension' is used in contradiction to gratuity, includes gratuity.
- (e) 'Comptroller' means the Comptroller CCS Haryana Agricultural University.
3. (1) For the payment of pension, the fund namely; CCS Haryana Agricultural University Pension Fund (hereinafter called the Pension Fund) shall be established. This shall comprise of the total accumulated amount of Contributory Provident Fund contributions of the University on behalf of the employees and also 10% of CPF Contributions to be made by the State Government and other funding agencies through grants. Establishment of Pension Fund
- (2) The Pension Fund shall be kept in the Bank at Headquarters of the University. The rate of interest allowed shall be the rate of interest fixed by the Bank and shall be managed to earn maximum amount of interest on the total accumulations and the interest so earned shall also be an integral part of the Pension Fund.
4. (1) The Pension Fund shall be administered by the Vice-Chancellor or any other officer authorised by him. Operation of the fund
- (2) The University contributions as mentioned in rule 2 shall be drawn out of the University account (Contributory Provident Fund) and credited into the Pension Fund.
- (3) All payments made to the employees of the University for payment of pension shall be withdrawn from the Pension Fund.
5. The account of the Pension Fund shall be maintained in the office of the Comptroller, CCS Haryana Agricultural University, Hisar. The Bank through which the pension is disbursed may also be required to keep accounts as per instructions issued from time to time. Maintenance of the fund
6. For the purpose of grant of Pension and General Provident Fund to the employees, the rules relating to Pension and General Provident Fund, as contained in Punjab Civil Services Rules Vol. II as applicable to Grant of Pension and General Provident Fund

Haryana and as amended by Haryana Govt. from time to time, shall apply mutatis mutandis to the employees of the University and for this purpose the terms and expressions not otherwise defined in these rules shall have the same meaning as assigned to them in Punjab Civil Services Rules Vol. 1 Part 1. For this purpose, for the words 'Government' and 'Government Employees' wherever occurring in these rules *ibid*, the word 'University' and 'employees of the University' shall be deemed to have been substituted, respectively, and the words 'Accountant General' Haryana, whenever occurring in the aforesaid rules, the words 'Comptroller, CCS Haryana Agricultural University' shall be deemed to have been substituted. The instructions issued by the Government of Haryana in this behalf from time to time shall also apply for this purpose.

Preparation of pension case and issue of Pension payment order

7. (i) The Head of Department/Office concerned will initiate the Pension case well before the actual date of retirement of the employees as prescribed by the State Govt. from time to time. After completing the service record upto date, the Head of Department/Office will get the prescribed pension form filled in from the employees.
- (ii) After completion of pension papers of the employees in the form and manner given in the Punjab Civil Services Rules, Vol. II (with necessary amendments), the same shall be sent to the Comptroller for verification of qualifying service and emoluments and for issue of pension payment order duly vetted by the audit.

Payment of Pension

8. (1) On the basis of Pension Payment Order issued by the Comptroller, the competent authority of the University shall also issue a copy of Pension Payment Order to the Bank authorising the Bank to make payment of pension to the pensioner every month regularly till a revised order or instruction is issued by the competent authority.
- (2) While making payment of pension, the payment authority shall be guided by rule 4.92 of Subsidiary Treasury Rules issued under the Punjab Treasury Rules which shall apply mutatis

mutandis to the pensioners of the CCS Haryana Agricultural University.

9. (1) On coming into force of these rules, the amount of employees subscription in his Contributory Provident Fund account alongwith interest thereon shall be converted into General Provident Fund, in the case of employee who opt for Pension Scheme and shall be governed by the General Provident Fund rules and instructions issued by the State Govt. from time to time. General
Provident Fund
- (2) The portion representing University's contribution shall be credited to the Pension Fund.
- (3) In case the subscribers to C. P. F. who opt for the Pension Scheme have drawn non-refundable advance out of University Contribution towards Contributory Provident Fund, the upto date amount involved will be made good first from his own subscription alongwith interest and transferred to the Pension Fund. If there is still any shortfall, he/she will have to refund the same in instalments to be decided by the Comptroller but not later than his /her date of superannuation. The rate of interest to be charged in such cases will be the rate of interest allowed to the subscribers from time to time. The employees who have retired during the period from 1.1.1992 to the date of coming into force of these rules and in whose case, pensionary benefits have been paid under the Contributory Provident Fund Scheme and who opt for pension, will have to opt for it within four months of coming into force of these rules and refund the amount in lumpsum, equal to the University Contribution of Contributory Provident Fund alongwith interest thereon at the specified rate from the month they received the final payment upto the date of deposit. The rate of interest to be charged in these cases will be at the rates as applicable to CPF/GPF accumulations fixed from time to time by the University.

- (4) Subject to the provisions of these rules, the rules contained in Punjab Civil Services Rules Vol. II, as applicable to Haryana Govt. employees, shall apply mutatis mutandis to the employees of the University who opt for these rules.

(b) STATUTES RELATING TO GENERAL PROVIDENT FUND OF CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

In exercise of the provisions of the Haryana & Punjab Agricultural University Act, 1970 vide Section 31 (e), the Board of Management of the CCS Haryana Agricultural University is pleased to make the following statutes regarding the constitution of the General Provident Fund for the benefit of officers, teachers and other employees of the University who opt for pension.

- Definitions
1. **Salary :** "Salary" means the amount of monthly pay, leave salary including special pay, dearness pay or any other remuneration classed as pay.
 2. **Family :** "Family" for the purpose of General Provident Fund Rules mean family as defined in rule 13.2 (1) (C) of Punjab CSR Volume II applicable to Haryana Govt. employees as amended from time to time.
 3. **Conditions and rates of subscription :** Every whole time employee of the University shall contribute compulsorily to the General Provident Fund at the rate of 10% of his/her pay. The employee may subscribe to the General Provident Fund at the rate in excess of 10% but it should not be more than his monthly pay. For this purpose, the employee concerned shall exercise option once a year prior to the drawal of salary for the month of March. The subscriber may also exercise option for enhancement of subscription once during the course of a year. The revised option shall be accepted by the DDO concerned. Employees holding appointment of fixed terms may also subscribe to the fund at their option. The amount shall be expressed in whole rupees. Such subscription shall be deducted every month from the salary of each subscriber by the concerned DDO and the amount deducted shall be passed on to the Comptroller for credit into General Provident Fund in the account of the Subscriber.
 4. **Interest :** The rate of interest to be allowed on all sums

deposited in the fund shall be as such as determined from time to time by the Employees Welfare Fund Operation Committee. The amount of such interest shall be credited into the General Provident Fund Account of each subscriber.

5. **Maintenance of accounts :** The Comptroller shall cause to maintain proper accounts relating to the fund showing the amount for the time being at the credit of each subscriber and the general state of the fund. Each subscriber shall be supplied with an annual statement showing the opening balance, deposits during the year, withdrawals during the year, interest and closing balance at the credit of the subscriber.
6. **Amount when payable :** Subject to the provisions of these Statutes, the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or his quitting the service of the University.

And that the interest shall be paid on the amount upto the end of twelve months after the months in which the amount becomes payable subject to the proviso that where provident fund is withheld at the instance of the University interest shall not be denied.

- Note : The Provident Fund accounts of such University employees who do not claim payments within three years of their becoming due, shall be closed and the amount shall be deposited in the University account as University income. However, such amounts shall be refundable later-on when claimed by the employee or his legal heirs after it is established to the satisfaction of the Vice-Chancellor that there were genuine reasons for delay in claiming the payments.
7. **Withdrawal from Fund in case of leave preparatory to retirement :** In case of those employees who are going to retire within 2 years, a subscriber may be permitted, non-refundable advance by the Vice-Chancellor, 90% share out of GPF for the purchase, construction, renovation, addition and alterations and repair of house/ purchase of plot/purchase of farm land and/or business premises.

8. Nominations

- (i) A subscriber may make declaration signed by him and attested by two witnesses stating the name or names of the persons to whom he desires that in the event of his death, the whole or any part of the amount of his/her deposit shall be paid :

Provided that if, at the time of making the nominations the subscriber has a family, a nomination shall not be in favour of any person or persons other than the members of his family.

- (ii) If a subscriber nominates more than one person under Clause (i) he shall specify in the nomination the amount share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
- (iii) A subscriber may at any time cancel nomination by sending a notice in writing, to the Comptroller provided that the subscriber shall alongwith such notice send a fresh nomination made in accordance with the provision of Clause (i) and (ii).
- (iv) A subscriber may provide in a nominations.
- (a) In respect of any specified nominee that in the event of his/her predeceasing the subscriber, the right conferred upon that nominee shall pass to other such person or persons as may be specified in the nominations provided that such other person or persons; shall, if the subscriber has other members of his family, be such other member or members.
- (b) That the nomination shall become invalid in the event of happening of a contingency specified therein; provided that if, at the time of making the nomination, the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

Provided further that if, at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred on the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members of his family.

- (v) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under Clause (a) of the sub-rule (iv) or the occurrence of any event by reason of which the nomination becomes invalid in pursuance of Clause (b) of Sub-rule (iv) or the provisions, thereto, the subscriber shall send to Comptroller a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this Statutes.
- (vi) Every nomination made, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.

