

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR (INDIA)**

ACCOUNT CODE

VOLUME 1



(FIRST EDITION 2015)

**ISSUED UNDER AUTHORITY
OF THE**

VICE-CHANCELLOR

PREFACE

Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar was established on 1st December, 2010 by the Haryana Legislative Act 7 of 2010. The University was carved out of CCS Haryana Agricultural University, Hisar with College of Veterinary Science as its first constituent college. Immediately after its establishment, LUVAS kept following the rules, accounting procedures and proforma prescribed in CCS HAU, Account Code Volume-I. The LUVAS realized necessity of its own Account Code since CCS HAU Account code was last published in May, 2001 and number of amendments have been made since then. Further, new pension scheme of Haryana State Govt. and several other Govt. administrative instructions were implemented in CCS HAU but have not been incorporated in their Account Code. Moreover, need was felt to incorporate three new chapters on 'New Pension Scheme', 'Fodder Production Unit' and 'Publication and Distribution of University Publications' in the Account Code.

I am glad that LUVAS Account Code Volume-I has been attempted in exhaustive, compilation, supplementation and rationalization of various accounting procedures.

Dr. Naresh Kumar Rakha, Comptroller, LUVAS and his team has done a commendable job of coordinating entire work of compilation, seeking inputs from user departments, arranging presentation and discussions with officers of the University and putting up it together in the present shape. Sh. D.S. Gupta, Ex-Deputy Comptroller of CCS HAU, Hisar was assigned the job of preparation and compilation of Account Code which he has done in appreciable manner. I believe that LUVAS Account Code will go a long way in facilitating and enhancing the work efficiency of the employees and help them in discharging their office work smoothly.

Maj. Gen. Shri Kant SM, VSM (Retd.)
Vice-Chancellor

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Chapter-1

GENERAL RULES

1.1 These rules may be called “The Lala Lajpat Rai University of Veterinary and Animal Sciences, (LUVAS) Hisar, Account Code Vol-1 Rules”.

1.2 In these rules, unless there is anything repugnant in the subject or the context, the following terms are used in the sense herein explained.

- (1) “Act” means Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar, Act, 2010.
- (2) “Administrative Approval” is the formal acceptance by worthy Vice-Chancellor, LUVAS of a proposal to incur expenditure on works initiated or connected with the requirements of the University.
- (3) “Appropriation” means the assignment to meet specified expenditure of funds at the disposal of the Drawing and Disbursing Officer hereinafter indicated as D.D.O.
- (4) “Joint Director, Local Audit” includes an Audit Officer or a Senior Auditor performing the duties of Joint Director, Local Audit under the orders of the Director, Local Audit, Haryana.
- (5) “Bank” means any branch of the State Bank of India, IDBI, or any other bank authorized by the University.
- (6) “Board” means the Board of the University constituted under Section 10 of the Act.
- (7) “Book Transfer” denotes the process whereby financial transactions which do not involve the giving or receiving of cash, or of stock materials, are brought to account. This also includes corrections and amendments made in cash, stock or book transactions previously taken to account.
- (8) “Cash” includes legal tender coin, currency and bank notes, cheques payable on demand, Reserve Bank of India drafts and also revenue stamps.

Note: Government securities, deposit receipts of banks, debentures and bonds accepted as security deposit are not treated as cash. Service stamps are not cash but revenue stamps are cash.

- (9) “College” means the College of Veterinary Sciences at Hisar or any other College, as may be established and maintained in the Campus by the University as per Section 2(f) of the Act.
- (10) “Contract” means any kind of undertaking, written or verbal, express or implied, by a person not being a University employee or by a syndicate or firm for the construction, maintenance or repairs of one or more works, for the supply of materials or for the performance of any service in connection with the execution of work or the supply of materials.

- (11) “Contractor” means a person, syndicate or firm that has made a contract, but the use of this term is often restricted to contractors for the execution of works or for services in connection therewith.
- (12) “Controlling Officer” means Officers of the University, a Head of a Department or other Officer who is entrusted with the responsibility of controlling the incurring of expenditure and /or the collection of revenue by the authorities subordinate to the Department.
- (13) Drawing and Disbursing Officer (hereinafter indicated as D.D.O) means any employee of the University not below the rank of Class-II officer designated as such by the Vice-Chancellor and authorized to draw and disburse funds under any Scheme or Head of Account.
- (14) “Employee” means an Officer or employee of the University and includes a Government employee in foreign service under the University but does not include a Government employee doing work in the University under the Control of his departmental superior in Government service, teachers and employees as classified in the Statutes.
- (15) “Financial Year” means the year beginning on the 1st of April and ending on the 31st March following.
- (16) “Government” means the State Govt. of Haryana.
- (17) “Grant-in- aid” means any contribution or grant which may be made by the Government or any other Body to the University on such conditions which it may impose.
- (18) “Head of Department” means a teacher/employee of the University declared as such. The Officers of the University also exercise powers of Heads of Departments in respect of staff directly working under them.
- (19) “Head of Account”.
 - (a) “Major Head” means a main unit of classification of revenue and expenditure.
 - (b) “Minor Head” is a sub-division of a Major Head.
 - (c) “Sub-Head” is a sub-division of a Minor Head.
 - (d) “Detailed Head” is a further sub-division of a Sub-Head and includes a Scheme for a specified objective.
- (20) “Non-Recurring Expenditure” means expenditure sanctioned as a lumpsum charge whether the money be paid as a lumpsum or by installments.
- (21) “Officer” means an officer of the University as defined in section 17 of the Act.
- (22) “Standard Object of Expenditure” is a portion of supply under each detailed Head which is allotted to a prescribed sub-division of the Head as representing one of the Standard Objects of the supply.
- (23) “Re-appropriation” means the transfer of funds from one Standard Object of Expenditure to another Standard Object of Expenditure or from one detailed Head to another detailed Head within the same Sub-head.
- (24) “Recurring Expenditure” means all expenditure which is not non-recurring.
- (25) “Statute” means a statute framed under section 38(1& 2) of the Act.
- (26) “Technical Sanction” is the sanction of a competent authority to a properly detailed estimate of the cost of a work of construction or repair.

- (27) “University” means Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.
- (28) “University Account” means the Bank Account in which all the grants- in- aid and other revenues of the University are credited. It also includes the current and savings accounts maintained by the Engineering Unit for making payments in connection with University works. It does not include current accounts maintained by the Deans & Directors in respect of Amalgamated Funds, Scholarships, Securities, accounts pertaining to Self Financing schemes, examination fund etc.

Note: Other terms used in these rules, such as Academic Council, Finance Committee, Vice-Chancellor, Dean, Comptroller, Director etc. derive their meaning from the Act.

| | | |
|---|-----|--|
| Comptroller’s powers in matters of detail. | 1.3 | In the matter of details connected with accounts not provided for in these rules, the employees of the University shall comply with the instructions and guidelines issued/to be issued by the Comptroller from time to time. |
| Comptroller’s powers in regard to forms | 1.4 | No forms other than those prescribed in these rules shall be used in relation to accounts without the sanction of the Comptroller. |
| Manner of keeping accounts | 1.5 | (1) Books of accounts, forms and registers shall be substantially bound and machine numbered before being brought into use. (2) No erasure shall be used in any account book, register, forms, vouchers or cheque, and if any correction has to be made, it shall be made neatly in ink and attested by the dated initials of the employees concerned or, in the case of a cheque, by the signature of the officer signing the cheque. |
| Destruction of records | 1.6 | Vouchers, registers and other forms prescribed in these rules shall not be weeded out or destroyed otherwise than in accordance with the directions as to the disposal of records issued by the Comptroller, with the approval of the Vice-Chancellor. Provided that no voucher, register or form, relating to an audit objection, shall be destroyed or weeded out until the audit objection has been settled. |
| Maintenance of suit register | 1.7 | The Registrar shall maintain a central register of suits in Form VU 1/1 in two volumes, one for suits in which the University is the Plaintiff and the other for suits in which the University is the Defendant. The concerned Head of the office/department shall also maintain a register of suits in the same form and shall enter every case of the office/department in that register indicating brief particulars of the case. After entering the bill of Legal Advisor/Advocate’s fee and other |

expenditure in the register of suits, the Head of the office/department will get the bill pertaining to the case simultaneously entered in the central register of suit by deputing the concerned official alongwith the bill and register of suits of the department.

Audit of accounts

- 1.8 (1) The accounts of the University (except where not required) shall be audited from day-to-day by one or more Resident Auditors, Local Audit Department on the establishment of the Director, Local Audit Haryana.
- (2) The University shall pay to the Government an audit fee as determined by the Director, Local Audit, Haryana in accordance with the orders of the Govt.
- (3) Except in cases where pre audit is not required, no cheque or amount shall be drawn from the University Account or any other Account unless the Local Audit appointed in this behalf has recorded pre-audit encasements on the relevant vouchers showing the amounts admitted by him for payment.
- (4) The Director, Local Audit, Haryana or the Joint Director, Local Audit empowered by him in this behalf shall issue such utilization certificates in respect of grants-in-aid received from sponsoring authorities of the schemes as may be required.
- (5) The University shall deal with the Audit Notes, if any, received from the Director, Local Audit , Haryana with due speed and have the objections removed without avoidable delay. Any objections which the Director, Local Audit refuses to withdraw, or which he may specially like to be brought to the notice of the Board, shall be reported to the Finance Committee and the Board of Management whose decision shall be final and binding.
- (6) Notwithstanding anything contained in these rules, the Comptroller and Auditor General of India may also conduct a second audit of the University accounts under section 14 of CAG's (DPC) Act 1971 through the Accountant General, Haryana and the University shall deal with the audit notes if any received from the Accountant General Haryana and have the audit paras removed, without avoidable delay. Any para which the Accountant General, Haryana refuses to withdraw or which he may specially like to bring to the notice of the Board shall be reported to the Finance Committee and the Board of Management, whose decision shall be final and binding.

Inspection by Comptroller

- 1.9 Notwithstanding anything contained in these rules, the Comptroller

shall have power to inspect himself or through his nominee the accounts of any University office and to conduct a physical verification of cash, property or stores in the charge of any office or institution of the University. Such inspections shall, however, not relieve the other employees of their responsibilities in this behalf.

Power to amend these rules 1.10 The power of interpreting, changing and relaxing these rules consistent with the Act and Statues shall vest in the Vice-Chancellor.

CHAPTER -2

BUDGET ESTIMATES

Statutory requirements regarding Budget Estimates

2.1 Under clause (b) of sub-section (1) of section 48 of Lala Lajpat Rai University of Veterinary and Animal Sciences Act, the powers and duties of the Finance Committee include the examination of the Budget Estimates and rendering advice to the Board thereon. Under sub-section(5) of section 21of the Act, the Vice-Chancellor is responsible for the presentation of the Budget Estimates to the Board. Under the Statutes framed by the University regarding the designation, the manner of appointment, powers and duties of the Officers of the University, the Comptroller is responsible to the Vice-Chancellor to ensure that the budget of the University is prepared and submitted to him in time.

Classification

2.2 (1) The sources from which grants-in-aid are obtained by the University for the purpose of carrying out its objectives shall form the Major Heads of classification and include all the schemes for which such grants-in-aid are received. There shall be the following Minor Heads, Sub-Heads and Detailed Heads, under various Major Heads.

| Sr. No. | Major Head | Minor Head | Sub-Heads | Detailed Heads |
|---------|---|--------------------------|--|----------------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | 2403 Animal Husbandry 101-67 financed by Animal Husbandry & Dairying Deptt. Non Plan (Vety.) Scheme | Grants and contributions | i)University Administration ii)Each College/Directorate | Each Scheme |
| 2. | P 01-28-2403-51-101-67-51, financed by Animal Husbandry & Dairying Deptt. | do | do | do |

Plan (Vety.)
Scheme

- | | | |
|----|--|--|
| 3. | Schemes sanctioned by other departments of the State Govt. (The Major, Minor, Sub-Head's and Detailed Heads will be the same as under Government). | |
| 4. | ICAR | Each Scheme |
| 5. | Govt. of India | -do- |
| 6. | Other Agencies | -do- |
| 7. | LUVAS | Each Self-Financing Scheme/ Revolving Fund Scheme (RFS) |

Note: The Vice- Chancellor has complete freedom to re-appropriate funds from one Detailed Head to another within the same Sub-Head. For this purpose, all colleges, Library, Extension & Research are treated as one Sub-Head. The Officers, teachers and other employees of the University shall, however, exercise the powers to the extent given in the Statutes regarding delegation of Administrative and Financial Powers by the Board of Management to the Officers /employees of the University.

(2) The Standard Objects of Expenditure under each scheme shall be as follows:

| Code | Description |
|-------------|---|
| 01 | Salaries including PP, SP, LTC, NPA, HRA, MC, Bonus, CCA, Liveries, allowances and cycle allowance. |
| 01-A | Dearness Allowance |
| 03 | Wages |
| 04 | Sumptuary Allowance |
| 05 | Travel Expenses |
| 06 | TA/DA to non-official members |
| 07 | Office expenses |
| | a) Uniform & Liveries |

| | | |
|------|----|---|
| | b) | Telephone |
| | c) | Electricity |
| | d) | Others |
| 08 | | P.O.L. (including repairs/maintenance) |
| 09 | | Rents, Rates & Taxes |
| 10 | | Publications |
| 11 | | Advertising & Publicity |
| 12 | | Hospitality & Entertainment |
| 14 | | Professional & Special Services |
| 20 | | Payment out of Discretionary Grant |
| 21 | | Secret Service Expenditure |
| 22 | | Other Charges |
| 23 | | Maintenance Works |
| 24 | | Depreciation |
| 25 | | Interest |
| 27 | | Refund |
| 29 | | Write off of losses |
| 51 | | Lands |
| 52 | | Buildings |
| 54 | | Motor vehicle (Acquisition) |
| 55 | | Tools & Plant |
| 56 | | Machinery & Equipment |
| 56-A | | Modernization-cum-Computer application |
| 57 | | Material & Supplies |
| 60 | | Minor Works |
| 61 | | Major Works |
| 72 | | Gratuities |
| 73 | | Scholarships & Stipends |
| 75 | | Contributory Provident Fund and Pension Fund Contribution |
| 88 | | Loans |
| 95 | | Suspense |
| 96 | | Service Tax |
| 99 | | Information Technology (I.T.) |

**Contents of
Budget Estimates**

- 2.3 The Budget Estimates of the University referred to in rule 2.1 shall furnish the following information.
- i) A summary of estimated receipts and expenditure which will show by Major Heads the total estimated receipts from various sources and the total estimated expenditure under each Major Head.
 - ii) Summary of income and expenditure under various budget

- groups.
- iii) Abstract showing the break-up of the figures given in the summary according to schemes.
 - iv) Abstract schedules of the expenditure to be incurred on individual schemes shall be according to Standard Objects of Expenditure. The figure under each Standard Object of Expenditure for “Salaries” shall be supported by the details of the posts included therein and the figure for “Machinery and Equipment” shall indicate the details of requirement working upto that figure.
 - v) Statement indicating non-lapsable money lying with the University.
 - vi) Statement giving particulars of new posts shown in the budget as compared with the position in the budget for last year.
 - vii) Statement showing increase in recurring and non-recurring provisions as compared with the budget for last year.

Formulation proposal for Budget Estimates and preparation of detailed schedules.

2.4 Each Scheme comprising a Detailed Head of Expenditure shall be under the overall charge of a Director, Dean, Head of the Department or an Officer of the University. He shall obtain by the first of July each year from all the D.D.Os concerned such details of previous expenditure and other information in Form VU-2/1, 2/2 and 2/3 as may be necessary for the formulation of a correct estimate of expenditure during the next financial year. On the basis of the data so collected and in the light of any general or special instructions received from the Government, the Vice-Chancellor or the Comptroller, he shall prepare detailed schedules of anticipated expenditure and receipt in respect of each scheme. In the case of proposed new schemes, he shall indicate the authority for doing so and the consent of the body or authority who has agreed to provide funds for the purpose through necessary grant-in-aid. He shall also add a descriptive note to each such schedule explaining the aims and objects and programme of work. All these detailed schedules shall be passed on to the Comptroller so as to reach him not later than 25th of July or the date fixed by the Comptroller, whichever is earlier.

Scrutiny of detailed schemes

2.5 The Comptroller shall scrutinize all the detailed schedules received from the Deans, Directors, Heads of Departments and other Officers of the University in the light of such information as may be at his disposal e.g., any standing or special ceilings of overall expenditure prescribed by the body or authority who is to give the necessary grant-in-aid. In case of doubt, he will consult the Dean, Director, Head of Deptt. or other Officers of the University concerned for the purpose of modifying the detailed schedules received by him. After completing the scrutiny of the detailed schedules and their revision wherever necessary the Comptroller shall consolidate the figures of estimated receipts and expenditure in the form of abstracts to work out the estimated expenditure or income under each major Head.

| | | |
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| Preliminary completion of budget estimates | 2.6 | The Comptroller shall complete the assignment referred to in Rule 2.5 by the middle of August and obtain the orders of the Vice-Chancellor thereon in order to be ready with complete information by end of August. |
| Transmission of proposals & detailed schedules to Govt. etc. | 2.7 | The abstract and the detailed schedules in respect of schemes to be wholly or partially financed by the State Govt. shall be forwarded to the Departments of the Government concerned by 1 st September. Such abstracts and detailed schedules shall also be furnished to any other body which has agreed to provide necessary funds for the schemes concerned if so required. |
| Final preparation of budget estimates for presentation to the Board. | 2.8 | In the month of February, when the budget session of the State Legislature is about to commence, the Comptroller shall ascertain unofficially (in case not informed officially by Govt.) figures of the grants-in-aid recommended for inclusion in the State Budget. On the basis of the information available with him as to the grants –in-aid and other receipts expected from the Government or other sources, the Comptroller shall revise the detailed schedules and abstracts where necessary and to the extent possible. He shall then prepare the summary of estimated receipts and expenditure for the next financial year alongwith other information referred to in Rule-2.3 and obtain the orders of the Vice-Chancellor for presenting the Estimates to the Finance Committee for examination and making a recommendation to the Board. |
| Excesses & surrenders | 2.9 | The Deans, Directors, Heads of Departments or other Officers of University in overall charge of various schemes shall, in the month of October, obtain from the D. D.Os. concerned the progress of expenditure and anticipated expenditure during the remaining months of the year, re-assess the position and send a list of Excesses and Surrenders in Form VU 2/4 to the Comptroller. The Comptroller shall scrutinize these proposals in the light of reasons explained and put up proposal to the Vice-Chancellor for the re-appropriation of funds from one Standard Object of Expenditure to another or between Detailed Heads within the same Major Head. The Comptroller may obtain a second list of Excesses and Surrenders (Form VU 2/5) in the month of February for similar action. |
| Regularization of excess | 2.10 | When it is found after the close of the financial year that budget provision under any Major Head had exceeded, the excess may be regularized with the consent of the Finance Committee and the sanction of the Board. Excess under Detailed Heads of Expenditure may be finally approved by the Vice-Chancellor. |
| Preparation of revised budget estimates | 2.11 | If unforeseen circumstances arise during the course of the year requiring large scale changes in the Budget Estimates approved by the Board, the |

Vice-Chancellor may direct the Comptroller to prepare Revised Budget Estimates to be laid before the Finance Committee for recommending the same to the Board for approval.

- Allotments to D. D.Os** 2.12 After the annual Budget Estimates are approved, the Comptroller shall work out in consultation with the Deans, Directors, Heads of Departments or Officers of the University who are in overall charge of the schemes, the allotment to be placed at the disposal of each D. D.O. in respect of each scheme with which he is concerned. Subject to the powers of incurring expenditure delegated to various employees of the University, the D.D.O. shall incur expenditure and will be responsible for ensuring that the allotments placed at their disposal are not exceeded. In case it becomes impossible to run the Scheme within the amount sanctioned, the Department concerned may approach the Comptroller who may consider the feasibility of making additional funds available if possible, by making re-appropriation from one S.O.E/Scheme to another with the sanction of competent authority, so as to meet the situation. However, until this is done, it shall be incumbent upon the D.D.O. and the concerned Heads of Departments/Controlling Officers, not to exceed the allotted budget.
- Declaration of unspent funds as non-lapsable** 2.13 Unspent amount under non-recurring heads, such as buildings, land, machinery and equipment, furniture, books, motor-vehicles etc under State financed schemes, may be declared as non-lapsable for being utilized in the next financial year for specific items, by the Comptroller after satisfaction about the justification therefor. Similar unspent amount pertaining to the previous years (other than the last preceding year), may be declared as non-lapsable with the approval of the Vice-Chancellor. In regard to similar provisions in schemes financed by ICAR and other agencies, the carry-over as non-lapsable shall be approved likewise but shall be subject to approval of the concerned financing agencies, given either specifically or through general instructions.
- Schedule of expenditure** 2.14 The Departments shall prepare the annual schedule of expenditure in respect of ICAR and other Agencies schemes and submit it to the Controlling Officer by 15th Oct. each year. The Controlling Officer shall scrutinize and forward it to Comptroller office by the end of October.
- Demand of funds for ICAR schemes** 2.15 The Departments shall prepare annual demand of funds for ICAR schemes and submit to the schemes Controlling Officers by 20th July of each year. The Controlling Officers shall scrutinize the same, countersign and forward to the Comptroller by 31st July positively so as to reach the ICAR in time. The demand of funds pertaining to A.I.C.R.P. schemes and ad hoc schemes shall be submitted on Form Nos. VU 2/6 and VU 2/7, respectively.

CHAPTER 3

UNIVERSITY ACCOUNT

- The University Account** 3.1 As laid down in section 45 of the Act, the University Account shall be a general fund to which the following shall be credited:
- i) Income from fees, endowments and grants and properties of the University.
 - ii) Contributions or grants, from the State Government and the Central Government on such conditions as may be imposed by that Government, and
 - iii) Other contributions, grants, donations, and benefactions.
- Manner of receipt of funds** 3.2 Money may be received and credited to the University Account:
- i) By direct payment into the bank.
 - ii) By payment to an employee and subsequent remittance by such employee to the Bank.
- Record of grants -in-aid and contributions** 3.3
- (1) All the grants-in-aid received from Government and cheques/drafts for grants, contributions etc. received for credit to the University Account shall be credited direct to the University Account by the Comptroller, who shall at the same time keep a note of the same in a register with full particulars for reference and record.
 - (2) In respect of schemes financed by the ICAR/other agencies, a separate register of demand raised, grant received and the balance, in Form VU-3/1(a), shall be maintained by the concerned Head of Department/ D.D.O. This Register shall be in two parts: Part 'A' to note down the demand raised, grant received and the balance and Part-'B' to note down the sanctioned outlay, separately for recurring and non-recurring heads and expenditure there against from year to year. The Register in Part-'A' shall also be maintained by the office of Comptroller. The Controlling Officer may, however, get a quarterly return in regard to all amounts due for more than six months from the concerned department and review steps taken to recover the balance amount.
- Issue of receipts of income** 3.4 When money is received by an employee of the University

authorised to do so, it shall be in the form of cash or cheque or bank draft or postal order or money order. Except in the case of payments by postal orders or where a special form of receipt has been prescribed in these rules, a receipt in Form VU 3/1 shall be given to the person making the payment. When the payment is received by cheque, the words “on realization’ shall be added to the receipt. The original copy of the receipt shall be handed over to the person making the payment and the carbon copy retained for record. The power to receive money may be delegated to an employee with the permission of the University Officer concerned. That employee shall also be authorized to sign the receipts.

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| Control over receipt books | 3.5 | A record of all new and used receipt books shall be kept in Form VU 3/2. Before bringing a Receipt Book in use, a certificate as to the number of receipts contained therein should be recorded thereon by the Drawing and Disbursing Officer after verification. Similarly when the Receipt Book is completed, a certificate to the effect that the entire income has been credited to the University account should be recorded and the completion/return of receipt book also recorded in remarks column of Form VU 3/2. |
| Disposal of money received | 3.6 | All money received under rule 3.4 shall be immediately entered in a cash book in Form VU 3/3 on the receipt side in the Miscellaneous column. The money so received shall be credited into the University account on every Monday or as soon as it exceeds Rs. 1000, whichever is earlier. The bank pay-in-slip in support of the credits shall be carefully preserved. |
| Disposal of postal orders received. | 3.7 | (1) In the case of money received by Postal Orders, the D.D.O. receiving the same shall enter them in a register of Postal Orders in Form VU 3/4(a). Where Postal Orders have not already been crossed, these will be crossed and thereafter all Postal Orders received during the week shall be sent to the bank on every Monday for collection. |
| Receipt by money orders | | (2) The money orders shall be received by the D.D.O. or by an employee to whom this power has been delegated under the authority of the University officer. The officer receiving the money orders will ensure that these are entered in the Money Order register to be maintained in Form VU 3/4 (b). Before closing the cash book of the day, it will also be ensured that the money orders entered in the Money Orders register have been duly accounted for in the cash book and a receipt in Form VU 3/1 has been issued to the payee. |

| | | |
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| Classified statement of income | 3.8 | At the end of the month, a scheme -wise classified statement of income realized shall be prepared in Form VU 3/5 by each employee authorized to receive money and forwarded to the Comptroller through D. D.O. as per provision under rule 4.12, who shall on receipt of the monthly bank statements, verify the credits thereof and investigate discrepancies, if any. |
| Withdrawal of money | 3.9 | <p>(1) When money is to be withdrawn from the University account, a cheque shall be prepared and signed by the Comptroller or an employee empowered in this behalf. Each withdrawal shall be supported by one or more vouchers. Before signing the cheque, it should be ensured that the Joint Director, Local Audit has enfacd the voucher with a pre-audit stamp, for the amount which is proposed to be withdrawn unless the withdrawal represents a transfer from one bank to another. He shall at the same time record and sign a certificate indicating voucher number, cheque no. and date vide which payment is being made and that the expenditure has been duly classified.</p> <p>(2) All cheque-books shall be kept in safe custody and a record thereof kept in Form VU 3/2. The number of cheques in each book shall be counted and certificate printed thereon signed by an employee empowered by the Comptroller in this behalf.</p> |
| Numbering of vouchers | 3.10 | All vouchers shall be serially numbered with a suitable letter prefixed to the numbers to indicate the name of the bank from which the cheque is to be issued. The number of the cheque should be clearly indicated on the voucher and the number of the vouchers on the counter-foil of the cheque. |
| Maintenance of bank ledgers | 3.11 | <p>(1) As soon as cheques are signed, these shall be entered in bank ledgers in Form VU 3/6. Where it is necessary to issue duplicate cheques in lieu of cancelled or lost cheques, the entries in the ledger shall be made in red ink to distinguish such entries from those representing regular withdrawals. Bank charges, if any, shall be entered at the end of the month in the ledger.</p> <p>(2) At the end of the month, the entries in the ledger in red and ordinary inks shall be separately totalled. A reconciliation statement shall be drawn up in each ledger after tallying the entries with the bank statement in the</p> |

following form:

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

| | | |
|---|------|---|
| Classification of payments | 3.12 | Before a cheque is signed, the Officer signing the cheque shall also ensure that the amount proposed to be withdrawn has been duly classified under the appropriate scheme. The classification shall be done in a classified abstract in Form VU 3/7. |
| Posting of classified abstract | 3.13 | Separate pages shall be set apart in the classified abstract for classifying the expenditure under different schemes. Book transfers shall also be reflected in the classified abstract. |
| Proving of the classified abstract | 3.14 | At the end of the month, the various columns of classified abstract (Form VU 3/7) for each scheme shall be totalled and a consolidated scheme-wise classification statement prepared and tallied with the total of the amount of cheques issued during the month. |
| Classification of income | 3.15 | On receipt of classified statement of income (Form VU 3/5) from the D.D.Os/creditors, the credits of the amounts shall be verified from the bank statements by the Comptroller's office. The Comptroller's office shall also consolidate the whole income, scheme wise in the bank ledgers. |

- Monthly accounts to be sent to Resident Audit Office** 3.16 The consolidated scheme-wise monthly income and expenditure statements for the month shall be completed and tallied in all respects in Comptroller's office by the end of the next month and passed on to the Joint Director, Local Audit for audit.
- Investment** 3.17 The Comptroller, may, if the position of funds permits, subject to any policy laid down in this behalf, invest a portion of the balance in the current/saving account in such short-term deposits as may be feasible. In order to watch the recovery of the interest and the amount invested, an account of such deposits shall be kept in a register of investments in Form VU 3/8.

CHAPTER-4

DRAWING AND DISBURSING OFFICER

- Responsibility of Drawing and Disbursing Officer**
- 4.1 A Drawing and Disbursing Officer (hereinafter indicated as D. D.O.) shall be responsible for:
- i) Timely preparation of bills and payment of claims in accordance with the procedure prescribed in these rules.
 - ii) Custody and proper accounting of all cash and cheques which he /she is required to handle.
 - iii) Arrangements for timely realization of all income for which he is responsible.
- Responsibility of employees handling money**
- 4.2 Every University employee is personally responsible for the money which passes through his hands and for the prompt record of receipts and payments in the relevant account as well as for the correctness of the account in every respect. The private cash or accounts of the employees should not be mixed up with the University cash. The D. D.O. shall ensure that only those employees handle money who have been duly authorized.
- Cash book**
- 4.3 All monetary transactions shall be entered in the cash book (Form VU 3/3) as soon as these occur and attested by the D.D.O. or, under his overall responsibility, by an employee, not below the rank of a Superintendent, to whom this power has been delegated under the authority of a University Officer. The pages of the cash book shall be machine numbered and intialled by the D.D.O. Further, on the first page of the cash book, following certificate will be given;
- “Certified that this cash book contains --- pages which have been machine numbered from page _____ to _____ and all pages have been initialled.”
- D.D.O.
- Fetching or carrying of money**
- 4.4 The employment of messengers to fetch or carry money should be avoided. When unavoidable to employ such an official for this purpose, a man of reasonable length of service and proven integrity should only be selected. In all cases when the amount to be handled is more than Rs. One lac, preferably security guard should accompany the employee for this purpose.
- Acknowledgement of money**
- 4.5 Acknowledgement shall be prepared in Form VU 3/1 by carbon process from bound book, bearing book and page numbers (in duplicate) by machine. The original shall be given to the payer and the carbon copy shall

be retained in the bound books for future reference.

- | | | |
|--|------|---|
| Treatment of cheques in favour of D. D.O. | 4.6 | When a cheque in favour of the D.D.O is received it should at once be entered as a receipt in the cash book in the appropriate column. The entry must not be delayed until money has been received after realization of the cheque at the bank. |
| Manner of entries in the cash book | 4.7 | Requisite details should be given in the cash book in the column 'particulars' to identify nature of the transaction. In the column for "classification" in the cash book name of the scheme to which the transaction pertains shall be entered. |
| Vouchers to be preserved | 4.8 | When money is paid to a person to whom it is to be paid, or deposited into the bank, the D.D.O. shall keep a careful record of the vouchers and acknowledgements of the payees and of the bank pay-in-slips. |
| Daily closing of cash book | 4.9 | The cash book in Form VU 3/3 shall be closed at the end of the day and completely checked. The D. D.O. shall verify the totalling of the cash book or have this done by some responsible subordinate other than the writer of the cash book and initial it as correct. |
| Verification of monthly balance | 4.10 | At the end of each month, the D. D.O. or the employee to whom functions in regard to the cash book have been delegated under Rule 4.3, should verify the cash balance in the cash book and sign a dated certificate to this effect. If, however, the D.D.O. is away from headquarters at the end of the month, he may do so immediately on return to headquarter. Surprise checks of the cash in hand may also be done once in a month, and dated certificate recorded to that effect. |
| Preparation and disposal of cheques | 4.11 | <p>(1) Whenever a bill for the drawal of money is prepared and signed by the D.D.O., it shall be got pre-audited and passed on to the Comptroller for the issue of one or more cheques, as the case may require. The bill shall indicate the person or persons in whose favour the cheques are required to be drawn. On receipt of the cheques from the Comptroller's office, immediate arrangements should be made to deliver the cheques to the person(s) concerned. Where the cheques have been drawn in favour of the D.D.O., these shall be immediately entered on the receipt side of the cash book.</p> <p style="padding-left: 40px;">In order to watch the receipt of cheques from the Comptroller's office and the disposal of such cheques, a register of Receipt and Disposal of cheques in Form VU 4/1 shall be kept in the office of the D. D.O. This register should be put up monthly to the D.D.O. who shall satisfy himself that there are no unnecessary delays.</p> <p>(2) A cheque remains valid for three months from the date of its issue as per RBI instructions. The cheque which becomes time barred will be</p> |

declared as such by the Comptroller under intimation to the department concerned. The expenditure already booked on account of such cheque will be treated as deduct entry if no fresh cheque is required in lieu of such cancelled cheque by the department and its amount will be shown on the debit side of the General Abstract in the Bank Ledger. In case a fresh cheque is required to be issued, the original booking of the expenditure will stand and a fresh cheque in lieu thereof will be issued by the Comptroller by giving cross reference on both the cheques. The amount of such cheque will be added in the total of other cheques of that month in the Ledger. The original cheque, if available, will be destroyed by the D.D.O. No fresh/duplicate bills will be required to be prepared and got audited in such cases.

Classification of income and expenditure

4.12 From the particulars recorded in the cash book (Form VU 3/3), register of Receipt and Disposal of cheques (Form VU 4/1), office copies of bills and any advices of book transfers carried out by the Comptroller, the D. D.O. shall prepare the following statements at the end of the month:

- (i) Schemewise classified statement of income in Form VU 3/5.
- (ii) The classified abstracts of expenditure prepared by the office of Comptroller should be compared by the departments with their record i.e. Budget Register/cash book/register of Receipt and Disposal of cheques/office copies of bills and advice(s) of book transfers etc.

After the expenditure as per the classified abstract is compared with the Budget Register and other record etc.

- (i) The HoD/D.D.O. will furnish the following certificate to the Dean/Director/Controlling Officer by 25th of each month.

“The expenditure figures shown in the expenditure statement in respect of the following scheme (s) with Code No. for the month of have been reconciled with the Budget Registers. There is no discrepancy. Thus the figures of expenditure statements be treated as final.

OR

The expenditure for the month of..... in respect of the following schemes with Code No. has been reconciled. The following discrepancies are to be rectified from the Comptroller. Rest of the figures are correct and may be treated as final.

- ii) The Dean/Directors/Controlling Officers concerned will thereafter furnish similar consolidated certificates to the Comptroller by 30th of each month.

- iii) In so far as joint schemes controlled by Dean/Director of

Extension/Director of Research etc. are concerned, such expenditure statements shall be prepared and reconciled by the Controlling Officer in respect of these schemes as a whole.

- iv) On receipt of the above certificate from all the Deans/Directors/Controlling Officers concerned, the Comptroller/authorized officer will certify on all the classified abstracts of expenditure that the expenditure of all the schemes has been reconciled and forward the abstracts of expenditure to J.D. (Audit) for verification.

Note:1 It shall be the responsibility of the Dean/Director/Controlling Officer concerned to make available the hard copy of the expenditure statement in respect of all teaching/research/extension schemes to all the deptts/offices working under him.

Note: 2 The Controlling Officer must furnish consolidated certificate on receipt of certificate from all the HoDs working in the College/Directorate to the Comptroller by the last day of each month failing which the expenditure figures booked in the classified abstract of expenditure shall be treated as final and thereafter no change will be allowed.

- Clearance of advances** 4.13 (1) In the case of bills for temporary and permanent advances, the D.D.O. shall maintain a register of Clearance of Advances in Form VU 4/2. Every such bill shall be entered in the register at the time of its submission for pre-audit.
- (2) When an advance is adjusted by production of account supported by sub-vouchers and /or by refund of unspent balance, the entries in the relevant columns of the register shall be completed.
- (3) The unspent balance refunded shall not be treated as income of the scheme concerned if it is refunded during the same financial year.
- (4) At the end of each financial year i.e. by 15th April the D. D.O. shall send a statement of amounts representing refunds of advances classified as income of various schemes during the financial year to the Comptroller and request him to adjust the same by transfer entry, reducing both the income and expenditure of the scheme concerned.
- (5) A portion of the register of Clearance of Advances (Form VU 4/2) shall be set apart to watch recoveries of advances of salary and advances for car, scooters, cycles, wheat, marriages & travelling allowance etc.

- (6) At the close of the year, the register (Form VU 4/2) shall be closed and balances carried forward in the register for the next year. The D. D.O. shall record a certificate to that effect.
- (7) In order to record various miscellaneous demands and recoveries due from officials/Departments and other agencies and also to watch the collection of such dues, a register in Form VU 4/3 shall be maintained by every D. D.O. The demand for recovery on account of leave salary, Contributory Provident Fund and Death-cum-Retirement Gratuity contributions in respect of each University teacher/employee, sent on deputation or foreign service is also to be raised on a separate page in this register. The register will be closed at the end of each year and balances carried forward to the next year.

Embezzlements

- 4.14 Whenever a D.D.O. or HoD / office comes across a case of actual or suspected embezzlement, defalcation or fraud, he shall forthwith investigate the matter and immediately send a report to the Comptroller and the University Officer concerned. The University Officer concerned would immediately forward the same with his comments/recommendations to the Comptroller, who shall forward it to the Vice-Chancellor with such observations as may be necessary. However, in case of theft, D.D.O. or Head of Department or officer concerned will immediately inform the Security Officer who will forthwith investigate the matter and send a report to the Vice-Chancellor within two days, besides, if necessary, lodging FIR with the police.

Security deposits

- 4.15
- (1) Where an employee is required to furnish a security, the D.D.O. shall see that this has been done and accounted for in a register of Security Deposits in Form VU 4/4. Such securities shall, if not in cash, be in the form of pledged securities, fixed deposits or saving bank accounts.
 - (2) In all such cases, the employee shall have to furnish a security bond on a non-judicial stamp of requisite value in a form prescribed in consultation with the Legal Advisor of the University.
 - (3) All pledged securities, fixed deposits or bank pass books shall remain in the custody of the office cashier and all security bonds in the custody of the D. D.O.

Chapter-5

SALARIES AND ALLOWANCES

Service books to be kept

- 5.1 (1 For each employee, there shall be a service book in Form VU
) 5/1. The service book shall be prepared immediately after the first appointment and in any case before the first increment is drawn. The service book of an employee must be kept in the custody of a responsible employee nominated by the D. D.O and it may be transferred with the employee from one D.D.O to another but should not be given to the employee. It should also not be returned to the employee on his retirement, resignation or discharge from the service.

A certified copy of the service book may be supplied to the University employee, who asks for it, on quitting University service by retirement, discharge or resignation.

- (2 The date of birth recorded in the service-book of an employee
) shall be verified by the D.D.O from relevant University Certificate or in the case of an employee who has not passed any examination of an Indian or Foreign University, from his School Leaving Certificate provided that in the case of an altogether illiterate employee, any other reasonable evidence like birth certificate may be relied upon.

Posting of entries in service book

- 5.2 (1 Every relevant occurrence in an employee's official life must
) be recorded in the service book and each entry attested by the D.D.O. or an employee not below the rank of Supdt. authorized by him in this behalf. However, the cases of D. D.O. and Head of Department shall be referred to the Controlling Officer for scrutiny and attestation of such entries in their service book by them or Admn-cum-Accounts Officer (A&AO) of his office, if authorized by them. Cases of Controlling Officers shall be referred to Comptroller for scrutiny and attestation of such entries in their service book by the Assistant Comptroller authorized by the Comptroller.

- (2 The service book is a contemporary record in minute details of
) an employee's official career. Every period of suspension from employment and other interruption in service should be noted with full details (of duration etc.), by entry written across the page and attested by the D.D.O. or an employee not below the rank of Supdt. authorized in this behalf.

- (3 Personal certificates of character may not be entered in the

-) service book, but if an employee is reduced to a lower post, the cause of the reduction should always briefly be stated thus: "reduction for inefficiency", "reduction owing to revision of establishment ", etc. in the service book.
- (4 The D.D.O. should permit an employee to examine his service)
book if he, at any time, desires to do so.
- (5 If any conditions are attached to the appointment, these should)
be entered on a separate page in half margin leaving the other half margin for indicating compliance of those conditions in due course.
- (6 When an employee proceeds on leave, suitable entries of leave)
showing the nature of leave should be made in the prescribed columns and entries in the leave account completed.

Note: HoD or Controlling Officer, as the case may be, is required to record a certificate in the service book of the employee after every three years, during the month of April and at the time of transfer to another deptt. that all kinds of leave availed by the employee during his stay in that department upto that date, have been duly recorded in the service book and accounted for in the leave account maintained therein.

- (7 In case of an employee, if there is a broken period or revision of)
pay on grounds of revision of pay scales, grant of annual/biennial increments or any other reason, the D.D.O shall attest the entry of revised fixation of pay in the service book.

Note Whenever any entry made in the service book is to be got attested, the file and the service book shall be sent to the Comptroller's office for scrutiny and necessary attestation. The Comptroller shall not keep any Register for this purpose and the entries in the service book shall be sufficient for modification of entries in the Establishment Check Register (Form VU 5/4).

- (8 In all the Controlling offices or other offices/departments where)
the posts of Dy. Registrar/Dy. Comptroller/Asstt. Registrar/ A & AO/Supdt exist, they will approve and verify all the cases of pay fixation of teachers/non-teaching employees on account of revision of pay scale, promotions, grant of ACP scales and stepping up of pay. However, where the pay fixation approved by them is contested by the official/teacher concerned or

objected to by the Audit or where any doubt is felt, such cases will be referred to the Comptroller. Further, where there is no such post/incumbent of Supdt. /AAO/Asstt. Registrar/Dy. Comptroller/Dy. Registrar, the pay fixation cases will be sent to the Comptroller's office for approval.

Preparation of pay bills

- 5.3 (1) The pay bills shall be prepared in Form VU 5/2 and signed by) the D.D.O. concerned.
- (2) The pay bills shall be prepared on Form VU 5/2 for all) categories of employees, whose pay is to be disbursed by crediting to their bank accounts with scheduled bank approved by the Vice-Chancellor. Separate scheme-wise pay bills will be prepared and supported with bank-wise scrolls to be prepared in Form VU 5/2 (a) in triplicate for the amount relating to the concerned bank. Total amount of the pay bills will be bifurcated and mentioned on the pay bill in respect of each bank. However, only one payment order will be made by Audit on such pay bills. Two copies of the bank scrolls (bank-wise) along with the pre-audited pay bills will be sent to the concerned branch of the Comptroller office by the fixed date and the third copy will be kept by the D.D.O office of Comptroller. The amount of each scroll may also be totalled. For all pay bills supported with bank scrolls received upto fixed date, the Comptroller will issue A/C payee cheques in favour of the concerned banks for crediting the pay to the bank accounts of the employees by the amounts shown against each Account in the enclosed bank scrolls. The Comptroller will send a soft copy with one hard copy of bank scroll alongwith a cheque to the bank. One hard copy will be retained by the Comptroller's office for record.

On receipt of pre-audited and passed vouchers relating to outstations from the Audit, the cheques relating to outstation offices will be issued in favour of concerned D.D.O for cash payments of that station. The salary of the outstation employee will, however, be drawn by the Comptroller's office and credited into their bank accounts at the bank approved by the University.

Note-1 Apart from salary, all sorts of other payments viz, leave encashment, gratuity, TA, medical re-imburement will go to the bank accounts of the employees.

Note-2 In case any payment has not been credited to the bank accounts of the employees, such employee should file a

complaint to the respective Head of the Department/office within two months. In case no complaint is filed within the stipulated period, it will be presumed that the employee has received the payment.

- (3) The wage bills of daily-paid labourers shall be prepared on a Daily Attendance Roll of Labour on Form VU 5/3 by the employee under whom such establishment directly works and shall be passed on to the Disbursing Officer for necessary action. Such bills are usually paid from the allotment of contingencies and drawn on contingent bills in Form VU 6/4.

Establishment Check Register

5.4

- (1) In order to facilitate the check of establishment bills and to ensure that no charge is paid twice, an Establishment Check Register (ECR) in Form VU 5/4 shall be maintained. The whole of the gazetted and non-gazetted establishment with which a D.D.O is concerned shall be recorded therein. Every fresh appointment, abolition or revision of establishment shall be entered as soon as made. Each entry shall be attested by the D.D.O. or an employee authroised in this behalf.