9. **ADVANCE FROM THE FUND**

A temporary advance from the fund may be permitted by the Vice-Chancellor or any other officer to whom powers may be delegated in this behalf, to the subscriber, subject to the following conditions :

- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify, and that it will be expended on the following object or objects and not otherwise :
 - (i) To purchase a motor car, motor cycle, scooter or a moped.
 - (ii) To pay expenses in connection with the prolonged illness of the applicant or any person actually dependent on him.
 - (iii) To pay for the overseas passage only for reasons of health or education of the applicant or any person actually

dependent on him. Advance from the fund may also be granted to a subscriber, subject to the usual conditions to meet the cost of education of himself or any persons, actually dependent on him in the following type of cases :-

- (a) for education outside India, whether for academic, technical, professional or vocational courses.
 - (b) for medical, engineering or other technical or specialized courses in India as detailed in Annexure-A to Chapter XI.
- (iv) to pay obligatory expenses on a scale appropriate to the applicant's status which by a customary usage the applicant has to incur in connection with the marriage, funerals, or other ceremonies of persons actually dependent on him provided that the condition of actual dependent shall not apply in case of ceremony in respect of sons/daughters of the subscribers.
- (v) University employees shall be eligible for the grant of advance for the purchase of personal computer provided they have completed at least five years service. Amount of advance shall be limited to 75% of the subscription or actual price of the computer whichever is less subject to the maximum of Rs. 30,000/- or as prescribed by the State Govt from time to time. The amount of advance alongwith interest will be recovered in not more than 75 instalments.

Note 1. 'Dependent' means any of the following relatives of a subscriber to or a depositor in, a Provident Fund, namely; a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and where no parent of the subscriber or depositor is alive, a parental grand parent.

-
2. Advances under the sub-clause are also permissible for meeting the expenditure in connection with the marriage or other ceremonies of the subscriber himself/herself.
- (vi) "To defray the cost of acquiring amenities for the betterment of living such as Refrigerator, Air Cooler, Geyser, Washing Machine, Television, Record Player, Tape-Recorder, Mixer, Radiogram, Steel/Wooden Furniture, Knitting/Sewing Machine, subject to the condition that the advance for this purpose shall be given to the employees having a minimum service of 5 years in the University and that the advance shall not exceed 3 months pay or maximum ceiling of Rs.1.00 lac or 50% of the employee's subscription with interest thereon standing to his credit on the date of sanction of the advance, whichever is less. The advance for this purpose will be given for a maximum number of two times during the entire service of the employee".
- (b) An advance shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the fund and shall be limited to :
- (i) 3/4th of the subscription to the fund or actual price of the vehicle whichever is less in case of sub clause (i) of clause 9(a). However, eligibility for loan will be subject to entitlement of type of vehicle as per University rules from time to time.
- Provided that :
- (a) An advance shall not be made unless the depositor has subscribed to the fund for five years.
- (b) Second advance will be admissible only after the subscriber fully repays the first advance alongwith interest, if any.

- (c) The subscriber will submit agreement of proposed sale or written statement and affidavit of the dealer of authorised company regarding sale of his motor car, motor-cycle or scooter or moped.
 - (d) If the subscriber has taken a loan and yet his requirement is not fulfilled the amount equivalent to difference between the amount of loan and the actual price of the vehicle or 75% amount of his total contribution whichever is less may be given to him as a refundable advance.
- (ii) Six months pay or the amount at the credit of the subscriber in the fund whichever is less in the case of sub clause (ii) (iii) & (iv) of clause-9(a) of this Chapter XII.
- Note 1. In case of emergency due to illness Vice-Chancellor is authorised to allow advances to any extent of availability of amount (own share) in GPF account of the subscriber.
- Note 2. The Vice-Chancellor further authorised to allow non-refundable advance out of GPF for prolonged illness which involve heavy expenditure and in view of the circumstances regarding inability of subscriber to refund the loan as explained by the employee/family of the employee.
- (c) An advance shall not except for special reasons to be recorded in writing by the sanctioning authority, be granted until atleast 12 months after the final payment of all the previous advance, together with interest thereon, unless the amount already advanced does not exceed two third of the amount admissible under sub-clause (b).
10. Recovery of advances made :
- (1) An advance shall be recovered from the salary of the subscriber in such number of monthly instalments as the sanctioning authority may direct; but such number shall not be less than 12

unless the subscriber so selects, or in any case more than 24. A subscriber may at his option make repayment in smaller number of instalments than that prescribed.

- (2) Recovery shall not be made, except with the subscriber's consent while he/she is on half pay leave or leave without pay or in receipt of subsistence allowance.
- (3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.
- (4) The interest shall be paid at the rate applicable at the time of drawal of advance as the University pays interest on similar deposits in the fund on the principal during the period between the drawal and complete the payment of principal in fixed equated instalments in such a manner that the principal and the interest are recovered simultaneously in the instalments fixed for the refund of advance. For this purpose, the amount of interest shall be calculated before hand and included in the instalments of the principal amount by rounding off to the nearest whole rupee.

Note The interest shall be calculated as per the following formula :

The amount of advance x Rate of interest x
(Number of instalments +1)

2400

- (5) Recoveries made under this statutes shall be credited as they are made to the account of the subscriber in the fund.
- (6) A subscriber who has been permitted to withdraw money from the fund, shall satisfy the Head of Department where the employee is working within a period of 3 months that the money has been utilised for the purpose for which it was withdrawn. However, in case the subscriber fails to produce utilisation certificate within 3 months and needs further extension for utilization of advance, the case may be sent to the Comptroller

for grant of further extension upto three months. Attested or photostat copy of the registration document is required to be submitted and if he fails to do so, the whole sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repayed and in default of such payment it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lumpsum or in such number of monthly instalments as may be determined by the Comptroller.

- (7) When a conveyance purchased with the advance drawn out of General Provident Fund is to be disposed of before recovery of the principal together with interest the subscriber shall seek prior approval from his Head of Department/ Controlling Officer for such a sale. The outstanding advance together with interest shall be first charged on the sale proceeds of the conveyance and shall be refunded in lumpsum when such a sale is made.
11. Non-refundable advances from the funds may be permitted by the Vice-Chancellor or any other officer to whom power may be delegated in this behalf, to the subscriber, provided the employee is of more than 45 years age or has rendered atleast 10 years service in the University as under :
- (i) for meeting expenses in respect of marriage of each son or daughter or a deceased son's children.
 - (a) 12 months pay of subscriber; or
 - (b) 75% of the amount of subscription and interest thereon standing to the credit of the subscriber; whichever is less.
 - (ii) For meeting expenses on the following objects so as not to exceed 90% of the employees subscription and interest thereon standing to the credit of subscriber :
 - (a) Building or acquiring a suitable house for his residence including the cost of site or

repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstruction, or making additions or alterations or repairs in a house already owned or acquired by a subscriber.

- (b) Purchasing a house, site or repaying an outstanding amount on account of loan expressly taken for this purpose.
- (c) Constructing a house on a site purchased by utilising the sum withdrawn under clause (b).

Note 1. The amount of withdrawals admissible under this clause can be taken in lots but the ceiling for the aggregate to non-refundable withdrawals taken out of GPF and other 'Loans and Advances' scheme will be the same as under the State Govt. as amended from time to time. (At present, the limit is Rs. 15.00 lacs).

Note 2. Where plot is in the name of husband or wife, only the person owning the plot is entitled to have loan for construction of house on that plot. Where the plot is jointly owned by the husband and wife, both are entitled to have advance for construction of house on that plot subject to the proviso that the aggregate of amounts taken by husband and wife out of GPF and 'Loans and Advances' Scheme for the plot and construction of house shall not exceed Rs. 15.00 lacs in all.

Note 3. The above advances will of course be subject to the other usual conditions including that of utilization for the purpose for which applied for.

(iii) For meeting expenses in respect of courses detailed in Annexure 'A' to Chapter-VIII.

- (a) 6 months pay of the subscriber;
- (b) 75% of the amount of subscription and interest thereon standing the credit of the subscriber whichever is less.

The withdrawals will be permissible once a year and further withdrawals for completion of the same course will not be allowed before the expiry of one year from the date of previous withdrawal.

Note : In case of teachers acquiring Ph. D. qualifications to fulfil conditions of grant of UGC scales, conditions of 10 year service or more than 45 years of age for eligibility to non-refundable advance will not be applicable.

12. **Making of regulations**

The Board may from time to time make regulations consistent with the Statutes and with the provisions of Provident Fund Act, 1925 for any matter relating to the fund or its management or the investment of sums at the credit of the fund, or the privilege of subscribers not herein expressly provided for, and may add to, vary or cancel any regulations so made.

13. Any change(s)/amendment(s) in the General Provident Fund Rules made by the Haryana Govt. to its employees from time to time shall be made applicable to the University employees with the approval of the Vice-Chancellor.

CHAPTER XIII

STATUTES REGARDING INSTITUTION OF DEGREES AND DIPLOMAS AND CONFERMENT OF HONORARY DEGREES UNDER SECTION 31(f) OF HPAU ACT, 1970.