- (2) Separate space in the ECR shall be set apart for each employee. For each section of the Establishment for which a separate bill is prepared, a separate page or set of pages shall be allotted.

- (3) When the pay of an employee is increased on account of grant of an increment or allowance or due to revision of scale, the new pay shall be entered in the column "Subsequent changes, with date, if any," on the left side of the ECR (Form VU 5/4).

Pay bills how prepared

5.5

The following provisions govern the preparation of establishment bills:

- (1) Salary bills in Form VU 5/2 shall be prepared scheme-wise for all the employees relating to the establishment under the D.D.O. The number of sanctioned posts in each scale shall be entered in red ink across the bills followed by full details or names of the incumbents of those posts, the pay and leave salary being shown separately. Held over amounts shall be entered in the appropriate columns 3,4,5 or 6 in red ink and ignored in totalling. In the 'Remarks' column all unusual permanent events such as death, retirement, permanent transfer, first appointment etc. should be recorded.

- (2) Except in the case of employees who have been dismissed or transferred or have resigned, the pay of an employee shall not

be drawn before the first working day of the month following that in respect of which the pay has been earned. However, the Comptroller may direct the payment of the salaries even before the first of the following month as and when the State Government takes a decision to this effect for its own employees.

- (3) An absentee statement in Form VU 5/5 shall be attached to each establishment bill in which there is a case of leave, suspension or deputation and the officiating arrangement made, if any, shown therein. The absentee statement shall be initiated by HoD and countersigned by the D.D.O. of Comptroller's office.
- (4) Arrear pay shall not be drawn on monthly establishment bills but on separate bills in which reference shall be given to the bills from which the charge was omitted or withheld or in which it was refunded by deduction or to any special orders, granting new allowances or additions to pay.

Checking of establishment bills

5.6

- (1) When an establishment bill has been prepared by the bill clerk, it shall be checked by another employee nominated by the D.D.O., particular attention being given to the absentee statement in Form VU 5/5 so that no inadmissible charge may be included in consequence of any absence or leave etc.
- (2) From the bill thus checked, the ECR in Form VU 5/4 shall be posted showing the amounts drawn in ordinary ink and the amounts withheld in red ink in the appropriate monthly cage of the ECR. The D.D.O. or an employee authorized in this behalf shall satisfy himself as to the accuracy of the entries, initial the entries in the monthly cage of the ECR and sign the bills.
- (3) The establishment bill alongwith ECR shall then be forwarded to the Audit for pre-audit. After the pre-audit enforcement has been obtained, the bill shall be passed on to Accounts Branch of the Comptroller's office for making payment by credit of salary into bank accounts of the employees.
- (4) Pay orders recorded by the Audit shall be valid for 15 days (excluding the date of passing) only except in the case of redrawal bills, the pay orders on which shall be valid for 20 days for issue of cheques and shall require revalidation from audit thereafter.

Arrear claims

5.7

When an arrear claim is more than a year old, it shall not be

entertained without the prior sanction of the Comptroller.

5.8 Pay and allowances can be drawn for the day of a person's death; the hour at which death takes place has no effect on the claim.

5.9 Arrears of pay and allowances, payment relating to encashment of earned leave and gratuity claimed on behalf of deceased employee, in the event of University employee expiring before receiving these payments, may be paid to the nominee specified by him for the purpose of Contributory Provident Fund/General Provident Fund without the production of usual legal authority.

Last pay certificate

5.10 When an employee is transferred from the jurisdiction of one D. D.O. to another, a Last Pay Certificate in Form VU 5/6 shall be prepared and got countersigned from the Audit. It will then be forwarded to the new D.D.O. alongwith his service book and personal file after adjusting the outstanding advances, if any, standing against him, in Form VU 4/2 on the basis of entries made in the last pay certificate.

Redrawal of deductions

5.11 (1) As pay bills are checked in the office of the D. D.O. entries of deductions made in such bills which are to be redrawn, shall be made in bills on prescribed forms which shall (at convenient or prescribed intervals) be totalled, signed by the D. D.O and sent for pre-audit to the Audit.

(2) The deductions on account of Income Tax, Employees Welfare Fund, C.T.D., Electricity charges, Community Centre/Faculty Club membership, Life Insurance, attachments by Court etc. shall be drawn on redrawal bill in Form VU 5/7. The deductions on account of Contributory Provident Fund shall, however, be redrawn on the special bill form prescribed in these rules.

A single voucher may be prepared for deductions made from pay bills on account of deductions made from CPF/GPF/EWF, Faculty Club, Community Centre, Income Tax, C.T.D., Electricity Charges, LIC etc. The redrawal vouchers on account of deductions shall be clubbed in a single voucher to reduce the number of vouchers. Cheques in such cases shall not as far as possible be drawn in favour of the D. D.O. but in favour of the officers to whom payments are to be actually made.

Form of TA bills

5.12 All Travelling allowance bills for staff, experts/examiners and for members of BOM/Finance Committee etc. shall be preferred in Form VU 5/8 and passed by the Controlling Officer before

submission for pre-audit through the D.D.O. Payment of TA bills of all the employees shall be made by direct credit into their bank accounts.

TA check register

- 5.13 A Travelling allowance check register in Form VU 5/9 shall be maintained by each D.D.O. in which separate pages shall be set apart for employees who have to be on tour very often. In other cases, the same page can be used for each section of establishment or category of persons.

Reimbursement of medical charges

- 5.14 (1) When under the rules, an employee is entitled to claim reimbursement of medical charges incurred by him on his own treatment or that of his family members, he shall submit a claim in Form VU 5/10, to his/her office /deptt. After the claim has been scrutinized in all respects and found in order, financial eligibility of the claim shall be checked by the dealing Assistant/Dy. Supdt. of the department /office keeping in view the instructions issued by the Haryana Govt./LUVAS, Hisar from time to time. Subsequently the medical reimbursement bill will be forwarded to the CMO/SMO, University hospital for scrutinizing the medical bills in order to ascertain the admissibility of medicines and rates of different laboratory tests, operation fee or of implants etc. as prescribed by the State Govt. from time to time and adopted by the University, before signing the requisite certificates. Further, for the medical bill, where approval of the Vice-Chancellor is required in addition to the scrutiny made by the Deptt./Office as well as CMO/SMO, will also be checked /scrutinized by the Comptroller office.
- (2) On receipt of the claim, the D. D.O. shall have it checked in his office and sanction the claim or obtain the sanction of the competent authority as per the rules.
- (3) When the claim for reimbursement has been sanctioned, the D. D.O. shall prepare a reimbursement bill in Form VU 5/11. The D.D.O. shall have an entry made in Medical Reimbursement Check Register (Form VU 5/11), initial it and forward the bill for pre-audit.

Note: In case of treatment taken from a Govt. Hospital/Medical College of Haryana Govt. functioning at the headquarter of the employee at stations other than Hisar, the certificate given by the Medical Officer of the Hospital/Medical College will suffice.

Honoraria and overtime allowance

- 5.15 Claims for honoraria or overtime allowance shall be prepared in bill Form VU 5/2. Entries of such payments shall be made in the Office of the D. D.O in the monthly payment cages of the ECR (Form VU 5/4) with brief indication of the nature, which shall be initiated by the D.D.O or an employee empowered in this behalf before sending the bills to audit. However, where payment of honoraria is to be made to the employees of other departments, department of such employee shall be informed to make entries in the monthly payment cages of ECR and D.D.O of the concerned department shall ensure that such honorarium /remuneration is included in the salary statement of the employee which is prepared for the purpose of calculation of income tax.

Chapter- 6

Contingencies

Definition of contingencies

- 6.1 Contingencies shall include:
- i) “Recurring contingencies” viz.
 - (a) Contract contingencies- Those expenses for which lump sum amount is placed annually at the disposal of a D.D.O for expenditure as and when required. These generally consist of charges the annual incidence of which can be governed with reasonable accuracy.
 - (b) Supplies and services i.e. expenditure in connection with the special activities of the department or scheme including variable labour, purchase of consumable stores and other expenditure such as scholarships, stipends, fees, rewards and uniforms etc. not classified as non-recurring expenditure.
 - ii) “Non-recurring expenditure” i.e. expenditure required for the setting up of an office, laboratory, farm, etc. and for its periodic expansion and improvement.
Note: Expenditure on works, will not be classified as contingencies.

Drawal of money for contingencies

- 6.2 Subject to the sanction of the competent authority for incurring expenditure and to the provisions of these rules, a D.D.O or an employee authorised by him in this behalf, may draw money for contingent expenditure within the amount allotted to him in the Budget Estimates or otherwise, unless there is something novel, doubtful or irregular in the character of expenditure. In such cases the D.D.O may resubmit the case to the competent authority.

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

Principles of financial propriety

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

- i) Every employee is expected to exercise the same vigilance in respect of expenditure incurred from the University account or other funds controlled by the University as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
- ii) The expenditure should not be prima facie more than the occasion demands.
- iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- iv) No authority should sanction any expenditure which is likely to involve at a later date expenditure beyond its own powers of sanction.
- v) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not, on the whole, a source of profit to the recipients.

Additional guiding principles

6.4

A D.D O, while preparing a bill, should also see:

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

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| Contingent register to be maintained | 6.5 | A D.D.O. shall maintain a contingent register in Form VU 6/1. The Standard Objects of Expenditure (SOE) shall be noted in the relevant column of the contingent register along with provision made. It will be entered in red ink. |
| Posting of contingent register | 6.6 | As soon as each payment is made, entries must be made in the contingent register. The date of payment, the name of the payee, the number of sub-vouchers, its classification and the amount may be entered in proper columns. |
| Payment out of permanent advance | 6.7 | <p>(1) A D.D.O may keep with him, if necessary, a suitable permanent advance.</p> <p>(2) When payment is to be made from a permanent advance, a payment order shall be made by him on the sub-voucher relating to the charge by means of rubber stamp in Form VU 6/2, the amount of the payment and the classification of the charge being inserted in ink.</p> <p>(3) When a payment order has been made, the amount of the charge shall be paid to the payee whose receipt shall at once be taken. The sub-voucher shall then be stamped with a rubber stamp as in Form VU 6/2 and details of the expenditure noted in the cash book and the contingent register.</p> |
| Recoupment of permanent advance | 6.8 | When the balance of permanent advance is running low and in any case, on the last working day of the month, the permanent advance column of the cash book be totalled up and the totals posted in contingent register and a bill prepared in Form VU 6/3, duly classified with reference to the scheme concerned. This bill supported by relevant sub-vouchers would be put up before the D.D.O, who after comparing the entries in the bill, with the cash book and verifying the classification, shall sign the bill, which shall then be forwarded for pre-audit. On receipt of a cheque in payment of the bill, the number and date of the cheque shall be noted against the amount. |

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| Procedure in case of permanent advance held by an employee who is not D . D. O. | 6.9 | | When a permanent advance is given to an employee who is not declared as a D.D.O, he shall also maintain contingent register in Form VU 6/1 in accordance with the rules prescribed in this chapter, but it will not be necessary for him to keep a cash book. When the permanent advance is to be recouped, entries shall be totalled and a bill in Form VU 6/3 shall be prepared and forwarded to the D.D.O concerned who will in-corporate the totals of the contingent abstract in his contingent register, sign the bill and forward it for pre-audit. |
| Direct payment to suppliers etc. | 6.10 | | When money is to be withdrawn for direct payment to a supplier or a person who has incurred expenditure or who is to incur expenditure, entries shall be appropriately made in the contingent register, bill prepared and got pre-audited in the same manner as a bill for recoupment of permanent advance. The cheques issued in favour of suppliers etc. shall be crossed and non-negotiable. |
| Expenditure by book transfer | 6.11 | | If any expenditure is debited to the allotment placed at the disposal of a D.D.O by the Comptroller by means of book transfer, necessary entries shall be made in the relevant columns of the contingent register in red ink giving reference to the transfer entry order. |
| Expenditure on purchases through centralized agency | 6.12 | (1) | When purchases are made by a centralized agency of the University i.e. Store Purchase Officer for the use of various departments of the University, the expenditure thereon shall be incurred by the Store Purchase Officer from his contingent budget allotment. A contingent register shall be maintained for this purpose and the expenditure incurred by the Store Purchase Officer shall be classified according to its nature. |
| | | (2) | When purchases are made by a centralized agency of the University for the exclusive use of a department the bills and sub-vouchers after proper authentication shall be passed on to the D.D.O of the concerned deptt. for direct payment to the suppliers after observing the formalities prescribed in these rules. |

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| Drawal of temporary advance and adjustment | 6.13 | In case a temporary advance is drawn for a specified purpose under the orders of the competent authority, an entry shall also be made in the Register of Clearance of advances in Form VU 4/2. It will be the duty of the D. D.O to ensure that account is rendered as early as possible and unspent balance, if any, refunded immediately after the occasion/finalisation of the purchase etc. for which the temporary advance was drawn. The adjustment account shall be got audited from the Audit. All advances should be got adjusted within a month of their drawal. |
| Stock entries | 6.14 | In all cases where consumable, perishable or durable articles are purchased, entries in appropriate stock, property or instrument registers, as prescribed in the rules, shall be made immediately on receipt of the material and before the payment is made or an advance is adjusted or recouped. Transfer of articles from one office to another shall be done through a delivery challan in Form VU 6/6. The delivery challan will be prepared in triplicate by the officer transferring the articles. One copy of the delivery challan will be retained in the office transferring the articles and acknowledgement of the person receiving the articles will be obtained on the spot. Two copies of this challan along with articles will be sent to the officer to whom the articles are being transferred. That officer will acknowledge the same and return the original copy of the delivery challan to the officer transferring the articles, after showing stock entries to the Audit, within a month positively. |
| Control over recurring payments | 6.15 | In case of recurring charges paid out of contingencies e.g. rents of hired buildings, electricity bills, continuing variable labour etc., the payments shall be recorded in a section of the ECR (Form VU 5/4) as a precaution against admission of duplicate claims. |

Register of permanent advances, revolving funds & permanent securities

- 6.16 (1) All permanent advances and revolving funds given to the University departments/offices and permanent securities deposited with the State Electricity Board or other agencies, except temporary securities for temporary connections which are to be drawn on temporary advance bills and entries recorded in temporary advance register, shall be accounted for in a register of permanent advances, revolving funds and permanent securities in Form VU 6/4 to be maintained by the office of the Comptroller. When a D.D.O has to draw a permanent advance, keep a revolving fund or deposit permanent security under proper sanction, he shall process the bill like other contingent bills, but before putting up the bill for pre-audit, he shall cause an entry to be made in the register of permanent securities maintained by the Comptroller. In the first week of April each year, all D.D.Os shall send to the Comptroller a list of permanent advances/revolving funds and permanent securities accountable by them.
- (2) A separate register will, however, also be maintained by the department concerned in Form VU 6/4 (a) so as to keep record of permanent advance/revolving funds and permanent securities as also to watch the recoveries of interest on the permanent securities, as may be admissible, and refund of the securities on maturity thereof.

Before putting up the bill for such permanent advances/revolving funds/permanent securities for pre-audit, an entry to this effect will also be made by the D.D.O. in this register.

Temporary security/earnest money

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

- Mode and manner of deposit** (2) The details of all such security/earnest money deposits, other than those pertaining to the Engineering Unit, on their receipt in the shape of cash/bank draft (but not cheques), deposit at Call Receipts of scheduled banks and Post Office Saving Bank Pass Books duly hypothecated in favour of the D.D.O of the concerned office/department shall be recorded in Form VU 6/5. Earnest money/security received in cash prior to the date fixed for opening of tenders/quotations/ auctions etc. should be brought to account in the cash book.
- Classification for accounting** (3) The Heads of Departments/ offices shall deposit the amount of such security/earnest money deposits received in the form of cash/bank drafts in the current account of the University under the classification “CVU-Suspense’ temporary security/earnest money deposits”, so that it may not affect the University budget. Such transactions shall be treated as neither income nor expenditure at the time of finalization of Grant Utilization Certificate (GUC). Such deposits shall be shown in the income statement by showing ‘Temporary Security’ under the column ‘Nature of Receipt’ in Form VU 3/5.
- Procedure for refund** (4) Procedure for refund will be as under:
- i) Deposits in the shape of cash or bank drafts of all the parties concerned (successful/unsuccessful), shall be refunded after due pre-audit unless returned on the day the tenders/quotations are opened, auctions/bids etc. held.
 - ii) Deposits in the shape of hypothecated documents in respect of successful tenderers/bidders/parties etc. shall be refunded after pre-audit.
 - iii) However, deposits of unsuccessful parties in the shape of hypothecated documents will be returned by the D.D.O concerned without pre-audit, but against acknowledgement in the prescribed register.

- iv) In case where earnest money is adjusted towards security, the fact should be specifically mentioned in the register maintained in Form VU 6/5 and the entries got ticked from the Audit.
- v) Such deposits will be refunded in accordance with the terms and conditions settled with the parties. However, such deposits will lapse after three years after the due date of refund and thereafter such lapsed deposits will be treated as University income. In case such lapsed deposits are credited to the University income and later on, after investigation by the Comptroller, are to be refunded, the amount on this account will then be debited to the miscellaneous income correspondingly

Annual return and reconciliation

- (5) At the end of each financial year, latest by 15th April each, the HoD/office shall send details of un-refunded temporary securities referred to in sub para (3), to the Comptroller who will have the same reconciled with reference to classified abstract which will be maintained in a separate bound register to make it a permanent record.

Proforma for obtaining financial sanction

6.18

- (1) For obtaining financial sanctions for effecting the purchases, consumable stores are classified in two categories. First category may consist of the stores required for regular use almost throughout the year. The second category may be of the type as required once a while. The proposal for obtaining financial sanction should be accompanied with the information in Form VU 6/7.
- (2) The request for obtaining financial sanction in respect of the expenditure proposed to be incurred on various types of functions, prize distributions, miscellaneous VAS shows and trainings etc. should be accompanied with the information in the following proforma:
 - i) Expenditure on last such occasion, function or show etc.

- ii) Amount proposed for the occasion in question
 - iii) Reasons for variation, if any.
 - iv) Whether the funds are duly provided in the budget and are available.
- (3) The request for obtaining financial sanction for the purchase of machinery and equipment etc. should be accompanied with the information in Form VU 6/8. The Form is to be signed by the HoD concerned and countersigned by the Controlling Officer. Even where, the financial sanctions are to be accorded by various HoDs/Controlling Officer at their own level, they should also get such information before according sanction in each case.

Purchase procedure

6.19

Purchases in the University are made through Central Purchase Committee (CPC) and other Departmental Committees constituted for this purpose. The CPC is constituted by the Vice-Chancellor. This committee is empowered to make purchase of all centralized items and also non centralized items of stores costing above Rs. 50,000/-College & Directorate level Committees have powers to purchase non centralized items of the cost not exceeding Rs. 50,000/- at a time. This committee can also purchase centralized items after obtaining NA from Store Purchase Officer subject to above monetary limit. The Departmental Purchase Committee have powers to make purchase of above items upto monetary limit of Rs. 25,000/- at a time.

The purchases may be effected as per the detailed purchase procedure prescribed by the University.

Chapter-7

UNIVERSITY EXAMINATION EXPENDITURE RULES AND ENTRANCE TEST/ EXTERNAL EXAMINATIONS RULES

PART A UNIVERSITY EXAMINATION EXPENDITURE RULES

- Examination expenditure control and check register** 7.1 In the beginning of each academic year the Registrar shall prepare an academic calendar and a list of examinations to be conducted by the University during that academic year, indicating therein probable dates of such examinations. This list shall serve as an index for the register of examination expenditure to be maintained in Form VU 7/1. For each examination, a separate page shall be allotted in the examination expenditure control and check register.
- Nature of payments made** 7.2 Payments pertaining to examinations broadly fall under the following categories:
- i) Printing/typing of question papers and secrecy work.
 - ii) Remuneration to Paper-Setters and for evaluation work.
 - iii) Remuneration to Examiners and Sub-Examiners for evaluation work and for external practical examinations.
 - iv) Remuneration to Examiners for oral examinations.
 - v) Remuneration to Supervisory staff i.e. Superintendents, Dy. Superintendents, Assistant Superintendents, Supervisors, Invigilators and others detailed on examination duty.
 - vi) Contingent expenditure incurred by the supervisory staff, paper setters and examiners and other expenditure for the conduct of examinations.
 - vii) Travelling allowance to examiner, supervisory staff and others in connection with work related to examinations.
 - viii) Remuneration to faculty members, COE, staff of COE office and other non-teaching staff associated with external theory and practical examinations including supplementary examinations.
- TA claims** 7.3 The claims for travelling allowance of the staff detailed on examination duties shall be verified by the Registrar/Controller of Examinations or any other officer authorized by them and processed in the manner laid down in Rule 5.12.
- Expenditure on secrecy work** 7.4 (1) Expenditure on following payments related to examination shall be considered as secrecy payments.
- i) Payment for printing of question papers to the printer.
 - ii) Payment for typing work to the officials who attend to the typing of question paper work under the entire responsibility

- and supervision of Controller of Examinations.
- iii) Payment for paper setting, evaluation and re-evaluation to the examiners.
- iv) Payment of TA bills to the examiners called for practical/oral examinations.
- v) Payment of TA bills to the Controller of Examinations and other staff attending to secrecy work.

- (2) For meeting expenditure on items listed above, the Registrar /Controller of Examinations may draw temporary advance from time to time which shall be dealt with in a manner prescribed in rule 4.13. However, for the purpose of adjustment it will not be necessary to furnish details and a certificate furnished by the Registrar/Controller of Examinations will be deemed sufficient.
- (3) The Registrar/Controller of Examinations shall, however, keep detailed subsidiary accounts of such payments. These accounts shall not be auditable by the Joint Director (Audit), but may be verified by the Comptroller on specific orders of the Vice-Chancellor.

Other payments

7.5 All payments other than those referred to in rule 7.3 and 7.4 arising out of conduct of examinations, as and when made by the Registrar/Controller of Examinations, shall be entered in the register of examination expenditure in Form VU 7/1. The following procedure shall be observed for making such payments;

- i) Payment to examiner including contingent expenditure, if any, payable to him shall be made by cash/bank transfer or bank draft or money order (bank charges if any or money order charges to be borne by the University), as soon as the assignment is completed and submitted. Bills for the same shall be prepared in Form VU 7/2 and VU 7/3 (as the case may be) for payment to concerned examiner by the Registrar/Controller of Examinations or any officer authorized by them.
- ii) Normally there shall be only one bill and there shall be no occasion for additional or supplementary payments. In case there is a supplementary claim on account of admission of disallowed items, omissions or any other reason, it shall be carefully investigated and, if admitted, entered in the appropriate cage of the register of examination expenditure in Form VU 7/1 with suitable details.

Expenditure by Dean PGS for examinations of Post-Graduate students.

7.6 For meeting expenditure on examinations of Post-Graduate students e.g. Preliminary Oral Examination of Ph.D /Evaluation of thesis and M.V.Sc/M.Tech/M.Sc/Ph.D Oral Examinations, the Dean, PGS may draw temporary advance from time to time out of budget allotted for the

purpose. After incurring the expenditure required for the examinations his office may get the advance adjusted in the manner prescribed in rule 4.13 of Account Code Volume 1. For payment to the examiners for the above examinations/ evaluation of thesis, the bills shall be prepared in Form VU 7/4 and got audited as per procedure.

PART B ENTRANCE TEST/EXTERNAL EXAMINATIONS FUND RULES

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| Establishment and operation of the entrance test and external exam. fund | 7.7 | The Entrance Test and External Examination Fund shall be established for conducting the entrance test and external examinations. This fund shall be operated by Controller of Examinations, who will act as Controlling Officer of this fund and utilize the funds exercising all the powers of HoD. |
| Source of funds | 7.8 | Entrance test, external examination, supplementary examination fees and re-checking fees of answer sheets being realized from students studying under external pattern of examinations shall be the sources of the fund. |
| Procedure of realization and deposit | 7.9 | All external examination fees after being realized from students by Dean's office will be deposited direct in the bank in the Entrance Test-cum-External Examination Funds Account of Controller of Examinations on the same or next day. Monthly statement of such deposits will be sent by the Dean's office to the office of Controller of Examinations for necessary reconciliation. |
| Utilization of funds | 7.10 | <p>This fund will be utilized for the following purpose:</p> <ul style="list-style-type: none">i) All expenditure related to entrance tests and external examination work.ii) Expenditure relating to all items in respect of secrecy work as mentioned in Rule 7.4 (1) of this chapter.iii) Stationery items and other recurring and non-recurring items for use by the office of Controller of Examination.iv) Expenditure on postage/courier/speed post for correspondence with external examiners and postage/ other charges incurred by examiners.v) Cost of any other items required by the office of Controller of Examinations and other expenditure relating to external examinations or entrance test with the approval of Vice-Chancellor.vi) Conveyance charges/transport charges to be paid to the transport office, and the expenditure towards hired taxi, own vehicle charges and T.A. charges incurred in connection with the external examinations/ entrance test.vii) Expenditure on items for creating infrastructure facilities in the |

office of Controller of Examinations/ examination centres etc.

- viii) Expenditure on POL/PSS.
- ix) Expenditure on purchase, repair, maintenance and insurance of vehicles.
- x) The expenditure on refreshments, limited to Rs. 15,000/- per semester, for the faculty and staff deputed on duty for conducting the examinations.

Investment

- 7.11 In case the deposit of these funds are excessive than the requirements, a major portion of it may be kept in the fixed deposits by reviewing it yearly.

CHAPTER – 8

FELLOWSHIPS, SCHOLARSHIPS AND STIPENDS

Categorization of fellowship, scholarships, merit stipends and stipends

8.1 Fellowships, scholarship and stipends may be divided into two categories:-

- i) Those paid by the University from the University account against funds provided in the sanctioned budget estimates.
- ii) Those paid out of sums received from “other sources’ viz. other Governments ; Govt. agencies such as ICAR, UGC, local authorities, autonomous bodies, Foundations and other individuals.

Payments to be watched through fellowship/scholarship/merit stipend/stipend check register

8.2 In the case of fellowship, scholarships, merit stipends and stipends paid out of the University account, the names of merit stipend, scholarship holders and stipendiaries shall be noted in the fellowship/scholarships/stipend check register in Form VU 8/4 giving a reference to orders of sanction and names of schemes, showing in each case, the period for which the fellowship, scholarship, merit stipend or stipend is tenable.

Drawal and disbursement

- 8.3 (1) At the end of each month, bills for fellowship, scholarship, merit stipends and other stipends chargeable to different schemes shall be prepared by the D.D.O. concerned in Form VU 8/1. The certificates prescribed thereon shall be signed by the Dean or other employee empowered in this behalf and bills (alongwith a list of students and their bank account numbers) forwarded to the Comptroller after making entries in the fellowship/scholarship/stipends check register in Form VU 8/4 and getting the same pre-audited in the normal way. The Comptroller shall make payment to the concerned students by deposit into their bank accounts. After that Comptroller will return one copy of the list of students to whom payments have been made by him by credit in their bank accounts to the Dean and Dean’s office will take acknowledgment of the students on the office copies of the bills.
- (2) If a fellowship, scholarship, merit stipend or stipend is payable in respect of any portion of the month to a fellowship/merit stipend, scholarship holder or a stipendiary who, at the time of the preparation of the bill, has left the institution or is absent owing to illness or any

other cause and is not likely to return before the end of the month in which the bill is paid, the amount of such fellowship, merit stipend, scholarship or stipend, the period for which it is payable and the name shall be entered in red ink but excluded from the total of the bill. The amount to be withheld may be paid subsequently on a separate bill in which reference shall be made to the bills from which amounts were withheld and necessary entries made in the fellowship/scholarship/stipend check register in Form VU 8/4.

Cash book and bank account for fellowships/scholarships or stipends paid from other sources

8.4 The Dean or other employee empowered in this behalf shall maintain a separate current account in the bank in respect of amounts received from other sources. All cheques /bank drafts on this account sent by the granting agencies/ sources will be received by the Comptroller. Thereafter the Comptroller shall credit the amounts to the current account (to be operated by the concerned Dean) of the Dean. The Dean shall draw the amount from this account as and when required and account for the same in a cash book for sundry deposits in Form VU 8/2.

Procedure in respect of fellowship, scholarship or stipend paid from other sources

- 8.5 (1) In case of fellowships, scholarships and stipends paid from sources other than University account, the names of the fellowship holders, scholarship holders and stipendiaries shall be maintained in the fellowships/scholarships/stipends check register in Form VU 8/4 giving a reference to the orders of the sanction and names of the schemes, showing in each case, the period for which the fellowship, scholarship or stipend is tenable.
- (2) The amounts disbursed to fellowship and scholarship holders/stipendiaries, shall be supported by acknowledgement on the copies of the fellowship/scholarship/stipend bills which shall be pre-audited as per University rules but shall not be forwarded to the Comptroller for payment. Instead, payments to the concerned students shall be made by the Dean by credit into their bank accounts and accounted for in the cash book of sundry deposits by making entries on payment side of the cash book.
- (3) At the end of each month, the cash book for sundry deposits in Form VU 8/2 shall be balanced and reconciled with the bank statements by drawing up a reconciliation statement. A break up of the cash book balance showing the amounts pertaining to various sources included therein

shall also be worked out and entered in the cash book before the accounts of the month are closed and signed.

Procedure for the institution of medals

- 8.6 (1) Where any individual, firm or institution etc. remits the amount for investment in the fixed term deposit so as to earn adequate interest to meet cost of grant of approved medal(s) therefrom to student(s), it shall be invested in fixed term deposits with the appropriate bank as approved by the authorities for such period as Vice-Chancellor may decide keeping in view the desire of the donor. The Dean of the concerned college or Registrar should take necessary action for the preparation of medal and its award to the candidate concerned. The Dean, concerned, should also maintain account of receipt of interest on the investment in Form VU 8/3.
- (2) Bank concerned, where the amount stand invested will be required to give credit of six-monthly interest to the “Students Aid Fund Account” of the college concerned maintained by the Dean. At the time of getting the medal prepared by the Dean concerned or the Registrar, as the case may be, the Dean will withdraw amount by getting the bill pre-audited or draw temporary advance therefor so as not to exceed the yearly interest received on the investment.

Chapter-9

CONTRIBUTORY PROVIDENT FUND AND GENERAL PROVIDENT FUND

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| Scope of chapter | 9.1 | This chapter deals with the manner in which the accounts of the Contributory Provident Fund (CPF) and General Provident Fund (GPF) are to be maintained. Separate accounts are to be maintained for CPF and GPF in the manner prescribed as under: |
| Account nos. of subscribers | 9.2 | An employee who is required or permitted to subscribe to the fund shall send an application in Form VU 9/1 and VU 9/1(a) in respect of CPF and GPF respectively along with nomination Form VU 9/8 or 9/9, as the case may be, in duplicate, to the Comptroller for the allotment of a permanent number to him. This number shall always be referred to in all transactions or correspondence relating to the account of the subscriber. |
| Ledger & liability account of subscribers | 9.3 | The accounts of individual subscribers shall always be in whole rupees. The Comptroller shall maintain a monthly Provident Fund Ledger in Form VU 9/2 in which entry of recovery of advance, subscription received, the amount of the University contribution, withdrawals and the monthly balance on which interest is to be calculated, shall be entered. After the end of each financial year, the Comptroller shall prepare an Annual Report in Form VU 9/6 showing opening balance at the start of the year, subscription received, recovery of advance, amount of contribution, withdrawals in each month, yearly interest accrued and closing balance at the end of year for each subscriber. |
| Bills for subscription /contribution | 9.4 | Before a cheque is drawn from the University account for payment of subscription and contribution into the CPF account and GPF/Pension Fund account or Pension Fund account, a bill shall be prepared in Form VU 9/4 by the D.D.O. and submitted along with the relevant salary and establishment bills for pre-audit. |
| Account of the fund | 9.5 | The Comptroller shall maintain a CPF account and GPF account in Form VU 9/5 showing all transactions of the fund and shall reconcile the monthly balance with the bank balance in the saving bank account. |
| Withdrawals from the fund | 9.6 | When a sum is to be withdrawn from the CPF/GPF account for payment to a subscriber or his nominees or heirs or for credit to the University account, the payment order shall be affixed in each case, on the office note itself after the withdrawal is sanctioned/concurrence accorded by Comptroller as under: |

“Passed for payment of Rs..... out of LUVAS CPF/GPF Account”.

Assistant Comptroller

These payments (except those for investments) will then be got pre-audited in the same way as claims payable out of the University account. The vouchers shall be serially numbered for the month and kept in a separate file.

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| Accounting of advances | 9.7 | <p>(1) When a withdrawal represents an advance allowed to a subscriber in accordance with the provisions of the Statutes governing the Provident Fund, the D.D.O. shall watch the repayments through the register of clearance of advances in Form VU 4/2 and ensure at the time of initialing entries in the ECR (Form VU 5/4) that recoveries of repayments are made regularly in the prescribed monthly instalments.</p> <p>(2) The interest shall be realized at the same rates as the University pays to the subscribers on the principle amount of advance and shall be calculated as per prescribed formula in the Statutes. The principle amount of advance plus interest shall be recovered in equated monthly installments by rounding off to the nearest whole rupee.</p> <p>(3) Recoveries on account of principle and interest as they are made shall be credited to the account of the subscriber in the fund.</p> |
| Payment of interest | 9.8 | <p>(1) In accordance with the Statutes governing the Fund, the University shall pay interest at the rate determined from time to time by the V.C. on the recommendations of the Employees Welfare Fund operation Committee and the amount of such interest shall be placed to the credit of each subscriber yearly. Paise shall be eliminated altogether each time from the 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 and the process repeated.</p> <p>(2) The interest payable shall be calculated on the least monthly balance of a subscriber between the 10th and the last day of the month.</p> |
| Yearly closing of subscribers accounts | 9.9 | <p>At the end of each year, the accounts of individual subscribers shall be closed after addition of interest to which the subscribers are entitled.</p> |
| Issue of yearly CPF/GPF statements | 9.10 | <p>At the end of each financial year, the Comptroller shall supply to</p> |

each subscriber a statement in Form VU 9/6, showing the opening balance to the credit of a subscriber, monthly subscription received during the year, the amount added thereto by way of contribution, interest accrued yearly and closing balance at the end of the year.

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| Investment from the fund | 9.11 | Investment of Provident Fund amounts shall be made by the Comptroller as per investment policy laid down from time to time by the Vice-Chancellor. The interest accrued, shall be immediately credited into the saving bank account and brought to account in the CPF/GPF account in Form VU 9/5. The Comptroller shall maintain a register of investment in Form VU 3/8 to watch the maturity of investments and recovery of interest. The investments may be re-invested in fixed deposits on maturity. |
| Extra interest to be placed in reserve fund | 9.12 | A statement shall be drawn up at the end of each year, of the amount held on behalf of the subscribers as disclosed by the total of Form VU 9/2 and of the amount available in the fixed deposits and in the savings bank account. The difference on account of extra interest accrued on investment shall be credited to a separate Reserve Fund account to adjust possible future losses. In case a loss is indicated, the Comptroller shall bring it to the notice of the Vice-Chancellor and take remedial steps to adjust the loss. |
| Nomination by subscribers | 9.13 | All declarations of nominations made by subscribers shall be kept by the Comptroller in safe custody and a record thereof kept in a register of nominations in Form VU 9/7. The nominations shall be in Form VU 9/8 or VU 9/9 depending upon whether the subscriber has or does not have a family. Such nomination shall be serially numbered and the number of nomination quoted in the account of the subscriber in the Provident Fund Ledger (Form VU 9/2). |
| Contributory/ General Provident Fund from previous employer | 9.14 | If an employee, before joining the service, has his GPF or CPF in Haryana Govt. departments/ICAR/Universities in Haryana, the amount in his account with his previous employer may, on his request, be credited to his CPF/GPF account in the University. |

Chapter-10

PENSION

Introductory

- 10.1 (1) All matters pertaining to grant of pension to the retirees of the University, who have joined University service up to 31.12.2005 (except those which have been specifically provided for in the Pension Statutes) would be regulated in accordance with the provisions of Punjab CSR Vol. II (as applicable to Haryana Government employees), as amended from time to time and as modified by the Board of Management of the University in consistence with the provisions of Lala Lajpat Rai University of Veterinary and Animal Sciences Act. 2010.
- (2) The employees joining service in the University on or after 1st Jan., 2006 shall be governed by the defined Contributory Pension Scheme, known as New Pension Scheme 2008 introduced by Haryana State Government for its employees, w.e.f. 1.01.2006 and followed by the University for its employees as such. Rules for implementation of the New Pension Scheme are given in part B of this Chapter.

Part A

Old Pension Scheme (for employees who joined service on regular basis up to 31.12.2005).

For payment of pension to this category of employees, the following procedure is prescribed.

Pension fund

- 10.2 A Pension fund shall be maintained by the University as follows:
- i) Total accumulated amount of CPF contributions made by the University in respect of the employees, who have opted for Pension Scheme, alongwith interest and also the CPF contributions equivalent to 10% of the pay to be made by the State Government and other funding agencies through grants shall be deposited in the Pension fund.
 - ii) The University contributions alongwith interest at CPF/GPF rates in cases of EOL granted for study purpose and for work charged/ ad hoc service followed by regular appointment shall be deposited in the Pension fund.
 - iii) The terminal benefits alongwith interest refunded by an employee/previous employer for counting of past service of an employee shall also be credited to the Pension fund.
 - iv) Pension contributions received in respect of University

employees on deputation/foreign service with outside agencies shall also be credited to this fund.

- v) Grants in aid given by the State Government and provided for in the annual budget of the University for Pension fund.

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| Bank account for Pension fund | 10.3 | A separate bank account shall be maintained by the Comptroller for Pension fund. All amounts belonging to the fund shall be deposited in the said account. The account of the fund shall be audited by the Statutory auditors of the University. |
| Investment of surplus funds | 10.4 | The Comptroller, if the position of funds warrants, will invest a portion of balance in pension fund in short/long term deposits to earn maximum interest as per recommendations of the Investment Committee with the approval of the Vice-Chancellor. In order to watch the recovery of the interest and the amount invested on account of such deposits, account shall be kept in a separate register of investment in Form VU 3/8. |
| Cash book | 10.5 | (1) A separate cash book in Form VU 10/1 shall be maintained for pension fund and reconciled at the end of the each month with the bank statement and signed by the Comptroller. (2) The reconciliation statement for the month of March shall be supported by a certificate of balance at the credit of the fund signed by the Manager of the bank. |
| Pension papers | 10.6 | Head of Department/office shall obtain particulars in Form VU 10/1(a) eight months before the date on which the University employee is due to retire on superannuation and shall undertake the preparation of pension papers in Form VU 10/2. |
| | 10.7 | Head of Department/office shall complete Form VU 10/2 not later than 6 months before the retirement of the employee and shall forward the same to the Comptroller through his Controlling Officer, duly completed, with a covering letter in Form VU 10/3 alongwith service book of the employee duly completed up-to-date and any other documents related/relied upon for verification of service. |
| Documents required for pension papers | 10.8 | (1) Important documents to be sent with the pension papers are as under: i) Medical certificate of incapacity (if the claim is for invalid pension). ii) Service book duly completed in all respects with up-to-date entries of pay, service verification etc. indicating the |

date of retirement duly verified by the HoD/office.

- iii) Two specimen signatures duly attested by the Head of Department/office and in case the pensioner cannot sign his name, two impressions of his left thumb duly attested in the above manner. In case of female employees, impression of her right thumb is to be obtained.
 - iv) Three copies of passport size joint photograph with spouse and two passport size photographs of the retiree, duly attested
 - v) Two slips showing particulars of height, identification marks duly attested by the Head of Department/office.
 - vi) Particulars about suspension/re-instatement of University employee and details of penalties awarded.
 - vii) Details of family indicating name, age and marital status) with particulars of employment, if any.
- (2) A copy of each of the documents/forms sent to the Comptroller shall be retained by the Head of Department/office for his office record.

Family pension and death-cum-retirement gratuity

- 10.9
- (1) As soon as Head of Department/office receives intimation regarding death of any employee while in service he shall initiate action for obtaining claims for family pension and death gratuity from the beneficiary or beneficiaries as provided in the Pension Statutes by sending a letter in Form VU 10/4 for family pension and Form VU 10/4(a) or 10/4(b) for death-cum-retirement gratuity.
 - (2) On receipt of claim or claims alongwith necessary documents i.e. (a) death certificate, (b) two copies of passport size photograph duly attested by a Gazetted Officer, (c) guardianship certificate where pension is admissible to minor children, (d) two copies of the details of family members,(e) application for family pension in Form VU 10/5 and (f) application for death-cum-retirement gratuity in Form VU 10/5(a) and assessing the family pension and DCRG in Form VU 10/6 and VU 10/7, the Head of Department/office will forward the case in Form VU 10/8 through the Controlling Officer to the Comptroller for sanction of family pension and death-cum-retirement gratuity alongwith service book or service record duly completed up-to-date and any other

documents relied upon for verification of service claimed. This shall be done not later than one month of the receipt of the claim by the Head of the Department/office.

Extra-ordinary pension and disability awards

10.10 When a claim for injury pension or gratuity or family pension (extra-ordinary pension for the family of employee killed or died of injuries received as a result of special risk of office) arises, the Head of Deptt/office will forward the claim through Controlling Officer to the Comptroller, alongwith the following documents:

- i) A full statement of circumstances in which injury was received, the disease was contracted or death occurred.
- ii) The application for injury pension or gratuity in Form VU 10/9 (a) or, as the case may be, the application for family pension in Form VU 10/9(b).
- iii) In case of an injured University employee or one who has contracted a disease, a medical report in Form VU 10/9(c). In case of a deceased University employee a medical report as to the death or reliable evidence as to the actual occurrence of death if the University employee lost his life in such circumstances that a medical report cannot be secured.

Commutation of pension

- 10.11
- (1) Application for commutation of pension without medical examination as per provisions in the statutes shall be made in Form VU 10/10 to the Head of Department/office who will forward the same through controlling Officer to the Comptroller for arranging payment.
 - (2) Application for commutation of pension after medical examination in cases covered by the statutes shall be made by the employee/pensioner in Form VU 10/11 and submitted to the Head of Department /office. The latter shall forward the application to the Chief Medical Officer in Form VU 10/12 for arranging medical examination of the applicant. He shall also inform the applicant and also send to him one copy of Form VU 10/13 requesting him to complete part 1 of the form (excepting his signatures on the declaration) before presenting himself for medical examination. The examining medical authority shall record its report in part III of Form VU 10/13.
 - (3) On receipt of Complete Form VU 10/11 and VU 10/13 the Comptroller shall arrange to pay the lumpsum amount to the applicant as expeditiously as possible and also take appropriate

action for corresponding reduction in the amount of pension.

Issue of pension payment order

- 10.12 (1) As soon as the applications for pension and gratuity are received in the office of Comptroller, these should be noted in the register of applications for pension in Form VU 10/14. In this register date of receipt and final disposal of each application may be noted.
- (2) For each application a new file shall be opened for proper identification. For instance File No. LUVAS-P/B-3- 2013-14 will indicate the year of retirement or death of the employee as 2013-14 and file will be found at Sr. No. 3 of files beginning with first alphabet 'B' of the name of pensioner.
- (3) On receipt of pension application under rules 7,9 & 10 the Comptroller shall apply the requisite checks and assess the amount of gratuity and pension and send the case to the Joint Director (Audit) for verification.
- (4) After verification by the Audit, pension payment order (PPO) in Form VU 10/15 (both portions) will be prepared and after keeping a record of the same in the register of pension payment orders in Form VU 10/16 and pension payment register in Form VU 10/17 will be sent to the Manager, SBI, HAU branch with a forwarding letter in Form VU 10/18(a) or VU 10/18(b) as the case may be under intimation to the pensioner and Head of Department/office.
- (5) All changes in the rate of pension/family pension after verification from the J.D. Audit will be authorized in Form VU 10/19 and record thereof shall be kept in the register of pension payment orders in Form VU 10/16 and pension payment register (Form VU 10/17).

Reconciliation of discrepancies with the bank

- 10.13 (1) The scrolls and other record received from the bank under rule 10.19 and 10.23 will be checked with reference to entries in the pension payment register and payment on the basis of information supplied by the bank will be recorded in the relevant month of the year in the register and discrepancies noticed will be referred to the bank for clarification/correction.
- (2) Statement of pension fund received from the bank will also be checked on the basis of pay-in-slips of income and record received from the bank under sub rule(1) relating to payment of pension.

- (3) On receipt of intimation of death of the pensioner under rule 10.24 a note will be kept in the register of pension payment orders and account shall be overhauled to take steps to recover the over payment, if any from the deceased pensioner and a note of death will also be kept in the relevant file of the pensioner.

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| Gratuity payment register | 10.14 | A gratuity payment register in Form VU 10/20 shall be maintained by the Comptroller. All sanctions of gratuity shall be entered in this register. The payment of gratuity shall be made by the concerned HOD/office on the authority of payment of gratuity issued by the Comptroller. The gratuity payment orders shall remain valid for one year. If the payment is not made within one year, fresh authorization from the Comptroller shall be necessary. |
| Payment of pension through bank | 10.15 | <p>The following procedure will be followed in the matter of payment of pension to the pensioners of the University at the State Bank of India branch at University Campus at Hisar.</p> <ol style="list-style-type: none">i) Pension payment will be automatic. No bill will be required to be submitted. The amount of monthly pension including dearness relief as intimated by the Comptroller in PPO/revision intimation issued from time to time will be credited to pensioner's/individual's saving bank/current account at the commencement of the following month. Every pensioner availing of this facility will open saving bank/current account in his/her name.ii) The account of pensioner to which his/her pension is credited should not be allowed to be operated by any other person by virtue of power of Attorney executed in his/her favour. Pension will not be paid in cash . |
| Safeguards against wrong payments | 10.16 | <ol style="list-style-type: none">(1) State Bank of India, Hisar will indemnify the University against any wrong payment or overpayment which may be made to the pensioners by executing an indemnity bond in Form VU 10/21.(2) Comptroller shall send a copy of special seal of the University with his specimen signatures to the Manager of the bank.(3) Comptroller shall send under his special seal the disburser's portion of the PPO as well as pensioner's portion to the bank. The pensioner will simultaneously be advised to approach the bank for receiving pension.(4) The bank will maintain a register in Form VU 10/22 to serve as index of pension payment authorized to be made by the |

Comptroller of the University.

- (5) On receipt of documents from the Comptroller as mentioned at (3) above the bank will verify the special seal and specimen signatures of the Comptroller received under serial No.(2) above and on record with the bank.

Identification of pensioner by the bank

10.17 On receipt of documents from the Comptroller as indicated above, before commencing of pension, the bank will:

- i) Advise the pensioner to appear at the bank for his/her identification.
- ii) Obtain an undertaking (it need not be on stamped paper) from the pensioner that the excess payment to his/her account due to delay in receipt of any material information or any bona fide error can be recovered by the bank; and
- iii) Obtain, in case of new pensioners, specimen signatures or thumb impression as the case may be, in the space provided for the purpose in the disburser's portion of the PPO and hand over the pensioner's portion of the PPO to him/her.
- iv) Bank will credit the pensioner's account of the net amount of pension payable for a month on the first working day of the following month; if in exceptional cases the pension payment could not be credited on the first day, it must be ensured that it is credited as soon as possible thereafter and in any case not later 7th of the following month for which pension is due.

Note: Pension of the pensioners may be credited to their savings/current account by the bank on the last working day of the month to which it related in case first working day of the following month happens to be Gazetted holiday or Sunday except for the month of march which will be credited at the commencement of the following month i.e. April.

Income Tax deduction

10.18 The bank will be responsible for deduction of income tax at source from the pension payments in accordance with the rates prescribed from time to time, where such deductions are made, the paying branch will issue to the pensioners, in April each year, a certificate of tax deducted, in the form prescribed in the Income Tax Rules.

Bank scrolls

10.19 Maintenance of detailed record of pension payments and preparation of scrolls. The bank will maintain a detailed record of pension payments being made by it from time to time in Form VU 10/23. The

bank will also prepare scrolls in duplicate and send the advice of the pension alongwith scrolls to the Comptroller by 10th of each month, the certificate of payment being recorded on the advice itself. The total amount will be debited to the Pension fund account of the University maintained by the bank.

Bank statement for reconciliation

10.20 The Comptroller will check the correctness of payments made on the basis of record maintained in his office and reconcile the accounts of pension fund with reference to the bank statement of the fund to be received from the bank at the end of each month.

Certificates to be furnished by the pensioner

10.21 (1) Life certificate: The pensioner would be required to furnish a life certificate once a year in the month of November in a Form as prescribed by the bank. The Manager of any State Bank of India branch is authorized to give Life certificate for this purpose. In case of its non-receipt, the payment of pension from November onwards may be withheld till such certificate is received.

(2) Non-employment certificate:

- i) All University pensioners who retired as officers of the University/Teacher/Grade A employees or equivalent, are required to furnish a declaration/certificate in November each year, in a Form as prescribed by the bank about acceptance /non-acceptance of commercial employment within two years from the date of their retirement and also about acceptance/non-acceptance of any employment under any Govt. outside India.
- ii) In case where the pensioners takes up commercial employment under a Govt. organization outside India within two years from the date of retirement without obtaining University authority's approval, the bank shall seek orders through the Comptroller before making further pension.
- iii) Every pensioner will give an undertaking to the bank that he/she would report the event of his/her employment in a Govt. establishment or an establishment paid from Local Fund or University as soon as it occurs.
- iv) Every pensioner will also give an undertaking to the bank in the month of November in a Form prescribed by the Bank about his/her non-employment or facts about his/her status of being re-employed. Until the said

certificate is furnished by the pensioner/family pensioner concerned, pension for the month of November onwards shall not be disbursed.

- (3) Non-marriage/remarriage certificate: In the case of a widow recipient of family pension, a certificate of remarriage will not be necessary (an undertaking will be obtained from the widow that she will report such an event to the pension disbursing officer promptly.) In the case of other recipient of family pension (a widower or an unmarried daughter) the certificate of marriage/non-marriage in a form prescribed by the bank is required to be furnished by the recipient once a year in the month of November to the bank.

Dearness relief

- 10.22 (1) Whenever any additional dearness relief on pension is sanctioned by the University, a copy of order sanctioning the relief will be sent by the Comptroller to the bank with a copy of special seal with his signatures. On receipt of the orders, the bank will calculate the additional amount of dearness relief payable and its effective date and commence payment at the enhanced rates to the pensioners, together with arrears on this account, if any. In case of any doubt, the bank will seek necessary clarification from the Comptroller before commencing payment.
- (2) The enhanced entitlement on account of sanctioned dearness relief, adhoc relief and its effective dates may be entered by the bank on the pensioners payment order.

Commuted portion of pension

- 10.23 On receipt of commutation authority from the Comptroller, sanctioning commutation and indicating the revised rate of pension payable after commutation, the bank will:
- i) Arrange immediate payment of commuted portion of pension and indicate in the related payment scroll against this item of payment on the Comptroller's letter of authority.
- ii) Commence payment of reduced pension and simultaneously arrange recovery of excess payment made, if any, to the pensioner; and advise the Comptroller the date on which payment of commuted portion of pension was made and the date from which payment of reduced portion of pension has commenced.

Arrears of pension on the death of pensioner

- 10.24 Pension can be drawn for the day of pensioner's death. On the death of the pensioner, the bank will receive death certificate of the pensioner and work out any arrears due to the deceased or over-

payment, if any made to him/her, and it will immediately take action to recover the over-payment from the account of the deceased as provided in rule 17(ii) regarding payment of pension. For payment of arrears, if any, to the heir(s) of the deceased pensioner, the bank will seek instructions from the Comptroller, and take action accordingly.

Family pension

- 10.25 The pension payment order issued by the Comptroller indicates the entitlement in respect of family pension to the widow/widower, consequent on the death of the pensioner. The bank is authorized to commence payment of family pension on receipt of death certificate of the pensioner and the application for the grant of family pension to her/him in Form VU 10/5 alongwith pensioner's portion of the PPO. A separate PPO is not issued for this purpose by the Comptroller. The bank will enter the date of death of the pensioner in the disburser's portion of the PPO and also make entries in the pensioner's portion and in the register in Form VU 10/22.

Payment of family pension will be made by credit to savings/current account of the recipient (not a joint or either or survivor account) which may be opened if the recipient does not already have one. Additionally, an undertaking similar to the one referred to in rule 10.17 (ii) regarding payment of pension will be obtained/taken by the bank from the recipient before the family pension is paid. The bank will also intimate to the Comptroller the date of the pensioners death and commencement of payment of family pension for keeping record in Form VU 10/24.

Payment to pensioners residing outside Hisar

- 10.26 In case any pensioner residing outside Hisar wants to draw pension at any other place, the bank will arrange to make payment by transfer to the State Bank of India branch nearest to the residence of the pensioner at its cost. However, if the pensioner desires pension through other bank or by other means that would be done by the bank at the cost of the pensioner and the cost would be recoverable out of pension of the pensioner.

Miscellaneous

- 10.27 (1) The accounts, records and registers maintained by the bank relating to pension scheme shall be open to inspection by the Comptroller or any person deputed by him in this behalf.
- (2) When pension ceases to be payable to pensioner/recipient of family pension on death, etc, the bank will make necessary entries in the PPO in both disburser's portion and pensioner's portion of the PPO and its records and return it to the Comptroller to amend the relevant record of the University.

PART- B

NEW PENSION SCHEME

New Pension Scheme 2008 (applicable w.e.f. 1.01.2006)

Introductory

10 B. 1 The New Pension Scheme (NPS) 2008 is applicable to the University employees joining University service on regular basis on or after 1.01.2006. Rules relating to pension and other retiral benefits as per provisions contained in Punjab CSR Volume (applicable to Haryana State) and followed by the University for pre 1.01.2006 employees are not applicable to the employees joining service on or after 1.01.2006.

The guidelines for implementation of the defined Contributory Pension Scheme called as the New Pension Scheme 2008 were circulated by the Haryana Government vide letter No. 1/1/2004/1/pension dated 4.12.2008. Clarifications and further instructions have also been issued by the State Government from time to time and are being followed by the University.

Salient features

10 B. 2 Salient features of the New Pension Scheme, its functionality and working procedure for implementation of this scheme are briefly given as under:

- i) The New Pension Scheme shall work on defined contribution basis and shall have two tiers vis- a-vis tier 1 & 2. Contribution to tier 1 is mandatory for all University employees joining service on or after first January 2006.
- ii) In tier 1 University employee shall have to make a contribution of 10% of his basic pay + dearness pay + N.P.A. + dearness allowance and it shall be deducted from his salary bill every month by the D.D.O. A matching contribution shall be made by the University for each University employee who contributes to the scheme.
- iii) Tier 2 of the New Pension Scheme shall not be operational for the present and no recoveries shall be made from the salary of the University employees on this account.
- iv) No deduction shall be made towards General Provident Fund from the University employees joining University service on or after 1st January 2006 as the General Provident Fund Scheme is not applicable to them.
- v) The deductions towards New Pension Scheme will start from the month following the month of joining service. No deductions will be made for the month in which employee

joins service.

- vi) No withdrawal of any amount shall be allowed from the deposits under this scheme.
- vii) The benefits of gratuity, commutation of pension and family pension as per provisions of the Punjab CSR Volume II shall not be admissible to the employees covered under the New Pension Scheme 2008.

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| CRA-NSDL | 10 B. 3 | The National Security Depository Limited (NSDL) has been appointed as Central Record Keeping Agency in respect of New Pension Scheme. The Axis Bank will work as the Trustee Bank in respect of funds under the New Pension Scheme. |
| Registration no. for D.D.O | 10 B. 4 | Comptroller shall be responsible for the operationalisation of the New Pension Scheme funds according to the guidelines/instructions received/ to be received from the Haryana State Government from time to time. The D.D.O registration number shall be obtained by the Comptroller for his D.D.O from the National Security Depository Limited for which an application in the prescribed form (copy at Form 10B/1) will be sent to the NSDL-CRA and he will allot the registration number for the D.D.O at the earliest. |
| Permanent Retirement Account Number (PRAN) | 10 B. 5 | <p>(1) Immediately on joining University service by an employee the Head of Department/office will obtain from the employee his particulars such as his name, designation, scale of pay, date of birth, nominees for the fund and relationship of the nominees with the employee, in a prescribed Form VU 10 B /2. The employee will also give his detailed particulars in the prescribed application form for the allotment of Permanent Retirement Account Number (PRAN) in Form 10 B/ 2 to the HoD, who will check it thoroughly and send it to the Comptroller (Pension Branch) for getting PRAN allotted from the CRA/authorized agency appointed by the NSDL.</p> <p>(2) The Comptroller's office will check and scrutinize the detailed information supplied by the employee subscribing to the NPS and forward the application form to the CRA-NSDL for allotment of PRAN to the subscribing employee. On receipt of the PRAN from the CRA- NSDL, the Comptroller will send a copy of it to the concerned department. The Comptroller office will also maintain an index register in Form VU 10B/3 in which detailed</p> |

information of the employees with their PRAN No. will be kept.

Deduction of subscription and matching contribution from salary bills

10 B. 6

The salary bills of the employees of the University are centralized and prepared in the Comptroller's office. The D.D.O of the Comptroller is incharge of this work. Procedure for preparation and passing of pay bills will be as under:-

- i) Separate pay bills for the employees covered under the New Pension Scheme will be prepared.
- ii) The deductions towards NPS will start from the pay bill of the month following the month of joining University service by the employee. For example deductions for the employee joining service in the month of November 2014 will start from the salary bill of December 2014 and so on.
- iii) The recovery schedules for the deduction of subscriber's contribution from the pay bills towards NPS and matching contribution by the University will be prepared in Form VU 10 B/4 and 5 respectively.
- iv) A consolidated statement of subscription and matching contribution in respect of subscribers to the NPS fund will be prepared in Form VU 10B/6. Cheque for the amount to be paid in this regard will be prepared and sent by the D.D.O. to the Pension Branch of Comptroller's office alongwith consolidated statement for making payment to the designated authorized Bank(Axis Bank at present) on first of the month. The Pension Branch will make the payment to the Bank by the end of first week of the month. A cash book will also to be maintained for this purpose in Form VU 10 /1.
- v) A copy of the consolidated statement of deposits giving subscriber-wise details for the month shall be sent by the Pension Branch to the NSDL with a copy to the CRA (Central Record Keeping Agency) by 10th of the month.

Ledger account of subscribers

10 B. 7

New Pension Scheme Ledger account in Form VU 10B/7 shall be maintained by the Pension Branch for keeping record of individual subscribers i.e. employees subscription and University contribution may be entered in individuals account in the ledger. These accounts shall not be mixed with any other GPF account etc.

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| Advances/withdrawal from NPS fund | 10 B. 8 | No withdrawal /advance of any amount will be allowed from NPS fund account, except as provided in these rules. |
| Yearly statement of accounts | 10 B. 9 | At the end of each financial year an annual accounts statement for each employee shall be prepared, indicating there in the opening balance, details of monthly subscription and University matching contribution, interest earned and the closing balance. These statements will be sent to the concerned Head of Department for passing on to the concerned employee. The concerned employee may check these statements and point out discrepancies if any to the Comptroller through his Head of Department. The Comptroller office will look into this and reconcile the discrepancies. |
| Final withdrawal/exit from NPS fund | 10 B. 10 | <p>(1) An employee subscriber can exit from the NPS fund on superannuation retirement. The subscriber is allowed to withdraw maximum 60% of the accumulated savings. The remaining 40% of his pension wealth will be invested for purchase of life annuity from any annuity service provider appointed by the Pension Fund Regulatory and Development Authority(PFRDA). The subscriber has option to purchase annuity for an amount more than 40%. For withdrawal of funds on account of superannuation (retirement), the D.D.O shall obtain dully filled in withdrawal form from the subscriber employee in Form VU 10B/8. After completing this form the HoD will forward the application form to the Comptroller for further necessary action.</p> <p>(2) In case of death of the employee or for reasons other than superannuation, exit from the NPS will be as under:</p> <p>i) Upon death: Entire accumulated pension wealth i.e. 100% would be paid to the nominee/legal heir of the subscriber and there shall not be any purchase of annuity.</p> <p>ii) Exit before the age of normal superannuation: At least 80% of the accumulated pension wealth of the subscriber shall be utilized for purchase of annuity for providing monthly pension to the subscriber and the balance will be paid as a lump sum payment to the subscriber.</p> <p>Application for the above purpose of withdrawal from the pension fund is given at Form 10B/9. A similar procedure as for withdrawal on superannuation will be followed in case of withdrawal on death or before the age of normal superannuation.</p> |

Miscellaneous

10 B.11 Any other matters not covered by the above provisions shall be dealt with in accordance with the State Government guidelines and instructions received from them from time to time.

CHAPTER 11

UNIVERSITY MOTOR VEHICLES

- Care of the vehicles** 11.1 Each employee entrusted with the direct charge or supervision of a University motor vehicle e.g. staff car, bus, jeep, station wagon, truck or tractor shall ensure that it is properly looked after and not used in an unauthorized manner.
- Maintenance of log book** 11.2 For each vehicle, there shall be a log-book in Form VU 11/1 or VU 11/2 according to the nature of the vehicle. The log-book shall remain in the custody of the driver. Among other requirements of the columns of the log-book, emphasis must be laid on:
- i) Proper classification of the purpose of the journey.
 - ii) Immediate entry of petrol, diesel oil and lubricants put in the fuel tank or served to the parts of the vehicles, as no separate stock account is required to be kept thereof.
 - iii) The recording of readings of the milometer after each journey and/or in the case of tractors, of the duration of each operation giving the time of commencement and stoppage thereof.

Use for private purpose 11.3 Where the log-book indicates the utilization of a vehicle for a private purpose, the authority for such utilization shall be checked up by D.D.O. concerned or other employee empowered in this behalf and recovery made from the party concerned at such rates as may be prescribed. The number of the cash receipt (Form VU3/1) issued shall be noted in the log-book for reference.

Other vital information pertaining to the vehicle 11.4 In addition to the log-books referred to in Rule 11.2 there shall be for each vehicle, a register in which portions shall be set apart to keep a record of other vital information in Forms VU 11/3 to 11/6 as under:

i) Particulars of each University owned vehicle and incumbency of drivers in Form VU 11/3.

Note: The spare parts and other equipments on each vehicle should be checked by the controlling officer every month, in the last week or whenever any suspicion arises, and any loss arising out of negligence or fault should be recovered from the person concerned. A note of the check and its results should be recorded by the controlling officer in Form VU 11/3 whenever the check is exercised.

ii) Particulars of changing oil, filter, element in Form VU11/4.

iii) Particulars of replacement of tyres in Form VU 11/5.

iv) Particulars of Battery in Form VU 11/6.

Note: The registers prescribed in this rule should be bound in a proper and durable cover and should be kept in a bag of oil-cloth, strong canvas or plastic. Along with these registers, an instruction book of the vehicle properly bound and the lubrication chart should also be kept in the bag. This bag should be kept in the personal custody of the driver. Loss of any of these registers would call for strong disciplinary action against the driver concerned.

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| Provision for expenditure on vehicles | 11.5 | The expenditure on lubricants, repairs and maintenance of the University vehicles will be met from the respective scheme, where the provision for such charges is made in the budget. |
| Closing of a log book | 11.6 | <p>(1) On the last working day of each month, the petrol tank should be filled right up to the brim and this fact alongwith the mileage, noted in the remarks column of the log-book. The petrol added during the month, shall represent the total quantity of petrol used during the month. The mileage can be read from the kilometer readings and the petrol consumption in K meters per litre can be worked out and entered in Form VU 11/7. Besides, each time when petrol is purchased further, the quantity purchased and the reading of the vehicle must also be noted in the log book so that it may be possible to know the petrol consumption and also distance covered since the last filling was done.</p> <p>(2) The driver of a vehicle shall close the log-book for the month by working out the performance or mileage per litre of the fuel. In case where excess fuel is consumed the matter should be investigated and proper measures adopted to check it.</p> |
| Fixing of average fuel consumption and mileage for vehicles | 11.7 | <p>The following procedure will be adopted for fixation of average fuel consumption and mileage of vehicles in the University.</p> <p>i) Whenever a new vehicle is purchased, its average fuel consumption will be checked by the following committee and average mileage fixed for all vehicles of that model, including the existing vehicles as well as new vehicles to be purchased.</p> <p>a) Dean/Director/Controlling officer. b) Comptroller/Representative. c) Transport officer / Supervisor/ Mechanic.</p> <p>The committee will take into consideration the norms laid down by the State Government,</p> |

Transport Dept. for fixing mileage for each model of vehicles.

- ii) The above said process will be repeated for all the vehicles after its running for 15,000 kilometres and after second service of vehicle whichever is earlier, as tuning and setting of the new vehicle is done in second service.
- iii) In case of any problem reported by the Driver in giving the average fuel consumption fixed by the committee the vehicle will be examined in the transport workshop for any technical defect. On the recommendations of the Transport officer, duly approved by the Controlling officer, the average fuel consumption can be rechecked and fixed for that particular vehicle.
- iv) In case of two wheeler vehicles Transport officer is authorized to check and fix the average fuel consumption of the two wheelers.

Charge of the vehicle

11.8

- (1) As far as possible, each vehicle shall be assigned to one driver who will be responsible for its proper maintenance.
- (2) Should any accident occur when there is no official passenger in it, it will be the duty of the driver concerned to report the accident at the nearest Police Station and also give a full report on its return to headquarter, to the Head of Deptt./Controlling officer.
- (3) The driver would also keep a constant watch on the mileage/kilometer done and see that the vehicle is serviced, when it is due.
- (4) Under normal circumstances, the driver should not allow any officer to drive a car. If any Officer insists on driving an official car, it will be driver's duty to inform the Head of Deptt. who will then refer the matter to the Controlling officer for bringing it to the notice of Vice-Chancellor. However, if the circumstances so warrant the

officer travelling on official duty and having valid driving licence may drive the vehicle under intimation to the concerned Controlling Officer

- (5) When the journey is completed, or daily if the circumstances so require, the officer utilizing a vehicle shall ensure that details of all the journeys performed at the headquarter and outstations including local, if any, are specifically entered in the log book, with reference to the particulars of the places visited, immediately on return and invariably authenticated by the officer, who uses the Vehicle.

Records to be maintained

11.9

The Controlling officer of the vehicle will maintain.

- i) The Officer travelling on official duty shall submit a requisition to the competent authority for approval of journey in Form VU 11/8
- ii) A register of duty slips in Form VU 11/8(a) showing journeys for which the use of the vehicle for outside journeys is authorized.
- iii) A register in Form VU 11/9 showing cost of repairs etc.
- iv) Driver's over time register in Form VU 11/10.

Miscellaneous

11.10

- (1) Milometer of the vehicle must always be kept in working order. If the milometer goes out of order while in journey, steps may be taken to put the milometer in working order at the first available station and a suitable note of tentative mileage covered upto that station without working milometer needs to be kept in the log book. Otherwise, the driver found running the vehicle with its milometer not in working order, should be suitably punished. If the vehicle is required in some emergency and it is not possible to put the milometer in working order immediately, the officer traveling in the vehicle may allow the vehicle to run for a specified period or purpose and take action to put the milometer in working order at the earliest, and also report the matter to

the Controlling officer of the vehicle.

- (2) The record of the lubricating oil added to the crank should be kept in the log book, in the relevant columns. The engine oil and oil filter should be changed as per instruction manual of the vehicle and got verified from the Transport Supervisor/ Workshop Engineer and Controlling officer.
- (3) On transfer from his post, the driver will ensure that the vehicle is handed over to his successor (or, to any other official under the orders of the Controlling officer) with complete equipment and full complement of spare wheels, tyres and tools and have this fact mentioned in his charge report. All the documents mentioned in rule 11.4 above should be signed by the officials making and taking over in token of the correctness of the relevant entries in these documents on the date the charge is transferred.
- (4) The University vehicles are intended (i) for use for officials touring outside the headquarter and (ii) for journeys on bona fide official duties at headquarter, for example, for proceeding to places where official meeting or other official functions are held. The use of University vehicles by subordinate University employees may also be permitted where necessary, entries having to be countersigned by the Head of Department deputing the official on duty.

Note:1 The use of University vehicles for short journeys by VIPs, invitees to University conferences/ functions and outside members of the Selection committee etc. may be permitted by the Controlling Officer but this facility should be availed sparingly and with prior sanction. Journey performed by the officers/officials of the University from their office to railway station, bus stand or air-port and vice-versa at the headquarter for going to or coming back from their tour will also be regarded as official duty.

Note-2 Use of University vehicles may not be permitted for work which does not relate to the University;

for instance for going to other Universities to act as Examiner or as Member of Selection committee or any such other assignment. However, the use of University vehicles may be permitted for attending meeting convened by ICAR/Govt. of India/State Govt./Scientific Panels/Committees of ICAR etc.

- (5) The use of University vehicles for non-duty journeys can be permitted only with the approval of Vice-Chancellor. This shall always be subject to the condition that their use for such purpose shall not interfere with official requirements in any way. The rate to be charged for non-duty journey will be as approved by Vice-Chancellor from time to time.
- (6) The charges prescribed will be recovered from the concerned Officer/others by the Controlling officer who will issue receipts in Form VU 3/1. The Controlling officer will be personally responsible for the proper and prompt recovery of charges and for their credit to the University account. He will bring to the notice of the Vice-Chancellor cases of inordinate delays in the payment on the part of the concerned officers.
- (7)
 - i) The wives of the Officers (including teachers and employees) performing journeys in University transport/staff cars can travel in the same vehicle with Officer concerned, without any charges provided that the accommodation in the vehicle is not required for any other public purposes. Travelling of young children alongwith the wives of the Officers concerned would not constitute an abuse of the concession.
 - ii) Persons other than members of the family and entitled to free carriage may be carried in University vehicles by University Officers (including teachers and employees) provided space is available. In such cases lowest railway/bus fare may be paid for the non-entitled persons by the Officers using the University owned vehicles.

Note-1 The use of vehicles for going to office, to parties and to do shopping etc, is obviously to be treated as private journeys and paid for as such. Similarly the Officers taking the vehicles should ensure the lowest railway/bus fare is invariably paid for non-entitled persons. To ensure that such entries are not omitted from the log book, the drivers should write particulars of all such persons in the log book before commencement of journeys.

Note-2 The use of University vehicles for journeys to places of public amusements, such as cinemas, races, clubs and taking children to schools would not be permissible even on payment.

CHAPTER 12

BOOK TRANSFERS

Nature of book transfers

12.1 Provision has been made in these rules for the readjustment/reclassification of income/expenditure in certain cases e.g:

- i) Correction of mis-classification discovered.
- ii) Redistribution of expenditure incurred from one Minor Head or schemes among one or more Minor Heads or schemes for the benefit of which it is incurred.
- iii) Refund of unspent advances.
- iv) Clearance of expenditure booked under suspense heads.
- v) Sale of produce etc. to other schemes etc.

Such adjustment/reclassification may be carried out by book transfer.

Preparation of transfer entry orders

12.2 (1) The Indenting department shall place the demands in triplicate in Form VU 15/7. The supplying/service

department shall return, duly priced, two copies of the demand voucher simultaneously with the issue. On the basis of these copies, the Indentor shall cause to record entries in his Stock and Contingent Registers in the same month in which the supply is received. He shall return, by 5th of the next month at the latest, to the Supplying/Service Department one copy of priced demand voucher duly seen by Audit with regard to entries in stock, contingent registers etc. However, during the month of March, the indenting department shall get the priced demand vouchers passed from the Audit on contingent voucher for issuance of the cheque to the supplying/service department.

- (2) The supplying/service department shall, then, prepare a transfer entry in Form VU 12/1 in triplicate. The transfer entry order shall be prepared by carbon process and all the three copies, accompanied by the copy of the priced demand voucher as received back from the indenting officer duly seen by Audit, shall be sent to the Comptroller by the 10th of each month at the latest keeping a note thereof in a register of transfer entry orders in Form VU 12/2 to keep a watch. Separate transfer entry orders shall be prepared in respect of expenditure of recurring and non-recurring nature.
- (3) The Comptroller shall, as soon as may be, on receipt of transfer entry order in triplicate accompanied by one copy of the priced demand voucher duly seen by Audit, carry out the book transfer in the central accounts. Two copies of the transfer entry order shall be sent to the departments whose accounts are affected and the 3rd copy alongwith the priced demand voucher duly seen by Audit shall be retained by the Comptroller in his office.

Note: Provisions of this rule shall also be applicable mutatis mutandis to the transfer entries necessitated in the categories at S.No. (i), (ii), (iii) & (v) of rule 12.1 above.

Cases in which cash recovery is to be made

12.3 Notwithstanding anything contained in the foregoing rules, when an adjustment or book transfer may affect an account other than the University account operated by the Comptroller, e.g. the current accounts operated by a Divisional officer, Dean, Director Students Welfare etc, no transfer entry order shall be prepared but cash transactions

shall be affected. If after making a realization in cash, a transfer entry is called for, action shall be taken as laid down in rule 12.2.

Transfer entries affecting March account

12.4 Normally transfer entries shall affect the accounts of the month in which these are made. The transfer entries, pertaining to the month of February, may, however, be carried out in the month of March.

Note: The transactions of February or previous months of the last quarter of the year can be verified by the Audit upto 31st March and the Comptroller shall accept such transfer entry orders upto 7th April of the next year for carrying out the book transfer in the central accounts. In no case, after 7th April, transfer entry orders will be accepted and responsibility for lapse of funds will lie with the indenting/supplying/service department.

CHAPTER 13

ANIMAL & POULTRY FARMS

SECTION A ANIMAL FARM

- Record of events** 13.1 At the Animal farm, there shall be a register of events in which all matings/inseminations and births, as they occur, shall be recorded. This register should be kept in a daily diary book or a blank register and signed by the Incharge, Animal farm.
- Record and disposal of young stock** 13.2
- (1) All births recorded in the register of events and referred to in above rule shall be brought to account in a register of young stock in Form VU 13/1. The Head of Department shall prescribe the life upto which a young one of animal can remain on the register of young stock.
- (2) If a young one of animal is sold or dies, the fact shall be recorded in the column 'how disposed of' in the register of

young stock. In the event of sale, particulars of the receipt number in Form VU 3/1 shall be recorded in this column and in the case of death, a reference to the register of Farm animals treatment record/post mortem report of the Veterinary Hospital, which shall be maintained in Form VU 13/2, shall be noted therein.

Record and disposal of adult stock 13.3

(1)

At convenient intervals, as may be prescribed, the register of young stock shall be reviewed with a view to transferring young stocks to the register of adult male stock or female stock, as the case may be, to be kept in Form VU 13/3. The serial number of the register of adult male/female stock shall be quoted in the column 'how disposed of' in the register of young stock alongwith date.

(2)

An animal brought on the register of adult male/female stock shall remain there until the animal dies or is sold, in which case action shall be taken as indicated in rule 13.2 (2).

(3)

In addition to entry in the register of adult

male/female stock, such further registers may be maintained for the purpose of cattle history as the objects of research may warrant.

Record and disposal of milk 13.4

- (1) From the register of events, referred to in rule 13.1, all milch animals giving births, shall be brought on a daily milk record register in Form VU 13/4.
- (2) The animals shall be milched at specified hours as may be prescribed and the yield of milk of each animal immediately recorded in the daily milk record register under the supervision of the Dairy Supervisor or an employee empowered in this behalf. The quantity of milk shall be totalled after morning and evening milkings and signed by him.
- (3) The total yield of milk as recorded in the daily milk record register shall be immediately brought to account in the milk receipt and disposal register in Form VU 13/5. The quantity of milk fed to calves shall be supported by entries in the milk feeding register to be kept in Form

VU13/6. Surplus milk shall be transferred to College of Dairy Science and Technology/Livestock Products Technology department, supported by delivery challan signed by Incharge(s) of production unit and milk procurement/processing unit. The surplus milk shall be available for sale or for conversion into dairy products by College of Dairy Science and Technology/Livestock Products Technology department and entries thereof shall be recorded in the milk processing register in Form VU 13/6(a). Record of packed milk will be maintained in Form VU13/6(b).

(4)

Except in the case of schemes run by the University, the milk shall be sold through coupons (proforma enclosed). In the case of cash sales, receipt shall be issued in Form VU 3/1. Milk sold through coupons shall be counted for in coupon record register in Form VU 13/6 (c) and a faculty member specially nominated by the HoD will be responsible for the disposal of all the

coupons received by the milk distribution staff by cancelling the coupons on daily basis after entering into daily milk coupon report in Form VU 13/6 (d). Such cancelled coupons shall be destroyed in shredder on daily basis by a person authorized by the HoD.

Dairy products

13.5

A record of all dairy products produced daily shall be kept in a milk products processing register in Form VU 13/7. Sale of milk and its products shall be watched through a milk/milk products sale register in Form VU 13/8. Milk issued for classes /research shall be shown in the milk/cream for class/research register in Form VU 13/8(a). Surplus milk shall be shown in milk chilling centre register in Form VU 13/8(b).

Account of sale proceeds income and control over variable labour

13.6

In regard to sale of products, annual income statement and preparation of daily attendance roll of labour, the following procedure shall be followed:

i)

Sale of products:

As a rule sale of animal and poultry farm products shall be made against cash payment. Surplus milk shall, however, be sold through coupons as mentioned in rule 13.4. The sale proceeds realized in cash shall be

accounted for in a cash receipt book. The total amount received for the day shall be carried to the cash book in Form VU 3/3 and credited into the University account in the bank.

ii) Annual income statement:

At the end of the year the HoD/ Incharge of Animal/ Poultry farm shall prepare a statement of sale proceeds realized during the year from various products and compare it with the income of the previous year. Reasons for variation on either side shall be explained in this statement and forwarded to the Comptroller within a month of the close of the year with a copy to the Director Research and the Controlling Officer. The Comptroller shall utilize this information for scrutiny of the budget and for other purposes, if any, required in the matter.

iii) Control over variable labour:

An employee Incharge of variable labour of the Animal/Poultry farm

shall keep a roll of daily attendance of labour in Form VU 13/9 and shall send it alongwith the daily reports of such labour and nature of the work done by them to the Farm Manager/HoD. The HoD shall depute an officer not below the rank of an Assistant Professor to test check the labour employed at least once a week. At the end of the month the daily attendance roll of labour shall be compiled and forwarded to the Farm Manager/HOD who shall verify the entries with the daily reports and arrange payment to the labour at the earliest.

Record of coupon books 13.7 A stock and sale account of coupon books shall be kept in a coupon record register in Form VU 13/10. Before a coupon book is issued, all coupons shall be suitably stamped to prevent the possibility of the milk being issued on production of spurious coupons.

SECTION B

POULTRY FARM

Nature of income from poultry farm products

- 13.8 (1) The activities of the Poultry Farm from which income is derived, relate to the sale of eggs, poultry birds and custom hatching.
- (2) The eggs laid by poultry birds shall be collected and classified each day at a prescribed hour under the supervision of the Poultry Manager or Stock Assistant concerned. The Officer Incharge shall also supervise the work of collection and classification once a week and at times by surprise. The eggs shall be classified into four categories A,B, C and D as under:
A- Eggs fit for breeding.
B- Eggs fit for table (above 50 g weight)
C- Eggs fit for table (below 50 g weight)
D- Sub-sized eggs and cracked eggs liable to leak.
- (3) Account of these eggs shall be kept in a register of eggs in Form VU 13/11. The eggs shown as sold shall be supported by cash receipts in Form 3/1. The eggs shown as transferred shall be supported by indents received from employees authorized in this behalf and those set in the incubator shall be accounted for in the incubator record register in Form VU 13/11(a).
- (4) The account of meat products shall be maintained in a register in Form VU 13/12.

Record and disposal of birds

- 13.9 (1) The eggs hatched as per incubator record register shall be accounted for in a daily register of birds in Form VU 13/13 in which the account of birds shall be kept according to age groups and regular transfers from one age group to another be made at prescribed intervals.
- (2) The birds sold or transferred shall be dealt with in the manner prescribed in Rule 13.2 (2) and those accounted for in the mortality column shall be supported by post mortem reports.

Account of custom hatching

- 13.10 (1) In respect of custom hatching, a customer shall be given an acknowledgement in Form VU 13/14 after he has signed the undertaking printed thereon and paid the hatching charges which shall be acknowledged in Form VU 3/1.

- (2 A record of such eggs and the birds hatched therefrom
) shall be kept in a register of custom hatching in Form VU 13/15.

**Account of sale proceeds,
income and control over
variable labour**

- 13.11 The provisions of rule 13.6 shall also apply to the Poultry Farm *ipso facto*.

SECTION C SALE OF POULTY, MEAT AND OTHER ANIMAL PRODUCTS

Poultry and meat shop

- 13.12 To dispose of poultry, meat and other animal products at reasonable rates in the campus, University shall run a shop in

the shopping centre. Head of Dept., Livestock Products Technology (LPT) shall be responsible for successful running of the shop, subject to the control of the Dean, College of Veterinary Sciences. Animal products produced in the schemes under various departments of the University will be sold at this shop or any other convenient point fixed for the purpose by HoD, LPT, with the prior approval of Dean, COVS.

The shop shall have a shop attendant and such other regular or contingent paid staff as may be sanctioned from time to time by the Vice-Chancellor.

Expenditure on the shop shall be incurred as per budget provision and the sale proceeds shall be deposited into the current account of the University.

Committee for fixation of sale rates

13.13 (1) Sale rates shall be fixed by a committee consisting of :

- i) Dean, COVS - Chairman
- ii) HoD, LPT - Member
- iii) HoD, AB/LPM - Member
- iv) Comptroller or his Rep.- Member

The rates shall be finally approved by the Vice-Chancellor.

- (2) The committee, while fixing the rates, shall take into account the market rates. If it considers that the rates are not appropriate in any case or in case market rates are not available, it shall be competent to fix rates as it may consider reasonable taking into consideration the availability and demand of any animal product.

The committee shall also be responsible for providing guidelines concerning the management of poultry and meat shop to make it more efficient and democratic in its functioning.

- (3) The committee shall lay down norms of losses due to breakage or spoilage. Subject to such norms, the HoD, LPT shall write-off losses according to delegations contained in the Statutes.

Collection centre

13.14 Animal products from various departments shall be sent to the collection centre (Meat Technology Laboratory) in the College of Veterinary Sciences with a delivery challan in Form VU 13/16 in duplicate by keeping a carbon copy. One copy of the challan duly acknowledged by the salesman of the shop shall be returned to the sender and the other copy will be kept for use in the shop.

**Maintenance of
accounts**

- 13.15 Account of receipt and disposal of animal products shall be kept in Form VU 13/17. This account shall be checked by a responsible officer not below the rank of Class-II nominated by the HoD. It will be ensured by the HoD that quantity received according to delivery challan, quantity sold and sale proceeds as per register of sales in Form VU 13/18 are properly accounted for and discrepancy, if any, is promptly investigated by him for necessary action.
- 13.16 (a) Sales shall not be made on credit.
(b) Sale rates shall be prominently displayed.
(c) In retail sales, issue of cash memos shall not be necessary.
(d) Sale account shall be kept in register of sales in Form 13/18. Sale proceeds shall be deposited with the cashier daily or the following day at the latest. Head, LPT will ensure that sale proceeds are promptly and properly accounted for in the cash book.
- 13.17 Sale proceeds of the animal products received from other departments shall be adjusted through transfer entry in Form VU 12/1 at the end of each month after taking into account losses referred to in Rule 13.13 (2) and it shall not be necessary for them to send bills etc.
- 13.18 Any other point not covered under this section shall be decided in accordance with the relevant rules contained in other chapters of this Code.

CHAPTER 14
FEES & FUNDS

SECTION A FEES FOR APPLICATIONS AND PRICED FORMS

| | | |
|--|------|--|
| Categories of fees | 14.1 | Fees may be realised in the following cases: i) Alongwith applications for appointments to various posts in the University. ii) Alongwith applications for admission to various degree/diploma courses. iii) For supplying copies of other priced publications or forms. Note: The authority competent to entertain an application may treat a verbal request as an application, if practicable. |
| Manner of recovery | 14.2 | (1) Fees may be received either online or by means of demand draft or crossed postal orders issued in favour of the authorized D.D.O. The postal orders shall be disposed of in the manner laid down in rule 3.7 (1). In special circumstances, D.D.O. concerned may accept cash from an applicant and issue a receipt in Form VU 3/1 forthwith. (2) Online receipt of fees etc. shall be dealt with as per terms & conditions of agreement with the agency through which applications are to be received. |
| Accounting of applications for appointment/ admission | 14.3 | In respect of applications received for appointments/ admissions the concerned officer of the University shall keep a register of applications for appointments/admissions in Form VU 14/1, in which brief particulars of the applicants and the manner in which the fee has been paid, shall be indicated as soon as these are received. Where the fee has been realized in cash, the applicant will have to attach original receipt with the application form to prevent the possibility of its misuse. |
| Accounting of priced forms and other publications | 14.4 | Where a form or publication is to be sold, the employee empowered to issue the same, shall keep a stock ledger of such forms and publications in Form VU 14/2. He shall also maintain a register of daily sales in Form VU 14/3 and enter the daily total of issues of various forms in the stock ledger. The demand draft / postal orders shall be disposed of in the manner laid down in Rule 3.7(1). In case, a form or publication is issued on the basis of a cash receipt in Form VU 3/1, such receipt shall be preserved in original for audit. |

Misc. recoveries

- 14.5 Recoveries of miscellaneous nature not covered by the foregoing rules or by rules in other chapters of this Code may be regulated in the manner specified in rule 14.3 or 14.4 as may be considered suitable.

SECTION B

EXAMINATION AND CERTIFICATE FEES

Manner of payment of examination fees

- 14.6 Fee for examination shall be paid in cash to the Dean concerned in case of students borne on the rolls of the College. In other cases, fee shall be paid by the candidates to the Controller of Examinations/Registrar, through cash/demand draft/online.

Check over realizations

- 14.7 The concerned Dean/COE/Registrar shall ensure that each

student/candidate, who has been allowed to appear in an examination for which an examination fee has been prescribed, has paid the requisite examination fee including late fee, when necessary.

Degree-in-absentia 14.8 After each convocation or when it is decided to award degrees without convocation, the Registrar shall prepare a register of degrees to be issued in absentia in Form VU 14/4. When the prescribed fee is paid for the issue of degree-in-absentia, the serial number of demand draft or receipt shall be recorded in the prescribed column of the register and further action taken in accordance with rules.

Issue of duplicate certificates 14.9 (1) Duplicates of certificates for which a fee has been prescribed by the University, shall be issued from bound books in which the legends shall be printed on the foils with brief particulars on perforated counterfoils. The Certificates and their counterfoils shall be book and page numbered with machine.

Note: The duplicates of degree or diplomas shall be printed in each case.

(2) When an application for such a certificate is received, the particulars thereof shall be entered in a register of duplicate and other certificates in Form VU 14/5.

SECTION C

FEEES AND DUES OF STUDENTS AND TRAINEES

- Categories of instructions** 14.10 The Instructions and training imparted by the University is broadly of two types.
- i) Casual or periodical short-term courses/training and /or Instructions.
 - ii) Regular studentships leading to degrees or diplomas.
- Casual or periodical short-term courses** 14.11 In respect of casual or periodical short-term courses referred to in rule 14.10(1), the fees, if any, shall as a rule, be lump sum fees and realised in advance in the manner prescribed in rule 14.3 and the procedure prescribed therein followed mutatis mutandis. In case, however, such students and trainees are required to deposit securities, the procedure prescribed in this section for regular students shall be adopted.
- Categorization of dues and scope of the section** 14.12 (1) The dues payable by students fall into the following categories:
- i) Fees and other dues payable to the University.
 - ii) Refundable security deposits.
 - iii) Contributions to Amalgamated and Hostel Funds.
 -)
 - iv) Kitchen and mess dues and securities of resident students.
- (2) This section prescribes the procedure for the realization of all dues pertaining to the University, Amalgamated Fund or Hostel Fund and refundable deposits. It also lays down the accounting procedure in respect of the University dues and refundable deposits.
- (3) The procedure for dealing with the amounts credited to Amalgamated and Hostel Fund is prescribed in section-D of this chapter.
- (4) The control of kitchen, mess dues and securities of resident students is a cooperative affair managed by the students themselves under the guidance of the Hostel Warden and Director of Students Welfare. Therefore, no procedure can be laid down in the rules.
- Treatment of realizations** 14.13 (1) All realizations from students shall be received by the fee

clerk who shall immediately prepare a receipt in duplicate by carbon process in Form VU 14/6 in acknowledgment thereof and issue the original copy to the student and retain carbon copy as office record.