1. The university may grant : Grant of Degree
 - (i) Bachelor's Degrees in various disciplines of Agriculture, Agricultural Engg., Home Science and other Allied Sciences.
 - (ii) Master's and Doctors' of Philosophy Degrees in the various disciplines of Agriculture, Agricultural Engg., Home Science, Basic Sciences, Business Administration and other Allied Sciences
 - (iii) Diploma for the following courses :
RESIDENTIAL
 - (a) One year Certificate course in Home Industry, Garment Construction & Hosiery.
 - (b) PG Diploma in Human Nutrition & Dietetics,
 - (c) PG Diploma in English Hindi Translation,
 - (d) PG Diploma in Communication Skills in English
 - (e) PG Diploma in Graphics & Video Production
 - (f) PG Diploma in Remote Sensing & Geographical information System (GIS) Application in Agriculture and Environment.
2. All proposals for the conferment of Honorary degrees shall be made to the committee consisting of the Vice-Chancellor and the Deans of the Colleges including Dean, Postgraduate Studies and, if accepted by the committee shall be placed before the Academic Council and the Board of Management for approval before submission to the Chancellor for confirmation. Conferment of Honorary Degrees
3. (I) All Degrees shall be conferred by the University either at a convocation or in absentia or be sent at the home address of students after one year of passing the programme. Convocation

Other Diploma/Certificates may be conferred/ issued by the Head of the constituent unit concerned.

- (2) Convocation for conferring degrees shall be held at least once every year on a date to be fixed by the Chancellor. If the convocation is not held after a year, the degrees shall be given by hand or sent by post after one year of the issue of result notification.
- (3) Honorary degrees, if necessary, shall be conferred by the University at a regular or special convocation.
- (4) The following procedure to be followed for sending degrees at the home addresses of the students : -
 1. The degrees of all the students will be sent at the home address of the student by the Registrar after getting clearance from the Dean concerned.
 2. The fees of the degree which will either be conferred in absentia or sent at the home address of the students shall be as prescribed from time to time.
 3. For such students a scroll will be prepared and got signed from the Chancellor personally and on degrees his signature seal will be embossed after taking permission from the Chancellor.

CHAPTER XIV

STATUTES REGARDING COURSES OF STUDY TO BE LAID DOWN FOR DEGREES AND DIPLOMAS CERTIFICATES OF THE UNIVERSITY UNDER SECTION 31 (m) OF HPAU ACT, 1970

1. The Academic Council shall lay down courses of study in various subjects both for undergraduate and postgraduate programmes and diplomas and certificates on the recommendations of Board of Studies.
2. The authority to alter or abolish a particular course of study also lie with the Academic Council on the recommendations of Board of Studies.
3. The details of courses to be offered by the University in various subjects shall be published for the information of all concerned.

CHAPTER XV

STATUTES REGARDING THE INSTITUTION OF SCHOLARSHIPS, STIPENDS, MEDALS, PRIZES AND THE CONDITIONS FOR THEIR AWARD UNDER SECTION 31(j) and (t) of HPAU Act, 1970.

1. The number and value of stipends, scholarships, medals and prizes to be awarded annually shall be determined by the Board either on its own initiative or on the recommendations of the Academic Council.
2. The Academic Council shall, on the recommendations of the Vice-Chancellor, lay down the conditions for the award of the following recognitions and incentives for study and research :-
 - (a) Stipends for Post-graduate studies and research.
 - (b) Scholarships for under-graduate studies
 - (c) Medals and prizes for meritorious academic pursuit and outstanding performance in extra-curricular activities of the University
 - (d) Stipends
3. Meritorious academic pursuit assessed on the basis of results of various University Examinations, outstanding performance in various extra-curricular fields and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes and stipends.
4. The Dean of a college, subject to the prescribed conditions, may award scholarships to the eligible students. The Dean shall also have the authority to withdraw the scholarships if and when the student fails to fulfil the prescribed obligations.

The Dean, Postgraduate Studies on the recommendations of the concerned Head of Department and subject to the prescribed conditions/ rules laid down by the Academic Council may award Stipends to the eligible P.G. students. The Dean, Post-graduate Studies shall also have the authority to withdraw the stipends if and when the student fails to fulfil the prescribed obligations.

CHAPTER XVI

STATUTES REGARDING THE ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLEMENT AND CONTINUANCE AS SUCH UNDER SECTION 31(l) of HPAU Act, 1970.

1. Students shall be admitted each year to various prescribed degrees of the University in the following Colleges:
 - (i) College of Agril. Engineering and Technology.
 - (ii) College of Agriculture, Hisar and Kaul.
 - (iii) College of Basic Sciences and Humanities.
 - (iv) Indira Chakravarty College of Home Science.
2. The number of students to be admitted each year in various colleges shall be approved by the Academic Council on the recommendations of the Board of Studies.
3. Applications for admission to various colleges shall be received by the Registrar not later than a prescribed date and on forms approved for the purpose.
4. Admission requirement to various degrees/diplomas etc., shall be such as laid down by the Academic Council upon recommendation of the Board of Studies concerned.

Maintaining of discipline etc.

The privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the Board of Studies and regular payment of dues to the University

CHAPTER XVII

STATUTES REGARDING THE CONDITIONS UNDER WHICH STUDENTS SHALL BE ADMITTED TO THE DEGREES, DIPLOMA OR OTHER COURSES AND THE MANNER IN WHICH THE EXAMINATIONS ARE TO BE HELD AND THE ELIGIBILITY FOR THE AWARD OF DEGREES AND DIPLOMAS UNDER SECTION 31 (n) of HPAU Act, 1970.

1. The conditions under which students shall be admitted to the Degree, Diploma or other courses shall be such as are laid down by the Academic Council on the recommendations of the Board of Studies
2. Detailed procedure of examinations and conditions of eligibility for the award of degrees and diplomas in the light of the provisions shall be laid down by the Academic Council on the recommendations of the Board of Studies.

CHAPTER XVIII

STATUTES REGARDING THE ESTABLISHMENT AND THE ABOLITION OF HOSTELS MAINTAINED BY THE UNIVERSITY AND CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND THE LEVY OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY

1. The Board shall, on the recommendation of the Vice-Chancellor, establish hostels for all the students of the University. No hostel shall be abolished without the approval of the Board.
2. No student of the University, excluding local students, shall be permitted to reside outside the hostels maintained by the university except with the permission of the Dean/Director Students Welfare.
3. Applications for accommodation in a hostel maintained by the University shall be submitted to the Director of Students Welfare on such form and date as may be approved by the Vice-Chancellor for the purpose.
4. Regulations for allocation of room space, provision of reasonable comforts, and responsibility of the students in the proper upkeep of hostel properties and observance of discipline shall be laid down by the Vice-Chancellor on the recommendations of the Director Students Welfare.
5. Subject to the prescribed regulations, the Director Students Welfare shall be the final authority to decide the allocation of room space to individual applications.
6. Every student residing in a University hostel shall deposit a mess security of amount which may be laid down by the Director Students Welfare. He shall also have to pay hostel fees and other dues at such rates as may be prescribed by the Board, on the recommendations of the Finance Committee.
7. Supervision of the affairs of each hostel shall be entrusted to a teacher/non-teacher designated as Hostel Warden(s) for a prescribed period.

8. A committee of hostel wardens and representative student residents one from each hostel, shall be set up under the chairmanship of the Director Students Welfare to ensure satisfactory standards of hostel residence. The Committee shall hold a consultative status.

CHAPTER XIX

STATUTES REGARDING THE ESTABLISHMENT AMALGAMATION, SUB DIVISION AND ABOLITION OF DEPARTMENTS UNDER SECTION 31 (h) of HPAU Act, 1970.

1. Without, prejudice to the powers of the Academic Council as defined in Clause (d) of Section 23 of the Act, the establishment, abolition, subdivision, amalgamation or shifting of university departments or part thereof either within the Constituent Colleges or from one constituent college to other constituent colleges or centers/institutes, etc. shall be determined by the Academic Council.
2. Action taken under Clause 1 shall be reported by the university to the Government for information.

CHAPTER XX

STATUTES REGARDING THE FEES WHICH MAY BE CHARGED BY THE UNIVERSITY UNDER SECTION 31 (r) OF HPAU ACT, 1970.

1. The fees shall be classified in the following main categories:-
 - (a) Admission & re-admission fee
 - (b) Tution fee;
 - (c) Library fee;
 - (d) Medical fee;
 - (e) Examination fee;
 - (f) Contributions to such educational, social and recreational funds as may be specified; and
 - g) Any other fee and/or charges prescribed from time to time by the Board of Management on the recommendations of the Academic Council and Finance Committee on a proposal from the Vice-Chancellor.
2. The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be approved by the Board upon the recommendations of the Academic Council, the Finance Committee and the Vice-Chancellor.

CHAPTER XXI

STATUTES REGARDING THE REMUNERATION AND ALLOWANCES, INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY UNDER SECTION 31(s) OF HPAU ACT, 1970.

1. The remuneration and allowances to persons employed on the business of the University shall comprise:-
 - (i) Fees to examiners;
 - (ii) Remuneration to persons engaged on supervising the conduct of examinations;
 - (iii) Remuneration to persons specially invited on the business of the University; and
 - (iv) Travelling and Daily Allowances to be paid to outsiders and to officers, teachers and other employees of the University.
2. The Board on the recommendations of the Vice-Chancellor and the Finance Committee shall make regulations on the matters mentioned in clause-1 of this statute.

CHAPTER XXII

Statutes under section 31 (u) of HPAU Act, 1970 read with Section 11(b) (xii) of the Act.

Regarding

PERSONS WHO ARE DECLARED AS OFFICERS OF THE UNIVERSITY

1. The following shall be Officers of the University in addition to the Officers mentioned in section 11 (b) of the HPAU Act, 1970 :-
 - (a) Chief Medical Officer and
 - (b) Director, Human Resource Management.

CHAPTER XXIII

STATUTES REGARDING THE EXERCISE OF FINANCIAL AND ADMINISTRATIVE POWERS BY THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

1. The terms Grade 'A' Grade 'B' and Grade 'C' used in the Statutes shall carry the same meaning as assigned to them in the Statutes relating to the appointment of employees of the University other than officers and teachers. Powers of the Officers, Teachers & other employees of the University
Definition
2. (1) Deleted.
(2) The financial administrative powers of the University shall be such as are prescribed hereinafter in the Statutes.
Powers of the Officers, Teachers & other employees of the University
3. The Vice-Chancellor shall have the power :
Powers of the Vice-Chancellor
 - (a) to sanction recurring and non-recurring expenditure chargeable to contingencies;
 - (b) to countersign his own T. A. Bill, and sanction his own medical reimbursement bill, Subject to the relevant rules;
 - (c) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;
 - (d) to countersign T. A. bill and sanction absence on duty beyond jurisdiction of officers of the University; and
 - (e) to make rules for the allotment of residential accommodation to employees of the University and for the maintenance and operation of vehicles owned by the University, etc. and such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus including instructions on 'black out' and other security or civil defence measures.
 - (f) To decide the filing and defence to suits, appeals, revisions, other legal proceedings etc. in the courts

of law and to authorise officers, teachers or other employees to sign plaints, written statements, appeals revisions, writs, reviews and applications etc. to be filed by the University, sign Vakalatnama and do all other things necessary for the prosecution of such court proceedings, including swearing of affidavits and to engage counsels for this purpose on behalf of the University.

Powers of the Registrar

4. The registrar shall exercise all the powers of a drawing, disbursing and collecting officer in respect of employees under him referred to in Part 1 of the Schedule to the Statues relating to the appointment of other employees of the University (here in after referred to as the Schedule) and shall also have the power :
- (a) to incur expenditure chargeable to contingencies as under :
 - (i) non-recurring expenditure upto Rs. 10,000 in each case;
 - (ii) recurring expenditure upto Rs. 1,200 per annum in each case;
 - (b) to countersign T. A. bills and to sanction absence on duty beyond jurisdiction to all the employees working under him;
 - (c) Deleted;
 - (d) to sign cheques for payment of sanctioned pay and allowances of the Comptroller; and
 - (e) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.
 - (f) to decide the filing and defence to suits, appeals, revisions, other legal proceedings etc. in the courts of law and to authorise officers, teachers or other employees to sign plaints, written statements, appeals, revisions, writs, reviews and applications etc. to be field by the University, sign Vakaltnama and do all other things necessary for the prosecution of such court proceedings, including

swearing of affidavits and to engage counsels for this purpose on behalf of the University.

5. The Comptroller shall exercise all the powers of Drawing, Disbursing & Collecting Officer in respect of employees under him. The Comptroller shall have the power :

Powers of the Comptroller

 - (a) to countersign T. A. bills and sanction absence on duty beyond jurisdiction of all the employees under him referred to in Part-1 of the Schedule;
 - (b) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;
 - (c) to sign cheques for payment of sanctioned pay and allowances of the officers, teachers and other employees of the University, and other cheques; and
 - (d) to delegate the powers mentioned in sub-clause (b), (c), above to grade 'A' or 'B' employees working under the Comptroller.

6. (1) The Dean shall exercise all the powers of Drawing and Disbursing and Collecting Officers in respect of employees under them (referred to in Part 1 of the schedule attached to the Statutes regarding the appointment of employees other than officers and teachers).

Powers of the Deans

 - (2) The Deans shall also have the power to :
 - (a) countersign T. A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them.
 - (b) deleted;
 - (c) open and maintain Personal Ledger accounts relating to various funds of the Colleges;
 - (d) open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor;
 - (e) delegate the powers mentioned in Sub-clause (c) & (d) to grade 'A' and 'B' employees

-
- working, under the Dean (C-3/43rd BOM 14/
76-HAU/Admn. R. 1/76/7675 dated 25.6.76)
- | | | |
|--|----|--|
| Powers of the officers of the University | 7. | <p>The Director of Research, the Director of Extension Education, the Director of Students Welfare, the Estate Officer and the Librarian, shall, with respect to the employees working, respectively under them, exercise the powers of drawing, disbursing and collecting officers and shall also have the power :</p> <p>(a) to countersign T. A. bills and sanction absence on duty beyond jurisdiction of all employees of Grade 'A', 'B' and 'C' working respectively under them;</p> <p>(b) Deleted;</p> <p>(c) open and maintain Personal Ledger accounts relating to various funds; and</p> <p>(d) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor</p> |
| Powers of Heads of Depts. | 8. | <p>(1) With respect to the staff employed in connection with teaching, research and extension education work, the Head of the Deptts. shall exercise the powers of drawing and disbursing and collecting officers, they shall have the power to countersign T. A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees of grade 'B' and 'C' working under them.</p> <p>(2) Deleted.</p> <p>(3) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.</p> |

CHAPTER XXIV

Statutes under section 29 (d) of the Punjab Agricultural University Act, 1961
read with Section 33 of the Act

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS BY THE BOARD OF MANAGEMENT TO THE OFFICERS/ EMPLOYEES OF THE UNIVERSITY

1. (a) the term grade 'A', grade 'B' and grade 'C' used in this Statute shall carry the same meaning as assigned to them in the statute relating to the appointment of employees of the University other than officers and teachers. Definition
- (b) Class I teachers means teachers in the rank of Associate Professor and above.
- (c) Class-II teachers means teachers of the rank of Assistant Professor and equivalent.
- (d) Class-III teachers means, teachers who are not covered by (b) & (c) above.
2. The officers, teachers and other employees of University may exercise such administrative powers as are specified in Part 'A' of the Schedule to this Statute subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modifications as he considers necessary.
3. The officers, teachers and other employees of the University may exercise such financial powers as are specified in Part 'B' of the Schedule to this Statute subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modification as he considers necessary and provided further that no expenditure shall be incurred which is not provided for in the budget approved by the Board of Management

and that expenditure in excess of the powers specified may be incurred (upto the amount provided for in the budget) with the approval of the sanctioning authority. The cases which require the financial sanction of the Vice-Chancellor will be routed through the Comptroller who will examine them and give his recommendations before submission to Vice-Chancellor.

4. The Vice-Chancellor may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been delegated to the Vice-Chancellor by the Statutes.
5. Other officers of the University and Heads of Departments may also delegate to any teacher not below class-II or other employee not below Superintendent or equivalent working under their control, subject to the approval of the Superior Officer, such powers as they consider necessary and as have been delegated to them under the Statutes keeping in view such instructions and guidelines as may be laid down in this behalf by the Vice-Chancellor from time to time.

SCHEDULE OF CHAPTER XXIV
PART 'A' ADMINISTRATIVE POWERS
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	At outstations		At Hisar (Specially authorised by Controlling Officer)		Powers delegated to the Heads of Sections	
					Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.
1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
1.	To make ad hoc appointment.	Upto 3 months after following the prescribed procedure. No re-appointment	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2.	To permit charge of posts to be made elsewhere than at Head quarters.	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.	To effect transfer of employees	Full powers	Full powers in respect of Class-II teachers and grade B and C employees. Full powers in case of Assoc. Class II teach-	Full powers in respect of grade B and C employees. Full powers in respect of Class II teach-	Nil	Nil	Nil	Nil	Full powers in respect of grade 'B' and 'C' employees within the same station.	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
			4. Profs. & equivalent and grade 'A' employees also within the same station.	5. Prof. & equivalent and grade 'A' employees also within the same station.						
4.	To sanction honorarium to the employees.	Full powers	Non-recurring upto Rs. 1000/- in each case upto Rs. 2500/- in each case subject to an annual limit of Rs. 2000/-	Non-recurring upto Rs. 250/- in each case with annual limit of Rs. 500/-	Non-recurring upto Rs. 50/- in each case with annual limit of Rs. 250/-	Nil	Nil	Nil	Non-recurring upto Rs. 50/- in each case with annual limit of Rs. 250/-	Nil
5.	To permit acceptance of fees for outside work.	Full powers	Full powers in respect of Class II teachers and grade 'B' and 'C' employees.	Full powers in respect of Class II teachers and grade 'B' and 'C' employees.	Full powers in respect of Class II teachers and grade 'B' and 'C' employees.	Nil	Nil	Nil	Full powers in respect of Class II teachers and grade 'B' & 'C' employees.	
6.	Permission to attend conferences, meetings, seminars, workshops etc.	Full powers	Up to 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	Nil	Nil	Nil	Nil	Upto 24 days (including journey days) in each case in a year and upto 8 days (including journey days) at a time in respect of Class-II teachers	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
9.	(a) To sanction reimbursement of cost of medical treatment to employees and their families	Full powers	Full powers including grant of permission on Medical Officer's recommendation for outside treatment	Full powers in respect of Assoc. Prof. and below	Upto Rs. 500/- in each case	Upto Rs. 500/- P. A. in each case	Nil	Nil	Upto Rs. 500/- P. A. in each case	Upto Rs. 500/- P. A. in each case
	(b) To sanction reimbursement as under 9(a) above in relaxation of rules	Upto Rs. 1000/- in each case	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
10.	To sanction House Rent Allowance, in addition to normal House Rent Allowance admissible to persons entitled to rent free accommodation, on the rates approved by the Board from time to time.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil	Nil	Full powers	Full powers

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
16.	To allow employees to complete probation or withhold this sanction	Full powers	*	Nil	Nil	Nil	Nil	Nil	Nil	Nil
17.	To sanction loans from CPF/GPF	Full powers	Full powers with CAU's concurrence	Full powers with CAU's concurrence	Nil	Nil	Nil	Nil	Full powers with CAU's concurrence	Nil
18.	To give additional charge of a post	Upto 6 months for Officers, Class-I teachers and Grade 'A' employees.	Upto 6 months for Grade 'B' & 'C' employees	Nil	Nil	Nil	Nil	Nil	Nil	Nil
19.	Powers to withhold or withdraw a pension or any part of it on account of grave misconduct of the pensioner	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

*Full powers in respect of the posts for which they are the appointing authority and also full powers in respect of the Grade 'B' & 'C' employees and faculty members. However, where it is proposed to extend probation of Grade 'B' & 'C' employees and faculty members then the case may be submitted to the Vice-Chancellor.