- (2) The receipt books shall bear book and page numbers by machine and before a book is brought into use, the fee clerk shall count the pages therein and record a certificate of his having done so, An account of such receipt books shall also be kept in a register of receipt books in Form VU 3/2.
- (3) Before closing the transactions for the day, each receipt shall be entered in daily fee collection register in Form VU 14/7 by the fee clerk and the total struck. The realization shall then be handed over to the cashier for incorporation in the cash-book concerned and deposit into the bank accounts concerned. His signature shall be obtained in the daily fee collection register.

Control over recovery of dues

- 14.14
- (1) In order to watch that the dues do not escape recovery, the fee clerk shall keep a session-wise watch through demand and collection register in Form VU 14/8.
 - (2) The realizations on account of variable and occasional dues will be based on the lists received from various quarters in this connection. Such lists will be serially numbered in the Dean's office and incorporated in the demand and collection register.
 - (3) Where a student has been allowed to postpone payment of his dues pending receipt of scholarship or stipend or for other reason, a red ink mark to this effect shall be recorded against his name in the demand and collection register and in case recovery is not effected within the session, the amount shall be included in the dues outstanding at the end of the session.
 - (4) All realizations made as per daily fee collection register in Form VU 14/7 shall also be noted in the demand and collection register in the individual account of the student concerned.

Accounting of daily income

- 14.15
- (1) All moneys received by the cashier and acknowledged by him in the daily fee collection register shall be brought to account in the cash-book as under:

| | |
|---|--|
| Dues other than refundable security deposits (University dues, Hostel Fund, Amalgamated Fund) | cash book in Form VU 3/3. |
| Refundable security deposits (Library security, Hostel security, College security.) | cash – book of sundry deposits in Form VU 8/2. |

- (2) Realizations on account of refundable security deposits shall be credited in the saving bank account concerned daily or at least once a week. From the saving bank account, the amount may be got transferred to the current account according to the requirement of disbursement. The cheques to the students be issued from the current account and not from the saving bank account. The refundable security deposits shall not be credited into the University account but in a separate account in the name of the Dean concerned.

Accounts of refundable security deposits

- 14.16
- (1) In order to watch the clearance of refundable security deposits, all such realizations shall be entered in a register of students security deposits in Form VU 14/9. The entries shall be finally cleared by payment or lapse in due course, according to rules.
 - (2) A new register or section of the register shall be started with each admission to a class or course and shall remain current during the period prescribed for the class or course.
 - (3) In each such register or section of the register, the amount lying with the University shall be worked out at the close of the year and the total thereof reconciled with the balance in the cash book for sundry deposits.

Refund of security deposits

- 14.17
- (1) When a security deposit is to be refunded to a student or scholar, necessary certificates of clearance of dues shall be obtained from the fee clerk, Hostel Warden, Director of Students' Welfare and Librarian and a refund bill (in Form VU 6/4) prepared and got pre-audited.
 - (2) Normally cheques shall be drawn in the name of individual depositors and accounted for in the bank column of the cash-book for sundry deposits. If it is considered desirable to refund the amount in cash, a consolidated cheque may be drawn in favour of the Dean or Director concerned and

the amount taken in the cash column on the receipt side of the cash-book for sundry deposits before making disbursement.

- (3) The vouchers pertaining to the cash-book for sundry deposits (Form VU 8/2) shall be separately numbered and filed in a separate guard file.
- (4) At the end of the month, the cash-book for sundry deposits shall be closed by verifying the cash balance with the cash in chest and drawing up a reconciliation statement with a view to tallying the balance with the bank statement.

Refund of University dues 14.18 If under the rules and orders in force, a student is entitled to refund of fees or other dues paid by him, the refund bill shall be prepared and the fact of refund noted in the demand and collection ledger (fees) and the bill presented for pre-audit as per University rules before being passed on to the Comptroller for making payment to the student out of University account.

SECTION D

AMALGAMATED AND HOSTEL FUNDS

Funds cash-book 14.19 (1) Cash books in Form VU 14/10 shall be kept by the office of Director, Students Welfare for amalgamated and hostel funds for the purpose of direct classification of income and expenditure under the various units of the amalgamated fund and hostel fund. The Dean shall send to the Director, Students' Welfare monthly statement showing the amounts credited into Amalgamated fund and Hostel fund with details of the amounts pertaining to various Units of the funds for incorporation in the funds cash book.

(2) When a payment is to be made out of the amalgamated and hostel funds on account of pay or contingencies, the normal procedure of preparation and pre-audit of bills prescribed for the University account shall be applied, but the bills shall not be sent to the Comptroller for issue of cheques. Such cheques shall be signed by the Director, Students' Welfare and immediately entered in the funds

cash book.

- (3) Advances, if any, drawn from the amalgamated and hostel funds shall be entered immediately in a register of clearance of advances in Form VU 4/2 to watch the adjustment.
- (4) The vouchers pertaining to amalgamated and hostel funds shall be serially numbered for a month and filed in a separate guard file.
- (5) At the end of the month, the funds cash-book shall be closed to work out the available balance of each Unit of the fund and of the amalgamated and hostel funds as a whole which shall be reconciled with the bank statement through a reconciliation statement.

Maintenance of accounts of stores and property 14.20 The accounts of property and stores purchased out of amalgamated and hostel funds shall be kept in the manner prescribed in chapter-15 of this Code.

CHAPTER -15

PROPERTY AND STORES

Scope of the chapter 15.1 The Rules in this chapter lay down the procedure and instructions for the maintenance of the accounts of movable and immovable property and consumable and unconsumable stores to cover cases not distinctly provided for in other chapters of the Code. Even where any instructions have been distinctly prescribed, the rules in this chapter may be treated as ancillary and supplemental thereto.

University land 15.2 In respect of land acquired, purchased or taken on lease by the University, the Estate Officer shall keep complete detailed record thereof in Form VU 15.1(a).

Immovable property 15.3 (1) A record of the immovable property owned by or assigned to the University, shall be kept in a register of buildings and roads in Form VU 15/1, in which each piece of property shall be entered on a separate page with a plan of the property on the opposite page.

Note: Completed roads, indicating the length, width and total cost, with name of the road if any, should also be entered in the register of buildings and roads.

(2) The register of buildings and roads shall be kept by the Estate

Officer, who shall make additional entries thereto in case of additions to buildings and roads of a capital nature.

- (3) The Estate Officer shall on 31st March, each year examine the register of buildings and roads/land and certify that the record is correct. A copy of the certificate shall be forwarded to the Comptroller giving details of any property which has yet to be brought to account in the register of buildings and roads /land and the reason therefor. The Estate Officer shall also get the above property verified through an officer working under him once in three years in the month of April, who will send a report to him indicating therein the demolitions /damages /encroachment, if any, which came to his notice during such verification for taking immediate remedial steps therefor. A copy of the report shall also be sent by the Estate Officer to the Comptroller.

Trees

- 15.4
- (1) Account of nursery for raising of trees or other plants which have longer life shall be maintained by the Landscape Officer/SDO (Horticulture) in Form VU 15/2(a).
 - (2) The plants received from the nursery and plants purchased directly from outside agencies, shall be entered by the Landscape Officer/SDO (Horticulture) in the register of plants in Form VU 15/2(b).
 - (3) All trees belonging to the University which are more than two years old and have a minimum girth prescribed by the Estate Officer shall be serial numbered and entered by the Landscape Officer in a register of trees in Form VU 15/2(c). If any such tree is felled by storm or is otherwise disposed off, necessary particulars shall be entered in the register.
 - (4) Physical verification of trees serial numbered and entered in the register of trees in Form VU-15/2(c) will be done by a committee comprising of one Professor, one Associate Professor, SDO (Horticulture) and a representative of Estate Officer at the end of financial year. The report of verification will be submitted by the committee to the Comptroller through the Estate Officer by 15th April of each year.

Unconsumable articles

- 15.5
- (1) Office furniture, scientific apparatus and other unconsumable stores shall be accounted for by each HoD/D.D.O. in a register of unconsumable stores in Form VU 15/3(a) in which a separate folio shall be allotted for each type of article. This will be a permanent register but may, if necessary, be recopied to bring

forward items not disposed of after three years.

Note: A separate folio must be allotted even in respect of same type of article, but bearing different specifications and also for different makes.

- (2) D.D.O. shall allot separate pages of the register of unconsumable stores for a Scheme for which accounts in respect of equipment, etc. on the termination of the scheme are to be rendered to the outside agency so that there may not be any difficulty in rendering the account. D.D.O. and the person directly Incharge of the scheme and /or apparatus instrument etc. shall keep a distribution register in Form VU 15.3(b) for having proper control over the distribution of such articles and compare it with the register kept by the D.D.O.
- (3) To facilitate physical control, non-consumable stores articles such as furniture, laboratory equipments, etc. shall be marked with distinguishing marks indicating brief name of the department/office and serial number of the article. The number will also be mentioned against the items concerned in the stock register.

Chemicals, forms and consumable stores

- 15.6
- (1) All forms, chemicals and consumable stores shall be accounted for in a stock ledger in Form VU 15/4. The issues shall be acknowledged in the register or supported by indent of issues in Form VU 15/5.
 - (2) All the containers, packings of chemicals, medicines and other consumable articles, before taking in stock, should be stamped "LUVAS property-not for sale."
 - (3) All glasswares and chemicals after issue from stock register should be taken on subsidiary registers in Form VU 15/6(a) and Form VU 15/6(b) respectively. Similarly other consumable items such as pesticides, medicines, insecticides rubber tubes, electric material, dup-licating papers etc. which are issued in bulk quantity and are not required for use at a time should also be taken in the subsidiary registers. The articles should continue to be borne on these subsidiary registers till breakage/consumption. These registers should be reviewed quarterly by the HoD with a view to seeing that breakage/consumption is normal and the result of review recorded in the registers.

Note: The extent of breakage in glassware and

consumption of chemicals/medicines in the laboratories and other items as mentioned in rule 15.6(3) may be treated as normal, if the Head of the Department is satisfied that the breakage/consumption during the period has occurred through bona fide use of material. In case he finds that the excess in consumption of chemicals/breakage in glasswares has occurred due to misuse/negligence, the official(s) at fault may be held responsible.

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| Office stationery | 15.7 | D.D.O./HoDs shall obtain stationery from Central Purchase Agency according to monthly/quarterly requirements by placing indent in Form VU 15/7. The account of stationery articles shall be maintained in the Register in Form VU 15/4. It will be permissible to distribute the stationary to the employees as per norms prescribed straightway by obtaining acknowledgement. The store-keeper shall maintain the account of issue of articles in the stock register in Form VU 15/4 alongwith acknowledgements. |
| Account of postage stamps | 15.8 | A despatch register incorporating therein account of postage stamps shall be kept by each employee who is required to mail letters to outstations in Form VU 15/8. |
| Procedure in respect of centralized items | 15.9 | <p>Notwithstanding anything prescribed in these rules, where articles are kept in store by a Central Purchase Agency for issue or distribution to various departments and schemes of the University whether these are consumable or unconsumable, the account thereof shall be kept by the Store Purchase Officer in a priced store ledger in Form VU 15/9 and the following procedure observed.</p> <ol style="list-style-type: none">(1) All purchases be made by the S.P.O. subject to availability of funds and financial sanction of the competent authority.(2) The S.P.O. may increase the total quantity for which order is to be placed for consumable and such other non-consumable items which will in all probability be required by some departments or schemes during the course of the year in such a way that there is no over-stocking of those items.(3) The Store Purchase Officer shall supply all the consumable and non-consumable centralized items of stores to various departments of the University on the basis of indents given by the department and as per norms for consumption of various items of stationary and other stores, fixed/to be fixed by the competent authority from time to time. The expenditure shall be |

incurred by the Store Purchase Officer from his budget allotment and no invoice will be raised by him to the departments for payment by book adjustment.

In case the SPO is unable to supply any centralized item of consumable or non-consumable stores to the departments due to unavoidable circumstances, the departments may purchase such items from the market after obtaining NA from SPO subject to monetary limit prescribed and after following the rules of purchase procedure.

- (4) The S.P.O. shall keep an account by value of the articles in his custody in Form VU 15/9. The value of articles in his custody on 1st April will be treated as his reserve stock. To this shall be added advances made for supplies not received by that date.
- (5) On 1st April each year, the SPO shall prepare an inventory of the articles in Store and tally the total value with the reserve stock limit. He will work out the price of each article in stock at the latest purchase price.
- (6) The SPO shall preserve the acknowledgements of the departments concerned for office record.
- (7) The indents on the SPO for centralized stores shall be placed in Form VU 15/7.

15.10 Empty containers of different kinds, packing cases, barrels, drums, etc. received with supplies, whether paid for separately or not shall also be accounted for in the register for unconsumable stores in Form VU 15/3(a) and shall be sold or otherwise disposed of like other unconsumable stores.

Physical verification of stores

- 15.11
- (1) Physical verification of all stores under the charge of a unit shall be made in the beginning of the financial year in April through a committee of two persons who are at least an Assistant Professor or equivalent under the orders of the Head of Department or Unit and in accordance with the general instructions laid down from time to time and subject to the condition that verification shall not be entrusted to a person who is the custodian of the stores to be verified or who is the nominee or is employed under the custodian of Stores, or who is not conversant with the specifications and nomenclature of a particular class of stores to be verified.
 - (2) Result of verification shall be recorded on each page at which

the article is entered.

(3) In conducting physical verification, the following instructions shall invariably be followed:

- i) Verification shall always be done in the presence of custodian of stores or a responsible person deputed by him.
- ii) All discrepancies noticed shall be brought to account immediately so that the stores account may depict true state of affairs.
- iii) Details of shortages, damages, chemicals etc, which have become useless due to expiry of their prescribed life, as well as unserviceable stores shall be reported immediately to the HoD/Unit concerned. Reports of surplus and obsolete stores shall also be submitted to the HoD/Unit concerned.
- iv) The balance of stores shall not be held in excess of the requirements and any prescribed maximum limit.

(4) HoD/Unit will submit a copy of the annual physical verification report based on the result of verification by the committee to his Controlling Officer by 15th May each year with the following certificates:

“Certified that the physical verification of consumable and unconsumable stores has been made by a committee constituted by me. Items of surplus stores have been taken on record. List of shortages, damages, chemicals etc. rendered unfit for use due to expiry of their life and unserviceable stores is annexed. Action has been initiated to dispose of obsolete/unserviceable stores and to fix responsibility for the other shortages/losses listed in the Annexure.”

Controlling Officer shall consolidate the reports regarding annual physical verification of stores of the departments/units under him and send the same to the Comptroller by 31st May positively. Comptroller is required to report to the Vice-Chancellor about the compliance of these instructions and outcome of physical verification in June every year.

(5) Apart from necessary check on the quality and quantity of stores on their receipt, the stores of chemicals shall be subjected to surprise physical test of at least 5% items in a year both in the main stores and in the laboratories and result thereof

recorded in the relevant stock register. This test check of at least 5% shall be conducted by an employee, not below the rank of Class-II of the same department.

- (6) Store Verification Officer (when in position) under the administrative control of Comptroller shall conduct verification of stores in various offices, laboratories etc, in accordance with the instructions issued from time to time by the Comptroller. This stock verification shall be in addition to the periodical verification required by the departmental officers and is not intended to relieve them of their responsibility in this behalf. Store Verification Officer should verify at least 10% of the consumable items. However, in case of unconsumable stores, he should verify all the items.

Inventory register

15.12 To ensure that there is no misplacement of registers, HoDs/offices shall maintain a register in Form VU 15/10 showing inventory of stock and store registers, stationary register, miscellaneous demand and collection register, security register and such other registers in which financial transactions are recorded in their offices. Any addition in the same will be duly signed by the HoD/office. The register will be shown to the Resident Audit Staff and Internal Inspection Staff, whenever desired by them.

Handing/taking over charge of stores

15.13 In case of transfer of an official entrusted with the custody of stores, the Officer-in-charge (stores) should see that the stores in his custody are handed over correctly to his successor and a receipt taken from him. A certificate of proper handing over and taking over of charge shall be recorded under joint signatures of both the relieved and relieving officials in the following form:
“Certified that I have this day handed/taken over charge of stores to/from as per balances shown in the stock registers, except the articles mentioned below for the reasons shown against each”.

Signature of the relieving official

Signature of the relieved official.

CHAPTER 16

DISEASE FREE SMALL ANIMAL HOUSE (DFSAH)

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| Objectives | 16.1 | To breed laboratory animals for research and teaching needs of the University Departments and for supply to other Institutions in the country on demand, if held surplus. |
| Expenditure/ income | 16.2 | The expenditure in the DFSAH will be incurred as per budget provisions in the scheme and the sale proceeds shall be deposited into the current account of the University and treated as income of the scheme. |
| Fixation of sale rates | 16.3 | <p>(1) The animal sale rates will be recommended by a committee consisting of the Dean, College of Vety. Sciences (Chairman), Comptroller/representative, and Scientist in-charge, DFSAH. The recommendations of the committee will be submitted to the Vice-Chancellor through Comptroller for approval.</p> <p>(2) The committee while fixing the rates shall take into account rates prevailing in various Institutions where disease free small animals are brought up. These rates will be subject to review in the month of April, each year. If it is considered that the rates are not appropriate in any case or if the prevailing rates are not available, the committee shall be competent to recommend the rates as it may consider reasonable.</p> |
| | 16.4 | The account of animals brought up shall be maintained in the daily live stock register in Form VU 16/1. This register shall also show the account of adult and pregnant/mothers separately for each species. This account shall be checked daily by the Scientist Incharge or some responsible officer/teacher not below the rank of an Assistant Professor of his section. |
| Sale procedure | 16.5 | Sale shall not be made on credit except in case of Govt. departments and departments of LUVAS. |
| | 16.6 | Cash sale shall be made against proper receipt in Form VU 3/1 and also noted in the stock register. In case of credit sale, the bills in Form VU 16/2 shall be issued and the recovery watched through a register of credit sales in Form VU 16/3. |
| | 16.7 | The sale proceeds shall be credited into the University account. At the end of each month, a statement of income in Form VU 3/5 shall be prepared and sent to the Comptroller. |

| | | |
|-----------------------------------|-------|--|
| Records to be maintained | 16.8 | <p>The following records shall be maintained:</p> <ul style="list-style-type: none"> i) Cash receipt in Form VU 3/1. ii) Cash book in Form VU 3/3. iii) Bill book in Form VU 16/2. iv) Register of credit sales, Form VU 16/3. v) Receipt of money by way of cash sale of the animals or as settlement of any previous credit sale shall be accounted for in the cash book and receipt in Form VU 3/1 shall be issued. |
| Annual financial statement | 16.9 | <p>In April each year annual financial statement for review shall be prepared by the Scientist incharge giving the details of expenditure and income. This statement duly audited shall be sent to the Comptroller who shall submit the same to the Vice-Chancellor with his comments thereon, for information.</p> |
| | 16.10 | <p>The sale to the departments of LUVAS shall be made through book transfer as per procedure laid down in chapter 12 of this Code.</p> |
| Record of feed | 16.11 | <ul style="list-style-type: none"> i) The record of feed requirement for various species of animals will be maintained in the daily feed requisition register in Form VU 16/4 as per norms to be fixed by the competent authority. ii) The Scientist incharge will be authorized to make minor alteration in the feed schedule keeping in view the availability /non-availability of one or another feed constituent due to seasonal changes and in stress and other conditions. |

Chapter-17

Self Financing Schemes(SFS)

Objectives Rule 17.1 The objective of Self Financing Scheme is to provide impetus and sustain the crucial activities, undertaken by LUVAS departments and promote development activities including production and value addition in products of animal origin, quality animal feed manufacturing, providing laboratory diagnostics services to animal owners and upgrading the skills of teachers/students /stakeholders.

Scope and extension of self financing scheme funds. 17.2 (1) At present the SFS and provision of funds therefor have been created in the following departments for activities shown against each.

| S.No. | Department | Scheme |
|-------|----------------------------|--|
| 1 | LPT | Procurement processing & marketing of milk & milk products. |
| 2 | AN | Quality feed manufacturing for different livestock and poultry species maintained at Animal Farm. |
| 3 | VPHE | Diagnostic services to livestock and poultry farmers. |
| 4 | TVCC | To provide services for diagnosis and treatment of clinical cases of animals. |
| 5 | VETY Unit | Diagnosis and treatment of large and small animals. |
| 6 | Uchani-Karnal COVS- CCL | Microbial and serological diagnostic services related to mastitis, abortion and sexually transmitted diseases and other clinical conditions in domestic animals. |
| 7 | ABT | Skill up gradation of teachers/scientists and students in the area of Animal Biotechnology. |
| 8 | AGB | Propagation and dissemination of superior |

germplasm of chickens.

Note: Any other department who wants to take up similar activities is also to be covered under the Self Financing Schemes.

- (2) The Vice-Chancellor will determine the amount of Self-Financing Scheme fund for each activity on the recommendations of the Self-Financing Committee and also to add other activities for similar operations.
- (3) The amount of Self Financing Scheme fund shall be revised on year to year basis depending upon the performance of the scheme.

Self financing committee

17.3

A Self Financing committee consisting of the following has been constituted by the Vice-Chancellor for this purpose.

1. Director of Research Chairman
2. Comptroller Member
3. Dean, COVS Member
4. Dean, CODST Member
5. Co-coordinator –Research Member Secretary
6. Any other member co-opted Member
with the approval of DR

Operation of self financing scheme funds & maintenance of accounts

17.4

- (1) A separate bank account would be operated for each of the Self Financing Schemes.
- (2) In the beginning of the scheme, required budget allotment shall be made from the available resources of the University. At the time of start of self-financing scheme, it may be seen that what was the actual income scheme-wise of that department for the last three years. Average of that may be calculated and in future increase in each scheme should be ensured proportionately every year. At the time of start of scheme information is to be furnished in Form VU 17/1.
- (3) To facilitate quick payments and accelerate the progress of the projects, the department concerned shall be provided with permanent imprest as per need and payments made by the department in accordance with the existing procedure. Imprest account shall be got recouped as per existing procedure. The existing

purchase procedure shall also be followed.

- (4) i) There shall be budgetary limit upto which expenditure can be incurred for the said projects during a particular year. The deptts operating self-financing schemes are authorized to operate the budget in the new financial year to the extent of 50% of the previous year's allocation, till final allocation is made on the recommendation of SF Committee which will further be subject to a minimum of 10% income over the allocation.
 - ii) Fifty per cent of the surplus income i.e. income generated over and above the margin of 10% income over the expenditure made during the on-going financial year may be reallocated to the user department and remaining 50% of surplus income in respect of SF Schemes where recurring expenditure including proportionate salary is not charged to SF schemes, shall be retained by the University to cover the shortfall and to create endowment fund.
 - iii) Ten per cent of the surplus income in respect of self-financing academic courses, if any, for which recurring expenditure including salary is met with, out of fees etc. from self-financing scheme shall be retained by the University to cover the shortfall and to create endowment fund.
- (5) If the scheme is unable to generate income with 10% increment annually for consecutive two years, the continuation of the scheme may be critically reviewed by the Self-Financing Committee.
 - (6) In the month of October each year, the Director of Research shall submit, through the Comptroller a 6-monthly progress report of the Self-Financing Schemes to the Vice-Chancellor for his information. The Director of Research may if considered necessary call the meeting of the Self-Financing Committee at any time and consider and take appropriate action in any manner concerning the operation of Self-Financing Schemes, with a view to improve their working.
 - (7) All the prescribed registers for payment, stock,

income etc. as applicable to other accounts of the University, shall be maintained.

- (8) All the recurring expenditure including POL, TA, wages, M & S, telephone and electricity relating to Self-Financing Scheme may be booked to the scheme. Where the building has been taken on rent for SF Scheme, the rent of building may also be booked to Self-Financing Scheme.
In the project no activity/asset would be created which will call for continuing recurring liability.
The electricity charges, rent of buildings, depreciation of equipment and any other operational expenditure will have to be borne out of the receipts of Self-Financing Schemes.
- (9) Non-recurring expenditure relating to Self-Financing Schemes may be booked to the scheme by making specific provision for it.
- (10) Depreciation of such equipments and other items, except building and land, specifically purchased for Self-Financing Scheme may be booked to the scheme. Standard discounting technique is to be used as per ICAR/State guidelines.
- (11) There will not be a provision of whole time employees exclusively for the work of Self-Financing Scheme.
- (12) No regular scientific position is to be created in the scheme. Technical and supporting staff absolutely required and justifiable is only to be deployed. All labour has to be hired on contractual basis. Deserving poor students may be engaged in these schemes and suitable remuneration as may be approved by the VC can be paid to them. The rules for engaging students in Self-Financing Schemes will be the existing rules as for engaging students at the farm.
- (13) Any loss during operation of the project would be borne by the concerned department, except in the event of natural calamities. In this regard, the decision of the V.C. would be final.
- (14) The concerned department would have complete

freedom and discretion to use the fund for the purpose for which it is provided. The balance of the profit can be used with the approval of the VC in any manner as the department chooses subject to the condition that its actual utilization would only be to enhance its further capabilities to fulfil the task in much better way in the years to come and of higher dimensions.

Balance sheet

17.5

At the end of each financial year, a balance sheet of each Self-Financing Scheme shall be prepared by the HoD in Form VU 17/3 alongwith income position of the schemes, other than Self Financing Scheme of department, in Form VU 17/4 and after getting it audited from the Audit, it is sent to the Comptroller through the Controlling Officer.

- i) The Balance sheet is to be put up before the Review Committee within three months of close of the preceding financial year.
- ii) Balance sheet is to be put up to the FC /BOM every year, by the Director of Research through Comptroller.
- iii) The following certificates are to be recorded by the HoD on the balance sheet.
 - a) No income of other scheme(s) has been credited to the Self-Financing Scheme.
 - b) All the income booked actually relates to the Self-Financing Scheme.
 - c) No expenditure of inputs relating to this scheme has been booked to other scheme(s).
 - d) All the pending bills relating to this scheme have been included.

CHAPTER-18

GROUP SAVING LINKED INSURANCE SCHEME (GSLIS)

- Scope**
- 18.1 This chapter deals with the manner in which the accounts of Group Saving Linked Insurance Scheme are to be maintained.
- 18.2 An employee who opts to be a member of the Group Saving Linked Insurance Scheme shall be allotted an account number. This number is always to be referred to in all transactions or correspondence relating to the accounts of the subscriber. This account number shall be allotted on receipt of the information from the Department, in Form VU-18/1. This shall be prepared in triplicate and two copies of the same shall be sent to the office of Comptroller out of which one copy shall be returned to the Department after allotment of account number, which shall be pasted in the service book.
- Nominations by subscriber**
- 18.3 All declarations of nominations made by the subscribers in Form VU-18/2 and VU-18/3 shall be kept by the Head of Department in safe custody in the personal file of the employee.
- Membership register**
- 18.4 Immediately after the receipt of information in Form VU-18/1, the names of the employees will be entered separately in the register of subscribers to be maintained in form VU-18/4. For this purpose, separate registers will be maintained for each category i.e. A, B, C & D for deduction of Rs. 180, 108, 54 and 27 respectively.
- Maintenance of cash book**
- 18.5 Cash book in Form VU-3/3 shall be maintained in which all the cheques received from Accounts Branch in favour of L.I.C, individual employees, E.W.F or any other source relating to GSLIS shall be entered on receipt side and when remitted to L.I.C. or to any other party, these shall be debited on payment side. Similarly, death claims received from L.I.C. & payments made to the departments shall be entered in the cash book.
- Deductions bills for subscription**
- 18.6 Before a cheque is drawn from the University account for payment of subscription towards Group Saving Linked Insurance Scheme, a bill shall be prepared in Form VU-18/5 by D.D.O. and submitted to the Comptroller duly audited, alongwith the relevant salary and establishment

bill.

- Posting of subscription** 18.7 The Comptroller shall maintain the account of the Group Saving Linked Insurance scheme in Form VU-18/6 showing all transactions of the subscription received and shall reconcile the monthly balances with the amount sent to the LIC in this behalf. A list of defaulters will be prepared in the demand & collection register to be maintained in Form VU-18/7. As required under the rules, this amount of defaulters may be taken on loan from Employees Welfare Fund (EWF) through pre-audit and sent to the LIC. However, complete account will be required to be maintained for the refund of this loan to the EWF through pre-audit.
- Remittances to LIC** 18.8 The subscription received from the members towards Group Saving Linked Insurance scheme will be sent to the LIC. As per existing terms & conditions, the LIC will deposit a part of the amount towards premium and the remaining in the Saving Bank account of the employee. The account of the remittances made to the LIC will be maintained in Form VU-18/8.
- Discontinuation from scheme** 18.9 Accounts of members who discontinue from this scheme on account of death, resignation, termination, dismissal, retirement and non-payment of premium continuously for six months etc. will be maintained in Form VU-18/9.
- New membership** 18.10 At every anniversary of the scheme, the employees who are recruited during the year and opt for this scheme, will become its members and the information in respect of those employees will be required to be supplied by the HOD in Form VU-18/1 by 15th July each year. This information will be prepared in triplicate out of which two copies will be supplied to the Comptroller on which further action will be taken by the office of Comptroller as mentioned in rule 18.2.
- Change from one category to another** 18.11 The information in respect of the employees, whose category is changed from one category to another i.e. who become entitled for the higher/lower category, the information will be supplied by the HoD in Form VU-18/10 in duplicate by 15th July each year. After giving fresh account number, the second copy of proforma will be returned to the Department by the Comptroller Office and membership register in Form VU-18/4 will be corrected

accordingly.

Amount when payable

- 18.12 The amount of the Group Saving Linked Insurance scheme shall become payable on death, retirement, resignation, termination/dismissal or when the scheme is dis-continued. On the happening of such occasion, the HoD shall inform the Comptroller's office immediately so that LIC is informed accordingly and that the subscription in respect of the employee may not be sent in future. However, the HoD will submit the claim in the form prescribed by the LIC, complete in all respects, to the Comptroller for lodging it and getting the payment of LIC policy and savings released from them for disbursement.

Chapter-19

SECTION A - LIBRARY

Acquisition of books and other reading materials

- 19.1 (1) i) The books and other reading material shall be purchased as follows:
Librarian/Director, LUVAS Bookshop (LBS) in accordance with the acquisition policy decided with the approval of the Library Advisory Committee (LAC) shall place the orders.
- ii) All the funds meant for books, online data base, e-journal, e-Books, CD Rom, e-resources, and other material and equipment shall be allocated in the schemes to be operated by the Librarian.

iii) The Librarian shall provide necessary help like circulation of publishers' catalogues, organisation of book exhibition etc. to the faculty to facilitate selection of books.

Recommendation of books by HoD through CO

(2) Books and other reading material shall be recommended for purchase in the library to the Librarian by the HoDs through the respective Deans/Directors/Officers of the University. The recommendations should reach the Librarian on the prescribed proforma indicating Author(s) title, publishers, year of publication, edition, number of copies etc.

Maintenance of record

19.2 (1) The following records shall be maintained by the Acquisition Section of the Library.

i) Accession Register (Form VU 19/1)

ii) Withdrawal Register (Form VU 19/2)

(2) There shall be an Accession register. It will be maintained in Form VU 19/1. All the books and such other reading material will be kept in the library on more or less permanent basis, irrespective of their mode of acquisition-purchase, gift and exchange, shall be entered in the Accession register in the serial order.

(3) The Accession numbers of books/ bound volumes of journals, serials/other reading material shall be recorded on the invoice. In addition, it will also be recorded on the back of title page, secret page to be decided by the Librarian and the last page of the document.

(4) There shall be a Withdrawal register. The Withdrawal register shall be maintained in the Form VU 19/2. All the books and other reading materials withdrawn from the accession register on account of loss due to theft, mutilation, unfitness for use etc. shall be entered in this register in serial order.

Accounting of: publicity /propaganda material

19.3 (1) The libraries receive bulk of material in gratis. Most of the material received in this manner is worthless, and is of no interest to the library. Majority of this material is propaganda or publicity material. Decision regarding entry of such material in the Accession register shall be taken by

the Librarian keeping in view their value for the library.

Gifts

- (2) A number of books etc. are received by the Librarian as gifts free of cost. Librarian shall acknowledge only those gifts which shall be accessioned. The acknowledgement shall be sent in Form VU 19/3. Separate accession register(s) may be maintained for the accession of gifts, but there shall be the same sequence of accession numbers irrespective of nature of reading material. Price of gifts, that will be accessioned, will be fixed by the Librarian keeping in view the subject, nature of binding, size etc.

Photocopies, reprints, pamphlets non-book material having 49 pages or less and other ephemeral material

- (3) Non-book material having 49 or less pages excluding title page shall not be accessioned because they are not meant to be stored permanently. Photocopies of rare research/teaching materials procured from outside may not be accessioned like books in the accession register for payment of their bills. The bill raised by the agency supplying photocopies does not require any price proof like book bills. Such material may be entered in a separate temporary register in Form VU 19/4. The following certificate shall be recorded by the Librarian or Dy./Assistant Librarian authorized by the Librarian on the invoice for making the payment:
“Certified that the above material has been received in good condition in accordance with the order”.

Note: The above material may be weeded out from time to time. Library documents without permanent value which have been declared useless by a competent committee appointed by the Library Advisory Committee shall be weeded out once in five years. Library documents which are worn-out by fair use and beyond repair, after declaration by the above committee, shall also be weeded out once in five years.

- (4) All corrections in the accession register and other records shall be duly attested under the signature of the Librarian or Deputy/Asstt. Librarian authorized by the Librarian.

Power to write-off

- (5) All surplus and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in University accounts is involved.

The Librarian shall report all books/ non- print material damaged, and/or worn-out through fair wear and tear to the competent authority for write off action. Losses to the extent of 3% per annum of the available stock in an open access library shall be written off by the competent authority. Losses to the extent of 2% per annum of the available collection of a close access or partially open access library shall be written off by the competent authority.

Losses written off by the competent authority shall be struck off from the stock and the records of the library, including public catalogues, and transferred to the withdrawal register indicating the authority under which the losses were written off. The irrecoverable books given on loan, mutilated, damaged and worn-out books found to be beyond repairs during the physical verification of the library shall also be reported to the competent authority for write-off.

Subscription of periodicals and serials

- 19.4 (1) i) Current periodicals shall be subscribed either directly from the Publishers or through the agents in accordance with the policy decided by the Librarian/Director LBS.
- ii) Back sets of periodicals shall be purchased on the basis of quotations.
- iii) Payment of subscription in advance is a universal phenomenon. Hence, the subscription of periodicals may be remitted in advance against the proforma invoice(s) for three years block or so.

Adjustment of temporary advances

- (2) Advances drawn for remittance of subscription may be adjusted on the basis of actual payment receipts. If no receipt is available and the service of the journal has started then the advance shall be adjusted on the basis of the following certificate to be recorded by the Librarian/Deputy/Asstt. Librarian authorized by the Librarian.
- “Certified that that the service of the periodical(s) being subscribed in the library has started.”*
- (3) The periodicals shall be bound on the completion of volume and subsequently, accessioned in the Accession Register in serial order.

- (4) The details of payment of the periodicals shall be recorded in a register. The register shall be maintained in Form VU 19/5. One page of the register shall be assigned to one periodical. Attendance of the receipt of issues shall be marked in the computer. Daily backup, schedule backup, cloud backup or agent on share cloud backup or kardex backup may be retained for safety.
- (5) Newspapers and popular magazines may be purchased from the local agents/vendor. Payment of these materials may be made monthly, quarterly or yearly, as the case may be, on receipt of invoices. Benefit of commission shall be availed after inviting rates.
- (6) The newspapers, popular magazines and other ephemeral material which do not have permanent value for the library may be disposed of by auction every year. The duplicate issues of periodicals received free of cost may also be disposed off every year.

Fine and overdue charges

- 19.5
- (1) The overdue charges shall be realized from the borrowers for late return of books in accordance with the library rules. The receipt for the overdue charges realized shall be issued in Form VU 3/1 under the initials of the staff posted at the circulation counter. The duplicate foil shall be maintained in the Library.
 - (2) The books and other reading materials, which are not returned on due date shall be entered in the overdue charges register on the date of return after the closing time for the return of books. The overdue charges register shall be maintained in Form VU 19/6. The amount realized shall also be entered in the overdue charges register. If the overdue charges have been remitted, indication to that effect shall be given in the register under the initials of Librarian or Deputy/Asstt. Librarian authorized by the University Librarian.
 - (3) The overdue charges realized under rules shall be accounted for in the cash book in Form VU 3/3.
 - (4) The overdue charges realized during the day shall be deposited with the Library cashier on the following day.
 - (5) At the end of the month, a statement of such credit shall be forwarded to the Comptroller in Form VU 3/5 in

accordance with the rules.

rectification

- 19.6 (1) i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and upto fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done.
- ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken. The stock taking of the Library shall be conducted after approval by the Library Advisory Committee. This policy shall be subject to change by the Librarian with the approval of Library Advisory Committee. A list of untraceable accessioned material shall be prepared. Only those books which are not traceable in two consecutive stocktaking shall be treated as missing. The Librarian shall place the list of missing books and periodicals before the Library Advisory Committee and further action is to be taken as per decision of this Committee with the approval of the competent authority.
- (2) The stocktaking/physical verification of the Branch / Departmental libraries shall be conducted every year. The stocktaking/physical verification report shall be submitted to the Librarian. The following certificate shall be recorded, if otherwise in order, on the departmental register by the Librarian or Deputy/Asstt. Librarian authorized by the Librarian.
“The Stocktaking/physical verification has been conducted and the stock has been found in order”

No dues certificate

- 19.7 All students and staff members of the University shall obtain

‘No Dues Certificate’ from the Library before leaving the University, irrespective of reasons of leaving the University including deputation, lien, fellowship, long term training and leave of the kind due (beyond three months). Recovery of all the books shall be ensured before issuing Final No Dues Certificate by the HoD/Section incharge. In the case of students no degree/security will be issued/released without ensuring the return/recovery of books.

SECTION B -

LUVAS BOOK SHOP (LBS)

- 19.8 (1) The Librarian shall be the ex-officio Director LBS.
- (2) All the books and other reading materials meant for University Library, College, Directorates, Departments, Sections, offices and outstations of the University shall be purchased by the Librarian/Director, LBS. This will also apply to purchases of books for Prize Distribution, Summer Institutes and Fellowship Holders. Books may be purchased directly only if the Librarian/Director, LBS expresses inability to supply books.
- (3) Policy regarding discount and other terms and conditions for supply of books and other materials shall be decided by the Librarian/Director, LBS with the approval of Library Advisory Committee.
- (4) Books and other reading materials shall be purchased from the publishers/ wholesalers/distributors/ booksellers of repute/ agent according to the procedure as prescribed by the LAC.
- 19.9 (1) Pre-auditing will be limited to the stage where the money actually leaves the University i.e. where the payment is made by the Bookshop to the suppliers. Price and discount verification in the invoice raised by the Bookshop will not be necessary because these invoices will be raised only after the price and discount verification on the original invoices.
- (2) All the payments from the library and other departments to bookshop will be made by book adjustment as per provisions contained in the LUVAS Account Code Volume-I.

Terms & conditions to be printed on order form

19.10 While placing the orders, the following terms and conditions should generally be mentioned in the order form:

- i) Damaged or defective copies shall not be accepted and shall be returned at your cost.
- ii) The supplier shall be given a time of one month for the execution of the order. In case the supply is likely to be delayed because of the books/periodicals to be procured from abroad or for any other reason, vendor should write to Director, LBS specifying the reasons for the delay and the approximate time needed, and obtain our specific approval in writing
- iii) The Librarian/ Director, LBS also reserves the right to cancel the order(s) for any book/periodical/publication without assigning any reason thereof before the remittance is made or the order is not executed with in the specified time.
- iv) The following certificates should be recorded on the bill/invoice:
 - ‘ the latest publisher price has been charged’
 - ‘ the book is not a remainder title’
 - ‘ the book is not a short discount, no-discount title or text book’.
 - T the discount offered is not lower than extended to other universities & institutions
- v) Low priced/paper back/Indian editions should be supplied if such editions are available, unless specified otherwise
- vi) Only the latest editions should be supplied and the same will be accepted.
- vii) The consignment shall be F.O.R. Hisar.
- viii) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the rupees price charged, in

accordance with the approved rate of exchange.

- ix) One bill shall not cover more than 20 publications; all entries in the bill shall be typed.
- x) The country of origin, policy of the publisher shall normally be the deciding factor in determining the currency in which the price is to be charged. Preferred currency shall be the one by which the converted cost is lowest in INR.
- xi) The rates of discount, conversion rate for foreign currencies, credit facilities and other terms & conditions shall be as already agreed upon and placed in Service Level Agreement.
- xii) All documents pertaining to proof of price including invoice in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the books in prints or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verification.
- xiii) Books supplied through V.P.P. without prior permission shall not be accepted.
- xiv) The date of billing shall determine the rate of exchange of the foreign currency. The exchange rate should be indicated in the invoice, along with proof of conversion rate.
- xv) Damage to the publication/books or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
- xvi) The bill/invoice number should be duly printed /machine numbered.
- xvii) The dispute, if any, shall be subject to jurisdiction of Hisar courts. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.

Empanelment of the vendors/distributors

- 19.11 (1) Every bookseller/ Vendor/ Publisher/ Distributor shall apply for empanelment with University Library before undertaking the business. Application form for empanelment of suppliers of goods and services to the University for limited enquiry during the four year block may be obtained from bookshop.
- (2) The vendor ship will be terminated/dropped/black-listed of registered firm:-
- i) If the vendor fails to deliver the 75% of the supply order (in terms of number of titles) during the year.
 - ii) If the vendor provides any wrong or distorted information to the library.
- (3) The bookseller/ vendor/ publisher/ distributor shall submit the copy of their IT return of last 03 years and PAN/TAN number along with proof of address for empanelment as vendor /supplier.
- (4) The Librarian/Director, LBS may add or delete any of the above conditions with the approval of the Vice-Chancellor.

e-Resources

Procurement of e- Resources

- 19.12 i) e-Books are selected out of lists available/ placed at the websites of online retailers, aggregators or through agents. Aggregators must ensure perpetual access taking account of embargo period with discounted rate or extended subsidized bundle load, if any. Quotations are serialized and duly discounted rates, if available, for the e-Resources chosen are approved. If supplier agree to accept Library's e-Book order, they will confirm this by email (the "Confirmation") and a service level agreement will be signed with publisher/aggregator. Director, LBS will raise a temporary advance and payment will be made in advance.
- Supplier will supply the items (product) to University Library in accordance with the confirmation and as per terms given in agreement, sharing the subscriber number with acquisition section of the University.

Note: The sale and purchase of Products via the Website will be governed by a service level agreement (SLA) between the University and the respective supplier. SLA is formed when library has placed an order, this order has been accepted by the supplier(s) and they have sent Confirmation of the same (the

‘Agreement’). Case specific terms may be incorporated at the time of SLA in terms & conditions of e-Resources viz., e-Books (perpetual), e-Journals (Annual), aggregated data base (depends on type of resource ordered, bundle selected and for which type). Accessibility for trial and perpetual use is granted after the IP address authentication, provision of user ID with password or via Athens, Shibboleth identity provider authentication, squid/reverse proxy server confirmation, as applicable. The terms of the SLA will be as amended or updated by the University at time of order/execution, and the prices and other relevant information about the Products published by them on Website at the time when the agreement is formed.