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
	24.	Powers to permit Officers of the University, teachers and Grade 'A' retired employees to take up commercial employment within 2 years of the retirement	Full powers	Nil						

Note : 1. These powers are to be exercised by persons within their own jurisdiction in accordance with Clause 2 of Chapter XXIV of the Statutes and subject to such restrictions as may be imposed by the Vice-Chancellor from time to time hereafter.

2. (FOR PENSION)

Vice-Chancellor may delegate any of his powers to his subordinate(s) subject to such conditions as he may like to impose. The powers so delegated cannot be delegated any further. However, the powers of the Comptroller mentioned above may be delegated by him to his subordinate with the concurrence of the Vice-Chancellor.

Statement showing the delegation of Administrative Powers by the Vice-Chancellor in exercise of powers conferred upon him vide Clause-4 of Chapter XXIV of Statutes issued under section 29(u) of the PAU Act, 1961 read with section 31(u) of the HPAU Act, 1970

Sr. No.	Nature of power	Officers of the University	Head of the Department	At outstations		At Hisar (Specially authorised by Controlling Officer)		Powers delegated to the Heads of Sections	
				Prof. & equiv.	Assoc. Prof. & equiv.	Prof. & equiv.	Assoc. Prof. & equiv.	Prof. & equiv.	Assoc. Prof. & equiv.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
9(b)	To sanction reimbursement as under 9(a) in relaxation of rules	Upto Rs. 100/- in each case in relaxation of normal rules. However, powers are to be exercised only on the specific recommendations of the Senior Medical Officer of the University and provided further that the reimbursement of such items/tests are not inadmissible in the Punjab Medical Services Rules as applicable to Haryana Govt. employees.	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Note : This authorization will also vest in the Controlling Officers. (Vide CAU No. B-4/87/30205-365 dated 7.9.87)

Schedule 'B'
Statement showing the delegation of Financial 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	At outstations		At Hisar (Specially authorised by Controlling Officer)		Powers delegated to the Heads of Sections	
					Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.	Prof. & Assoc. Prof. & equiv.
1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
1.	Purchase of Books, periodicals, maps, etc. for official use	Full powers	Full powers	Rs. 1000/- a year in each scheme	Rs. 1000/- a year in each scheme	Rs. 500/- a year in each scheme	Rs. 1000/- a year in each scheme	Rs. 500/- a year in each scheme	Rs. 1000/- a year in each scheme	Rs. 500/- a year in each scheme
2.	To make local purchase of stationery for office in case of urgency	Full powers	Rs. 5000/- a year	Rs. 2000/- a year	Rs. 1000/- a year	Rs. 500/- a year	Nil	Nil	Rs. 1000/- a year	Rs. 500/- a year
3.	To give out urgent printing work to private press	Full powers	Full powers	Full powers	Rs. 2000/- at a time without N.O.C. in case of urgency	Rs. 1000/- (Rs. 100/- at a time without N. O. C. in case of urgency)	Nil	Nil	Rs. 1000/- a year	Rs. 500/- a year
4.(a)	To rent or lease building or lands	Full powers	Rs. 5000/- p.m. in each case	Rs. 500/- p.m. in	Nil	Nil	Nil	Nil	Nil	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
	for University work		subject to NOC from CAU	each case						
(b)	To rent out University residential and official buildings/shops	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
5.	To sanction permanent advance to a subordinate or officer	Full powers	Upto Rs. 1000/- in each case	Upto Rs. 500/- in each case	Nil	Nil	Nil	Nil	Nil	Nil
6.	To sanction creation of temporary posts	Posts for which competent to appoint under the Statutes regarding appointment of employees and teachers of the University, for a period not exceeding one year.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
7.	To authorise urgent repairs of university buildings	Full powers	Rs. 2000/- in each case	Rs. 2000/- in each case	Rs. 1000/- in each case	Rs. 1000/- in each case	Rs. 1000/- in each case	Nil	Nil	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
8.	To sanction purchase of stores and articles of capital nature such as scientific instruments and machinery (including live-stock)	Full powers	Rs. 150000/- in each case	Rs. 50000/- in each case	Rs. 30000/- in each case	Rs. 7000/- in each case	Rs. 30000/- in each case	Nil	Rs. 30000/- in each case	Rs. 7000/- in each case
9.	To sanction estimates for manufacture and repairs of equipment in HAU Workshops	Full powers	Rs. 25000/- in each case	Rs. 10000/- in each case	Rs. 2000/- in each case	Rs. 2000/- in each case	Nil	Nil	Rs. 5000/- in each case	Rs. 2000/- in each case
10.	To sanction purchase of Stores required for the manufacture and repair undertaken by the HAU Workshops	Full powers	Rs. 10000/- in each case	Rs. 5000/- in each case	Rs. 2000/- in each case	Rs. 1000/- in each case	Nil	Nil	Rs. 5000/- in each case	Rs. 1000/- in each case
11.	Contract for sale of farm or garden produce	Full powers	Rs. 50000/- in each case	Rs. 30000/- in each case	Rs. 10000/- in each case	Nil	Nil	Nil	Rs. 10000/- in each case	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
12.	To dispense with earnest or security money when plant and machinery, implements, spares, etc. are supplied and erected by the firms of undoubted financial standing and repute	Full powers	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil
13.	To sanction Purchase and manufacture of the office furniture and necessary estimates thereof	Full powers	Rs. 10000/- a year	Rs. 5000/- a year	Rs. 2000/- a year	Rs. 2000/- a year	Nil	Nil	Rs. 2000/- a year	Rs. 1000/- a year
14.	To sanction hiring of furniture	Full powers	Rs. 5000/- a year	Rs. 2000/- a year	Rs. 500/- a year	Rs. 500/- a year	Nil	Nil	Rs. 500/- a year	Rs. 500/- a year
15.	To sanction purchase of typewriters, duplicators and calculating machines	Full powers	Rs. 20000/- in each case	Rs. 7500/- in each case	Nil	Nil	Nil	Nil	Rs. 5000/- for purchase of calculators and nil for other items	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
16.	To sanction re-fund of revenue	Full powers	Rs. 1000/- in each case and full powers to Comptroller	Rs. 500/- in each case	Rs. 500/- in each case	Nil	Nil	Nil	Rs. 500/- in each case	Nil
17.	To write off losses of machinery, implements, animal products agricultural products, nursery plants, fruit trees, F.Y.M. compost miscellaneous articles, etc. which deteriorate to become surplus or unserviceable to the extent that they must be sold or written off.	Full powers	Upto the value of Rs. 5000/- in each case	Upto value Rs. 1000/- in each case	Upto the value of Rs. 500/- in each case	Nil	Nil	Nil	Upto the value of Rs. 500/- in each case	Nil
18.	To write off losses of stores due to unusual occurrences, e. g. dryage (also in plant and grafts), damage by weavils, rats, white	Full powers	Upto 1% of total stock subject to a limit of Rs. 3000/-	Upto 1% of total stock subject to a limit of Rs. 3000/-	Upto 1% of total stock subject to a limit of Rs. 250/-	Upto 1% of total stock subject to a limit of Rs. 3000/-	Upto 1% of total stock subject to a limit of Rs. 250/-	Nil	Upto 1% of total stock subject to a limit of Rs. 250/-	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
	ants, rains, fire etc. and irrecoverable dues of stores where recovery is not practicable									
19.	To write off vaul of losses due to petty thefts, weighments and in transit	Full powers	1% of the total stock subject to a limit of Rs. 3000/-	1% of the total stock subject to a limit of Rs. 3000/-	1% of the total stock subject to a limit of Rs. 1000/-	Nil	Nil	Nil	1% of the total stock subject to a limit of Rs. 500/-	Nil
20.	To sanction expenditure on fruits, vegetables and other agricultural and live-stock shows, etc. and on demonstration of implements, seeds, fertilizers, etc. including hiring of tents and shamianas	Full powers	Rs. 5000/- in each case	Rs. 5000/- in each case	Rs. 500/- in each case	Nil	Nil	Nil	Rs. 2000/- in each case	Rs. 500/- in each case
21.	To sell at a reduce rate surplus stock (seed,	Full powers	Reduction upto 25% of the price fixed	Reduction upto 25% of the price fixed	Reduction upto 25% of the price fixed and the value not exceeding	Nil	Nil	Nil	Nil	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
	plants and grafts)		and the value not exceeding Rs. 1000/- per annum	price fixed and the value not exceeding Rs. 500/- per annum	Rs. 250/- per annum					
22.	To sanction re-appropriation and transfer of funds from one standard object expenditure of a scheme to another	Full powers	Upto Rs. 10000/- with the concurrence of CAU excluding re-appropriation from non-recurring to recurring contingency and from salary and wages to other Heads. For making payments of electricity bills upto any extent from any SOE except salaries non-recurring towards electricity subject to budget provi-	Upto Rs. 5000/- with concurrence of CAU from non-recurring to recurring contingency and from salaries and wages to other Heads. For making payments of electricity bills upto any extent from any SOE except salaries, non-recurring towards electricity subject to	Nil	Nil	Nil	Nil	Upto Rs. 5000/- with concurrence of CAU excluding from non-recurring contingencies and from salaries and wages to other Heads.	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
			sions	budget provisions						
23.	To sanction payment of wharfage/charges demurrage	Full powers	Rs. 1000/- in each case	Rs. 500/- in each case	Rs. 200/- in each case	Rs. 100/- in each case	Nil	Nil	Rs. 100/- in each case	Nil
24.	To sanction expenditure in connection with civil suits instituted with the sanction of the Vice-Chancellor	Full powers	Rs. 4000/- in each case	Rs. 500/- in each case	Nil	Nil	Nil	Nil	Nil	Nil
25.	To sanction expenditure on Book binding (including other binding work) from HAU Press/Library)	Full powers	Rs. 3000/- in each case	Rs. 1000/- in each case	Rs. 200/- in each case	Rs. 200/- in each case	Nil	Nil	Rs. 200/- in each case	Rs. 200/- in each case
26.	To sanction hiring of typewriters required for existing and new officers	Full powers	One typewriter upto one year	One type-writer upto six months	One type-writer upto six months	One type-writer upto six months	Nil	Nil	One type-writer upto two months	Nil
27.	To sanction purchase of bicycles for the	Full powers	Full powers as per norms approved by	Full powers as per norms approved by	Nil	Nil	Nil	Nil	Full powers as per norms approved by	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
		use of their own offices as well for the subordinate offices	the Vice-Chancellor	the Vice-Chancellor					the Vice-Chancellor	
28.	To sanction supply of liver-ies summer and winter clothing to employees of the University	Full powers	Full powers as approved by the Vice-Chancellor	Full powers approved by the Vice-Chancellor	Full powers approved by the Vice-Chancellor	Full powers approved by the Vice-Chancellor	Nil	Nil	Full powers approved by the Vice-Chancellor	Full powers approved by the Vice-Chancellor
29.	To sanction Expenditure for prizes and awards	Full powers	Full powers as prescribed by the Vice-Chancellor	Full powers as prescribed by the Vice-Chancellor	Nil	Nil	Nil	Nil	Nil	Nil
30.	To sanction scholarship or stipends in the College	Full powers	Full powers as per rules	Full powers as per rules	Nil	Nil	Nil	Nil	Nil	Nil
31.	To reduce/re-mit late fee, fines imposed on students and others	Full powers	Full powers as per rules	Full powers as per rules	Nil	Nil	Nil	Nil	Nil	Nil
32.	To sanction employment of skilled or un-skilled labour	Full powers	Full powers as published as reasonable by the D. C. concerned, provided that the period does not exceed 12 months at a time	Full powers as published as reasonable by the D. C. concerned, provided that the period does not exceed 12 months at a time	Nil	Nil	Nil	Nil	Full powers as given to HOD under Sr. No. 5	Full powers as given to HOD under Sr. No. 5

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
	on daily and monthly wages									No. 5
33.	To fix limits of security deposits by University employees and to provide methods of recovery thereof	Full powers	Full powers in consultation with Comptroller	Nil						
34.	To fix rates for various services and supplies and to fix sale rates of agricultural, dairy and poultry products, Nursery plants, Bacterial culture, Agricultural tools, implements, machinery and their several parts etc.	Full powers	Full powers subject to the concurrence of Comptroller and Head, agricultural economics, provided the rates fixed are not less than prevailing wholesale rates				Nil	Nil	Nil	Nil

N. B. : Director Farms also to be associated for fixing sales rates of vegetable produce sales rates of vegetable produce (CAU No. 17862-70 dated 20.7.85)

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
35.	To fix rates of commission payable to commission agents etc. on sale of agricultural produce etc.	Full powers	Full powers subject to the prevailing market rates							
36.	To lay down scales for the issue of concentrates fodder etc. for feeding livestock	Full powers	Full powers subject to control of Dean/Director							
37.	To declare animals, agricultural produce, machinery, implements, nursery plants fruit trees, FYM compost, articles of stores or stock and other misc. articles as surplus or unserviceable	Full powers	Full powers for agril. produce and for other items upto book value of Rs. 50000/- in each transaction	Full powers for agril. produce and for other items upto the book value of Rs. 30000/- in each transaction	Full powers for agril. produce and for other items upto the book value of Rs. 5000/- in each transaction	Nil	Nil	Nil	Upto the book value of Rs. 30000/- for animal and Rs. 20000/- for other items in each transaction	Nil
38.	To sanction disposal (by sale or otherwise, as per procedure	Full powers	Full powers for the disposal of agril. produce and for other	Full powers for the disposal of agril. produce and for other	Full powers for the disposal of agril. produce and for other items upto the book value	Nil	Nil	Nil	Upto the book value of Rs. 30000/- for animals	Nil

I.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
	prescribed) of animals, agricultural produce, machinery, implements nursery plants, fruit trees, FYM compost, articles, stores or stock and other miscellaneous articles declared surplus or unserviceable by the competent authority	Full powers	items upto the book value of Rs. 50000/- in each transaction	duce and for other items upto the book value of Rs. 30000/- in each transaction	of Rs. 5000/- in each transaction	in each			and Rs. 20000/- for other items in each transaction	
39.	To sanction sale of seeds and seedlings at Govt. rates or market rates where Govt. rates are not available	Full powers	Full powers	Full powers	Full powers	Full powers	Nil	Nil	Full powers	Full powers
40.	To sanction write off books, periodicals and maps lost or rendered unserviceable	Full powers	Upto Rs. 1000/- in each case	Upto Rs. 200/- in each case	Nil	Nil	Nil	Nil	Nil	Nil

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
41.	To write off losses in live-stock through death, destruction, permanent disability, etc.	Full powers	Upto Rs. 3000/- in each case	Upto Rs. 1000/- in each case	Upto Rs. 250/- in each case	Nil	Nil	Nil	Upto Rs. 1000/- in each case	Nil
42.	To fix rates of depreciation in respect of articles of stores, livestock, etc.	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
43.	To approve mortality in young nursery mature plants etc.	Full powers	Full powers	Upto 25% of total stock	Nil	Nil	Nil	Nil	Upto 25% of total stock	Nil
44.	(a) To sanction expenditure on service postage stamps (b) To sanction expenditure on ordinary postage stamps (foreign postage)	Full powers	Full powers	Full powers	Full powers	Full powers	Nil	Nil	Full powers	Full powers
45.	To write off losses of irrecoverably public money	Full powers	Upto Rs. 5000/- p. a. in each case	Upto Rs. 2000/- p. a. in each case	Upto Rs. 500/- p. a. in each case	Nil	Nil	Nil	Upto Rs. 500/- p. a. in each case	Upto Rs. 250/- p. a. in each case

1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
	lost by fraud or negligence									
	Remarks : Provided that the loss does not disclose a defect of the prescribed system or procedure requiring amendment.									
46.	To sanction expenditure on entertainments, functions etc.	Full powers	Upto Rs. 1000/- in each case with annual limit of Rs. 9000/-	Upto Rs. 500/- in each case with annual limit of Rs. 600/-	i) Upto Rs. 100 in each case with annual limit of Rs. 600/- ii) For KVKS & Research Station: Upto Rs. 500/- in each case with annual limit of Rs. 2250/-	Upto Rs. 100 in each case with annual limit of Rs. 600/-	Nil	Nil	Upto Rs. 100/- Nil in each case with annual limit of Rs. 600/-	Upto Rs. 100/- Nil
47.	To sanction contingent expenditure not otherwise provided for in these delegation orders.	Full powers	Upto Rs. 150000/- at a time	Upto Rs. 50000/- at a time	Upto Rs. 30000/- at a time	Upto Rs. 5000/- at a time	Upto Rs. 2250/-	Nil	Upto Rs. 7000/- at a time	Upto Rs. 5000/- at a time
48.	To sanction printing of technical reports	Full powers	Upto Rs. 3000/- at a time	Upto Rs. 2000/- at a time	Nil	Nil	Nil	Nil	Nil	Nil
49.	To renew liveries etc. at the University expenses before the prescribed period	Full powers	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil
50.	Waiving of discrepancies relating to stores	Full powers	Rs. 500/- in each case	Rs. 200/- in each case	Nil	Nil	Nil	Nil	Nil	Nil

	1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
			received short or found damaged in respect of consignments received in an unopened and outwardly good condition								
51.	To sanction the waiving in half or whole of recoveries of charges pointed out by Audit or otherwise	Full powers	Upto Rs. 500/-	Nil	Nil						
52.	To grant compensation to employees under workmens compensation Act	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
53.	To sanction overtime allowance eligible to employees	Full powers	Full powers as per ceiling fixed	Nil	Nil	Nil	Nil	Nil	Nil	Full powers as per ceiling fixed	

	3.	4.	5.	6-A	6-B	7-A	7-B	8-A	8-B
1.	2.	3.	4.	5.	6-A	6-B	7-A	7-B	8-B
54.	To sanction the payment of Service Tax, Income Tax, Municipal Tax and other local Taxes.	Full powers	Upto Rs. 5.00 lac in each case subject to availability of the budget. Full powers to the Comptroller. Delayed cases would be submitted to the VC for approval.	Nil	Nil	Nil	Nil	Nil	Nil

Note 1. These powers are to be exercised by the persons within their own jurisdiction in accordance with Clause 3 of Chapter XXIII of the statutes, subject to budget provision and procedure approved for purchase, sale etc. The delegation will also be subject to restrictions imposed by the Vice-Chancellor from time to time, hereafter.