- ii) The price of each Product (e-Book, e-Journal, etc.) shall be the recommended retail price for that Product which is quoted on the Website or after getting duly negotiated (Negotiation Committee to be approved by the Library Advisory Committee) quote from the publisher, on the date Library places its order, subject to any inadvertent pricing errors (whether technical or otherwise) by supplier, unless a special promotional price or other discounts are stated on the Website in respect of a Product.

Where a variety of discounts apply (through promotional offers and/or personal discounts available) and only one discount can be used against each Product, the Website will automatically apply the most advantageous discount to Library, provided supplier enter all discounts to which University is entitled.

Price of an e-Book is the same as the price of a print edition or lesser. The amount of VAT charged is based on Library’s invoice address. Delivery of e-Books via the Internet is considered an “electronically supplied service” and, therefore, is subject to VAT at the place where the customer is resident as provided in prevalent government notification for e – services on intellectual property product/service/software.

- iii) Refunds or exchanges will be given on electronic goods (e-Books), if the supplied resource is faulty.

- iv) The accuracy, likely results, or reliability of the use of the materials on its Internet website or otherwise relating to such materials is to be ensured.
- v) A Guarantee that this Website will be free of infection by viruses or anything else which may be harmful or destructive is required to be provided.
- vi) Supplier of e – Resources cannot change any part of Conditions of Use or any other part of the terms including the Privacy Policy and the Copyright Notice while ensuring that a note of the date and clause number of any such change, if any has been included in SLA as part of these Terms. Supplier is to ensure uninterrupted supply of contents of e-Resource on mutually agreed terms and conditions of SLA.
- vii) Any claim or dispute relating to any part of the Terms shall be governed by the Laws of India without regard to its conflict of law's provisions. Any disputes that may arise under or in relation to these Terms shall be subject to the jurisdiction of the courts of India at Hisar, Haryana.
- viii) Distributor cannot at any time and at its sole discretion terminate Library's right to access the subscribed/purchase e-content and use this Website, on its Open ID Account.
- ix) The operation of web site may be affected by numerous factors. The operation of web site must be continuous and uninterrupted and secure with 99.99% uptime.
- x) Security: Web site operator remains committed to keep the servers, under normal circumstances, online and operational for account management, e-Book activations and secured downloads. However, if it happens, under particular circumstances or scheduled updates, that the servers become unavailable for a period of time, for which the access period should be increased as becomes due.
- xi) Website will provide multiple downloads facility, with the agreement from publishers that once the library buys an e-Book, it can lend it out unlimited number of times to multiple end users.
- xii) Website should provide link to download the appropriate software to read it like:

Adobe Digital Editions for PC or Mac.
Bluefire Reader for iPad,etc.

- xiii) e-Books are to be supplied as open e-Book format and pdf (Portable Document Format) files in downloadable and printable format.
- xiv) University shall use a test download to be sure that the supplier's system is properly configured before making a purchase. Trial period (for faculty and staff use) of 45 days shall be provided before payment is released for the confirmed order.
- xv) e-Books should be readable or the website operator should have successfully tested its e-Books in the following devices: Kindle (.mobi), android, epub Tablets, e-reader, Barnes & Noble Nooks, Pandigital, Hanvon and Sony Readers e-Book reader or e-Book device, PC, Laptop, iPad Version: 6.1. (10B141), Model: MC705NF/A Samsung Galaxy Tab GT-P7510, e-Book readers, Samsung Electronic reading & writing device E60, Sony Digital Book Reader PRS-600, Pocketbook 302 (E60400) and also for their future upgradable, stable version.
- xvi) e-resource should remain available via the download link for perpetual use after the date of purchase, ensuring unlimited check outs. Once end users have downloaded the e-Book, it can be accessed whenever reader likes.

Note:- Vendor may, please go through the above terms & conditions carefully. The invoice/bill/supply must adhere to the terms and conditions as above and be supported with the required documents and certificates. Vendor may, please acknowledge the receipt of the order at library@llruvas.edu.in

Purchases from retail book sellers

- 19.13 (1) When the books are purchased from the retail booksellers, the retailers shall produce the price proof from the Publishers/Stockists/Distributors which may be shown to the audit. When the purchases are made from the Publishers/Distributors/Stockists, following certificate shall be obtained from them on the body of the invoice.

“Certified that the latest editions of the books stated in this invoice have been supplied and the

latest publishers' prices have been charged".

- (2) The benefit of entire discount allowed by the suppliers to the Bookshop shall be passed on to the students and the staff of LUVAS on cash sales only. However, the actual postage, freight etc. where paid, shall be charged from the purchaser. On credit sales of books and other reading materials to the Departments for summer institutes, Prize Distribution, and to the Fellowship holders and such other categories, the terms and conditions with respect to the discount mutually agreed and raised from time to time, shall be applicable.
- (3) The entire discount shall be passed on to University Library on all the purchases.
- (4) In order to get the agency rights of Publishers/Distributors, and to avail of the facility of maximum discount and other favourable conditions for books required by the University, the Librarian/Director, LBS may deposit the required security with them, wherever necessary with the approval of the Library Advisory Committee.
- (5) The Vice-Chancellor shall be competent to approve the rates of discount and other terms and conditions, if the publishers/wholesalers/ booksellers, who are not regular suppliers to LUVAS Bookshop, do not agree to supply a particular book or some books on the terms and conditions referred to under Rule 19.8(c) subject to satisfaction by the Library Advisory Committee.
- (6) Books and other reading material may be purchased against advance payment drawing temporary advance adjusted against APR.

Bookshop stock register

- 19.14 The Bookshop shall maintain separate stock register for direct sale of books to the students and the staff in Form VU 19/7.
- 19.15 The Bookshop shall maintain a daily sales register, credit sales-cum-No Dues register and cash book in Forms VU 19/8, VU 19/9 and VU 3/3 respectively.
- 19.16 The cash memo shall be maintained in Form VU 19/10. The original cash memo shall be handed over to the purchaser and the carbon copy shall be retained for record.

- 19.17 The Bookshop shall have a revolving fund of Rs. 1,00,000/-. One time stock held by the Bookshop for sale to students, faculty and other shall not exceed Rs. 2,00,000/-.
- 19.18 The reference of the stock register i.e. stock number shall be recorded on the cash memo in respect of book sold and the cash memo number with date shall be noted in the Stock Register against the Stock number of the sold book. Similar reference of the Stock Register shall be given on the invoice raised by the bookshop and the invoice number with date shall be mentioned in the Stock Register against the stock number of the book for which the invoice has been raised.
- 19.19 The invoices of Bookshop shall be raised in Form VU 19/11. Discount and net payable amount shall be indicated in each invoice.
- 19.20 The following certificates shall be recorded by the Librarian/Director LBS or Dy./Asstt. Librarian authorized by the Librarian on the invoices of books purchased from the suppliers:
- (a) Discount given has been verified and found correct.
 - (b) Books have been entered in the Stock Register at number(s).
 - (c) Price charged by the suppliers have been verified and found in order.
 - (d) Latest editions of books have been purchased.
 - (e) The books have been received in good condition.
- 19.21 Annual statement of accounts of the bookshop shall be prepared in April-May every year in Form VU 19/12 and submitted to the Vice-Chancellor through the Comptroller.

Chapter-20

Rules for Fodder Production Unit (Department of Animal Nutrition)

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|----------------------------|-------------|-----|---|
| Cropping scheme | 20.1 | (1) | <p>The Fodder Production Unit (FPU) shall be under overall control of [redacted] responsible for growing fodder crops the farm/DFSAH, LUVAS, Hisar. [redacted] scheme for each season shall be prepared for the year i.e. July to June. The cropping schedule shall be approved by the following committee:</p> <ol style="list-style-type: none">1. [redacted] Head, Animal Nutrition2. [redacted] Head, Animal Nutrition3. [redacted] Head, Live Stock4. [redacted] In-charge, FPU <p>[redacted] Head, Animal Nutrition shall submit the cropping schedule to the Dean, COVS before the commencement of the season and mid August for Rabi crops.</p> |
| | | (2) | <p>If material deviations have to be made in the course of the year, due to change in [redacted] same may be got approved from the [redacted] possible.</p> |
| Crop register | 20.2 | | <p>A crop register in Form VU 20/1 shall be maintained indicating [redacted] during the season. This register shall be maintained by the In-charge, FPU and [redacted] HoD, AN.</p> |
| Damage to the crops | 20.3 | | <p>In case of any natural calamities or other unusual events resulting in [redacted] In-charge, FPU will record a note of damage to the crop in the [redacted] the expected yield of the crop would be less by 50% or more. In case of [redacted] calamities or other factors he shall forthwith submit a report to the Dean, COVS [redacted] necessary to get the loss assessed by a Loss Assessment Committee. The members of the Loss Assessment Committee shall be [redacted] members of the Loss Assessment Committee.</p> <ol style="list-style-type: none">1. [redacted] Head, Animal Nutrition2. [redacted] Head, Animal Nutrition3. [redacted] Head, Live Stock4. [redacted] In-charge, FPU5. [redacted] Comptroller |

The Head, Animal Nutrition shall be the Controlling Officer who shall submit the statement through Comptroller within a week of the end of the year.

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| Disposal of fodder | 20.4 | (1) | Green fodder sown in a plot for feed shall be weighed immediately and then entered in Form VU 20/2. After completion of harvest the produce in that field shall be entered in the crop register. |
| | | (2) | The surplus green fodder over and above the requirements of animals and any other produce like brinjals, etc. shall be sold at competitive prices. |
| Sale of fodder and other farm produce | 20.5 | (1) | As a rule, the sale of produce shall be through the market committee. It shall, however, be permissible in the following cases: <ul style="list-style-type: none"> i) Where the produce is sold to another department of the University. ii) Where the produce is sold to a commission agent or a market committee. |
| | | | Where produce has been sold to another department of the University, which separate accounts should be kept. |
| | | (2) | In case of credit sale of green fodder to another department of this University, a bill shall be issued and recovery watched through Form VU 20/4. In case of bills relating to other crops, payment shall be made through book entry. |
| | | (3) | In case of any produce entrusted to a commission agent (or market committee) for sale, the farm In-charge/HoD shall ensure that the proceeds thereof are received and accounted for within a week but not later than a week. Such sales shall be through credit sales. |
| Cash receipt book | 20.6 | | For all the sale proceeds realized in cash, the farm In-charge/HoD shall ensure that the realization shall be accounted for in a cash receipt book. The amount received for the day shall be carried to the cash book (Form VU 20/5) and the amount deposited in the bank account in the bank as per rules. |
| Annual statement | 20.7 | | At the end of the year, the farm In-charge/ HoD shall prepare a statement of the produce realized during the year for various crops, in Form VU 3/5 and submit it to the Comptroller. |

previous year. Reasons for variations on either side shall be explained to the Comptroller through Controlling Officer within a month of the

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|---|--------------|---|
| Control over labour | 20.8 | An employee of the farm unit, made Incharge of variable labour, shall submit Form VU13/9 and shall send it along with daily reports of such nature to them, to the Incharge, FPU/HoD, as the case may be. The HoD shall be of rank of Class-II officer to test check the labour employed at least once a week. The daily attendance roll of labour shall be compiled and passed to the Incharge. Entries with the daily reports and arrange payment at the earliest. |
| Consumable stores | 20.9 | Consumable store articles required at the farm shall be accounted for. The issues shall be acknowledged by the Farm Incharge. Accounts of stores shall also be kept in a separate register. |
| Register of trees | 20.10 | All trees at the farm more than two years old and having a girth of 10 cm or more, after consultation with Forest Department, shall be numbered and entered in Form 15/2(c). If any such tree is felled by a storm or otherwise disposed of, the disposal shall be entered in this register. |
| Control over consumption of fuel in tractors | 20.11 | <ol style="list-style-type: none"> (1) The normal consumption of diesel in tractors shall not exceed 0.099 Lt/HP/hr with a permission of the Incharge. (2) Whenever HSD is supplied to the tractor, the Incharge shall ensure full capacity to facilitate a check on the consumption. (3) POL consumption per operation hour shall be recorded in the logbook. If there is too much variation, the Incharge shall take action by the HoD for remedial action. (4) The HoD/In-charge indenting the tractor shall specifically make a mention of actual consumption and duty hours of the tractor driver i.e. in the remarks column of the logbook (Form VU 22/6). The nature of the actual work of the tractor may be mentioned. |
| Gate pass | 20.13 | Gate pass in Form VU 22/6 shall be issued in respect of fodder, consumable/non-consumable nature going out of the stores of the farm and machine numbered. These shall be issued only by a person authorized. |

Chapter-21

Rules for Publication and Distribution of University Publications

- Objectives** **21.1** The objective for the publication of "The Haryana Veterinarian" in English, "LUVAS Newsletter" in English is to constantly communicate with scientific community and "Pashu Dhan Gyan" in Hindi to constantly communicate to the farmers, villagers and others connected with farming, rural development etc. the information needed by them for improving their animal farms, families, organization and villages.
- Periodicity** **21.2** "The Haryana Veterinarian and Pashu Dhan Gyan" shall be published twice a year while "LUVAS Newsletter" shall be published on quarterly basis. The periodicity may be changed by the Controlling Officer under orders of the Vice-Chancellor, in tune with the needs.
- Publisher** **21.3** The Publisher of "The Haryana Veterinarian" and "LUVAS Newsletter" shall be the Dean, College of Veterinary Sciences while that of "Pashu Dhan Gyan", the Director of Extension Education. The printing work for all shall be got done from the open market.
- Subscription** **21.4** The annual subscription of "The Haryana Veterinarian" and "Pashu Dhan Gyan", shall be as approved by the Vice-Chancellor keeping in view the actual cost and other considerations as may be relevant from time to time.
- Subscription collection** **21.5** Subscriber's Register shall be maintained in Form VU 21/1. A receipt will be issued to each subscriber in Form VU 3/1. Other normal rules for the collection and disposal of the money as prescribed in Chapter-3 of this Code, will apply here also. Subscription fee shall be payable in the office of concerned Controlling Officer.
- Funds** **21.6** The subscriptions so collected, the advertisement charges received, the processing fee as in case of "The Haryana Veterinarian" as per rates prescribed and donations received, if any, shall be deposited as University income. The expenditure on publication, distribution, promotion and publicity for these publications' sale shall be met from the funds available with Controlling Officers.
- Records** **21.7** Following records shall be maintained in the office of the Controlling Officers:
- i) Cash receipts in Form VU 3/1. A record of all new and used receipt books shall also be kept in Form VU 3/2.
 - ii) Cash book in Form VU 3/3.
 Receipt of money by way of subscription, advertisement charges, casual cash sale of publications or in settlement of previous credit sales, shall be accounted for in the cash book and receipt in Form VU 3/1 shall be issued.

- iii) Stock register in Form VU 15/4.

In the Stock register, the entries shall be posted from the following sources:

- (a) Despatch of copies to the subscribers from the Subscriber's register.
 - (b) Despatch of complimentary copies from the register of complimentary copies.
 - (c) In the case of "The Haryana Veterinarian", all the copies will be issued to the Editor/ Associate Editor who will keep a record of copies sent to different quarters.
- iv) Subscribers register in Form VU 21/1.
All receipts by way of subscription shall be entered in this register and each subscriber shall be allotted a number under intimation to him/her.
 - v) Register of complimentary copies

The register shall be in the form of subscriber's register with the difference that instead of recording money receipts, the details to whom a complimentary copy has been sent, shall be noted.

Distribution

21.8

- (1) Sale
 - i) To all subscribers
 - ii) To purchasers of individual copies.
- (2) Gratis
 - i) To each advertiser - two to three copies of the issue in which his advertisement appears.
 - ii) In case of 'Pashu Dhan Gyan' and "The Haryana Veterinarian", one copy will be provided to the corresponding author. In case of specific demand from the authors/ departments for supply of reprints/issues, these will be supplied on payment basis.
 - iii) The complimentary copies, whose number is to be decided by the Controlling Officers, shall be distributed to Scientists, distinguished visitors and book agents etc. in the interest of sales promotion and publicity of the University publications.
 - iv) On exchange basis with institutions/organizations as deemed proper by the Controlling Officer/Librarian. For

this purpose, the publication will be declared at par with other periodicals.

Note: When back volumes of a publication are spare, these may be disposed off at such rates and in such a manner as may be determined by the Publication Committee/Editorial Board with the approval of the Vice-Chancellor.

21.9 Recoveries on account of advertisement and sale/subscription of a publication shall be made in advance.

Advertisements **21.10** The charges for advertisements will be recovered as per rates approved by the Vice-Chancellor from time to time on the recommendations of the Publication Committee. In case of “The Haryana Veterinarian” the recommendations for processing fee/advertisement fee/subscription fee shall be given by the Editorial Board.

Discount **21.11** Usually no discount will be allowed to any agency/bookshop purchasing these publications for sale. However, in the interest of University, the Vice-Chancellor can allow discount on the recommendations of Publication Committee/Editorial Board.

Miscellaneous **21.12** (1) Whenever there is any written complaint from a subscriber about non-receipt of magazine, another copy may be sent under intimation to him, free of cost.

(2) The Vice-Chancellor shall be competent to relax any of these rules as and when deemed fit.

(3) All disputes are subject to Hisar jurisdiction only.

(4) These rules shall also be applicable in case of any other publication which may be brought out by the University in future, unless otherwise provided specifically.

Form VU 1/1

| Date of decision | Abstract of Final Order | Sign of D. & D.O. | Result of appeal or revision if filed | Remarks | Sign. Of D. & D.O. |
|------------------|-------------------------|-------------------|---------------------------------------|---------|--------------------|
| 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | |

1. (a) Dearness allowance(ADA)
2. Wages
3. Sumptuary allowance
4. Travel expenses
5. TA/DA to non-official members
6. Office expenses
 - a) Uniform & Liveries
 - b) Telephone
 - c) Electricity
 - d) Others
7. POL
8. Rent, Rate & Taxes
11. Advertising & Pub.
14. Prof. & Spl. services
20. Payment out of Discretionary fund
22. Other charges
23. Maintenance of works
51. Lands
52. Buildings
53. Motor Vehicles (acquisition)
56. Machinery & equipments
57. Material & supplies
72. Gratuities
73. Scholarship & stipends
76. C.P. F/G P.F.

G. Total -----

Form VU 2/2
(Referred to in Rule 2.4)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Form BM-10 in respect of Budget Estimates for
Nominal Roll of Establishment of Office of
Scheme _____

| | | | | | | | | | | |
|------|------------------|------|-----------|--|---|-------------------|-------------------|----------------------------------|---------------------------------|----------------|
| S.N. | Post/Designation | Name | Pay-scale | Basic pay as on 1 st April of next year | Amount of provision for the year (multiply the pay in col. 5 by 12) | Date of increment | Rate of increment | Amount of increment for the year | Amount of spl. Pay for the year | Amount of I.R. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

| | | | | | | | | |
|---|----------------------------|--|--|------------------------|--------------------|-----------------------------|------------------------------|---------|
| Amount of NPA to Vets/MBBS for the year | Amount of HRA for the year | Provision for other allowances & Honorarium /L.T.C/Bonus | Amount of medical reimbursement allowance for the year | Total provision of pay | Dearness allowance | University share of CPF/GPF | Total provision for the year | Remarks |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

Form VU 2/3
(Referred to in Rule 2.4)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Budget Estimates for

Income Statement

Name of Scheme _____

| Actual income of previous to previous year | Revised income of previous year | Budgeted income of current year | Anticipated income for next year | Variation, if any between (2,3 & 4) | Reasons for variation, if any | Source of income in brief |
|--|---------------------------------|---------------------------------|----------------------------------|-------------------------------------|-------------------------------|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Signature of HOD

Form VU 2/4
(Referred to in Rule 2.9)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

List of 1st excess and surrender statement for the year _____ (in Rs.)

Name of Scheme _____

Part-A

| Sr.No. | Budget income for the year | Actual income upto Sept. | Anticipated income Oct. to March | Total anticipated income | Source income of | Detailed reasons for increase/shortfall |
|--------|----------------------------|--------------------------|----------------------------------|--------------------------|------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Part-B

| S.No. | Standard object of expenditure | Revised budget allotment for the year | Actual expn. Upto Sept. | Anticipated exp. From Oct. to March | Total Expn. | Excess (Col. 6-3) | Savings (Col. 3-6) | Detailed justification for excess and reason for savings |
|-------|--------------------------------|---------------------------------------|-------------------------|-------------------------------------|-------------|-------------------|--------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Signature of Head of Dept.

Form VU 2/5
(Referred to in Rule 2.9)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

List of 2nd excess and surrender statement for the year _____ (in Rs.)

Part-A

| Sr.No. | Budget income for the year | Actual income upto Sept. | Anticipated income Oct. to March | Total anticipated income | Source of income | Detailed reasons for increase/shortfall |
|--------|----------------------------|--------------------------|----------------------------------|--------------------------|------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Part-B

| Sr.No. | Standard object of expenditure | Revised budget allotment for the year | Actual expn. Upto sept. | Anticipated expn. From Oct. to March | total Exp. | Excess (Col. 3-6) | Saving (Col. 3-6) | Detailed justification for excess and reason for savings |
|--------|--------------------------------|---------------------------------------|-------------------------|--------------------------------------|------------|-------------------|-------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

G. Total

Signature of Head of Deptt.

Form VU 2/6
(Referred to in Rule 2.15)

**INDIAN COUNCIL OF AGRICULTURAL RESERARCH
KRISHI BHAVAN NEW DELHI**

(to be submitted by the Grantee/Institutional/SAU to be PC/SMD of the concerned Scheme Section in duplication for release of Second Half of the year in respect of AICRPs. To be furnished by 10th August.)

Part-1

(Demand for Grant to be filled in by the authorized Officer of the grantee for release of Second Instalment for each centre for the financial year)

Name of the AICRP

Name of the Centre

Name of SAU/Organization

Scheme Code

1. Balance available (+) due to the Council Rs.
(-) due from the Council as on.....
2. Council's share of receipts upto 30.6. Rs.
and anticipated during the period from 1.7 to 31.3
3. Grant received during the current year. Rs.
4. Council's share of expenditure Rs.
as per Budget estimates.

Details

| Item of Expenditure | Actual exp. Incurred in this scheme from 1.4 to 30.6 | Anticipated expenditure for the nine months from 1.07 to 31.03 | Progressive (Actual anticipated) | Total & | Recommended by PC/SMD |
|-------------------------|--|--|----------------------------------|---------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | |
| 1. Pay of Estt. | | | | | |
| 2. T.A. | | | | | |
| 3. Recurring Contn. | | | | | |
| 4. Non-recurring contn. | | | | | |

Total:

5. Total amount required from council Rs.
after adjusting amounts at items 1 and 2 above
6. Audit certificate for the year..... was sent to the Project Coordinator /SMD vide No..... dated so as to qualify for the entitlement to this grant in terms of clause 3 of the terms and conditions governing the grants from the Council.
7. It is certified that the Council's P.F. contribution is claimed in accordance with Clause 11 of the schedule of terms and conditions governing the grants from the Council.

- 8 Progress Report for previous Half i.e. from to..... is also enclosed herewith.

Signature of Officer/Scheme-in-Charge

Controller/Registrar
Director/Principal

Part-11

(For use in SMD Section/PC Unit)

- | | | |
|----|--|---------|
| 1. | Grant released in the first half | Rs..... |
| 2. | Grant proposed to be released as per this demand. (as per col. 5 of item 3 of pre page) | Rs..... |
| | Total grant released in the scheme so far. | Rs..... |

Certified that Grant already released and proposed to be released is justified and does not exceed the Budget outlay of the scheme for the current year and is also not exceeding from requirement of the Grantee Institution.

Dealing Assistant

Section Officer

Assistant Director General

Note: Proforma is to be sent to the concerned Project Coordinator, if located in ICAR institution. In case the PC is located outside ICAR institute, the proforma is to be sent to the concerned SMD at ICAR Hq., New Delhi.

Form VU 2/7
(Referred to in Rule 2.15)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN NEW DELHI**

(to be submitted by the Grantee/Institution/SAU to be PC/SMD of the concerned scheme section in duplication for release of Second Half of the year in respect of AICRPs. To be furnished by 10th August.)

Part-1

(Demand for Grant for AP Cess Fund Scheme to be filled in by the authorized officer of the grantee for release of subsequent instalment of New Scheme/Ongoing Schemes for the period..... to.....)
(to be prepared separately for such AP. Cess Fund Scheme)

Name of the Project _____
SMD sanction No. & date _____
Name of the Centre _____

1. Balance available(+) due to the Council Rs.....
(-) due from the Council as on
2. Receipts upto and anticipated during the Rs.....
period from
3. Grant received during current year. Rs
4. Expenditure as per Budget estimates Rs.....

Details

| Item of Expenditure | Actual exp. incurred in this scheme from 1.4 to 30.6 | Anticipated expenditure for the nine months from 1.07 to 31.03 | Progressive (Actual anticipated) | Total & | Recommended by PC/SMD |
|---------------------|--|--|----------------------------------|---------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | |

1. Pay of Estt.
2. T.A.
3. Recurring Contn.
4. Non-recurring contn.

Total:

5. Total amount required from council Rs.
after adjusting amounts at items 1 and 2 above
6. Audit certificate for the year..... was sent to the Project Coordinator /SMD vide No..... dated so as to qualify for the entitlement to this grant in terms of clause 3 of the terms and conditions governing the grants from the Council.
7. It is certified that the Council's P.F. contribution is claimed in accordance with Clause 11 of the schedule of terms and conditions governing the grants from the Council.

- 8 Progress Report for previous Half i.e. from to..... is also enclosed herewith.

Signature of Officer/Scheme-in-Charge

Controller/Registrar
Director/Principal

Part-11

(For use in SMD Section/PC Unit)

- | | | |
|----|--|---------|
| 1. | Grant released in the first half | Rs..... |
| 2. | Grant proposed to be released as per this demand. (as per col. 5 of item 3 of pre page) | Rs..... |
| | Total grant released in the scheme so far. | Rs..... |

Certified that Grant already released and proposed to be released is justified and does not exceed the Budget outlay of the scheme for the current year and is also not exceeding from requirement of the Grantee Institution.

Dealing Assistant

Section Officer

Assistant Director General

Note: Proforma is to be sent to the concerned Project Coordinator, if located in ICAR institution. In case the PC is located outside ICAR institute, the proforma is to be sent to the concerned SMD at ICAR Hq., New Delhi.

Form VU 3/1
(Referred to in Rule 3.4)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

CASH RECEIPT

Book No.

Receipt No.

Received the sum specified below through cash/M.O/ Cheque /Bank Draft No..... (if any) on account of the items detailed below from

| S.N. | Name of the Article | Quantity | Rate. Rs. | Amount. Rs. P. |
|------|---------------------|----------|--------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |

Total

(Rs..... in words)

Signature:

Designation

Note: In case of payment by Cheque the receipt is subject to realization of the amount.

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Part-B

Year-wise recurring and non-recurring details of sanction and expenditure

Name of the Scheme

Sub Head sanction.....(D) for Expenditure during the year ,”P” for progressive total)

| | 2013 | 2014 | 2015 | 2016 | 2017 | Total | 2013 | 2014 | 2015 | 2016 | 2017 | Total |
|-----------|------|------|------|------|------|-------|------|------|------|------|------|-------|
| Recurring | | | | | | | D P | D P | D P | D P | D P | |
| | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |

Non-recurring

Total

Sign. Of

Asstt/D & D.O.

Form VU 3/3
(Referred to in Rule 3.6)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

CASH BOOK

OFFICE

Month of 20

Receipts

| Date | No. of receipt where necessary | Particulars | Pay Rs. P. | Allowance Rs. P | Contingencies | Miscellaneous(Rs.) | Total (Rs.) | Initials of the Head of office/D & D.O. | Classification | |
|------|--------------------------------|-------------|---------------|--------------------|--|---------------------------|-------------|---|----------------|----|
| | | | | | In recoupment of permanent advance Rs. P. | Advance payment Rs. P. | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Payments
(Same columns as above)

Form VU3/5)
(Referred to in Rule 3.8)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Schemewise classified Statement of Income

Office _____

Statement for the month of _____

| Name of the scheme | Nature of receipt | <u>Amount</u> Regular income Rs. | Refund of unspent advance Rs. | Date of credit in the Bank | Remarks |
|--------------------|-------------------|----------------------------------|-------------------------------|----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Signature of D.& D.O.

Form VU3/6)
(Referred to in Rule 3.11(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Bank Ledger

| Date | Voucher No. | Cheque No. | Particulars | Amount withdrawn | Amount deposited | Balance |
|------|-------------|------------|-------------|---------------------|---------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form VU3/7
(Referred to in Rule 3.12)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

(Classified Abstract of Expenditure)

Name of Scheme _____

| | | Salaries | Office Expenses | Deductions | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------|----------------------|------------|-------|---------------------|---------------------|-----------------------|--------------------------|---------------|--|------------------------|----------------|---------------------|-------------------|------------|-------------------|---------------|-------------------------|-----------------------------|-------|-----|------------|-------------|---------------------------------------|-----|---------------|------------------|----------------|
| | | Voucher No. | No. & Date of Cheque | Pay DA | Wages | Travelling Expenses | Uniforms & Liveries | Telephone Electricity | Other recurring expenses | Non recurring | P.O.L. (including repairs & maintenance) | Machinery & equipments | tools & plants | Material & supplies | Maintenance works | Gratuities | CPF contributions | Other charges | Scholarships & stipends | Motor vehicles(acquisition) | Total | CPF | Income Tax | License fee | Group savings linked insurance scheme | EFW | Miscellaneous | Total recoveries | Net withdrawal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Form VU 4 /1
(Referred to in Rule 4.11(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Register of Receipt and Disposal of cheques

| Sr. No. | Date of receipt of pre-audited bill from Audit. | Particulars | Amount(Rs.) | Date on which sent to the Comptroller | Cheque No. and Date | Amount of Cheque in which included (Rs.) | To who payable | Cash book entry page and date or date of delivery of cheque with despatch No.(in case of cheques sent to outstations) | Acknowledgement or date of receipt of acknowledgement | Signature of cashier | Signature of D.D.O. | Remarks |
|---------|---|-------------|-------------|---------------------------------------|---------------------|--|----------------|---|---|----------------------|---------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

Form VU 4 /2
(Referred to in Rule 4.13(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Register of Clearance of Advances

| Sr. No. | Detailed particulars of advance | No. & date of cheque by which drawn or reference to last years Register of clearance of Advances | Amount(Rs.) | To whom paid | Initials of disbursing officer | Date of recovery or adjustment | Amount | Initials of Assistant or Clerk | Balance at the end of the year carried forward | Remarks |
|---------|---------------------------------|--|-------------|--------------|--------------------------------|--------------------------------|--------|--------------------------------|--|---------|
|---------|---------------------------------|--|-------------|--------------|--------------------------------|--------------------------------|--------|--------------------------------|--|---------|

Form VU 4 /4
 Referred to in Rule 4.15(1)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Register of Security Deposit

| Sr. No. | Date | Name and Designation of employee | Security for | No. of pass book or fixed deposit and nature of security | Amount of security (Rs.) | Signature of cashier | Date of execution of security bond | Date of refund or discharge | Signature of D&DO | Remarks |
|---------|------|----------------------------------|--------------|--|--------------------------|----------------------|------------------------------------|-----------------------------|-------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Form VU 5/1
(Referred to in Rule 5.1(1))

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES,
HISAR**

SERVICE BOOK

Name : _____
Designation: _____
Provident Fund Account No. _____

Contd. Form VU 5/1

1. Name
2. Provident Fund Account No.
3. Permanent residential and postal address
4. Father's name and residence
5. Date of birth by Christian era, as nearly as can be ascertained
6. Exact height by measurement
7. Personal marks of identification
8. Left hand thumb and fingers impression of the employee

Little finger

Ring finger

Middle finger

Fore finger

Thumb

9. Signature of the employee
10. Signature and designation of the Head of the office or other Attesting Officer

Contd. Form VU 5/1

| Conditions of appointment | When and how fulfilled | Signature of the D. & D.O. |
|---------------------------|------------------------|----------------------------|
| | | |

| Leave Record | | | Remarks |
|-----------------|-------------------|----|--------------------------------|
| Nature of leave | Duration of leave | | Signature of attesting officer |
| | From | To | |
| | | | |

| Name of post | Whether substantive or officiating and whether permanent or temporary | If officiating, state substantive appointment, if any | Pay in substantive post | Additional pay for officiating | Other emoluments falling under the term 'pay ' | Date of appointment | Signature of employee |
|--------------|---|---|-------------------------|--------------------------------|--|---------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

| 9 | 10 | 11 | 12 | 13 |
|---|----|----|----|----|
| | | | | |

Signature and designation of the Head of the office or other Attesting Officer

Date of termination of appointment

Reason of termination (such as promotion, transfer, dismissal, etc.)

Signature of the Head of the Office or other Attesting Officer

Reference to any recorded punishment/award, affecting pay

| | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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- N.B. (1) In the remarks column should be recorded all unusual permanent events, such as death, retirement, permanent, transfer, first appointment.
- (2) The total pay of an employee officiating in a certain scale should be drawn for the period only during which he officiates in the section. An employee during transit should draw his pay in that scale according to which he draws pay for the period.
- (3) Each scale should be divided off by a red line drawn right across and a total columns 3 and 6 for the scale should be put in column 7 in the red ink.
- (4) The names of the employees holding permanent post should be entered in order of seniority as measured by substantive pay drawn and below those will be shown the posts left vacant and the employees officiating in the vacancies.

| | | | | | |
|------------|--|---------------------|-----|----|--|
| Deductions | Undisbursed pay as detailed below: | Total Column(10) | Rs. | 1. | Received contents and certified that I have satisfied myself/that all emoluments included in bills drawn. * 1 month 2 month previous to this date, 3 months. With the exception of these detailed below(of which the total has been refunded by deduction from this bill), have been disbursed to the proper person, and that their acquaintances have been taken and filed in office with receipt stamps duly cancelled for every payment in excess of Rs. 500. * One line to be used and the other scored out. |
| | | Rs. | | | |
| | Contributory Provident Fund/ Advance (Col. 11) | | | | |
| | Income Tax(Col. 13) | | | | |
| | House Rent (Col. 12) | | | | |
| | Others | | | | |
| | (Col. 14) | | | | |
| | (Col. 15) | | | | |
| | (Col. 16) | | | | |
| | Total deductions (Col. 17) | | | 2. | Certified that no person in service has been absent either on other duty or suspension. |
| | Net amount required for payment (Col. 18) | | | 3. | Certified that no leave has been granted until by reference to the applicants service book, leave account and the leave rules applied to him. I had satisfied myself that it was admissible, and that all grants of leave and departures on and returns from leave and all period of suspension and deputation and other events which are required under the rules to be recorded in the service book and leave account under my initial or have been recorded under Comptroller's attestation. |
| | Rupees..... | | | 4. | Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of University accommodation/rent free during the period for which the allowance has been drawn or has refused a House allotted by the University. |

| | | | | |
|--------------------|--|--|--|---|
| <p>(in words)</p> | | | | <p>5. Certified that all appointments and promotions besides punishments as have to be entered in the Service Book have been entered in the Service Books of the persons concerned under my initial/Comptroller's attestation.</p> <p>(Signature & Designation of Disbursing officer)</p> |
|--------------------|--|--|--|---|

| Section of Establishment | Name | Period | Amount | | | | Section of Estt. | Name | Period | Amount (Rs.) |
|--------------------------|------|--------|------------|--------|------------|-------------|------------------|------|------------------------------|--------------|
| | | | Pay+DP Rs. | DA Rs. | OA & H Rs. | CPF/GPF Rs. | | | | |
| Carried over | | | | | | | | | Brought forward Total | |

Allotment of current year

For use in Comptroller's office

Amount of Present bill

Pay Rs.....

Total of Previous bill

Rupees.....

Total to date

Reviewer
Paid & Cancelled

Asstt. Comptroller
PaidVide cheque.....Dt.

Balance Available

Classified

Asstt. Comptroller

Asstt.

Form VU 5/2(a)
(Referred to in Rule 5.3(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

BANK SCROLL (Comptroller office)

Month:

Name of Scheme:

| Sr. No. | Name of the Employee | Bank A/C No. | Amount |
|---------|----------------------|--------------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| | Total | | |

Verified for Rs. :-

DDO

Form VU 5/3
(Referred to in Rule 5.3(3))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Daily Attendance Roll of Labour
For the Month of 20.....

| Sr. No. | Name | Father/Husband's Name | Rate of Wages per day/per month(Rs.) | No. & dates of days 1 to 31 | Total No. of days | Total amount due Rs. | Acknowledgement of payee | Date of payment | Initial of Disbursing officer |
|---------|------|-----------------------|--------------------------------------|-----------------------------|-------------------|----------------------|--------------------------|-----------------|-------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Total No. of Labour

Approved for Rs.....

Initials of Supervisor

Initials of Labour 1/c

Designation

Form VU 5/4
(Referred to in Rule 5.4(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Establishment Check Register

C.P.F. Account No..... University House No..... Year.....
Budget Head No Department of..... Amount Paid.....

| Sr. No. | Particulars of the post, scale and name of the incumbent | Sanctioned pay | | Details of salary and deductions | Voucher No. (month) April 20 Rs. . P... | Voucher No. (month) May.....20 Rs. P... |
|---------|--|------------------------------|-----------------------|--|--|--|
| | | On 1 st April Rs. | Subsequent changes on | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | Total Salary 1. PF Subscription 2. Addl. P.F. 3. P.F. Loan 4. L.I.C. 5. Income Tax 6. C.T.D. 7. H.R. Charges 8. Electricity 9. G.I.L.S. 10. E.W.F. 11. Cycle Loan 12. Scooter/Moped Loan 13. Building Loan 14. Marriage Loan 15. Recovery of over payment 16. Faculty House 17. Community Centre 18. Wheat Loan 19. Other Recovery, if any 20. Total deduction Net Payable Amount | | |

Amount Paid

Form VU 5/5
(Referred to in Rule 5.5(3))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Absentee Statement

Of..... for..... 20

| Name of the absentee | Pay of absentee (rate per mensem) Rs. | Kind of leave granted | Date of beginning of leave | Date of return (to be filled in when he returns) from leave | Remarks |
|----------------------|---------------------------------------|-----------------------|----------------------------|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Certified that leave was granted by reference to the applicant’s Service Book and according to the Rules. I had satisfied myself that it was admissible, and that all grants of leave and departures on, and return from leave, all periods of suspension or deputation and all appointments and promotions, have been recorded in the Service-Book of the persons concerned.

Dated

D & D.O.

Form VU 5/6
(Referred to in Rule 5.10)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Last Pay Certificate

Last Pay Certificate of Shri..... Designation..... proceeding on transfer to.....

2. He has been paid upto and for at following rates:

| Particulars | Rate Rs. | P. |
|--------------------|-------------|----|
| Substantive pay | | |
| Officiating pay | | |
| Dearness allowance | | |
| _____ | | |
| _____ | | |
| _____ | | |

Deductions
_____ total _____

3. He has made over charge of the office of
On the fore/afternoon of the

4. Recoveries are to be made from the pay as detailed below:

| Nature of recovery | Amount Rupees | No. of instalments in |
|--------------------|---------------|-----------------------|
| _____ | | _____ |

5. He is also entitled to joining time for days.

6. The details of the income tax recovered from him upto the date from the beginning of the current year are noted below:

| Period | | Rate | Amount |
|--------|----|--------|---------|
| From | To | at Rs. | a month |
| From | To | at Rs. | a month |

Signature and
Designation of D. & D.O.

He took over/assumed charge of the office of On the fore/afternoon of.....

Signature and
Designation of D. & D.O.

Form VU 5/7
(Referred to in Rule 5.11(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Deduction /Redrawal Bill

Name of Deptt. /Office For the month of

| Sr. No. | Name of the official | Nature of deduction * | Nature of Recovery * * | Amount | Remarks |
|---------|----------------------|-----------------------|------------------------|--------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Signature
Stamp of D & DO

| | |
|--|---|
| <p>*Please mention here EWF/CC/FC/LIC/Income Tax/CTD/Electy. Charges etc. whichever is applicable</p> <p>For use by the Audit Officer</p> <p>Passed for payment/adjustment of Rs.....</p> <p>Rupee.....</p> <p>Cheque No.....</p> <p style="text-align: center;">RAO/ JD Audit</p> | <p>** Please mention here House Bldg./Car Scooter/Moped/Cycle loan etc. whichever is applicable</p> <p>For use by the Audit Officer</p> <p>Paid vide Vr. No.....</p> <p>Dated.....</p> <p>Classified :</p> <p style="text-align: center;">Asstt. Asstt. Comptroller</p> |
|--|---|

CERTIFICATES FOR JOURNEYS ON TOUR/TRANSFER ETC.

1. ON TOUR

CERTIFIED THAT:

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.
- iv) I have performed journey by my own car or Taxi/Auto rickshaw plying on hire the whole accommodation of which was reserved by me.
- v) I was not provided free lodging and /or boarding except on.....
- vi) I was on duty in camp during the period for which daily allowance has been claimed.

11. ON TRANSFER

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.
- iv) I have performed journey by my own car or Taxi/Auto rickshaw plying on hire the whole accommodation of which was reserved by me.
- v) Certified thattruck load of household goods were actually transported and actual charges paid were not less than those claimed in the bill.
- vi) Certified that the family members for whom TA has been claimed are wholly dependent upon me and residing with me, and accompanied me/followed/preceded me as admissible under rules.

111. FOR EXAMINERS/EXPERTS/MEMBERS OF BOM/FC etc.

- i) Journey fare has been charged by the mode/class of travel and this includes sleeper/reservation charges.
- ii) Particulars provided in the bill are correct.
- iii) The claim for this journey has not been preferred earlier or claimed from any other source.
- iv) I have performed journey by my own car or Taxi/Auto rickshaw plying on hire the whole accommodation of which was reserved by me.

Signature.....
 Address

*Please sign at both the places. Pre-receipted (Received payment)

Signature.....

Note: Extracts from TA Rules, indicating TA/DA rates etc. may be supplied to outside claimants, other than University employees to enable them to prepare TA bills correctly and as per rules.

Contd. Form UV 5/8

Date of Examination/Meeting/visit

Verified
Assistant Registrar

For payment on the spot:

Attested and paid

Voucher No.....
Cash book Page No....
Cashier D& D.O.

BUEGET PROVISION(TO BE FILLED IN BY CONTROLLING OFFICER)

Allotment for the current year : Rs.....
Amount of present bill.....(less advance payment, if any)
Total of previous bills
Total to date
Balance available
Passed for payment of Rs..... (Rs.....)

DRAWING & DISBURSING OFFICER

(FOR USE IN AUDIT OFFICE)

Pre-audited and passed for payment of Rs.....
(Rs.....)
RAO/J.D. Audit.

(FOR USE IN COMPTROLLER’S OFFICE)

Paid vide cheque No.....
Vr. No..... date.....
and expenditure classified

Asstt. Comptroller

Asstt.

Form VU 5/9
(Referred to in Rule 5.13)

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
TRAVELLING ALLOWANCE CHECK REGISTER FOR THE YEAR.....**

Head of Account.....

| Name of officer | Date of journey | Amount of bill Rs. | Date of admission | Initial of D.& D.O. | No./ & Date of cheque | Remarks |
|-----------------|-----------------|--------------------|-------------------|---------------------|-----------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form VU 5/10
(Referred to in Rule 5.14(1))

Lala Lajpat Rai University OF VETERINARY & ANIMAL SCIENCES, HISAR
Form for Reimbursement of Medical charges
Name & Designation of the employee claiming re-imburement, with Department

| Sr.No. | Name & relationship of the patient with the University employee | Disease as diagnosed by the authorized Medical Officer | Name of medicine on a/c of which the expenditure was incurred | Amount of the bill (Rs.) | Place of posting | Reasons for incurring expenditure at place other than the place of duty/posting | Period of treatment | Remarks |
|--------|--|--|---|--------------------------|------------------|---|---------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Name of patient..... Relationship with the Univ. employee..... Photograph of the patient..... above particulars attested HOD/Officer countersigned CMO | | | | | | | |

Contd. Form VU 5/10

Certified that

- i) Parents, as mentioned above, are wholly dependent upon me and have no other source of Income.
- ii) They reside with me at the place of my duty;
- iii) The medicines purchased have been fully used;
- iv) In case spouse is working:
 - a) Certified that my wife/husband is not getting any fixed medical allowance from any source.
 - b) certified that my wife/husband is employed and is not getting medical reimbursement from any other source. An affidavit to this effect has already been furnished.