2. Section In-charge who is of the rank of Professor, shall also function as Drawing and Disbursing Officer.

Statement showing the delegation of Financial Powers by the Vice-Chancellor in exercise of powers conferred upon him vide Clause-3 & 4 of Chapter XXIII of Statutes issued under section 29(u) of the PAU Act, 1961 read with section 31(u) of the HPAU Act, 1970

Sr. No.	Nature of power	Officers of the University	Head of the Department	At outstations Prof. & Assoc. Prof. & equiv.	At Hisar (Specially authorised by Controlling Officer) Prof. & Assoc. Prof. & equiv.	Powers delegated to the Heads of Sections & Assoc. Prof. & equiv.		
1.	2.	3.	4.	5.	7.	8.	9.	10
22.	To sanction re-appropriation and transfer of funds from one standard object of expenditure of a Scheme to another	(i) Upto Rs. 10,000/- from one SOE to another SOE in the same Scheme excluding reappropriation from N. R. to recurring contingencies and from salaries, wages, to other heads. For making payments of Elect. bills upto any extent from any SOE except salaries, NR towards elect., subject to budget provision	Nil	Nil	Nil	Nil	Nil	Nil
		(ii) Upto Rs. 10,000/- under such Schemes within the SOEs Pay, ADA and CPF.						

1.	2.	3.	4.	5.	6.	7.	8.	9.	10
		(iii) Reappropriation from SOE 'O. E. (R), Telephone & Electricity charges' to other sub heads is not to be made. However, funds from other recurring contingencies heads to sub heads' Telephone & Electricity Charges' can be made. A copy of the reappropriation orders is to be sent to the Comptroller and Joint Director (Audit) giving reasons for reappropriation.							
		(iv) Reappropriations in respect of ICAR & other agencies schemes will be regulated as per terms and conditions of the financing agency concerned, (vide CAU No. BGT-IV/85/29080 dated 21.9.85 & No. B-IV/85/401 dated 9.1.86							

CHAPTER XXV

THE CCS HARYANA AGRICULTURAL UNIVERSITY EMPLOYEES' CONDUCT RULES 1967

(Issued as Statutes under Section 29 (q) of the Punjab Agri. University Act, 1961 read with Section 31 (q) & 32 (2) of the Haryana & Punjab Agricultural Universities Act, 1970).

1. Short title, commencement and application.
 - (1) These rules may be called the CCS Haryana Agricultural University Employees' Conduct Rules, 1967.
 - (2) They shall come into force at once.
 - (3) They shall apply to all employees of the University.

Provided that nothing in these rules shall apply to employees on foreign service, with the University.

2. Definitions: In these rules unless the context otherwise requires :-
 - (a) 'Act' means the Haryana & Punjab Agricultural Universities Act, 1970 as amended from time to time.
 - (b) 'The University' means the CCS Haryana Agricultural University.
 - (c) 'University Employee' means any person appointed to any University Service or post in connection with the affairs of the CCS Haryana Agricultural University.

Explanation: A University employee whose services are placed at the disposal of a State Govt., Central Government, Company, Corporation, Institute or Local Authority, by the University, shall for the purposes of these Rules, be deemed to be a University employee serving under the University notwithstanding the fact that his salary is drawn from sources other than that of the University.

- (d) "Member of family" in relation of a University employee includes :-
 - (i) the wife or the husband, as the case may be, of the University employee, whether residing with the University employee or not but does not include a wife or husband, as the case may be separated from the University employee by a decree or order of a competent court;
 - (ii) son or daughter or step son or step daughter of the University employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the University employee or of whose custody the University employee has been deprived by or under any law.

- (iii) Any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

3. General (1) Every University employee shall at all times:-

- (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a University employee.
- (2) (i) Every University employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all University employees for the time being under his control and authority.
- (ii) No University employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement, except what he is acting under the direction of his official superior.
 - (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable the official superior shall confirm it in writing immediately thereafter.
 - (iv) A University employee, who has received oral direction from his official superior, shall seek confirmation of the same in writing as early as possible where upon it shall be the duty of the official superior to confirm the direction in writing.

Explanation : Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a University employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

3-A Prohibition of sexual harassment of working women :-

- (i) No employee shall indulge in any act of sexual harassment of any woman at her workplace.
- (ii) Every employee, who is incharge of a workplace, shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

Explanation: For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:-

- (a) physical contact and advances;

- (b) demand or request for sexual favours;
- (c) making any sexually coloured remarks;
- (d) showing any pornographic material; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note : Further details, if any, required for implementation of this rule, the Code of Conduct for Workplace for Women framed by National Commission for Women, will be referred to.

4. Employment of near relatives of University employees in University offices and firms enjoying University patronage :-
- (1) No University employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any University office or in any private undertaking or firm having dealing with the University.
 - (2) (i) No Officer of the University or Head of the Deptt. shall except with the previous sanction of the Vice-Chancellor permit his son, daughter or other dependent to accept employment in any private undertaking with which he has official dealings or in any other undertaking having official dealings with the University;
Provided that where the acceptance of the employment cannot await prior permission of the Vice-Chancellor or is otherwise considered urgent, the matter shall be reported to the Vice-Chancellor at the earliest but not later than three months and employment may be accepted provisionally subject to the permission of the Vice-Chancellor.
 - (ii) A University employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any private undertaking, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that undertaking;
Provided that no such intimation shall be necessary if he has already obtained the sanction of, or sent a report to the Vice-Chancellor under clause (i).
3. No University employee, shall in the discharge of his duties, deal with any matter or give or sanction any contract to any firm or undertaking or any other person, if any member of his family, is employed in that firm or undertaking or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the University employee shall refer every such

matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

- 4-A Membership of outside bodies: No University employee shall attend meetings as Member of any outside body with which HAU is not directly concerned except with the permission of the Vice-Chancellor.
- 4-B No University employee shall apply for/accept invitation for posts/ scholarships/fellowships etc. outside the University except through proper channel.
5. Taking part in Politics and Elections:
- (1) No University employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid or assist in any other manner, any political movement or activity.
 - (2) It shall be the duty of every University employee to endeavour to prevent any member of his family from taking part, in subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be subversive of the Government as by law established and where a University employee is unable to prevent a member of his family from taking part in or subscribing in aid of or assisting in any other manner any such movement or activity, he shall make a report to that effect to the Vice-Chancellor.
 - (3) If any question arises whether a party is a political party or whether any other organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Vice-Chancellor thereon shall be final.
 - (4) No University employee shall canvass or otherwise interfere with, or use his influence in connection with or take part, in an election to any legislature or local authority.
 - (5) (a) No University employee while in service shall stand as candidate or contest either as an independent candidate or a candidate of any political party or organization, election to the Parliament and the State Legislatures including any local authority.
(b) Deleted

Provided that:-

- (i) A University employee qualified to vote at such election may

exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

- (ii) A University employee shall not be deemed to have contravened by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display by a University employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence with an election within the meaning of this sub-rule.

6. Joining of Associations by University employee:- No University employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
7. Demonstrations and Strikes: No University employee shall;
 - (i) engage himself or participate in any demonstration, which is prejudicial to the interests of the sovereignty of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
 - (ii) resort to or in any way, abet any form of strike/demonstration in connection with any matter pertaining to his service or the service of any other University employee, or pertaining to the interests of the students of the University.
8. Connection with Press or Radio:
 - (1) No University employee shall, except with the previous sanction of the Vice-Chancellor own wholly or in part or conduct or participate in the editing or management, of any newspaper, or other periodical publications.
 - (2) No University employee shall, except with the previous sanction of the Vice-Chancellor or the prescribed authority, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical.
 - (i) Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

- (ii) Provided further that the Vice-Chancellor or the prescribed authority may withdraw at any time the sanction so granted, if there are reasons to believe that the sanction is being misutilised, after affording reasonable opportunity of being heard.

9. Criticism of the University or Government: No University employee shall, in any radio broad cast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance take any statement of fact or opinion :

- (i) which has the effect of any adverse criticism of any current recent policy or action of the University, Govt. of India, Govt. of Haryana or any other educational body such as the U.G.C., C.S.I.R., I.C.A.R. etc.
- (ii) which is capable of embarrassing the relations between the University and Govt. of Haryana or Govt. of India.
- (iii) which is capable of embarrassing the relations between the University and Govt. of Haryana or Govt. of India or the Government of any foreign State.