Signature of the employee
(with date)
Counter signature.....
Designation

Certified that the medicines as detailed herein are not available in the Campus Dispensary and are admissible under the Govt. Medical Attendance Rules.

Medical officer
LUVAS

- Note:
- 1. Prescription should indicate:
 - a) Name of the Medicine in legible handwriting.
 - b) Quantity of the medicine to be purchased from the market.
 - 2. Cash Memo/Vouchers should be duly verified and attested by the employee concerned in token of payment having been made.
 - 3. Name of the medicine to be given in capital letters on the reverse side of the voucher.
 - 4. Sanction of the competent authority to be enclosed.

Form VU 5/11
(Referred to in Rule 5.14(3))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Medical charges- Reimbursement Bill for the month..... 20

Name of the Scheme

Head of Service.....

Other Allowances & Honoaria (Medical charges)

| Sr.N | Name and Designation | Section/ office | Amount admissible (Rs.) | Deduction, if any (Rs.) | Net amount payable (Rs.) | Remarks | Acquaintance |
|------|----------------------|-----------------|-------------------------|-------------------------|--------------------------|---------|--------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Net amount payable(in word) Rs.....

| | |
|------------------------------|-------------------------|
| Passed for Rs..... | Signature & Designation |
| Pay Rs..... | of D & D.O. |
| Resident Audit Officer | Station..... |
| | Date..... |

Supdt.

Comptroller

Received payment

Voucher No.....
Paid by cheque No..... Date

Classified

Asstt..



Signature

Form VU 6/2
[referred to in Rule 6.7 (2 & 3)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

ORDER OF PAYMENT FROM IMPREST (PERMANENT ADVANCE)

| |
|-----------------------------------|
| Pay Rs.....only |
| Out of imprest and charge to..... |
| (Signature)..... |
| (Date)..... |

Paid by imprest voucher

No. dated

cashier

Form VU 6/3
[Referred to in Rule 6.8 &6.9]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES HISAR

CONTINGENT BILL FORM

Sub voucher No.....

HEAD OF SERVICE

Month.....

Entry in Bill Register

At Sl. No.....

Page No.....

| Sr. No. | Description of charges | Amount | |
|-----------|------------------------|--------|----|
| | | Rs. | P. |
| Total Rs. | | | |

(Total in words) Rupees.....

Space for affixing Rubber stamp of D. & D.O.

For use in Comptroller's Office

| | |
|------------|-------------------------------------|
| Paid vide: | Allotment for the current year..... |
| Cheque No. | Amount of present bill..... |
| Date | Total of previous bills..... |
| | Total to date..... |
| Classified | Balance available..... |

Asstt.

Asstt. Comptroller

Form VU 6/4
[Referred to in Rule 6.16(1)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Register of Permanent Advances, Revolving Funds & Permanent Securities

| Name of Deptt./section | Name of Sanctioning authority | No. & Date of Sanction order | Amount (Rs.) | Whether P.A., Revolving Fund or permanent security | NO. & Date of cheque | Office where security is to be deposited | Form in which deposited | Signatures of Asst. Comptroller | Dated of refund or adjustment | Sig. of Asstt. Comptroller | Remarks |
|------------------------|-------------------------------|------------------------------|-----------------|--|----------------------|--|-------------------------|---------------------------------|-------------------------------|----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Form VU 6/4 (a)
[Referred to in Rule 6.16 (2)]

LALA LAJPAT RAI UNIVRESITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Departmental Register of Permanent Advances, Revolving Funds & Permanent Securities

| Sanctioning Authority | No. & Date of Sanction order | Amount (Rs.) | Whether P.A., Revolving Fund or permanent security | No. & date of cheque | Office where security is to be deposited | Form in which deposited | Rate & periodicity of interest on permanent securities | Date on which the interest is due | Signature of the D. & D.O | Date of collection of interest | Ref. To Cash Book entry | Date of refund or adjustment | Signature of the D& D O | Remarks |
|-----------------------|------------------------------|--------------|--|----------------------|--|-------------------------|--|-----------------------------------|---------------------------|--------------------------------|-------------------------|------------------------------|-------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

LALA LAJPAT RAI UNIVRESITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Delivery Challan (in triplicate)

Challan No
Date
To
.....
.....

The following articles are sent herewith for further action in your office:

| Sr No. | Name of the article | Qty. | Value Rs. | Stock Register posting reference |
|--------|---------------------|------|-----------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

Please acknowledge the receipt and return one copy of this challan duly ticked by Audit after showing Stock entries.

Signature & Designation of the Officer
sending the articles

Date.....

No.....

Returned after showing Stock entries to Audit

The above articles have been received in good condition and entered in the Stock Register at pages shown against each.

Signature & Designation of the Officer
receiving the articles

Form VU 6/7
(Referred to in Rule 6.18(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

PROFORMA FOR SEEKING FINANCIAL SANCTION FOR THE PURCHASE OF RECURRING ITEMS OF REGULAR USE

1. Name of Department
2. Name & Specifications of the items to be purchased
3. Quantity consumed during last financial year.
4.
 - (i) Opening balance as on 1st day of April of the current financial year.
 - (ii) Quantity purchased earlier, if any, during the current financial year.
 - (iii) Total quantity available.
 - (iv) Quantity consumed so far during the current financial year.
 - (v) Quantity available in stock at present.
 - (vi) Quantity proposed to be purchased.
 - (vii) Approximate cost of the proposed purchase.
5. Whether funds are available with the department or not for the proposed purchase? If available, No. and name of the scheme and the SOE. In case of ICAR/OA Scheme actual release of funds be indicated.
6. Reasons/justification in case the purchase made during the year inclusive of the proposed one, is in excess of the quantity consumed during last year.
7. Reasons/justification in case the purchase is proposed to be made in the month of Feb.& March.
8. Certificates:
 - i) Certified that the funds for the above purchase exist in the current year's budget under the above scheme and no additional allotment of funds is needed. Copy of budget allotment letter is added.
 - ii) Certified that the purchase shall be made as per procedure prescribed by the University.
 - iii) In case of purchase out of ICAR/Other Schemes.

Certified that items proposed to be purchased are as approved by the Financing Agency and as per the terms & conditions laid down for the said scheme. A copy of the approval of the Funding Agency for the purchase of items showing its cost is added.

Head of Department

Countersignature of the
Controlling Officer

Form VU 6/8
(Referred to in Rule 6.18(3))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

PROFORMA FOR SEEKING FINANCIAL SANCTION FOR THE PURCHASE OF Non RECURRING ITMES

1. Name of Department
2. No. & Name of Scheme
3. Detail of items for which financial sanction is applied for:

| <u>Sr. No.</u> | <u>Particular of items</u> | <u>Quantity</u> | <u>Cost</u> (Rs.) |
|----------------|----------------------------|-----------------|----------------------|
|----------------|----------------------------|-----------------|----------------------|

4. In case of machinery and equipment:-
 - i) Whether the above articles are not already available in the Department.
 - ii) If no, whether any other arrangement can be made in coordination with other Department to carry on the work.
 - iii) If similar equipment is already available & whether:
 - a) It has been put into use and if not reasons thereof to be intimated.
 - b) If the item already purchased has not been put into use because of involving additional recurring and non-recurring liability, why the undertaking given at the time of purchase of the equipment in terms of para 4(v) ibid. has not been fulfilled.
 - c) How the work of the project is going on for which the equipment has been purchased but not put into use.
 - d) The justification for additional purchase now.
 - iv) In case of replacement of equipment, whether the equipment already on stock is beyond economical repairs?
 - v) Whether the purchase would involve additional recurring and non-recurring liability in terms of posts, maintenance, installation, if so, details thereof and how it is proposed to be met.
5. For purchase of equipment:-
 - i) Detail of equipment/ items presently approved for purchase.
 - ii) Detail of equipment/items now required to be purchased in place of earlier demand.
 - iii) Complete justification for the purchase of the proposed equipment also elucidating how the work is being carried on in the absence of the proposed equipment.
6. For proposals initiated during the last quarter of the Financial year (i.e. Jan, Feb & March).
 - i) Reasons due to which sanction could not be asked for earlier.

- ii) Whether the funds can be got declared as non-lapsable.
- 7. Reference to the delegation of powers under which Vice-Chancellor's approval is needed.
- 8. Certificates:
 - i) Certified that the funds for the above purchase exist in the current year's budget under the above scheme and no additional allotment of funds is needed. Copy of the budget allotment letter is added.
 - ii) Certified that the purchase shall be made as per procedure prescribed by the University.
 - iii) In case of purchase out of ICAR/other Agencies Schemes:-

Certified that items proposed to be purchased are as approved by the Financing Agency and as per the terms and conditions laid down for the said scheme. A copy of the approval of the Funding Agency for the purchase of item/equipments showing its cost is added.

- iv) Certified that the items proposed to be purchased are the same as were got approved at the time of getting funds declared as non-lapsable (in case of any variation detailed justification therefor). A copy of budget allotment/ non-lapsable funds for the purpose is added.

Signature of HOD

CONTROLLING OFFICER

Form VU 7/1
(Referred to in Rule 7.1)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

REGISTER OF EXAMINATION EXPENDITURE

CONTROL AND CHECK

Name of Exam..... Probable date of Exam.....

| Nature of Expenditure | Particulars of Payments | Amount Rs. | Cash, Bank Draft or cheque No. & date | Initials of D& DO | Remarks |
|-----------------------|-------------------------|------------|---------------------------------------|-------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |

1. Remuneration to Paper setters and Examiners

2. Remuneration to Examiners and their Asstt. In respect of Oral and practical examination

3. Remuneration to Supervisory staff including Supdt.

4. T.A. bills of Examiners and other staff put on examination duty

5. Payment on account of authorized contingent expenditure

Form VU 7/2
(referred to in rule 7.5)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Office.....
REMUNERATION BILL (THEORY)
FOR EXTERNAL EXAMINERS

Class..... Name of Exam:..... Year.....

Title of Paper/Course.....

Name & Address of the Examiner:

.....

| Nature of Examination work done | Rates of Remuneration | No. of Question Papers set /Answer books evaluated | Total Amount (Rs.) |
|------------------------------------|-----------------------|--|--------------------|
| Paper Setting | | | |
| Evaluation of Answer Books | | | |
| Contingency/Postal charges, if any | | | |
| Typing charges, if any | | | |
| | | Grand Total | |
| (in words) Rupees | | | |

Signature of the Examiner with Date

Pre-receipt/Received payment (Affix Revenue Stamp if amount exceeds Rs. 4,999/-)

Signature of the Examiner with Date

For Office use only

Certified that the claims have been checked from the relevant records and are in order:

Verified and passed for payment of Rs.....(in words).....

Controller of Examinations

Budget Allotment

- | | |
|-----------------------------|-----------------------|
| i) Allotment for the year | Paid vide Vr. No..... |
| ii) Amount of present bill | Cheque No |
| iii) Total of Previous bill | Date..... |
| iv) Total upto-date | |
| v) Balance available | |

Form VU 7/3
(Referred to in Rule 7.5)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Office.....
REMUNERATION BILL (PRACTICAL)
FOR EXTERNAL EXAMINERS

Class..... Name of Exam:..... Year.....

Title of Paper/Course.....

Name & Address of the Examiner:

.....

| Nature of Examination work done | Rates of Remuneration | Total no. of students, whose practical exam. was conducted. | Total Amount (Rs.) |
|---|-----------------------|---|--------------------|
| Conduct of Practical Examination | | | |
| Paper setting for Practical Examination: Yes/No | | | |
| Contingency/Postal charges, if any | | | |
| | | Grand Total | |
| (in words) Rupees | | | |

Signature of the Examiner with Date

Certificate(s) from Head of the concerned Department:

1. Certified that the Practical Examination of..... which was scheduled on has been conducted satisfactorily.
2. Certified that for this practical examination, the paper as mentioned above was also set by the Examiner.
3. Verified the bill for Rs..... only.

Signature of HOD with Seal

Pre-receipt/Received payment (Affix Revenue Stamp if amount exceeds Rs. 4,999/-)

Signature of the Examiner with Date

For Office use only

Certified that the claims have been checked from the relevant record and are in order:

Verified and passed for payment of Rs.....(in words).....

Controller of Examinations

Budget Allotment

- | | | |
|------|------------------------|-----------------------|
| i) | Allotment for the year | Paid vide Vr. No..... |
| ii) | Amount of present bill | Cheque No |
| iii) | Total of Previous bill | Date..... |
| iv) | Total upto-date | |
| v) | Balance available | |

Form VU 7/4
(Referred to in Rule 7.6)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Bill for Remuneration to External Examiners etc.

Nature of Examination: Preliminary Oral Ph.D /Evaluation of thesis/ holding of M.Sc/Ph.D Oral Examination.

Name of Examiner

Address

Date of Oral Examination

| Name of Examinee alongwith Admission Number | Nature of Exam. | Rate of Payment (Rs.) | Contingent charges if any (Rs.) | Total amount payable (Rs.) | Remarks |
|---|-----------------|-----------------------|---------------------------------|----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |

Pre-receipted/Received payment

Total.....

Rs. (in words).....

Signature of the Examiner

.....

Affix Revenue Stamp
If amount exceeds Rs. 4,999/-

Note: 1. Please sign at both places.

Certified that the claims have been checked from relevant records and are correct to my knowledge and belief.

For us in the Audit /Comptroller's Office
Pre-audited and passed for payment of
Rs.....
Rs. (in words).....

Asstt. Registrar
for Dean PGS

Passed for.....Rs.
(in words).....

RAO/JD Audit

Budget Allotment

- i) Allotment for the year
- ii) Amount of present bill
- iii) Total of Previous bill
- iv) Total upto-date
- v) Balance available

Paid vide Vr. No.....

Cheque No

Date.....

Form VU 8/1
(Referred to in Rule 8.3(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Fellowship/Scholarship/Stipend Bill

Name of Programme..... Month.....

| Name of the Fellowship/Scholarship/Merit Stipend holder or stipendiary | Admission No. | Rate per month (Rs.) | Period | Amount payable (Rs.) | Acknowledgement |
|--|---------------|----------------------|--------|----------------------|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 |

Total Payable Rs. (in words).....

.....

Signature of the D & D.O.

I hereby certify that the Students on whose account the amount stated above is claimed, have been regular in attendance and have conferred to the Rules under which the fellowship, scholarships and stipends are tenable.

Rs.

- i) Allotment for current year
- ii) Amount of present bill
- iii) Total of previous bills
- iv) Total to date
- v) Balance available

Dean
 Pay Rs.
 (in words) Rupees
 Acctt. Asstt. Comptroller
 Paid –vide Vr. No. Classified

Acctt.

Form VU 9/1
(REFERRED TO IN RULE 9.2)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Application for admission to the Contributory Provident Fund to be submitted in duplicate

| Account No to be allotted by the Comptroller's office | Name of applicant | Date of birth | Designation | Office to whom attached | Rate of emoluments per mensem | Rate of subscription per mensem | Whether the application has a family or not | Remarks |
|---|-------------------|---------------|-------------|-------------------------|-------------------------------|---------------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Certified that I have got no pensionary rights or hold lien on any post, whatsoever, in any Govt. Department.

Station.....

Signature of Applicant

Signature of the Drawing &
Disbursing officer

Dated:

Designation.....

Office of the Comptroller, LUVAS, Hisar

No.

/CPF/

Dated, the

Returned with Account No. allotted. This number should be quoted in all correspondence connected therewith. A Form of Nomination in prescribed Form, duly filled in, may please be sent as soon as possible.

Comptroller
LUVAS

Form VU 9/1(a)
Referred to in Rule 9.2

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Application for admission to General Provident Fund
(to be submitted in duplicate alongwith nomination form)

Office of the Name of the Fund: University General Provident
Fund.....

Head of Account to which University G.P.F.
Pay and allowances are debited

| Sr.No. | Name of University employee (Subscriber) | Date of Birth of Subscriber | Designation | Emoluments per mensum | Monthly rate of Subscription | month from which subscription to commence | Whether applicant has a family or not | Account No. to be allotted by Comptroller's office | Remarks |
|--------|---|-----------------------------|-------------|-----------------------|------------------------------|--|--|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Station..... Signature of Applicant Signature of the Drawing & Disbursing officer
Dated..... Designation

Office of the Comptroller, LUVAS, Hisar

No. CAL:

/CPF/

Dated: the

Returned with Account No. allotted. This number should be quoted in all correspondence connected therewith. A form of Nomination, in prescribed Form, duly filled in, may please be sent as soon as possible.

Comptroller LUVAS

Form VU 9/4
(Referred to in Rule 9.4)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Bill of Contributory Provident Fund/GPF Subscription and University
Contribution for CPF/Pension Fund

For the month of.....

No. & Name of Scheme.....

| Name & designation of the Subscriber | Monthly pay | Month to which pay relates | CPF/GPF A/C No. | Recovery of Advance | Amount of Subscription deducted | | Amount of University contribution for CPF/Pension Fund | Total of columns 5 to 8 | Total of columns 5 to 7 |
|--------------------------------------|-------------|----------------------------|-----------------|---------------------|---------------------------------|----------|--|-------------------------|-------------------------|
| | | | | | Compulsory | Optional | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

I II III
Rs. Rs. Rs.

- i) Allotment for the current year
- ii) Amount of present bill.
- iii) Total of previous bill.
- iv) Total to-date
- v) Balance available.

Rs.

Signature.....
Drawing & Disbursing officer

- Note: 1. Figures may be type written in double space.
2. Cutting in figures may be re-typed under attestation.

For use in Comptroller's Office
Pay Rs.....;

For use by the Audit Office
LUVAS

Rupees

Passed for Rs.....
Rupees.....

Asstt. Comptroller

RAO/JD Audit

Paid Vide Vr. No.....
Vide Cheque.....

Classified

Accountant

Form VU 9/6
(Referred to in Rule 9.11)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Contributory Provident Fund and GPF Account yearly statement

CPF/GPF No.
O/B Subscription
O/B Subs. Paise

Name Nominee No.

Year
O/B contribution:
O/B Contr. Paise:

| Month | Subscription | | | | | | Contribution | | Withdrawals | | | Closing balance | |
|-----------------|---------------------|------|-------|--------|-------|-------------------------------|--------------|---------------------|-------------|----------------|--------|-----------------|--------|
| | Recovery of Advance | | | Compl. | Opnl. | Total | Amount | Total | Refundable | Non-refundable | | Subs. | Contr. |
| | (i) | (ii) | (iii) | | | | | | | Subs. | Contr. | | |
| | Rs | Rs | Rs | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 (OB +Co 1 2- 6) | 8 | 9 (OB+ Col 8) | 10 | 11 | 12 | 13 | 14 |
| April | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | |
| August | | | | | | | | | | | | | |
| September | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | |
| January | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | |
| Yearly interest | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | |

For Comptroller
LUVAS, Hisar

Form VU 9/7
(Referred to in Rule 9.13)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Register of Nominations

| Sr. No. of nomination | Date of receipt by the Comptroller | Name of Subscriber | CPF/GPF Account No. | Names of nominees | Relationship | Event which will make it void | Date of Cancellation on which the nomination becomes void | Initials of Asstt. Comptroller | Remarks |
|-----------------------|------------------------------------|--------------------|---------------------|-------------------|--------------|-------------------------------|---|--------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Form VU 9/8
(Referred to in Rule 9.13)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Form of Nomination

Name of Subscriber.....

CPF/GPF Account No.....

(When the subscriber has a family)

I hereby nominate the persons mentioned below who are members of my family as defined in the Statutes regarding the constitution of Provident Fund for the benefit of officers, teachers and other employees of the University, to receive the amount that may stand to my credit in the Contributory /General Provident Fund in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

| Names & address of nominee | Relationship with subscriber | Age | * Amount or share of accumulations to be paid to each | Contingencies on the happening of which the nomination shall become invalid | Name, address & relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column. |
|----------------------------|------------------------------|-----|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Dated:

Signatures of two witnesses with address.

Signature of Subscriber

1. (in capital)

Attested

Accepted nomination No. allotted

2. (in capital)

Head of Deptt.

Comptroller

- This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Provident Fund at any time.

Form VU 9/9
(Referred to in Rule 9.13)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Form of Nomination

Name of Subscriber.....

CPF/GPF Account No.....

(When the subscriber has no family)

I, having no family as defined in the Statutes regarding the constitution of Provident Fund for the benefit of officers, teachers and other employees of the University, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Contributory/GPF Fund in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

| Names & address of nominee | Relationship with subscriber | Age | * Amount or share of accumulations to be paid to each | Contingencies on the happening of which the nomination shall become invalid | Name, address & relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column. |
|----------------------------|------------------------------|-----|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Note: This nomination shall become invalid in the event of my subsequently acquiring a family.

Dated:

Signatures of two witnesses with address.

Signature of Subscriber

1. (in capital)

Attested

Accepted nomination No.
..... allotted

2. (in capital)

Head of Deptt.

Comptroller

- This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Provident Fund at any time.

Form 10/1
(Referred to in Rule 10.5)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Cash Book of Pension Fund

| Date | Voucher No | Particular | Receipt | Payment | Balance | Signature of attesting authority |
|------|------------|------------|---------|---------|---------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Form 10/1(a)
(Referred to in Rule 10/6)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Particulars to be obtained by the Head of Office from the retiring university employee before eight months of the date of retirement.

1. Name of the University employee
2. Date of birth/Retirement
3. Two specimen signatures duly attested
(to be furnished in a separate sheet)
4. Three copies of passport size joint
Photographs of the University employee
with his/her wife/husband
5. Two slips showing the particulars of height
and personal identification marks/duly attested
6. Present address
7. Address after retirement
8. Name of the Public sector Bank Branch
Through which the University employee
wants to draw his pension
9. Details of the family as defined in Appendix 1
Of the Punjab C.S.R. Vol.II

Dated, the.....

Signature

Designation.....

Deptt./Office.....

- Two slips bearing the left hand thumb and finger impression attested, may be furnished by a person who is not literate enough to sign his name. If such a University employee on account of Physical disability is unable to give left hand thumb and finger impression, he may give the thumb and finger impression of the right hand, Where a University employee has lost his both the hands, he may give his toe impressions, Impressions should be duly attested.
- Only two copies of passport size photographs of self need be furnished if the University employee is governed by Appendix I of Punjab C.S.R. Vol.II and is unmarried or widower or widow (in case of family pension)

- Any subsequent change of address should be notified to the head of Office/Comptroller's Office.
- Where it is not possible for a University employee to submit a photograph with his wife/her husband, he/she may submit separate photograph. The photographs shall be attested by the Head of Office.

Form VU 10/2
(Referred to in Rule 10.6)

(To be sent in duplicate)

1. Name of the University employee
2. Father's name (and also husband's name.....
In the case of a female University employee)
3. Date of birth (By Christian era)
4. Religion and Nationality
5. Permanent residential address showing
Village, district and state
6. Present and last appointment including
Name of establishment/present office.
7. Date of beginning of service
8. Date of ending of service
9. (i) Total period of military service for
which pension or gratuity was
sanctioned
- (ii) Amount and nature of any pension/
gratuity received for the military
service
10. Amount and nature of any pension/gratuity
received for previous civil service
11. Govt./University Office under which service
has been rendered in order of employment

| | | |
|-------|--------|------|
| Years | Months | Days |
|-------|--------|------|

12. Class of pension applicable
13. The date on which action initiated to
(i) Obtain the “ No Demand Certificate” from
The HOD, Deputy Estate Officer, Librarian
Faculty Club, Community Centre and Deptt.

Concerned.

- (ii) Assess the service and emoluments qualifying for pension as provided in rule 9.5 and
- (iii) Assess the University dues other than the dues relating to the allotment of University accommodation as provided in rule 9.19(i)

14. Detail of omissions, imperfections or Deficiencies in the service book which have been ignored under rule 9.5 (i) (b) (ii)

15. Total length of qualifying service (for the purpose of adding towards broken periods, a month is reckoned as thirty days)

16. Periods of non-qualifying service From.....To.....

- (i) Interruption in service condoned under Rule 3.17 (A) of CSR Vol.II
- (ii) Extraordinary leave not qualifying for pension
- (iii) Period of suspension not treated as Qualifying for pension.
- (iv) Any other service not treated as Qualifying for pension

Total

17. Average emoluments
Emoluments drawn during the last ten months of service

| Post held | From | to | Pay | Personal pay or Special pay | Average Emoluments |
|-----------|------|----|-----|-----------------------------|--------------------|
| | | | | | |

- (i) In case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.
- (ii) the calculation of average emoluments should be based on actual number of days contained in each month.

18. Date on which Form VU-10/1(a) has been obtained from the University employee (to be obtained eight months before the date of

Retirement of University employee)

- 19. (i) Proposed pension
- (ii) Proposed graded relief
- 20. Date from which pension is to commence
- 21. Proposed amount of provisional pension, if Departmental or judicial proceeding is Instituted against the University employee Before retirement
- 22. (i) The amount of the family pension becoming payable to the family of University employee, if death takes place after retirement.
 - (a) before attaining the age of 65 yrs
 - (b) after attaining the age of 65 yrs

(ii) Complete detail of the family, as given below:

| Sr. No. | Name of the members Of the family | Date of birth | Relationship with the University employee |
|---------|--------------------------------------|---------------|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

- 23. Height
- 24. Identification Marks
- 25. Head of payment of pension LUVAS PENSION FUND
- 26. Head of account to which pension is Debitable ---do---

Signature of the Head of Office

Form VU-10/3
(Referred to in Rule 10.7)

Form of letter to the Comptroller forwarding the pension papers of a University Employee

From (Concerned HOD/Office)
LUVAS University, Hisar

To

The(Controlling Officer)
LUVAS University, Hisar

Memo No.

Date:

Subject: Pension papers of Shri/Shrimati/Kumar/Dr.....for authorization of
pension

Enclosed please find herewith the pension papers of Shri/Shrimati/Kumari/Dr.....of
this department/office for further necessary action.

2. It is certified that the applicant has not taken any non-refundable advance out of CPF
(University share) for purchase of plot/construction/the details of non-refundable advance drawn out of University
contribution for the said purpose are as under:

| Amount drawn | Date | CPF A/C No. | Interest accrued Up to | Date of Deposit of total amount |
|--------------|------|-------------|---------------------------|------------------------------------|
|--------------|------|-------------|---------------------------|------------------------------------|

It is certified that the Principal amount alongwith interest of the advances drawn as per detail given
above have been recovered from the official.

3. It is further certified that nothing is due agiant Sh./Smt..... In respect of any
other item as also ascertained from other offices of the University/for which a circular was issued vide this office
letter No.....dated..... No dues certificates as have been received from DEO,
Library Secy. Faculty Club and Secy. Community Centre are also enclosed. The income tax as became due has
also been recovered at source.

4. It is certified that no audit requisition/audit para or minor objection is pending against
him/her.

5. Your attention is invited to the list of enclosures which is forwarded herewith.

6. The receipt of this letter may be acknowledged and this department/office informed that
necessary instructions for the disbursement of the pension have been issued to disbursing authority concerned.

Yours faithfully

Head of office/Deptt.

List of Enclosures:

1. VU-10/1(a) Particulars to be obtained by the HOD from the retiring employee before eight months of retirement (Rule 9.2)
2. VU-10/2 Application form of pension {To be submitted in duplicate (Rule 9.4, 9.6, 9.7(i), (3) and 9.11(i))}
3. Medical Certificate of incapacity (if the claim is for invalid pension)
4. Statement of savings effected and reasons why employment could not be found elsewhere (if the claim is for compensation pension)
5. Service Book (Date of retirement to be indicated in the Service Book)
6. Two specimen signatures (in duplicate) duly attested by D & DO or in case of pensioner not literate enough to sign his name two slips bearing the left hand thumb and finger impression duly attested by D & DO.
7. Three copies of joint photograph of the employee and his spouse duly attested by the head of office.
8. Two slips showing the particulars of Height/Identification Marks duly attested by D & DO.
9. Statement indicating reasons for delay for not forwarding applications within prescribed time of six months of retirement.
10. Written statement of the employee under Rule 9.5(i) (a) (iv)
11. No complaint/Enquiry Certificate in case of suspension etc. brief statement leading to reinstatement along with a copy of reinstatement order. In case any judicial/department proceedings are pending, details thereof.
12. No demand certificate in respect of long term other advances outstanding/pending against Sh./Smt.....by HOD and also from Librarian, DEO, Secy. Faculty Club and Secy. Community Centre.
13. Affidavit in respect of long term advances to be submitted by the applicant

14. FORM "G" Declaration to be furnished by a person to whom an Anticipatory Death-cum-Retirement Gratuity/Pension is sanctioned.
15. Calculation sheet of pension
16. PEN 1G Nomination for family pension
17. Average emoluments calculation proforma
18. L.P.C.
19. Annexure 'A' to rule 9.15 of CSR Vol. 1 and Appendix to be signed by the retiring employee
20. Copy of option of the employee duly attested
21. Qualifying service chart as attached with application form
22. Copy of retirement order specifying date of retirement
23. VU-10/10 Form of application for commutation of a fraction of pension without medical examination
24. Certificate of correctness of particulars/calculations by A & AOS of Controlling Officers
25. Certificate for foreign service/deputation and receipt of leave salary and pension contribution thereof

Office of the(Controlling Officer)

Endst. No.

Date:.....

Forwarded herewith the pension papers in respect of.....of the department of.....to the Comptroller, LUVAS, Hisar. It is certified that the particulars furnished in the application and its enclosures including commutation application are in order. Further necessary action to release the P.P.O may be taken at his end.

(Signatures)
(Designation of Controlling Officer)

Form VU-10/4
(Referred to in Rule 10.9(1))

Form of letter to the widow/widower of a deceased University employee
For the grant of family pension

No.....
Deptt./Office of.....
Dated, the.....

To

.....
.....
.....

Subject:: Payment of Family Pension in respect of Late Shri/Smt.....

Sir/Madam,

1. I am directed to say that in terms of Appendix 1 of Punjab Civil Services Rules Vol. II a family pension is payable to you as widow/widower of the late Shri./Smt.....(Designation) in the office/Department of.....)
2. You are advised that a claim for the grant of family pension may be submitted in the enclosed form VU-10/5.
3. The family pension will be payable till your death or re-marriage, whichever event occurs earlier. In the event of your death or re-marriage the family pension shall be granted to the child or children, if any, through the guardian.

Yours faithfully,

(Head of Office)

Attestation should be done by two Gazetted University Employees or two or more persons of respectability in the town, village or pargana in which the applicant resides.

Form VU-10/4(a)
{ Referred to in Rule 10.9(1) }

Form of letter to the member or members of the family of a deceased University employee where valid nomination for the grant of the death-cum-retirement gratuity exists.

No.....
Deptt./Office of.....
Dated, the.....

To

.....
.....
.....

Sub: Payment of death-cum-retirement gratuity in respect of Late Shri/Smt.....

Sir/Madam,

- 1. I am directed to say that in terms of the nomination made by the late Shri/Smt..... (Designation).....in the office/Department of.....a death-cum-retirement gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.
- 2. I am to request that a claim for the grant of the gratuity may be submitted by you in the enclosed Form VU-10/5(a).
- 3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully,

(Head of Office)

Form VU-10/4(b)
Referred to in Rule 10.9(1)}

Form of letter to the member or members of the family of a deceased University employee where valid nomination for the grant of the death-cum-retirement gratuity does not exist.

No.....
Deptt./Office of.....
Dated, the.....

To

.....
.....
.....

Subject: Payment of death-cum-retirement-gratuity in respect of Late Shri/Smt.....

Sir.Madam,

1. I am directed to say that in terms of Rule 6.16A of Punjab CSR Vol. II , a death-com-retirement-gratuity is payable to the following members of the family of Late Shri./Smt.....(Designation) in the office/Department of.....in equal share:
 - (i) Wife/Husband including judicially separated wife/husband
 - (ii) Sons } including step children and adopted children
 - (iii) Unmarried daughters }
2. In the event of there being no surviving member of family as indicated above, the gratuity will be payable to the following members of the family in equal share:
 - (i) Widowed daughters (including adopted daughters and step daughters)
 - (ii) Father } Including adopted parents in case of individuals
 - (iii) Mother } whose personal law permits adoption
 - (iv) Brother below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters.
 - (v) Married daughters, and
 - (vi) Children of a pe-deceased son.
3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form VU-10/5 (a) as soon as possible.

Yours faithfully

(Head of Office)

Form VU-10/5
{ Referred to in Rule 10.9(2) }

Form of application for the grant of family pension on the death of a University
employee/Pensioner

1. Name of the applicant
 - (i) Widow/Widower
 - (ii) Guardian, if the deceased
Person is survived by child
or children

2. Name and age of surviving widow/
Widower and children of the deceased
University employee/pensioner

| Sr. No. | Name | Relationship with the deceased person | Date of birth by Christian era (to be attested by the Head of office) |
|---------|------|--|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

3. Date of death of the University
Employee/pensioner
4. Office/Deptt. In which the deceased
University employee/pensioner served last
5. If the applicant is guardian, his date of birth
and relationship with the deceased
University employee/pensioner
- 5-A If the applicant is a widow/widower the
amount of service pension which she/he
may be in receipt on the date of death of the
husband/wife
6. Full address of the applicant
7. Place of payment of pension and gratuity
(Public Sector Bank Branch)
8. Enclosures:
 - (i) Two specimen signatures of the
Applicant, duly attested (To be
furnished in two separate sheets)

 - (ii) Two copies of passport size

Photograph of the applicant duly Attested

- (iii) Two slips each bearing left hand thumb and finger impression of the applicant duly attested
- (iv) Description Roll of the applicant, duly attested, indicating (a) height (b) personal marks, if any, on the hand, face etc. (To be furnished in duplicate)
- (v) Certificate (s) of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal Authorities or from the Local Panchayat or from the head of a recognised school if the child is studying in such school (This information should be furnished in respect of such child or children the particulars of whose date of birth are not available with the head of office.
- (vi) Death Certificate

9. Signature or left-hand thumb impression of the applicant

10. Attested by:

| | | |
|------|--------------|-----------|
| Name | Full Address | Signature |
|------|--------------|-----------|

| | | |
|------------|--|--|
| (i) _____ | | |
| (ii) _____ | | |

11. Witness:

| | |
|-----------|------|
| (i) _____ | (ii) |
| _____ | |
| _____ | |

Note:- Attestation should be done by two gazetted University employees or two or more persons of respectability in the town village or Pargana in which the applicant resides. To be furnished in case the applicant is not literate enough to sign his name.

In the case of re-marriage of the widow while applying for the family pension on behalf of the minor child, the widow should furnish (i) the date of her-re-marriage (ii) name of the public sector bank branch at which payment is desired and (iii) her full address in the application for family pension. It is not necessary to furnish fresh application nor the documents as they are already available with the pension papers on which family pension was originally admitted to her

Form VU-10/5(a)
Referred to in Rule 10.9(2)}

Form of application for the grant of Death-cum-retirement-gratuity
on the death of a University employee

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor, the guardian should claim gratuity in one form on their behalf)

1. (i) Name of the Claimant in case he is not minor
- (ii) Date of birth of the Claimant
2. (i) Name of the guardian in case the claimants are minors
- (ii) Date of birth of the guardian
3. (i) Name of the deceased employee in respect of whom gratuity is being claimed
- (ii) Date of death of employee
- (iii) Office/Department in which the deceased served last
4. Relationship of the claimant/guardian with the deceased employee
5. Full postal address of the claimant/guardian
6. (i) Where gratuity is claimed by the Guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased University employee, etc.

| Sr. No. | Name | Age | Relationship with the deceased University employee | Postal address |
|---------|------|-----|--|-------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

- (ii) Relationship of the guardian with minor

7. Place of payment of pension and gratuity (Public sector Bank Branch)

Signature/Thumb impression of the claimant/guardian

8. Two specimen signatures or left hand thumb and finger impressions of the claimant/guardian duly attested

9. Attested by:

| | | |
|------|--------------|-----------|
| Name | Full Address | Signature |
|------|--------------|-----------|

(i) _____

10. Witnesses:

(i) _____
 (ii) _____

To be furnished in case the applicant is not literate enough to sign his name.

Form VU-10/6
 {Referred to in Rule 10.9(2)}

Form of assessing and authorising the payment of family pension
 When a University employee dies while in service

(To be sent in duplicate)

PART-1
 SECTION-1

1. Name of the deceased University Employee
2. Father's name and also husband's Name in the case of female University employee
3. Date of birth (by Christian era)
4. Date of death (by Christian era)
5. Relation and Nationality
6. Office/Department in which last employed
7. Appointment held last
 - (i) Substantive
 - (2) Officiating
8. Date of beginning of service
9. Date of ending of service
10.
 - (i) Total period of military service for which pension/gratuity was sanctioned and
 - (ii) Amount and nature of any pension/ Gratuity received for military service
11. Amount and nature of any pension received for previous Civil services, If any.
12. Deptt./Office under which service has been rendered in order of employment
13. The date on which intimation regarding the death of a Univ. Employee was received by the Head of office
14. The date on which action initiated to:
 - (i) Obtain claim or claims from the Claimants in the appropriate form, Death-cum-retirement gratuity and Family pension as provided in rule
 - (ii) Obtain the "No demand Certificate" from the HOD, DEO, Library, Faculty Club, Community Centre.
 - (iii) Assess the Univ. Dues other than the Dues pertaining to occupation of Univ. Accommodation.
 - (iv) Assess the service and emoluments

Qualifying for death-cum-retirement
Gratuity and family pension

15. Whether nomination made for death-cum-retirement gratuity
16. Length of service qualifying for death-cum-retirement –gratuity/pension
17. Period of non-qualifying service.
 - (i) Interruption in service condoned, under rule 3.17A
 - (ii) Extra-ordinary leave not qualifying for gratuity
 - (iii) Period of suspension treated as Non-qualifying from.....to.....
 - (iv) Any other service not treated as Qualifying service
 - (v) Total period of non-qualifying service
18. (a) Emoluments reckoning for death-cum-retirement gratuity
 - (b) Amount of death-cum-retirement gratuity
19. If Family Pension Scheme 1964 applies
 - (i) Proposed family pension at:
 - (a) enhanced rates
 - (b) Ordinary rates
 - (ii) Period of tenability of Family Pension From.....to.....
 - (a) Enhanced rates
 - (b) Ordinary rates
20. Person to whom family pension is payable.
Name:
(Relationship with the deceased University employee)
Full postal address
21. Details of University dues recoverable out of gratuity
22. Date on which claim received from the Claimants.
23. Name of guardian who will receive payment of death-cum-retirement gratuity and family pension in the case of minors.
24. Place of payment (branch of public sector bank)
25. Head of Account to which family pension is debitable

Place
Dated the

Signature of Head of office

SECTION II

Details of provisional family pension and gratuity to be sanctioned by the pension sanctioning authority in accordance with rule 9.25

Provisional family pension Rs.....
Gratuity (the amount mentioned in Item 18(b) of Part-1) Rs.....

Less
(a) Licence fee recoverable from gratuity for Occupation of University accommodation Rs.....
(b) Amount of gratuity to be held over pending Receipt of information from the DEO Rs.....
(c) Other Univ. Dues Rs.....
(d) Total of (a), (b) and (c) Rs.....

Place
Dated, the

Signature of Head of office

Form VU-10/7
 { Referred to in Rule 10.9(2) }

FORM FOR SANCTIONING FAMILY PENSION

1. Name of the deceased University Employee
2. Father's name and also husband's name in the case of female Univ. Employee
3. Relation and Nationality
4. Last appointment held including name of establishment
5. Date of beginning of service
6. Date of ending service
7. Substantive appointment held
8. Pension Rules opted/eligible
9. Length of continuous qualifying service Prior to death
10. Pay.....
11. Amount of family pension admissible
12. Date from which pension is to commence
13. Place of payment (Branch of public sector bank)

The undersigned having satisfied himself of the above particulars of late Shri/Smt..... hereby recommends the grant of family pension of Rs..... P.M. to Shri/Smt.....which may be accepted by the Comptroller, LUVAS, Hisar as admissible under the rules.

Signature and Designation
 Of the Head of Deptt./Office

CALCULATION SHEETS OF FAMILY PENSION/DCRG

- 1. Name & Designation
- 2. Date of birth
- 3. Date of joining service
- 4. Date of death
- 5. Gross service
- 6. Less non-qualifying service
- 7. Net qualifying service

(In term of six monthly period)

- 8. Pay including S.P or P.P
On the date of death
- 9. Normal family pension Admissible
- 10. Enhanced rate of Family Pension
- 11. Amount of D.C.R.G

Last pay drawn x Multiply by six
Monthly (Periods limited to 66/70)

Form 10/8
{ Referred to in Rule 10.9(2) }

Form of letter to Controlling Officer for forwarding papers
For the grant of family pension

From HOD concerned
LUVAS, Hisar

To The (Controlling Officer)
LUVAS, Hisar

Memo No.
Dated:

Sub. Grant of Family Pension

It is to point out that Shri.....Designation.....died on..... His family has become eligible for the grant of family pension. Form VU-10/ 6 duly completed is forwarded herewith for further necessary action.

2. University dues in respect of the deceased University employee will be recovered out of death-cum-retirement gratuity as indicated in section II of Part 1 of form VU-10/6
3. Your attention is invited to the list of enclosures which is forwarded herewith.

Yours faithfully

Head of office

List of enclosures:

- | Sr. No. | Particulars |
|---------|---|
| 1. | VU-10/6 Application form duly completed (Rules 9.12(1), 6.24(1)(3) and 9.26(1) and (5). |
| 2. | Service Book indicating date of death |
| 3. | Specimen signatures/left hand thumb and finger impression of the claimant or guardian duly attested |
| 4. | Two copies of passport size photograph of the claimant or guardian duly attested |
| 5. | Two copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks. |
| 6. | Postal Address of the claimant or guardian |
| 7. | VU-10/4 form of letter from HOD concerned to the widow/widower of the deceased employee for grant of family pension. |
| 8. | VU-10/5 form of application for the grant of family pension on the death of employee. Also see form 10/4(a) and 10(4b) |
| 9. | VU-10/7 Form for sanctioning Family Pension |
| 10. | Calculation sheet of Family Pension |
| 11. | No Dues Certificate in respect of long term advances and other recoveries, if any, by HOD, Librarian, DEO, Faculty Club, and Community Centre |

12. No complaint/Enquiry Certificate
13. L.P.C
14. Consent of the legal heir of the deceased University employee to recover the amount of advances, if any, alongwith interest taken out of University share of CPF of the employee-out of own share of the employee and if there is still any shortfall, the consent to recover the balance out of other retiral benefits, if he/she opts for family pension.
15. Statement indicating reason for delay for not forwarding application within prescribed time.
16. Employment/Non-Employment Certificate from spouse claiming family pension.
17. Certificate of correctness of particulars/calculations by A & A.O. of the Controlling Officer.

Endst. No.

Dated:

Forwarded herewith the pension papers in respect of..... of the Deptt.....to the Comptroller, LUVAS, Hisar. It is certified that the particulars furnished in the application and its enclosures are in order. Further necessary action to release the P.P.O may be taken at his end.

(Signature)
(Designation of Controlling Officer)

Form VU-10/9(a)
 {Referred to in Rule 10.10}

Form of application for injury pension or gratuity

1. Name of applicant
2. Father's Name
3. Race, sect and caste
4. Residence showing village, tehsil and district
5. Present or last employment including name of establishment
6. Date of beginning of service
7. Length of service, including Interruptions.....
of which.....
Non-qualifying and interruptions
8. Classification of injury
9. Pay at the time of injury
10. Proposed pension or gratuity
11. Date of Injury
12. Place of payment
13. Special remarks, if any
14. Date of applicant's birth by Christian era
15. Height
16. Marks
Thumb and finger impressions

| | | | | |
|-------|-------------|---------------|-------------|---------------|
| Thumb | Fore finger | middle finger | ring finger | little finger |
|-------|-------------|---------------|-------------|---------------|

17. Date on which the applicant applied for pension

Signature of Head of office

- If not known exactly, must be stated on the best information or estimate.

From VU-10/9(b)
[Referred to in Rule 10.10 (ii)]

Form of application for family pension

Application for an extraordinary pension for the family oflate
..... killed, or died of injuries received as a result of special risk of office.

Submitted by the

- Description of claimant
 - 1 Name of residence, showing village, tehsil and district
 - 2 Age
 - 3 Height
 - 4 Race, caste or tribe
 - 5 Marks for identification
 - 6 Present occupation and
 - 7 Degree of relationship to deceased

- Description of deceased
 - 8 Name
 - 9 Occupation and service
 - 10 Length of service
 - 11 Pay when killed
 - 12 Nature of injury causing death
 - 13 Amount of pension or gratuity proposed
 - 14 Place of payment
 - 15 Date from which pension is to commence
 - 16 Remarks

- Name and age of surviving kindred of deceased
 - Name
 - Sons
 - Widows
 - Daughters
 - Father
 - Mother
- Date of birth by Christian era

Note: if the deceased has left no son, widow, daughter, father or mother surviving him, the word “none” or “dead” should be entered opposite to such relative.

(Place)

(Date)

Signature of Head of Officer

From VU-10 /9(c)
[Referred to in Rule 10.10 (iii)]

Form to be used by medical board when reporting on
Injuries proceedings of medical board

CONFIDENTIAL

Proceedings of a Medical Board assembled by order offor the purpose of examining and reporting on the present state of the injury sustained by/diseases contracted by at (place of injury, etc.) on the (date of injury, etc.)

- a) State briefly the circumstances under which the injury/disease was sustained/contracted.
- b) What is the University employee’s present condition?
- c) Is the University employee’s present condition wholly due to the injury/disease ? if not, state to what other causes it is attributable
- d) In the case of disease from which date does it appear that the University employee has been incapacitated ?
The opinion of the Board upon the questions below is as follows:

Part A---Final Examination

The severity of the injury should be assessed in accordance with the following classification and details given in the remarks column below.

- | | | | |
|----|--|-----|----|
| 1. | Is the injury | Yes | No |
| | i. (a) the loss of an eye or a limb ? | | |
| | (b) the loss of more than one eye or a limb ? | | |
| | ii. More severe than the loss of an eye or a limb ? | | |
| | iii. Equivalent to the loss of an eye or a limb ? | | |
| | iv. Very severe | | |
| | v. Severe and likely to be permanent ? | | |
| | vi. Severe, but not likely to be permanent ? | | |
| | vii. Slight but likely to be permanent ? | | |
| 2. | For what period from the date of the injury | | |
| | (a) Has the University employee been unfit for duty ? | | |
| | (b) Is the University employee likely to remain unfit for duty ? | | |

Remarks : Here the classification above may be amplified, if necessary, or details of additional injuries to the main injury may be given.

Part B – Second or subsequent examinations

If the original degree of disability of the University employee has changed in which of the above categories, should it now be placed ?

Remarks : *In this space additional details may be given if necessary.*

Instructions to be observed by the Medical Board preparing the Report.

1. The medical board before recording their opinion should invariably consult the proceedings of previous Medical Board, if any, as also all previous medical documents connected with the University employee brought before them for examination.
2. If the injuries be more than one, they should be numbered separately; and should it be considered that, for instance, though only “severe” or “slight” in themselves, they represent together the equivalent of a single “very severe” injury, such an opinion may be expressed in the columns provided.
3. In answering the questions in the prescribed form the Medical Board will confine itself exclusively to the medical aspect of the case and will carefully discriminate between the University employee’s unsupported statements and the medical documentary evidence available.
4. The board will not express any opinion , either to the University employee examined, or in their report, as to whether he is entitled to compensation, or as to the amount of it, nor will it inform the University employee how the injury has been classified.

From VU-10/10
[Referred to in Rule 10.11(1)]

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF
PENSION WITHOUT MEDICAL EXAMINATION
(To be submitted in duplicate after retirement but
Within 6 months of the date of retirement)

PART-I

To

The
..... Here indicate the designation
..... and full address of the Head
..... of Office.

**Space for
photograph of
Retiree only**

Subject: Commutation of pension without medical examination

Sir,

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below :

1. Name (in block letters)
2. Father's name (also husband's name in case of female University employee)
3. Designation at the time of retirement
4. Name of office/department in which employed at the time of retirement
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Amount of pension authorised (in case final amount of pension has not been authorised, indicate the amount of provisional pension.)
9. Fraction of pension proposed to be commuted

- 10. Designation of the Officer who authorised the pension and no. and date of the Pension payment Order, if issued.
- 11. Disbursing authority for payment of pension.
 - ** (a) (i) Branch of the National Bank
With complete postal address.
 - (ii) Bank Account No. to which monthly pension is being credited/to be credited each month.

Place:

Signature..... Date:
Postal Address.....

- Note:** (i) The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn. It is not open to an applicant to draw the commuted value of pension from disbursing authority other than the disbursing authority from which pension is being drawn.
- (ii) The applicant should indicate the fraction of the amount of monthly pension (subject to the maximum of 40% of Pension thereof) which he desires to commute and note the amount in rupees.

PART-II

No.....

Date.....

Forwarded to the Comptroller, LUVAS, Hisar (here indicate the address and designation).....

With the remarks that:

- (i) The particulars furnished by the applicant in part-I have been verified and are correct;
- (ii) the applicant is eligible to get a fraction of his pension commuted without medical examination;
- (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.
- (iv) the amount of residuary pension after commutation will be Rs.....

2 It is requested that further action to authorise the payment of the amount of commuted value of pension may be taken in accordance with rules.

3 The receipt of para 1 of the Form has been acknowledged in part-III which has been forwarded separately to the applicant on.....

4 the commuted value of pension is debitable to head of Account, namely, LUVAS Pension Fund.

Place:..... Signature

Dated..... Head of Deptt./office.....

PART-III

ACKNOWLEDEMENT

Received from Shri.....(Name and former designation) Application in Part-I of Form 10/11 for the commutation of a fraction of pension without medical examination.

Place: Signature

.....

Dated:..... Head of Deptt./office.....

Note: This acknowledgement is to be signed, stamped and dated and is to be detached from the form and handed over to the applicant. If the form has been received by post, has to be acknowledged on the same day and the acknowledgement sent under registered cover.

From VU-10/11
[Referred to in Rule 10.11 (2)]

FORM OF APPLICATION FOR COMMUTATION OF
PENSION AFTER MEDICAL EXAMINATION by AN APPLICANT
(To be submitted in duplicate)

PART-I

To

The Here indicate the designation
..... and full address of the Head
..... of Office.

**Space for
photograph**

Subject: Commutation of pension after medical examination **Sir,**

I desire to commute a fraction of my pension in accordance with the provisions of Rule 11.1 of these rules, an attested copy of my photograph is pasted on the application and an unattested copy is enclosed. The necessary particulars are furnished below :

1. Name (in block letters)
2. Father's name (also husband's name in case of female University employee)
3. Designation
4. Name of office/department in which employed
5. Date of birth (by Christian era)
6. Class of Pension on which retired
7. Date of retirement
8. Amount of pension authorised
9. Fraction of pension proposed to be commuted

- 10. Designation of the Officer who authorised the pension and no. and date of the Pension payment Order, if issued
- 11. Disbursing authority for payment of pension.
 - i. Branch of the Nationalised Bank with complete postal address.
 - ii. Bank Account No. to which monthly pension is being credited/to be credited each month
- 12. Appropriate date from which commutation is desired to have effect.
- 13. The amount of pension already commuted, if any
- 14. Preference for station where medical examination is desired to take place.

Place :

Signature

Dated:

Postal Address.....

*The applicant should indicate the fraction of the amount of monthly pension (subject to the maximum of 40 % of Pension thereof) which the desires to commute and note the amount in rupees.

** Score out which is not applicable.

Note: The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn. It is not open to an applicant to draw the commuted value of pension from disbursing authority other than the disbursing authority from which pension is being drawn.

PART- II

ACKNOWLEDGEMENT

Received from Shri(Name and former designation) Application in Part-I of Form VU 10/11 for the commutation of a fraction of pension after medical examination.

Place:.....

Signature

Dated:

Head of Deptt./office.....

PART- III

No.....

Dated.....

Forwarded to the Comptroller, LUVAS, Hisar with the remarks that the particulars furnished by the applicant in Part-I have been verified and are correct and the applicant is eligible to get a fraction of his pension commuted after medical examination.

2 It is requested that Part-IV of the Form may be completed and returned to this office as early as possible.

Place:

Date:

(Head of the office)

PART-IV

Name of the applicant

Date of birth (by Christian era)

Date of retirement

Amount of pension authorised

Class of pension

Amount of pension desired to be commuted

On the basis of

Normal

Added year

Age

1 yrs. 2 yrs.

(i) Sum payable if commutation becomes absolute before the applicant's next birthday, which falls on

Rs.....

(ii) Sum payable if commutation becomes absolute after the applicant's next birth day which falls on.....

Rs.....

The Head of Account to which the commuted value is debitible.

Number of enclosures, if any (See note below).

10. The sum payable will be a charge

Note: The comptroller should enclose with the Form a copy of the report of statement of the applicant's case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused commutation on medical grounds.

Place:

Date:

Signature and Designation
of the Comptroller

Form VU-10/12
 [Referred to in Rule 10.11 (2)]

FORM OF LETTER TO
 THE CHIEF MEDICAL OFFICER

No.....
 Lala Lajpat Rai University of
 Veterinary and Animal Sciences
 Department of
 Dated.....

To

.....

Subject : Medical Examination ---- Commutation of pension.

Sir

Shri.....who retired from service on
 as..... (Designation) has applied for commuting a fraction of his pension
 for a lumpsum payment. The following documents are forwarded herewith :

- (a) Application in Form VU 10/11 in original together with:
 - (i) an unattested copy of the applicant’s photograph.
 - (ii) Part IV of Form VU 10/11 in original duly completed
 by the Accounts Officer.
- (b) A copy of Form VU 10/13 with the spare copy of Part III of the Form.
- (c) Report of the statement of the applicant’s case if he has been granted invalid pension,
 or has previously commuted a fraction of his pension or declined to accept
 commutation on the basis of addition of years to his actual age or has been refused
 commutation on medical grounds.

2 In terms of rule 11.9 of these rules Shrishould be examined by a Medical
 Board/Medical Officer not lower than the rank of Chief Medical Officer or a Medical Officer.
 It is requested that arrangement may be made to get Shri.....Examined as
 expeditiously as possible before his next birthday which falls on

It is requested that arrangements for medical examination by the medical authority indicated in
 Para-2 above may be made at the nearest available station mentioned by Shri.....
 in his application in Form VU 10/11. The attention of the Medical authority may be drawn to
 the provisions of rule 11.9 of these rules.

It is requested that Shri.....may be informed direct under limitation to this Department/office as to where and when he should appear before the appropriate authority for medical examination. A copy of this letter is being endorsed to him so that he may comply with your instructions on hearing from you.

The receipt of this letter may please be acknowledged.

Yours faithfully,

(Head of Office)

Copy forwarded to Shri.....(here give complete postal address) with the remarks that subject to the medical authority recommending commutation, he will on the basis of the report of the Comptroller be eligible for the lumpsum payment in lieu of the amount of pension to be commuted as follows :

on the basis of

| | Normal age 1 year | Added years 2 years |
|---|----------------------|------------------------|
| (i) Sum payable if commutation becomes absolute before the applicant's next birth day which falls on..... | | Rs. |
| (ii) Sum payable if commutation becomes absolute after applicant's next birth day which falls on..... | | Rs. |

The table of the present value, on the basis of which the calculation by the Accounts Office has been made, is subject to alternation at any time without notice and consequently the basis are liable to revision before payment is made. The sum payable will be sum appropriate to the applicant's age on his birth day next after the date on which the commutation become absolute or if the medical authority directs that years will be added to that age, to the consequent assumed age.

Shri.....should report for medical examination to the medical authority direct on hearing from.....He should take with him the enclosed Form with the particulars required in Part-I completed except the signature or thumb or finger impressions.

Place: _____ **Signature**

Date: _____ **Head of Office**

Copy forwarded to the Comptroller (here indicate designation and address)..... with reference to his letter No.....date.....

Place: _____ **Signature**

Date: _____ **Head of Office**

MEDICAL EXAMINATION BY THE.....
 (here enter the medical authority)

PART-I

The applicant must complete this statement prior to his examination by the.....
 (here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority :

- 1 Name of the applicant (in block letters)
- 2 Date of birth (by Christian era)
- 3 Place of birth
- 4 Particulars regarding parents, brothers and sisters

| | | | |
|--|--|---|---|
| Father's age if living and state of health | Father's age at death and cause of death | Number of brothers living, their ages and state of health | Number of brothers dead, their ages at death and cause of death |
|--|--|---|---|

| | | | |
|--|--|--|--|
| Mother's age If living and state of health | Mother's age at death and cause of death | Number of Sisters living, their ages and state of health | Number of sisters dead, their ages at death and cause of death |
|--|--|--|--|

- 5 Have you ever been examined:
 - (a) For Life Insurance, or/and
 - (b) By any Government Medical Officer or Medical Board
- 6 Have you been granted or considered for grant of invalid pension? If so, state the ground thereof.
- 7 Have you ever been granted leave on medical certificate during the last year? If so, state periods of leave and nature of illness.
- 8 Have you ever
 - (a) Had small pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood asthma, inflation of lungs, plurisy, heart disease.

Fainting attacks rheumatism
 appendicitis, epilepsy, insanity, or
 other nervous diseases, discharge
 from or other disease of the ear,
 syphilis, or gonorrhoea; or

- (b) Had any other disease or injury
 which required confinement to
 bed, or ?
- (c) Undergone any surgical operation ?
 or?
- (d) Suffered from any illness, wound or
 injury sustained while on active
 service? Or
- (e) Presence of albumen or sugar in
 urine.

9 Present state of health

- (a) Have you a hernia?
- (b) Have you varicocele, varicose vein
 or piles ?
- (c) Is your vision in each eye good
 (with or without glasses) ?
- (d) Is your hearing in each ear good?
- (e) Have you any congenital or
 acquired malformation, defect or
 deformity?
- (f) Have you lost or gained weight
 markedly during the last three
 years?
- (g) Have you been under treatment of
 any doctor within the last three
 months and nature of illness for
 which such treatment was taken.

DECLARATION BY APPLICANT

(to be signed in the presence of Medical authority)

I declare all the above answers to be, to the best of my knowledge and belief, are true and correct.

I am fully aware that if I am wilfully making a false statement or concealing a relevant fact, I shall incur the risk of losing the commutation I have applied for and of having my pension withheld or withdrawn under rule 2.2 of the Punjab Civil Services Rules Volume II.

Applicant's signature or thumb
impression in case of illiterate applicant

Signature in presence of

Signature and designation of Medical
Authority

PART-II

(to be filled in by the examining medical authority)

- 1 Apparent age
- 2 Height
- 3 Weight
- 4 Describe any scars or identifying marks of the
 applicant
- 5 Pulse rate
 - (a) Sitting
 - (b) Standing
 What is the character of pulse ?
- 6 Blood pressure
 - (a) Systolic
 - (b) Diastolic
- 7 Is there any evidence of disease of the main organs ?
 - (a) Heart

- (b) Lungs
- (c) Liver
- (d) Spleen
- (e) Kidney

- 8 Investigations
- (i) Urine State Specific gravity
 - (ii) Blood
 - (ii) X-ray/Chest
 - (iv) E.C.G.
- 9 Has the applicant a hernia ?
If so, state the kind and if reducible
- 10 Any additional finding

PART-III

I/We have carefully examined Shri/Shrimati/Kumariand am/are of opinion that He/ She is in good bodily and has the prospect of an average duration of life.

OR

He/She is not in good bodily health and is not a fit subject for commutation.

OR

Although he/she is suffering from.....he/she is considered a fit subject for commutation but his/her age for the purpose of commutation, i.e., the age next birthday should be taken to be(in words) years than his/her actual age.

Station :
Dated:

Signature and designation
of examining medical
authority

Form VU-10/14

[Referred to in Rule 10.12(1)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Register of pension applications

| Consecutive No. of case | Diary No. | Date of receipt in the section | From whom recd. | Name of deptt. | Name of applicant and last appointment held by him | Date of retirement/death | Reference | Replies | Final disposal | Initials of Supdt./A&AO | No. of PPO issued | Remarks |
|-------------------------|-----------|--------------------------------|-----------------|----------------|--|--------------------------|-----------|---------|----------------|-------------------------|-------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

From VU-10/15
[Referred to in Rule 10.12 (4)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

PENSION PAYMENT ORDER (2 copies)
1st copy: DISBURSER'S PORTION
2nd copy: PENSIONER'S PORTION

No.
Name
Designation

File No.

(Rubber Stamp of the Office issuing the Pension Payment Order)

**PENSION PAYMENT ORDER
(Disburser's Portion)**

P. P. O. No.

Dated.....

Debitable to LUVAS Employees Pension Fund

Until further notice, and on the expiration of every month be pleased to pay Shri/ Smt. the Pension as set out in Part II of this order/ family pension as set out in Part-II of this Order plus the amount of dearness relief as admissible from time to time thereon after due identification of the pensioner/family pensioner. The payment should commence from..... The income tax, where deductible, should be deducted at source.

2 Arrears of Pension/Family Pension at Rs.per month (Rupees.....per month) fromto plus the admissible dearness relief thereon may also be paid to Shri/Smt.....

Signature
Designation

(Special Seal of the Pension
Payment Order Issuing Authority)

To
(Authority where Pension is to be paid)

PART-I**PARTICULARS OF SERVICE OF THE PENSIONER/DECEASED
UNIVERSITY EMPLOYEE**

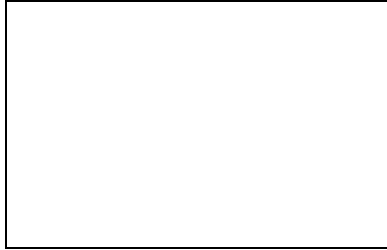
- 1 Name of the University employee
- 2 Post/ Grade/Rank last held and
the name of the
Department/Office from which
retired under the University
- 3 Date of Birth
- 4 Date of entry into University
service
- 5 Date of ending service (last day
of the service)
- 6 Details of weightage in service
allowed, if any
- 7 Period of service not qualifying
for pension

| From | To | Period | | | Reasons |
|------|----|--------|---|---|---------|
| | | Y | M | D | |

- 8 Total length of qualifying service
Col. (5-4) +(6-7) Year Months Days
- 9 Last pay drawn i.e. emoluments for pension Rs.
- 10 Emoluments for family pension Rs.
- 11 Fixed Medical Allowance Rs.

PART-II
(Applicable on Retirement)
Section-1
Particulars of Pensioner

1 Joint Photograph with the spouse



2 Name of the retiring University employee

3 Permanent Address

.....

.....

4 Personal marks of identification

5 Height (ft inch)

6 Signature or the left hand thumb impression of the Pensioner (to be obtained at the time of first payment of pension)

Section 2
Details of Pension

- | | | |
|----|---|-------|
| 1 | Amount of monthly pension before commutation (in figures as also in words) | |
| 2 | Class of pension and date of order sanctioning it | |
| 3 | Rules under which sanctioned | |
| 4 | Date of commencement of pension | |
| 5 | Fraction amount of pension commuted, if any | |
| 6 | Commutated value and the date of its payment | |
| 7 | Reduced monthly pension after commutation (in figures as also in words) | |
| 8 | Date of commencement of reduced pension | |
| 9 | Date (in words) from which commuted portion shall stand restored (subject to pensioner being alive on that date) | |
| 10 | Whether the Pensioner/family pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn | |

Section -3

Details of family pension payable on the death of the pensioner

- 1 Rules under which family pension is admissible.
- 2 Details of family members eligible for pension in the event of the death of pensioner

| No. | Name | | Relationship with the employee | Date of birth (for children) | Present address | Whether child is physically handicapped |
|-----|------|--|--------------------------------|------------------------------|-----------------|---|
| | | | | | | |

Note. Above particulars may be given in the order of eligibility of the family members.

| | Amount Rs. | From | To |
|----------------------------|---------------|------|----|
| 3 Amount of family pension | | | |
| (i) At enhanced rate | | | |
| (ii) At normal rate | | | |

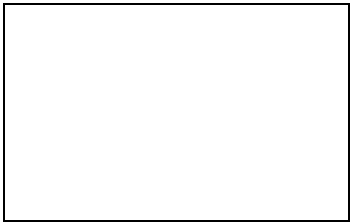
PART-III

(Applicable on death while in service)

Section-1

Particulars of family Pensioner

1 Photograph of the family pensioner



2 Name of the recipient of family pension

3 Relationship with the deceased University employee

4 Permanent Address
.....
.....

5 Personal marks of identification

6 Height (ft inch)

7 Signature or the left hand thumb impression of the Pensioner (to be obtained at the time of first payment of pension)

8 Whether the pensioner/ family pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn

Section 2

- 1. Rules under which family pension is sanctioned and date of order sanctioning it.
- 2. Amount of family pension.

| Amount | From | To |
|--------|------------------|----|
| | Rs. | |
| (i) | At enhanced rate | |
| (ii) | At normal rate | |

PART VII
(Record of Disbursement)

| Month for which pension is due | Amount | | | Date of Payment | Disbursing Officer's Initials | Remarks |
|--------------------------------|-------------|-----------------|-----------|-----------------|-------------------------------|---------|
| | Pension Rs. | Dearness Relief | Total Rs. | | | |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| January | | | | | | |
| February | | | | | | |

Note 1.: Dearness relief is payable with reference to the amount of pension before commutation.

Note 2.: 15 pages of this form to be included in PPO book copy of Disburser and Pensioner.

Form VU – 10/17
[Referred to in Rule 10, 12(4)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Pension Payment Register

| Name of pensioner | No. of Pension Payment Order | Period for which pension is paid | Amount of pension | Dearness Relief | Medical Allowance | Total | Recovery of over payment , if any | Income Tax deduction | Net Amount paid | Allocation of pension as indicated on the PPO | Signature | Remarks |
|-------------------|------------------------------|----------------------------------|-------------------|-----------------|-------------------|-------|-----------------------------------|----------------------|-----------------|---|-----------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

Form VU-10/18(a)
{ Referred to in Rule 10.12(4)}

OFFICE OF COMPTROLLER

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Dated:

To

The Manager,
State Bank of India,
CCSHAU Branch, Hisar.

Sub: Pension payment order and commutation of pension in favour of
..... holder of PPO No.

I am to forward herewith the pension payment order No. in favour of Dr./Sh./Smt.
.....

2. It is requested that:

- (i) The pensioner's portion of the PPO may be made over to him/her after obtaining his/her signatures on the disburser's portion after you have satisfied yourself of his/her identity and payments noted on both portions are made.
- (ii) Payment of Rs. on account of commuted value of pension to (Details of pension) as given at Sr. No. 6 of Section 2 be made.
- (iii) Payment of arrears of pension as shown on para-2 of pension payment order be made.
- (iv) Payment of reduced pension of Rs. consequent upon commutation from the date of receipt of commuted value of pension by the pensioners or three months after the issue of authority whichever is earlier be made and a note to this effect on the reverse of both the halves of PPOs under proper attestation quoting this letter as an authority be kept.
- (v) Payment of relief on pension on the original pension (un-commuted pension) be made.

3. The slip bearing left hand thumb and finger impression of the pensioner is also enclosed.

4. The payment to the pensioner may be debited to the LUVAS employees' pension fund account maintained in your branch.

5. The date from which pension has been reduced may also be intimated to this office for record in our office.

6. The commuted value of pension of Rs. may be restored after months from the month of payment or attaining the age of 70 years, whichever is later.
7. Any change in the amount of pension will be intimated as and when occasion arises.
8. Terms and conditions as separately settled with you may be strictly followed.
9. The receipt of this letter may please be acknowledged.

Comptroller

Endst. No.

Dated:

Copy forwarded to:

1. Dr./Sh./Smt., Pensioner for information and action. He/ She should appear before the Manager, State Bank of India, CCSHAU, Hisar for completion of required formalities and to receive the payment.
2. (concerned Head of Deptt./Office for information and necessary action with reference to his letter No. dated He is requested to send the fixed medical allowance opted by the retiree to this office every month for further payment to him alongwith pension.
3. The (concerned Controlling Officer) for information. The service record sent vide your U.O. No. dated is enclosed herewith. Please acknowledge the receipt.

Asstt. Comptroller (P) For
Comptroller

Encl.: As above

Form VU-10/18(b)
{ Referred to in Rule 10.12(4)}

OFFICE OF COMPTROLLER

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Dated:

To

The Manager,
State Bank of India,
CCSHAU Branch, Hisar.

Sub: Payment of Family Pension PPO No.

Sir,

I am to forward herewith two copies of pension payment order No. in favour of Dr./Sh./Smt. Son/daughter/wife of the deceased Sh. /Smt. for payment of Family Pension.

1. It is requested that:

- (i) The pensioner's portion of the PPO order be made over to him/her after obtaining his/her signatures on the disburser's portion after you have satisfied yourself of his/her identity and payments noted on both portions are made.
- (ii) The enhanced family pension @ Rs. () may be paid to the wife of the deceased for a period from to.....
- (iii) Normal family pension may be paid to the wife of deceased @ Rs..... () from onwards.
- (iv) The arrears noted on the 2nd page of the pension payment order may be paid to the wife of the deceased under intimation to this office.
- (v) Dearness Relief and Interim Relief of family pension may be paid.

2. The slip bearing left hand thumb and finger impression of the family pensioner is enclosed.

3. Any change in the amount of pensioner will be intimated to you as and when occasion arises.

Encl. : As above

Yours faithfully

Comptroller

Endst. No.

Dated:

Copy forwarded to:

1. Smt..... She should appear before the Manager, State Bank of India, CCSHAU, Hisar to receive the payment.
2. (Concerned D. & D.O.) with reference to his letter No. dated.....
3. The..... (concerned Controlling Officer) Service record sent vide his U.O. No. dated..... is sent herewith.

Encl.: As above

Asstt. Comptroller
for Comptroller

Form VU -10/19
[Referred to in Rule 10.12(5)]

OFFICE OF COMPTROLLER

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

Dated:

To

The Manager,
State Bank of India,
CCSHAU Branch, Hisar.

Sub: Change in rate of Pension/Family Pension of Sh. /Smt. holder of PPO No.
..... due to

1. Sh./Smt. holder of PPO No..... is drawing his/
her pension at the rate of Rs. w.e.f. from your Bank. His/her rate
of Pension has been revised to Rs., out of the original Pension of Rs.
..... has already been commuted so he/she shall get a net revised Pension of Rs.
.....
2. The rate of Family Pension has also been revised to Rs. upto
and thereafter Rs. per mensem will be payable till his/her death or re-marriage
whichever is earlier. The relief on Family Pension is also payable.
3. The change may be noted on both the halves of the PPO quoting this letter as an authority.
4. The arrear of Pension may be disbursed to him/her at an early date after making the adjustments of
payments of Pension Relief already made.
5. You are requested to acknowledge the receipt of letter.

Comptroller
LUVAS, Hisar

- Copy to: (i) Concerned Controlling Officer
- (ii) Head of Deptt./Office
- (iii) Sh. /Smt. He/She is advised to contact the Manager for
receiving the payment of his/her pension at revised rates as well as arrears.

Asstt. Comptroller
LUVAS, Hisar

Form VU -10/21
[Referred to in Rule 10.16(1)]

INDEMNITY BOND
(Must be on stamped paper)

In consideration of our having permitted LUVAS pensioners to draw the Pension/Arrears of Pension/Committed value of pension of the University employees from Bank, under clause A (i) of the rules pertaining to manner of payment of pensions/family pensions and other retirement benefits as have been agreed to by us, we, the State Bank of India at CCSHAU, Campus Hisar, hereby indemnify the LUVAS, Hisar to refund to the University on demand, any over payment/excess payment that may be made by us to pensioners/family pensioners/his/her legal heirs.

In witness whereof, we, the State Bank of India, CCSHAU, Branch, Hisar and.....
(Name of surety) set our hands at this..... day of
2014.

Full Signature of
Witness/surety alongwith
their designation

Full Signatures of
Branch Manager, SBI at
HAU, Hisar.

1.

Form VU – 10/22
[Referred to in Rule 10, 16(4)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

INDEX REGISTER OF PENSION PAYMENTS

| Sr. No. | Name of Pensioner | PPO No. issued by the Comptroller | Monthly amount of pension (basic pension and Relief to be shown separately) | | Date from which pension will commence | Remarks |
|------------|-------------------|---|---|--------|---|---------|
| | | | Basic Pension | Relief | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Note: Each entry should be attested by Nominated Officer of the bank i.e. State Bank of India, CCSHAU, Hisar.

Form VU – 10/23
[Referred to in Rule 10. 19]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
PENSION PAYMENT REGISTER

| Name of the Pensioner | No. of PPO issued by the Comptroller | Period for which the pension is paid | Amount of pension (basic pension and Relief to be shown separately) | | Recovery of over payment, if any | Income Tax deduction | Net amount paid | Allocation of pension as indicated in the PPO | Remarks |
|-----------------------|--------------------------------------|--------------------------------------|---|--------|----------------------------------|----------------------|-----------------|---|---------|
| | | | Basic Pension | Relief | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Note: Each entry should be attested by Nominated Officer of the Bank i.e. State Bank of India, CCSHAU, Hisar.

FormVU-10/24
[Referred to in Rule 10.25]

No.

Dated

From

The Branch Manager,
State Bank of India,
CCS HAU, Hisar.

To

The Comptroller,
(Pension Branch),
LUVAS, Hisar.

Sub: Intimation regarding death of Pensioner

Sir,

I am to inform you that Shri/Smt..... holder of pension payment order No. who was drawing his/her pension from the Bank died on

1. The first payment of Family Pension at Rs..... (Rupees) only per month has been made to for the period from..... to.....

Before making the said payment, the death certificate, the application form and other documents have been obtained and accepted after necessary scrutiny. I have also personally satisfied myself about the identity and title of the claimant.

Yours faithfully,

()
Branch Manager

Form VU-10B/1
[Referred to in Rule 10B.4]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

**CENTRAL RECORDKEEPING AGENCY
 NSDL, DDO REGISTRATION FORM**

(To avoid mistake(s) ,please read the accompanying instructions carefully before filling up the form)

DDO Registration Number:
 (To be allotted by CRA)

We are pleased to inform you that our Drawing & Disbursing Officer has decided to join the New Pension System. The details for registration in the CRA system are as provided below:

1. DDO TAN (Optional):
 (Refer to instruction no.11)
2. Name of the DDO office*
3. DDO Address:
 Flat/Unit No. Block No. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City*

State/Union Territory*

Country*

Pin Code*

Phone No *

Alternate Phone No.

STD (Code)

(Phone No*)

4. Official Email ID* (Refer to instruction No. 5)
5. Authorized contact persons designation*
6. Name of the Department*
7. (a) Name of the Ministry* (Refer to instruction no.6) N.A.

DDO stamp and Signature of Authorized Signatory

8. DTO Registration Number*
(to be filled by DTO)

9. Name of the State Govt./ Union Territory*

I/we hereby agree and declare that the information provided in the application is complete and true

Date:

Place:

DDO Stamp

Signature of Authorized Signatory of DDO

Name of Authorized Signatory:

To be attested by DTO(Comptroller)

Date:

Place:

DDO Stamp

Signature of Authorized Signatory

DDO Reg. No. (Allotted by CRA)

(Refer instruction No. 9)

Received on.....

Name of the Officer.....

Signature of the officer

(To be filled at CRA)

CRA Stamp

Instructions for filling the form:

1. The form is to be submitted to the address – Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, ‘A’ Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
2. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
3. The form should be filled up completely. Details marked with (*) are mandatory fields.
4. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
5. Email ID should be official Email ID of the Directorate of Treasury and Accounts office & not of any individual person.
6. The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
7. TAN is the Tan Deduction Collection Account Number allotted by the Income Tax Department. New TAN alphanumeric Number following structure First four digit (Alphabets), Next five digits (Numeric) and last digit (Alphabets).
8. For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, ‘A’ Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Form VU-10B/2
[Referred to in Rule 10B.5.1]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

(Details to be furnished by the University Employee to the Head of Deptt./Office)

Name of the University Employee :
(in Block Letters)

Designation :

Name of Deptt./Office :

Scale of Pay :

Date of Birth :

Date of Joining University Service :

Basic Pay (including grade pay) and
NPA, if any :

Nominee for accumulations under
the Pension Account :

| Sr.No. | Name of nominee(s) | Age (Date of Birth) | Percentage of share payable | Relationship with the University employee |
|--------|--------------------|------------------------|--------------------------------|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Signature of University Employee

Application Form prescribed by CRA/NSDL duly filled in for allotment of Permanent Retirement Account Number (PRAN) is enclosed.

Signature of University Employee

HOD/Office



LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES

HISAR-125 004, Haryana (India)

(Established by State Act No.7 of 2010)

To affix recent Coloured photograph (3.5 cm x 2.5 cm)

Application for Allotment of Permanent Retirement Account Number (PRAN)

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

Acknowledgement No. (To be filled by FC) [grid]

Permanent Retirement Account Number : (To be filled by FC after PRAN generation) [grid]

Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars :

Section A - Subscribers Personal Details (* Indicates Mandatory Field)

Signature/Left Thumb Impression of Subscriber in black ink

1. Full Name (Full expanded name: initials are not permitted)

Please Tick as applicable, Shri [] Smt. [] Kumari []

First Name * [grid]

Middle Name [grid]

Last Name [grid]

2. Gender * Please Tick as applicable, Male [] Female []

3. Date of Birth * [grid] 4. PAN [grid]

D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

5. Father's Full Name:

First Name * [grid]

Middle Name [grid]

(Please refer to instructions No.6.)

10. Basic Salary

11. Pay Scale

Certified that the above declaration has been signed / thumb impressed before me by _____
 after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employee records available with the **Department**.

Signature of the Authorised Person Rubber Stamp of the DDO
 Designation of the Authorised Person : _____ Name of the DDO _____

Date : Department / Ministry _____

D D M M Y Y Y Y

Section C - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee *:

1st Nominee

2nd Nominee

3rd Nominee

| First Name * | First Name * | First Name * |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Middle Name | Middle Name | Middle Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Last Name | Last Name | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

2. Date of Birth (In case of a minor)*:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

3. Relationship with the Nominee*:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

4. Percentage Share *:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|------------------------|------------------------|------------------------|
| <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |

5. Nominee's Guardian Details (in case of a minor)*:

1st Nominee's Guardian Details

2nd Nominee's Guardian Details

3rd Nominee's Guardian Details

| First Name * | First Name * | First Name * |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|-------------|-------------|-------------|
| Middle Name | Middle Name | Middle Name |
| | | |
| Last Name | Last Name | Last Name |
| | | |

6. Conditions rendering nomination invalid:

| | | |
|-------------|-------------|-------------|
| 1st Nominee | 2nd Nominee | 3rd Nominee |
| | | |

Section D - Subscriber Scheme Details

| 1st Scheme | 2nd Scheme | 3rd Scheme |
|---------------------------------|---------------------------------|---------------------------------|
| Pension Fund Managers Name/Code | Pension Fund Managers Name/Code | Pension Fund Managers Name/Code |
| | | |
| Scheme ID No./Name | Scheme ID No./Name | Scheme ID No./Name |
| | | |
| Percentage Share | Percentage Share | Percentage Share |
| | | |

Section E - Declaration

I understand that there would be PFRDA approved **Terms and Conditions** for Subscribers on the CRA website **governing I-Pin (to access CRA / NPSCAN and view details) & T-pin**. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

| | | | | | | | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|
| I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief. | | | | | | | | | | | | | | | | | |
| Date : <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table> | | | | | | | | | D | D | M | M | Y | Y | Y | Y | Signature/Left Thumb Impression of Subscriber |
| | | | | | | | | | | | | | | | | | |
| D | D | M | M | Y | Y | Y | Y | | | | | | | | | | |

INSTRUCTIONS FOR FILLING PRAN FORM

- a) This form is to be used by State Governments/ Union Territories/State Autonomous Bodies/University employees
- b) Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** only.
- c) Details Marked with (*) are the mandatory fields.
- d) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- e) 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
- f) Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

| Sr. | Item No | Item Details | Guidelines for Filling the Form |
|-----|---------|--------------|---------------------------------|
|-----|---------|--------------|---------------------------------|

| | | | |
|--|------------------|--|--|
| No. | | | |
| Section A - Subscribers Personal Details | | | |
| 1 | 3. | Date of Birth | All Dates Should be in “DDMMYYYY” Format |
| 2 | 6. | Present Address | All future communications will be sent to present address. |
| 3 | 8, 9, 10 | Phone No., Mobile No, & Email ID | It is advisable to mention either “Telephone number” or “Mobile number” or “Email id” so that Subscriber can be contacted in future for any discrepancy. |
| 4 | 11 | Subscriber’s Bank Details | If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory. |
| Section B - Subscribers Employment Details | | | |
| It is mandatory to fill the Subscriber’s Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details. | | | |
| 5 | 3. | PPAN | Kindly provide the PRAN (Permanent Retirement Account Number) or equivalent number, if it has been allotted to the subscriber by the respective state government / Union Territory/Central/State Autonomous Bodies. |
| 6 | 8 & 9 | DTO Reg. No. & DDO Reg. No. | DTO Reg. No. and DDO Reg. No. is the unique Registration number allotted by Central Recordkeeping Agency. |
| Section C - Subscriber’s Nomination Details | | | |
| 7 | 4. | Percentage Share | Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected. |
| 8 | 5. | Nominee’s Guardian Details | If a nominee is a minor, then nominee’s guardian details will be mandatory. |
| Section D - Subscriber scheme details | | | |
| If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npscra.nsdl.co.in | | | |
| 9 | Scheme | Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npscra.nsdl.co.in Subscriber can not fill the same scheme details more than once. If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable. | |
| 10 | Percentage Share | Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA. | |

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npscra.nsdl.co.in>).
- b) The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.
- c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective DTO.
- d) For more information
Visit us at <http://www.npscra.nsdl.co.in>
Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in

Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Form VU-10B/3
(Referred to in Rule 10B.5(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
INDEX REGISTER

For the employees with their PRAN for New Pension Scheme

| PRAN No. | Name of University Employee | Designation | Name of office in which joined service | Date of Birth | Date of joining University Service | Signature of Asstt. Comptroller/ Supdt. |
|----------|-----------------------------|-------------|--|---------------|------------------------------------|---|
| | | | | | | |

Form VU-10B/4
Referred to in Rule 10B.6(iii))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

SCHEDULE OF UNIVERSITY EMPLOYEE’S CONTRIBUTION TOWARDS TIER-I OF THE NEW PENSION SCHEME

Name of the DDO/Code No.:

| NPS No. PRAN | Name of the Employee | Designation | Basic Pay+ NPA | DA | Subscription under Tier-I | Remarks |
|-----------------|-------------------------|-------------|-------------------|-----|------------------------------|---------|
| | | | Rs. | Rs. | Rs. | |
| | | | | | | |

(Rupees.....)

Date and Signature of Drawing Officer

Designation

Form VU-10B/5
Referred to in Rule 10B.6(iii))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

SCHEDULE OF UNIVERSITY'S CONTRIBUTION TOWARDS TIER-I OF THE NEW PENSION SCHEME

Name of the DDO/Code No.:

| PRAN No. N.P.S. | Name of the Employee | Designation | Basic Pay+ NPA | DA | University Contributions | Remarks |
|--------------------|----------------------|-------------|----------------|-----|--------------------------|---------|
| | | | Rs. | Rs. | Rs. | |
| | | | | | | |

(Rupees.....)

Date and Signature of Drawing Officer

Designation

Form VU-10B/7
Referred to in Rule 10B.7

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

NEW PENSION SCHEME LEDGER ACCOUNT
(Separate page for each employee)

Name:

Designation:

Department:

PRAN No. allotted
By CRA,NSDL

Date of joining University Service:

Date of Superannuation:

| Month | Basic Pay+NPA | DA | Employee's Contribution Under Tier-I Rs. | University's Contribution Under Tier-I Rs. | Total Tier-I Rs. | Remarks | |
|-------------|---------------|----|--|--|------------------|---------|---|
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| July | | | | | | | |
| August | | | | | | | |
| September | | | | | | | |
| October | | | | | | | |
| November | | | | | | | |
| December | | | | | | | |
| January | | | | | | | |
| February | | | | | | | |
| March | | | | | | | |
| Total (Rs.) | | | | | | | <p>Tier-1 Rs.</p> <p>Opening Balance as on 01.04.</p> <p>Interest Closing balance as on 31.03.</p> <p>Posted by.... Checked and examined by</p> <p>• No withdrawals allowed</p> |

Asstt. Comptroller (Pension)

Form UV-10B/8
(Referred to in rule 10B.10(1))

Annexure of Finance Department memo No. 2/47/2007-1 Pension dated 23 July, 2012 (7 pages)

| | | |
|--|--------------------------------------|---|
| <p><u>Withdrawal Form for Exit from NPS on Normal Superannuation for University employees</u> (please fill all the details in CAPITAL LETTERS & in BLACK INK only)</p> | | <p>Self attested photograph of the subscriber</p> |
| <p>Date: _____</p> | <p>Acknowledgement Number: _____</p> | |
| <p>(DD/MM/YYYY)</p> | <p>(Generated by NPSCAN)</p> | |
| <p>Sir/Madam, _____</p> <p><u>I hereby submit a request for withdrawal under NPS and give below the necessary details</u></p> | | |

NEW PENSION SYSTEM (NPS)

Section A- Subscriber's Personal Details:

1. PRAN*:

2. Full Name (As in PRAN Ca,d)*: First Name
Middle Name *

Last Name*

3. Father's name/Spouse's Name: First Name*

Middle Name*

Last Name*

4. Address:

Flat/Unit No. Block No.*

Name of
permise/Building/Village*
Area/Locality/Taluka

District/Town/City*

5. State/Union/Territory* _____
 6. Date of Birth*(As in PRAN _____ Card):

SECTION 'B' WITHDRAWAL DETAILS

1. Type of withdrawal for lump sum amount being opted(please refer instruction No. 6)

Normal lump sum withdrawal please withdrawal

2. Lump sum amount and amount to purchase life annuity in case of normal withdrawal (please refer instruction No.5)

| Description | Lump sum amount max. of 60% | Amount to purchase life annual minimum of 40% | Total |
|-------------|-----------------------------|---|-------|
|-------------|-----------------------------|---|-------|

| | | | |
|---------|--|--|------|
| % share | | | 100% |
|---------|--|--|------|

Note: A separate form NPS- AP needs to be filled in for purchase of Annuity and for arranging the monthly pension/annuity. The subscriber is required to follow the procedure laid down by Annuity Service Provider (ASP).

3. In case of phased withdrawal**, please mention the percentage of lump-sum amount to be withdrawn this year (please refer instruction No. 6)

| Description | Phased withdrawal percentage (Minimum 10%) |
|-------------|--|
| % share | |

Note: In phased withdrawal of lump-sum amount, subscriber can opt to withdraw lump-sum amount for accumulated pension wealth in a phased manner over the period from 60 years (or any other retirement age as prescribed by employer) to 70 years. Subscriber has to withdraw minimum of 10% of the remaining pension wealth every year; at the age of 70 years,, subscriber would compulsory withdraw any amount lying to their credit. Also, note that in phased withdrawal of lump-sum amount, subscriber is subject to the NAY movement and may lose or gain in the future.

For Government employees opting for Phased withdrawal, the Central Record Keeping Agency (CR.A) maintenance charges would be deducted from the corpus/units lying in the account of the subscriber.