Provided that nothing in this rule shall apply to any statements made or views expressed by a University employee in his official capacity or in the due performance of the duties assigned to him.

10. Evidence before Committee or any other authority:

- (1) Save as provided in sub-rule (3), no University employee shall, except with the previous sanction of the Vice-Chancellor or the prescribed authority, give evidence in connection with any enquiry conducted by any person, Committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no University employee giving such evidence shall criticise the policy or any action of the University, Government of India, Government of Haryana or any other State Government.
- (3) Nothing in this rule shall apply to:
 - (a) evidence given at any enquiry before an authority appointed by the Govt., Parliament or a State Legislature; or
 - (b) evidence given in any judicial enquiry; or
 - (c) evidence given in any departmental enquiry ordered by authorities of the University.

11. Un-authorized Communication of Information: No University employee shall except, in accordance with any general or special order of the

University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any University employee or any other person to whom he is not authorised to communicate such document or information.

Explanation : Quotation by a University employee (in his representation to the Head of Office or Head of Department or an Officer of the University or the Vice-Chancellor) from the letter, circular, office memorandum or from the notes of any file to which he is not authorised to have access or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to un-authorised communication of information within the meaning of this rule.

12. Subscriptions : No University employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. Gifts :

- (1) Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift.

Explanation : The expression 'gift' shall include free transport boarding lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University.

Note : A casual meal, gift or other social hospitality shall not be deemed to be a gift.

- (2) On occasions, such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with prevailing religious or social practice, a University employee may accept gifts from his near relatives & friends, but he shall make a report to the Vice-Chancellor or the authority prescribed, if the value of any such gifts exceeds Rs.500/-.
- (3) Deleted.
- (4) In any other case, a University employee shall not accept any gift without the sanction of the Vice-Chancellor or the authority prescribed, if the value thereof exceeds :
- (i) Rs. 100/- in the case of an Officer of the University and employee holding any Class-I, Class-II or Grade-A post; and

- (ii) Rs. 50/- in the case of a University employee holding any Class-III, Grade B or Grade-C post.

13-A Prohibition of dowry:

No University employee shall;

- (i) give or take or abet the giving or taking of dowry; or
- ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation:- For the purpose of this rule, "dowry" has the same meaning as the Dowry Prohibition Act, 1961 (28 of 1961) as amended in its applicable to the State of Haryana.

14. Public Demonstration in honour of University employee: No University employee shall, except with the previous sanction of the Vice-Chancellor or the authority prescribed, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other University employee,

Provided that nothing in this rule shall apply to :

- (1) a farewell entertainment of a substantially private and informal character held in honour of a University employee or any other University employee on the occasion of his retirement or transfer or any person, who has recently quit the service of the University; or
- (2) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note : Exercise of pressure or influence of any sort on any University employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class-III or Grade-B or C employees under any circumstances for the entertainment of any University employee not belonging to Class-III, Grade-B or Grade-C, is forbidden.

15. Private trade or employment:

- 1(a) No University employee shall, except with the previous sanction of the Vice-Chancellor or the authority prescribed, engage himself in any trade or business of his own, or in partnership with any member(s) of his family, any other blood relation (dependant or otherwise) or anybody else. He shall also not only not physically participate in any such business or transaction or conduct such trade or business on any premises on behalf of himself, any member of his family or any blood relation or anyone else, but also shall not promote or be

instrumental in promoting in any way such trade/business/transaction.

- (b) No University employee shall, except with the previous sanction of the Vice-Chancellor or the authority prescribed, undertake any private work of skilled, unskilled, technical, operational, clerical or supervisory nature for hire or reward either as full time or part time.
- (c) Each University employee shall submit in his annual property return a certificate to the effect mentioned at (a) and (b) above.
- (d) Each University employee shall also submit in his annual property return the details of his family members, dependant or otherwise, on him. Such employee shall also separately mention in such property returns any description about any of his family members, dependant on him hitherto and who have now become independent and any business/trade/transaction/activity practiced by them independently.

Provided that a University employee may, without sanction undertake honorary work of a special charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that:

- (i) he shall within a period of one month of his undertaking any such work, report to the Vice-Chancellor giving full details;
- (ii) his official duties do not thereby suffer;
- (iii) he shall discontinue any such work, if so directed by the Vice-Chancellor or by the authority prescribed.

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the Vice-Chancellor.

Explanation: Convassing by a University employee :

- (i) in support of the business of insurance agency, commission agency etc. owned or managed by his wife, any other member of his family; or
- (ii) for a candidate for an elective office referred to in the second proviso;

shall be deemed to be a breach of this sub-rule.

2. Every University employee shall report within one month to the Vice-Chancellor or the appointing authority, if any member of his family is engaged in a trade or business or owns or manages an insurance

agency or commission agency.

3. No University employee shall, without the previous sanction of the Vice-Chancellor or the prescribed authority except in the discharge of his official duties, take part in registration, promotion or management of any Bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes;

Provided that a University employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of University employees or of a literary scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force, subject to the condition that :

- (i) he shall, within a period of one month of his taking part in such activity, report to the Vice-Chancellor giving full details;
- (ii) his official duties do not thereby suffer;
- (iii) he shall discontinue taking part in any such activity if so directed by the Vice-Chancellor or the prescribed authority.

Provided further that if taking part in any such activity involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the Vice-Chancellor.

Explanation – I. A “Co-operative Society” means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law relating to co-operative societies for the time being in force in any State.

Explanation- II. Convassing for a candidate for an elective office, referred to in the second proviso, shall be deemed to be breach of this sub-rule.

4. No University employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority as per Statutes.

16. Investment, lending and borrowing:

- (1) No University employee shall speculate in any stock, share or other investment.

Explanation: Frequent purchase or sale, or both of shares, securities or other investments shall be deemed to be speculation within the

meaning of this sub-rule.

- (2) No University employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Vice-Chancellor or the authority prescribed therein shall be final.
- (4) (i) No University employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf,
 - (a) Lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
 - (b) Lend money to any person at interest or in a manner whereby return of money or in kind is charged or paid:

Provided that a University employee may, give to, or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee. Provided further that a University employee may, with the previous sanction of the Vice-Chancellor, enter into any transaction referred to in sub-Clause (a) or Sub-Clause (b).
- (ii) When a University employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. Insolvency and habitual indebtedness: A University employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A University employee, against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Vice-Chancellor or the authority prescribed.

Note : The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

18. (1) No University employee shall, except with the previous knowledge of the Vice-Chancellor or other officers/teachers of the University who have been delegated these powers, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any other member of his family.

Note : The above rule applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

- (2) The Board of Management may, at any time, by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him or by any member of his family, as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.

19. Vindication of acts and character of University employees :

(1) No University employee shall, except with the previous sanction of the Vice-Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act, which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

20. Canvassing of non official or other influence : No University employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matter pertaining to his service under the University.

21. Bigamous marriages :

(1) No University employee, who has a wife living, shall contract another

marriage without first obtaining the permission of the Vice-Chancellor notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

- (2) No female University employee shall marry any person, who has a wife living, without first obtaining the permission of the Vice-Chancellor.

22. Consumption of intoxicating drinks and drugs :

A University employee shall :

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in the area in which he may happen to be for the time being;
- (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks and drugs;
- (c) neither take any intoxicating drinks, nor appear in state of intoxication in a public place;
- (d) not habitually use any intoxicating drinks or drugs to excess; and
- (e) not be present on duty in a state of intoxication.

22-A Prohibition regarding employment of children below 14 years of age:

No University employee shall employ any child below the age of 14 years as domestic help.

23. Every University employee shall perform his duties diligently and with devotion. He is a whole time employee of the University. His failure to perform the assigned task including failure to prepare himself for lecture and practical, assessment, guidance, invigilations etc., shall constitute improper conduct.
24. Every University employee shall be strictly impartial in his official work. Any act of partiality in his official dealings including such matters as biased assessment of students, deliberately over-marking/ under-marking of answer books or other attempts at favouritism etc., will be considered as acts of improper conduct.
25. No University employee will directly or indirectly incite or attempt to incite other employees or students against administration or against another section of employees or other students or against the State/ Central Government.
26. No employee shall raise questions of caste, creed, regionalism, religion, race or sex in his relationship with the colleagues and try to use these considerations for improvement of his prospectus.

27. Refusal on the part of any University employee to carry out the decision of appropriate administrative and academic bodies and/or functionaries of the University shall be deemed as an act of improper conduct.
28. It shall be the duty of every University employee to promote academic atmosphere in the University and to do all such things and acts as may be conducive to the furtherance of this objective.
29. No University employee shall try to bring pressure on the university administration through any unlawful/unrecognized association/body of persons. He shall represent his grievances, if any, to the appropriate authority through proper channel.
30. Deleted.
31. Interpretation: If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor, whose decision thereon shall be final.
32. Delegation of powers: The Vice-Chancellor may, by general or special orders, direct that any power exercisable by him or any other Officer of the University or Head of Department under these rules, (except the powers under rule 31 and this rule) shall subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or other employee as may be specified in the order.