4. Nominee to whom the outstanding pension wealth of the phased lump-sum amount is payable, in case of demise of the subscriber before entire proceeds of the phased lump-sum amounts are withdrawn,

NAME: _____

AGE: _____

RELATIONSHIP: _____

CORRESPONDANCE ADDRESS OF THE NOMINEE: _____

** Please note that in case of demise of the subscriber after opting for phased withdrawal, all the outstanding pension wealth out of the phased lump sum withdrawal in the account of the subscriber will be paid to the nominee as mentioned in this form and the same would be treated as full and final discharge of the obligation.

SECTION C- SUBSCRIBER'S BANK DETAILS:

Mode of remittance of funds would be through ECS/NEFT/RTGS/Electronic, Transfer only and applicable bank charges for direct credit would be deducted from the pension wealth.

2. For Electronic transfer or Direct Credit, Proof attached for Bank Details:

Cancelled Cheque

Bank Certificate

3. Type of Bank Account:

Savings A/c

Current A/c

4. **Bank A/c Number**

5. **Bank Name**

6. **Bank Branch**

7. **Pin Code**

8. **Bank IFSC Code***

I, _____, NPS Subscriber, my PRAN is _____
do hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

| | |
|--|---------------------------------------|
| Signature/Left Impression of the Subscriber | Thumb Impression of the Subscriber |
|--|---------------------------------------|

*** Note: Left thumb impression in case of illiterate male claimants and Right thumb impression in case of illiterate female claimants must be obtained.**

TO BE FILLED/ATTESTED BY DDO

Certified that the above declaration has been signed/thumb impressed before me by _____
after he/she has read the entries/entries have been read over to him/her by me and got confirmed by him/her. Also certified that the date of retirement is as per employee records available with the Department. **The date of retirement of the subscriber as per government records is as given below:-**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

| |
|-------------------------|
| Rubber Stamp of the DDO |
|-------------------------|

| |
|------------------------------------|
| Signature of the Authorised Person |
|------------------------------------|

DDO Registration Number _____ Designation of the Authorised Person: _____
(Allotted by CRA)

Date:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

DDO Name: _____
Department/Ministry _____

| | |
|---|---|
| <p><u>TO BE FILLED/ATTESTED BY DDO/TO/ATO</u></p> <p style="text-align: center;">Rubber Stamp of the DDO/TO/ATO</p> | <p>DDO/TO/ATO Registration Number (Allotted by CRA): _____</p> <p style="text-align: center;">Signature of the Authorised Person</p> |
|---|---|

ADVANCED STAMPED RECEIPT**Claim for the Withdrawal of Accumulated Pensions Wealth under New Pension System (NPS) ' on Normal Superannuation for University employees.**

I covered under the New Pension System with Permanent Retirement Accounts Number (PAN)_____ has received a sum of Rs...../(Rupees.....)from New Pension System/New Pension System Trust by Deposit in my Saving Bank/Current Account towards the settlement of my New Pension System (NPS) accounts.

**Affix 1 Rupee
Revenue Stamp
and sing across**

**Signature of Left/Right hand thumb
mpression of the NPS Subscriber***

(* Note: Left thumb impression in case of illiterate male claimants and Right thumb impression in case of illiterate female claimants must be obtained).

ACKNOWLEDGEMENT RECEIPT

Acknowledgement Slip to the NPS Subscriber on receipt of completed application form for Withdrawal on Superannuation

(To be filled by DDO/TO/ATO)

Received from PRAN:

TO/ATO Registration

DUO Registration Number

Received at: _____

Date:

Time

Acknowledgement Number

(Generated by NPSCAN)

INSTRUCTION FOR FILLING UP THE FORM

THIS application should be filled by the Subscriber seeking to withdraw the benefits under NPS on Normal Superannuation for University employees.

Documents to be enclosed with the application

1. Original PRAN card. In case PRAN Card is not available, the subscriber needs to submit a duly notarized Affidavit as to the reasons of non-submission of the PRAN card.
2. Cancelled cheque (containing subscriber Name, Bank Account Number and IFSC Code) or Bank Certificate Containing Name, Bank Account Number and IFSC Code, if opted for direct credit or electronic transfer.
3. A pre-signed receipt acknowledging the receipt of the proceed under NPS by the subscriber.
4. In addition to the PRAN card any other Identification and address proof of the subscriber. The documents that can be provided as identification and address proof are as mentioned below:
 - a) Ration Card with photograph and residential address.
 - b) Bank Passbook with photograph and residential address.
 - c) Credit Card with photograph, any other address proof like latest telephone bill, electricity bill in the name of the subscriber.
 - d) Passport
 - e) Voter's Photo Identity Card with residential address.
 - f) Driving license with photograph and residential address.
 - g) PAN card and any other address proof like latest telephone bill, electricity bill in the name of the subscriber.
 - h) Certificate of identity with photograph signed by the Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer and any other address proof like latest telephone bill, electricity bill in the name of the subscriber.

In case if the address is not present on any of the above documents or differs with address provided in this form, proof in respect of current residential address like latest telephone bill, electricity bill in the name of the subscriber should be submitted.

Also please provide copy of PRAN card to TO/ATO for verification.

GENERAL INSTRUCTIONS:

1. All the columns in the form should be filled with black ink pen without any overwriting.
2. Correct postal address, including the pin code should be provided.
3. The day on which CRA receives the confirmation of funds transferred to Subscriber's accounts, the PRAN will be deactivated in the CRA system.
4. Withdrawal after attaining the age of 60 years or the normal age of retirement as prescribed by the State Government applicable to the subscriber is termed as normal withdrawal.
5. Percentage of allocation for amount to be withdrawn as lump sum and amount to purchase life annuity. For example for a total corpus of Rs. 1000/- if subscriber wants to Rs. 300 as lump sum and Rs. 700 for annuitisation subscriber to select 30% and 70%.

For the purpose of this document Pension Wealth means: The total amount of contribution made by the subscriber in the scheme plus the investment income derived from the investment of the contributions made by the subscriber from the date of joining of New Pension System till the date of acceptance of the withdrawal application.

Documents to be enclosed with the application

1. Original PRAN card. In case PRAN Card is not available, the subscriber needs to submit a duly notarized Affidavit as to the reasons of non-submission of the PRAN card.
2. Cancelled cheque (containing subscriber Name, Bank Account Number and IFSC Code) or Bank Certificate Containing Name, Bank Account Number and IFSC Code, if opted for direct credit or electronic transfer.
3. A pre-signed receipt acknowledging the receipt of the proceed under NPS by the subscriber.
4. In addition to the PRAN card any other Identification and address proof of the subscriber. The documents that can be provided as identification and address proof are as mentioned below:
 - a) Ration Card with photograph and residential address.
 - b) Bank Passbook with photograph and residential address.
 - c) Credit Card with photograph, any other address proof like latest telephone bill, electricity bill in the name of the subscriber.
 - d) Passport
 - e) Voter's Photo Identity Card with residential address.
 - f) Driving license with photograph and residential address.
 - g) PAN card and any other address proof like latest telephone bill, electricity bill in the name of the subscriber.
 - h) Certificate of identity with photograph signed by the Member of Parliament or Member of Legislative Assembly or Municipal Council or a Gazetted Officer and any other address proof like latest telephone bill, electricity bill in the name of the subscriber.

In case if the address is not present on any of the above documents or differs with address provided in this form, proof in respect of current residential address like latest telephone bill, electricity bill in the name of the subscriber should be submitted,

Form VU10B/9

Referred in rule 10B.10(2)

Annexure of Finance Department memo No. 2/47/2007-1-Pension dated 5th Nov. 2012 (5 pages)

NEW PENSION SHCEME (NPS)

Withdrawal of Accumulated Pension Wealth by Claimant due to the death of the subscriber

(Please fill all the details in CAPITAL LETTERS 84 IN BLACK INK ONLY)

This application should be filled by:-

If a valid nomination subsists: By the Nominee (s),if the nominee (s) is/are minor (s) guardian of the minor (s).

If no nomination then by family (as prescribed by University).

If both 1 & 2 above are not applicable, By legal heir (s) duly supported by a 'legal heir certificate' from the appropriate state authority.

In case of multiple claimants, separate forms need to be filled and submitted.

(FOR OFFICE PURPOSE ONLY-NOT TO BE FILLED IN BY THE CLAIMANTS)

Date:

Grid for Date: D D M M Y Y Y Y

D D M M Y Y Y Y

Acknowledgement Number:
(Generated by CRA)

Grid for Acknowledgement Number

DDO Registration No. _____ **DDO/TO/ATO Registration No.** _____

Receipt Number issued by receiving office:

Grid for Receipt Number

Entered By: _____ **Date:** _____ **Verified By:** _____ **Date:** _____

Sir/Madam,

I/We being a nominee (s) /guardian of minor nominee (s) or minor heir (s) of the deceased subscriber apply for the payment of the accumulated pension wealth of the deceased subscriber under the NPS for both Tier-I/Tier-II (please tick as applicable). I/We understand further that the entire accumulated pension wealth in both Tier-I and Tier-II (as applicable) would be settled as per the NPS and hereby given below the necessary details:-

Section A-Subscriber's Details:

1. PRAN*:
Grid for PRAN number

2. Full Name of the Claimant (As in PRAN Card)*:
First Name*:
Grid for First Name

Middle Name*:
Grid for Middle Name

Last Name*:
Grid for Last Name

Father's name of the claimant/spouse's name:
First Name
Grid for First Name

Middle Name*:
Grid for Middle Name

Last Name*:
Grid for Last Name

4. Date of Birth of the deceased subscriber, (As in PRAN Card)*:
Grid for Date of Birth
D D M M Y Y Y Y

5. Date of Subscriber's death:
Grid for Date of Death
D D M M Y Y Y Y

Section B -Details of the claimant (person entitled to receive claim proceeds under the policy):

1. Name of the Claimant

First Name*

Middle Name*

Surname/last name

2. Claimant's current communication Address:

Flat/Unit No. Block No.* _____

Name of premise/Building/Village _____

Area/Locality/Taluka _____

District/Town/City* _____

State/Union Territory* _____

Country* Pin Code* _____ Email 1) _____ Mobile No.

3. Date of Birth of the Claimant:

| | | | | | | | |
|----|---|---|---|---|---|---|---|
| .. | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

4. Relationship with the Subscriber*: (e.g. If claimant is son, claimant should fill the relationship as 'Son')

5. Claimant's Guardian Details* (only in case of a minor):

First Name*

Middle Name*

Surname/last name

SECTION C CLAIMANT'S BANK DETAILS (Please refer General Instruction No. 6): 1

Bank Details of the Claimant:

- For Electronic transfer or Direct Credit through ECS/NEFT/RTGS, Proof attached for Bank Details*:
Cancelled Cheque Bank Certificate __
- Type of Bank Account: Savings A/c Current A/c
- Bank A/c Number*

4. Bank Name*

5. Bank Branch*

6. Bank Address*

7. Pin Code*

8. Bank IFSC Code*

9. Bank MICR Code (wherever applicable)

| | | |
|---|--|---|
| Declaration: | | |
| I/we (as mentioned below), the nominee (s)/legal heir (s)/guardian of minor nominee (s) or minor heir (s) of NPS Subscriber Shri/Smt./Ms. do hereby declare that the information provided above is true to the best of my/our knowledge and belief. | | |
| Claimants Signature (Signature of guardian in case of the claimant is a minor) | Name of the claimant or of guardian | |
| | D a t e | Self attested photograph of the Claimant/guardian |

| | |
|---|--|
| <u>TO BE FILLED/ATTESTED BY DDO/TO/ATO</u> | |
| <p>Certified that the above declaration and details has been signed/thumb impressed before me by Sh./Smt./Ms. after the nominee (s)/legal heir(s)/guardian of minor nominee(s) or minor heir (s) has read the</p> | |
| <div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Rubber Stamp of the DDO/TO/ATO</div> | <div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Signature .of the Authorized Person</div> |
| DDO/TO/ATO Registration Number _____ Designation of the Authorized Person: _____ (Allotted by CPA) | |
| Date: _____ DDO/TO/ATO office Name: _____ | |
| Signature/Left Thumb Impression | |
| | |

CLAIM FOR THE WITHDRAWAL OF ACCUMULATED PENSIONS WEALTH BY CLAIMANTS DUE TO THE DEATH OF THE SUBSCRIBER UNDER NEW PENSION SCHEME.

Advanced Stamped Receipt

Claimant/Guardian of the Claimant (if the claimant is minor)

Received a sum of Rs.' _____ / (Rupees _____ only) from New Pension Scheme Trust by Deposit in my Saving Bank/Current Account towards the settlement of New Pension Scheme (NPS) account of the Late Shri/ Smt. _____ with PRAN Number _____

Affix 1 Rupee Revenue Stamp and sign across

Signature or Left/Right hand thumb impression of the Nominee/guardian

| | |
|---|---|
| Requirements submitted alongwith this form | |
| Original PRAN Card | |
| in the absence of PRAN card, notarized affidavit | |
| Death certificate in original issued by local authorities | |
| Photo ID | |
| Address Proof of the Claimant | - |
| Date of birth proof of Claimant | - |
| Legal heir certificate | |
| Certified copy of family member's certificate issued by Executive Magistrate | |
| Cancelled cheque (containing nominee-Name, Bank Account Number and IFS Code) or Bank certificate | |
| Discharge Certificate from the employer (in case claim is lodged through a DDO/TO/ATO). | - |
| Note; PFRDA reserve the right to call for additional requirements; if needed for establishing a valid claim under New Pension Scheme. | |

DECLARATION & AUTHORIZATION

I hereby declare that the information given on this death claim application form is true and complete to best of my knowledge and belief. I hereby declare and agree that any personal information collected or held by the New Pension Scheme (N.PS) (whether contained in this application or otherwise obtained) is provided and may be held, used, and disclosed by the Company to individuals/organizations associated with the NPS or any selected third party (within or outside of India) for the purposes of processing this application.

Witness Signature _____ Claimant Signature _____

Name of the Witness _____ Name of Claimant _____
(in block letters, family name first)

Address of Witness: _____ Date:_j_/ _
DD MM YEAR

Date: / / _____
DD MM YYYY

ACKNOWLEDGEMENT RECEIPT

Acknowledgement Slip to the claimant on receipt of completed application form for Withdrawal due to death of the Subscriber

(To be filled by

DDOTTO/ATO)

Received from PRAN: _____

DDO/TO/ATO Registration No..... DDO/TO/ATO office Name.....

Received at date Time.....

Acknowledgement Number

(Generated by CRA)

INSTRUCTIONS FOR FILLING UP THE FORM

All the columns in the form should be filled with blank ink pen without any overwriting.

2. Fields marked with (*) are mandatory.
3. The day on which CRA receives the confirmation of funds transferred to subscriber's accounts; the FRAN will be deactivated in the CRA system.
4. Correct postal address, including the pin code should be provided.

5. The literate claimant should sign the application form. In case of the claimant being illiterate,

Left hand thumb

impression by illiterate male claimant and right hand thumb impression by illiterate female should be affixed in the claim form.

6. If the nominee/legal heir is minor, bank account number should be in the **name** of nominee/legal heir. Bank account's

guardian should be same as mentioned in the withdrawal form.

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION:-

1. Death certificate in original of the deceased subscriber.
2. PRAN card in original. In case PRAN card is not available, a duly notarized affidavit as to the reasons of non-submission of the PRAN card is needs to be submitted.
3. Certified copy of family member's certificate issued by Executive Magistrate for cases where no nomination was registered with us.
4. Legal heir certificate when the claim is being made by.
5. Cancelled cheque (containing nominee Name, Bank Account Number and IFS Code) or Bank Certificate Containing Name, Bank Account Number and IFSC Code, for direct or electronic transfer.
6. A pre-signed receipt acknowledging the receipt of the proceeds by Nominee/nominees/legal heir (as applicable).
7. Identification and address proof of the Nominee or nominees, in case of multiple nominees. The photocopy of documents (Sr. No. a to 11) and original document (Sr. No. i) that can be provided as identification and address proof are as mentioned below:
 - a) Ration Card with photograph and residential address.
 - b) Bank Passbook with photograph and residential address.
 - c) Credit Card with photograph, any other address proof like latest telephone bill, electricity bill in the name of the nominee.
 - d) Passport
 - e) Aadhar Card issued by tHAD.
 - f) Voter's Photo Identity Card with residential address.
 - g) Driving license with photograph and residential address.

PAN card and any other address proof like latest telephone bill, electricity bill in the name of the nominee.

In case if the address is not present on any of the above documents or differs with address provided in this form, proof in respect of current residential address like latest telephone bill, electricity bill in the name of the nominee should be submitted.

For the purpose of this document Pension Wealth means: The total amount of contributions made by the subscriber in the scheme plus the investment income derived from the investment of the contributions made by the subscriber from the date of joining of New Pension Scheme till the date of execution of withdrawal request in the CRA System.

Form VU 11/3
(Referred to in Rule 11.4(i))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
PARTICULARS OF VEHICLES AND INCUMBENCY OF DRIVERS

1. Type of vehicle: Car/Station Wagon/Lorry/Jeep/ Truck
2. Mark of Vehicle
3. Registered No. of the vehicle
4. Engine No.
5. Chassis number
6. Horse Power
7. Whether petrol or diesel engine
8. Date of Acquisition
9. How acquired(by purchase or transfer from other department)
10. Whether New or Second Hand
11. Tyres No. 1 2 3 4 5
12. List of tools and accessories
13. List of spare parts to be kept with the driver

Particulars of the driver in charge of the vehicle

| Sr. No. | Name of driver | Period of charge | | Signature of the driver | Signature of the Controlling officer |
|---------|----------------|------------------|----|-------------------------|--------------------------------------|
| | | From | To | | |
| 1 | 2 | 3 | | 4 | 5 |

Check of tools & accessories

| Date of checking | Name & full designation of checking officer | Result of checking | Initials of checking officer | Remarks |
|------------------|---|--------------------|------------------------------|---------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Form VU 11/4
(Referred to in Rule 11.4(ii))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Particulars of Changing Oil, Filter, Element

| Date | Mileage/Km | Intervals in miles/km. | Remarks |
|------|------------|------------------------|---------|
| 1 | 2 | 3 | 4 |
| | | | |

Form VU 11/6
(Referred to in Rule 11.4(iv))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Particulars of Battery

| No. & make of the existing battery | Date on which battery changed | No. & make of new battery | Remarks |
|------------------------------------|-------------------------------|---------------------------|---------|
| 1 | 2 | 3 | 4 |
| | | | |

Form VU 11/7
(Referred to in Rule 11.6(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Particulars of consumption of Fuel, Oil and Lubricants

| Month | Petrol or diesel oil used in kilometers per liter | Engine oil consumed in milliliter per kilometer | Remarks |
|-------|---|---|---------|
| 1 | 2 | 3 | 4 |
| | | | |

Form VU 11/8
(Referred to in Rule 11.9(i))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES

Requisition for a University vehicle

1. Vehicle number/type:
2. Date on which required:
3. Time and place of start of journey:
4. Purpose of journey:
5. Places/stations to be visited:
6. Time and date of end of journey:
7. Name and designation of officers/officials travelling on official duty:
8. Name of the Department who will bear the expenses on POL etc.

Signature of Indenting Officer/
HOD with designation

The vehicle requisitioned as above by _____ will not/will be made available to him on the dates _____. Sh. _____, Driver has been directed to report for duty to the concerned officer for the above purpose.

Signature & designation
of Controlling Officer

To

CC: Sh. _____, Driver for compliance.

Form VU 11/8(a)
(Referred to in Rule 11.9(ii))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Duty Slip

- 1. Name of driver on duty:
- 2. Vehicle No.
- 3. Details of Journey
.....
.....
- 4. Approximate mileage
- 5. Approximate time of
Commencement of journey
- 6. Approximate time of end
Of journey
- 7. Purpose of journey
- 8. Chargeable to

Signature of Controlling Officer

Designation

Form VU 11/9
(Referred to in Rule 11.9(iii))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Register of Repairs etc. to University Vehicle No.....

| Sr. No. | Date | Repairs/Replacement etc. | Expenditure | | Signature of Controlling Officer | Remarks |
|---------|------|--------------------------|-------------|--------------------|----------------------------------|---------|
| | | | Amount(Rs.) | Voucher No. & Date | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form VU 12/1
(Referred to in Rule 12.2(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Transfer Entry

Name of Organization Officer.....

Entry No.....

| Reference to order when necessary | Details of supplies or service rendered or misclassification | Quantity | Rate Rs. | Amount Rs. | Incidental Rs. | Total Rs. |
|-----------------------------------|--|----------|----------|------------|----------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Minor Head or Scheme..... Minor Head or scheme.....

| Amount ± | | | Amount ± | | |
|------------|-----------------|-----|------------|-----------------|-----|
| Income Rs. | Expenditure Rs. | SOE | Income Rs. | Expenditure Rs. | SOE |
| | | | | | |

Forwarded to the Comptroller for carrying out the adjustment and advising the month in which it is done.

Signature & Designation of
HOD/Office

Transfer carried out in the month of.....

Copy forwarded to :

1. J.D. Audit.
- 2.
- 3.

Comptroller

Form VU 12/2
(Referred to in Rule 12.2(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Register of Transfer Entries

| Date | No. of transfer entry | Disbursing Officer Affected | Amount(Rs.) | Initial of Clerk or Assistant | Date of receipt of the T.E. from the Comptroller | Month in which carried out | Signatures in token of incorporation of the amount in the monthly account | Remarks |
|------|-----------------------|-----------------------------|-------------|-------------------------------|--|----------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Form VU 13/2
(Referred to in Rule 13.2(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Treatment Register of Animals

| Sr. No. | Date | Animal No. | Species and Age | Tentative diagnosis of disease | Treatment | Remarks |
|---------|------|------------|-----------------|--------------------------------|-----------|---------|
| | | | | | | |

Signature I/C

Form VU 13/3
(Referred to in Rule 13.3)(1)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Register of Adults Male/Female Stock

| Sr. No. | Animal No. | Date of Birth | Dam No.. | Sire No. | Initials of VLDA/ Incharge | How disposed off | Remarks |
|---------|------------|---------------|----------|----------|-------------------------------|------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Form VU 13/6
(Referred to in Rule 13.4(3))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Milk Feeding Register

| Sr.No. | Tag No./ Calf No. | Date of birth | 1 | To (Dates) | 31 | Total | Remarks |
|--------|----------------------|---------------|---|---------------|----|-------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Form VU 13/6(d)
(Referred to in Rule 13.4(4))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Daily Milk Coupon Report

| | | | |
|---|--|--------------|--------------|
| Distributed coupon Sr. No. for the month of | | | |
| Dated | Received and destroyed by cancelling & burning Coupon Sr. Nos. | Qty. of milk | Amount (Rs.) |
| Total | | | |

Balance coupons Sr. No. for the month of

Rule 13.4(d)

LUVAS- LPT Department

Milk Coupon

| | |
|---------------------------------|------------|
| Coupon Sr. No. | XXXX |
| Month | |
| Qty. of Milk | Half litre |
| Signature of designated faculty | |

Rule 13.4(d)

LUVAS- LPT Department

Milk Coupon

| | |
|---------------------------------|-----------|
| Coupon Sr. No. | XXXX |
| Month | |
| Qty. of Milk | One litre |
| Signature of designated faculty | |

Form VU 13/8(a)
(Referred to in Rule 13.5)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Milk/Cream Issued (for classes and research) Register

| Date | Milk/Cream (ltrs) | Issued for | Indent No. | Class Year/Course Number | Signature of Incharge/Teacher | Remarks |
|------|-------------------|------------|------------|--------------------------|-------------------------------|---------|
| | | | | | | |

Form VU 13/9
(Referred to in Rule 13.6(iii))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

**Animal/ Poultry Farm
Daily Attendance Roll of Labour
For the Month of 20.....**

| Sr. No. | Name | Father/Husband's Name | Rate of Wages per day/per month(Rs.) | No. & dates of days 1 to 31 | Total No. of days | Total amount due Rs. | Acknowledgement of payee | Date of payment | Initial of Disbursing officer |
|---------|------|-----------------------|--------------------------------------|-----------------------------|-------------------|----------------------|--------------------------|-----------------|-------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Total No. of Labour

Approved for Rs.....

Initials of Supervisor

Initials of Labour 1/c

Designation

Form VU 13/10
(Referred to in Rule 13.7)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Coupon Books Record Register

| Sr.No. | Opening Balance | Date & Number of Coupon books received | Total | Date & Number of Coupon books issued | To whom issued | Signature of receiver | Remarks |
|--------|-----------------|--|-------|--------------------------------------|----------------|-----------------------|---------|
| | | | | | | | |

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
INCUBATOR RECORD**

- 1. Date of setting.....
- 2. Hatch No.....
- 3. Category of hatch.....
- 4. Date of 1st candling.....
- 5. Dated of 2nd candling.....
- 6. Date of hatching.....
- 7. Total eggs received for setting.....
- 8. Eggs smashed.....
- 9. Total eggs set.....
- 10. Breed Summary.....

| Sr. No. | Breed | Total Eggs Set |
|---------|-------|----------------|
|---------|-------|----------------|

G. Total

11. Hatching Record:-

| Sr. No. | Breed | Infertile | D.I.G. | D.I.S. | No. of Chicks hatched |
|---------|-------|-----------|--------|--------|-----------------------|
|---------|-------|-----------|--------|--------|-----------------------|

G. Total

Percentage of hatchability on total eggs set.

Percentage of hatchability of fertile eggs set.

Remarks

12.Received in D.L.S.R.:-

| Date | No. of Chicks | Breed |
|------|---------------|-------|
|------|---------------|-------|

G. Total

13.Sale:-

| Sr. No. | Date | Receipt No. | No. of Chicks | Breed |
|---------|------|-------------|---------------|-------|
|---------|------|-------------|---------------|-------|

G. Total

Signature
(Incharge Hatchery)

Incharge
Poultry section

Form VU 13/13
(Referred to in Rule 13.9(1))

Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar
DAILY REGISTER OF BIRDS

Date:

| Age in weeks | Receipt | | | | | Disposal | | | | | |
|--------------|-------------|----------------|----------------|--------------|-------|----------------|--------------|--------|--------------|-------|---------|
| | Balance B/F | From incubator | Other receipts | Age Transfer | Total | For table/Shop | For breeding | Deaths | Age transfer | Total | Balance |
| 0-1 | | | | | | | | | | | |
| 1-6 | | | | | | | | | | | |
| 6-12 | | | | | | | | | | | |
| 12-18 | | | | | | | | | | | |
| M | | | | | | | | | | | |
| 18-24 F | | | | | | | | | | | |
| M | | | | | | | | | | | |
| Adults M | | | | | | | | | | | |
| F | | | | | | | | | | | |
| Total | | | | | | | | | | | |

BREED SUMMARY

DETAILS OF RECEIPTS, DISPOSAL AND MORTALITY

| Age in weeks | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|--|
| 0-1 | | | | | | | | | | | |
| 1-6 | | | | | | | | | | | |
| 6-12 | | | | | | | | | | | |
| 12-18 | | | | | | | | | | | |
| M | | | | | | | | | | | |
| 18-24 F | | | | | | | | | | | |
| M | | | | | | | | | | | |
| Adults M | | | | | | | | | | | |
| F | | | | | | | | | | | |
| Total | | | | | | | | | | | |

Egg. Production

| Breeds | A | B | C | D | Total |
|--------|---|---|---|---|-------|
| WLH | | | | | |
| WPD | | | | | |
| Turkey | | | | | |
| Quail | | | | | |

VLDA

Incharge

Please write off the value of birds worth Rs.....

Sanctioned

Professor & Head/Dean

Details of Sales

Receipt or Amount No. of Age

Form VU 13/14
(Referred to in Rule 13.10(1))

| | |
|---|---|
| <p align="center">Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar</p> <p>Department of..... Poultry Farm, College of</p> <p align="center">Custom Hatching</p> <p>No..... Dated:.....</p> <p>Name of the owner with complete address.....</p> <p>No. of eggs received for hatching..... Date of setting.....Probable date of hatching.....</p> <p align="right">Signature of (Poultry Manager)</p> <p>Certified that I shall collect the chicks on the notified date of hatching as given above and in the event of my failure to do so, the department shall be at liberty to confiscate the chicks and security deposited by me shall be forfeited by LUVAS, Hisar</p> <p align="right">Signature of customer</p> | <p align="center">Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar</p> <p>Department of..... Poultry Farm, College of</p> <p align="center">Custom Hatching</p> <p>No..... Dated:.....</p> <p>Name of the owner with complete address.....</p> <p>No. of eggs received for hatching..... Date of setting.....Probable date of hatching.....</p> <p align="right">Signature of (Poultry Manager)</p> <p>Certified that I shall collect the chicks on the notified date of hatching as given above and in the event of my failure to do so, the department shall be at liberty to confiscate the chicks and security deposited by me shall be forfeited by LUVAS, Hisar</p> <p align="right">Signature of customer</p> |
|---|---|

| | | | |
|----|--|----|--|
| 1. | The hatching shall be done at owners risk and the University shall not be responsible for any loss due to accident, fire or theft. | 1. | The hatching shall be done at owners risk and the University shall not be responsible for any loss due to accident, fire or theft. |
| 2. | Minimum of 25 eggs shall be accepted for setting from the individual customer. | 2. | Minimum of 25 eggs shall be accepted for setting from the individual customer. |
| 3. | The owner shall collect unhatched eggs three days before the hatching date after which no claim will be entertained in any case. | 3. | The owner shall collect unhatched eggs three days before the hatching date after which no claim will be entertained in any case. |
| 4. | In the matter of any dispute the decision of the concerned Prof. of the University will be considered as final. | 4. | In the matter of any dispute the decision of the concerned Prof. of the University will be considered as final. |
| 5. | The hatching charges will be received in advance at the time of receiving eggs for setting. | 5. | The hatching charges will be received in advance at the time of receiving eggs for setting. |
| | Signature _____ of _____ Customer Dated..... | | Signature of Customer Dated..... |

Form VU 13/15
(Referred to in Rule 13.10(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Custom Hatching Register

| Sr. No. | Name of the Customer with address | No. of eggs received | No. of eggs set | Hatching charges | Book No. and Receipt No. | Date of setting | Date of hatching | No. of chicks hatched | Date of delivery | Customers signature |
|---------|-----------------------------------|----------------------|-----------------|------------------|--------------------------|-----------------|------------------|-----------------------|------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Form VU 13/16
(Referred to in Rule 13.14)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
DELIVERY CHALLAN

Challan No.....

Department.....

Date of Supply.....

To

Salesman
Poultry & Meat Shop
LPT Department
LUVAS, Hisar

The following Animal products are sent herewith for sale at the University Shop. Please acknowledge receipt and credit income in the Scheme.....

| Sr. No. | Name of Products | Quantity | Remarks |
|---------|------------------|----------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Signature of Incharge
Producing Unit

Received articles noted above in good condition and entered in the Stock Register.

Signature of the Salesman
Poultry & Meat Shop

Stock entries seen in the Register

HOD, LPT
or Class II Officer
authorized by him

Form VU 13/17
(Referred to in Rule 13.15)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

Register of Receipt and Disposal of Animal Products

Name of the Product.....

| Date of Receipt | Delivery Challan/ Book No. | Received during the day from LPT | Sold during the day | | | Loss if any due to breakage/spoilage | Balance Qty | Initial of Sales man | Initials of Incharge | Remarks |
|-----------------|-------------------------------|----------------------------------|---------------------|----------|------------|--------------------------------------|-------------|----------------------|----------------------|---------|
| | | | Qty | Rate Rs. | Amount Rs. | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Initials of Salesman

Initials of Incharge

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Register of Sales

| Sr. No. | Name of Product | 1 to 31 (Dates) | Total |
|---------|-----------------|-----------------|-------|
| 1 | Eggs A | | |
| | .. B | | |
| | .. C | | |
| 2 | Chicken | | |
| 3 | Dressed Chicken | | |
| 4 | Mutton | | |
| 5 | Pork | | |
| 6 | Cream | | |
| 7 | Dahi | | |
| 8 | Butter | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| Total | | | |

Initial of HOD, LPT
Or Class II officer authorized by him

Initials of Salesman

Initials of Cashier

Form VU 14/1
(Referred to in Rule 14.3)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Register of Applications for appointments/admissions

Name of Post..... Last date for the receipt of applications.....

| Sr. No. of Application | Date of receipt | Name of Applicant | Address of Applicant | Amount of application fee paid | No. of Postal Order or cash receipt | Initials of the employee empowered to receive application | Remarks |
|------------------------|-----------------|-------------------|----------------------|--------------------------------|-------------------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Form VU 14/5
(Referred to in Rule 14.9(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Register of Duplicate and Other Certificates

| Date | Name of applicant | Nature of certificate required | Fee paid Rs. | No. and date of receipt/Postal Order | No. and date of certificate issued | Initials of the dealing Asstt. | Initials of the Registrar/Asst Registrar | Remarks |
|------|-------------------|--------------------------------|--------------|--------------------------------------|------------------------------------|--------------------------------|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Form VU 14/6
(Referred to in Rule 14.13(1))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

College..... Date.....
Received from Shri..... Class.....
Admission No.....the following dues for the period.....

| University dues | Rs. P. | Amalgamated Fund | Rs. P. |
|-----------------|--------|------------------|--------|
|-----------------|--------|------------------|--------|

| | | | |
|--|--|----|--|
| University Admission/ Readmission Fee | | | University Sports and Youth Welfare |
| College Admission/ Readmission Fee | | | Magazine Fund |
| Room Rent | | | Medical Fund |
| Tuition Fee | | | N.C.C. Fund |
| Delay Fine | | | Curricular activities Fund |
| Other Fines | | | Clubs Funds: |
| Examination Fee | | | a) Badminton |
| Dropping and adding course fee | | c) | b) Tennis |
| | | | c) Music |

Total:

Total:

| Hostel Fund | Rs. P. | Deposits | Rs. P. |
|-------------|--------|----------|--------|
|-------------|--------|----------|--------|

| | | | |
|-------------------------------------|--|--|------------------|
| Hostel Maintenance Fund | | | Library Security |
| Common Room Fund | | | Hostel Security |
| Utensil, Crockery and Breakage Fund | | | College Security |
| Electricity Fund | | | |
| Cycle Stand Fund | | | |
| Additional Electricity Charges | | | |
| Fan charges | | | |

Total:

Total:

Grand Total Rs.....

(In words)

Posted in

1. Day Book Page..... Signature
2. Demand and Collection Ledger
3. Signature of Ledger Keeper

Sign. of Dues Receiving Clerk

FormVU-15/1 (a)
[Referred to in Rule 15.2]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Register of land record

| Sr. No | Khasra No. | Area and nature of land | Kind of use (whether irrigated/under building or roads) | Name of the owner with description if any | Whether purchased/acquired or taken on lease and cost thereof | Name of the department/section which controls the area of land. | Remarks |
|--------|------------|-------------------------|---|---|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Form VU-15/3(b)
[Referred to in Rule 15.5(2)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Distribution Register of Un-Consumable Articles

| Date of Issue | Sr. No. of the article as entered in the non-consumable register | Name of article | Total No. of articles issued | Name and designation of the person to whom issued | Signatures of the person to whom issued | Date of return | Quantity returned | Balance | Signature of DDO |
|---------------|--|-----------------|------------------------------|---|---|----------------|-------------------|---------|------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Form VU-15/5
[Referred to in Rule 15.6(1)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Indent Form for Consumable Stores and Stationary articles

Indent No.....

dated.....

Please supply the following stores/stationary articles for official use to

| Sr. No. | Name of the article | Quantity/number | Page No. of the Stock Register | Remarks |
|---------|---------------------|-----------------|--------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |

Signature of the
Indentor
Received above articles
in good condition
Signature of the receiver

APPROVED

Signature of
Officer Incharge
Issued and entered in the
Stock Register

Store keeper
verified
Officer Incharge

Form VU-15/6(a)
[Referred to in Rule 15.6(3)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
SUBSIDIARY REGISTER FOR GLASSWARES

Name of article.....

| Date | Source of Receipt | Quantity received | Breakage/consumption since last receipt | Balance | Note of review by Head of Deptt. |
|------|-------------------|-------------------|---|---------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Form VU-15/6 (b)

[Referred to in Rule 15.6(3)]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
SUBSIDIARY REGISTER FOR CHEMICALS

Name of chemical.....

| Date | Source of Receipt | Quantity Received | Consumption since last receipt | Balance | Signature of the user | Note of review by Head of Deptt. |
|------|-------------------|-------------------|--------------------------------|---------|-----------------------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form VU-15/7
 [Referred to in Rule 15.7)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
 Demand Voucher (Indent)

Name of the indenting Department

I.V. No.....

Date.....

Please supply the following articles and debit expenditure to scheme

| Sr. No. | Description | | Quantity | | Rate Rs. | Amount Rs. | Ledger folio | Inventory ref. | Entered in Stock Register at page | Remarks |
|---------|-------------|---------------|----------|--------|----------|------------|--------------|----------------|-----------------------------------|---------|
| | Recurring | Non-recurring | Indented | Issued | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Certified that the funds are available, financial sanction of the competent authority exists and quantities indented are in accordance with the approved scales .

Total
 Plus overhead charges if any
 Grand Total

.....
 Signature of Head of the Deptt.

Person authorised to draw

 Name

For Store Purchase Officer,
 Valued/Checked by.....
 Posted Store Ledger.....

Form VU-15/8
[Referred to in Rule 15.8]

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Despatch Register (For postage stamps account)

| Despatch No. | Date | Complete designation & address to whom letter despatched | Subject | Dairy No. | Value of the postage stamps affixed |
|--------------|------|--|---------|-----------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Form VU 16/1
(Referred to in Rule 16/4)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

DAILY LIVESTOCK REGISTER

| Sr.No. | Name of animals | Opening Balance | Born Weaned | Purchased | Issued/Sold | Died/Discarded | Closing Balance | Total Animals (a+b) | Remarks |
|--------|---|-----------------|-------------|-----------|-------------|----------------|-----------------|---------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | Mice (a) Adults (b) Preg/Mothers | | | | | | | | |
| 2 | Rats (a) Adults (b) Preg/Mothers | | | | | | | | |
| 3 | Hamsters (a) Adults (b) Preg/Mothers | | | | | | | | |
| 4 | Guinea Pigs (a) Adults (b) Preg/Mothers | | | | | | | | |
| 5 | Rabbits (a) Adults (b) Preg/Mothers | | | | | | | | |
| 6 | Dogs (a) Adults (b) Preg/Mother | | | | | | | | |

Lab Animal Technician/Technical Assistant
Scientist Incharge

Form VU 16/2
(Referred to in Rule 16.8)

Form VU 16/2
(Referred to in Rule 16.8)

| | |
|---|---|
| <p>Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar</p> <p style="text-align: center;">Bill Book</p> <p>Book No</p> <p>Bill No. Dated</p> <p>To</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar</p> <p style="text-align: center;">Bill Book</p> <p>Book No</p> <p>Bill No. Dated</p> <p>To</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|---|---|

| Month & Date | Particulars | Rate Rs. | Amount Rs. | Remarks | Month & Date | Particulars | Rate Rs. | Amount Rs. | Remarks |
|--------------|-------------|----------|------------|---------|--------------|-------------|----------|------------|---------|
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |

1. Date of Reminder
2. Date on which paid.
3. Sr. No. of entry in Cash Book.

N.B – Remittance to be made payable to.....
Please quote number of bill when remitting. Commission should be added when remittance are made by cheques.

Signature
Designation

Signature
Designation

Form VU 16/4
(Referred to in Rule 16.11)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Daily Food Requisition Register

| Sr. No. | Name of animals | No. in Stock | Pallet/Conce rn Mix. | Gram | Wheat | Vegetable | Grass | Meat | Milk | Remarks |
|---------|---------------------|--------------|-------------------------|-----------------|-----------------|----------------------|-----------------|-----------------|-----------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | Scale in gm. 8 | Scale in gm. | Scale in gm. | Scale in gm. 5 | Scale in gm. | Scale in gm. | Scale in gm. | |
| 1. | Mice | | | | | | | | | |
| 2. | Rats | | 15 | | | 10 | | | | |
| 3. | Hamsters | | 20 | | | 15 | | | | |
| 4. | Guinea Pigs | | | | | | | | | |
| 5. | Rabbits | | | | 20 | 30 | 100 | | | |
| 6. | Dogs | | | 40 | 30 | 50 | 150 | | | |
| | Total qty. required | | 100 | | | 200 | | 250 | 500 | |
| | Qty. indented | | | | | | | | | |

Lab Animal Technician/Technical Assistant

Scientist Incharge

Form VU 17/1
(Referred to in Rule 17.4(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Proforma for starting a new self financing scheme

1. Name of Scheme
2. Location
3. Name of Deptt.
4. Objectives of the scheme
5. Practical /commercial utilities of operation
6. Budget required under each
SOE(add SNE BM-3)
7. Anticipated income
8. Details of other schemes running in the deptt.

| Sr.No. | Name of scheme | Financing Agency | Income of scheme during last 3 years | Average of three years | Contingent budget of last year |
|--------|----------------|------------------|---|------------------------|--------------------------------|
| | | | 1 st yr. 2 nd yr. 3 rd yr. | | |
| | | | | | |

HOD

Form VU 17/2
(Referred to in Rule 17.5)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Balance Sheet of Self Financing Scheme for the Year.....

1. Name of Scheme
2. Year of start

| Allotment for the year | Targetted income of the year | Expnd. (including transfer entry) | Depreciation of equip. and other items specifically purchased for S.F. Scheme | Total Expend.(3+4) | Income accrued during the year | Profit (6-5) | Loss (5-6) | Seed money, if any | Incentive for current year | Ploughing back of income, if any | Closing balance of the year | Net closing balance as per last year | Total Closing balance | In case of loss or less income then targetted proportionate to expenditure |
|------------------------|------------------------------|-----------------------------------|---|--------------------|--------------------------------|--------------|------------|--------------------|----------------------------|----------------------------------|-----------------------------|--------------------------------------|-----------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | | | | | | | | | |

- Certified that:
1. No Income of other schemes has been booked to the Self Financing Scheme.
 2. All the income booked actually relates to the scheme.
 3. No expenditure of input relating to the scheme has been booked to other scheme(s).
 4. All the pending bills relating to this scheme have been included.
 5. There is no down-fall of income of other schemes running in the deptt. and there is increase in each scheme proportionately to the increase in the contingent budget. Statement of details of income of other schemes in the deptt. is enclosed.

Head of Department

Form VU 17/3
(Referred to in Rule 17.5)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Income position of the schemes other than Self Financing Scheme of the Dept.

| Sr.No. | Name of scheme(s) other than S.F. Scheme running in the Dept. | Name of Financing Agency | Average income of Last 3 years of the scheme | Contingent budget of last year | Contingent budget current year | %age increase in contingent budget | %age decrease in contingent budget | Income of last year | Actual income of current year | %age increase in income | %age decrease in income | Reasons for downfall of income |
|--------|---|--------------------------|--|--------------------------------|--------------------------------|------------------------------------|------------------------------------|---------------------|-------------------------------|-------------------------|-------------------------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

Head of Department

Form VU-18/1
(Referred to in Rule 18.2)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Group Saving Linked Insurance Scheme (GSLIS)
Particulars for admission to the GSLIS (to be sent in duplicate by 15th July each year)

The following persons have joined during the year from 1st August to 31st July

| Name & Designation | Father's Name | Scale | Date of Birth | Date of Joining | Category | Membership No. (to be Allotted by CVU Office) | Rate of monthly premium | Remarks |
|--------------------|---------------|-------|---------------|-----------------|----------|---|-------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Certified that: (i) The above particulars are true and correct.

The above listed employees(s)

- (ii) has/have been in continuous service during the six months immediately preceding the Effective Date/Annual Renewal Date/Accounting Date and are whole time salaried employee(s)
- (iii) has/have not been absent to an active work on grounds of ill-health for a continuous period of more than six days at a stretch on any one occasion or for more than a total of thirteen days during the period of six months immediately preceding the Effective Date/Annual Renewal Date/Accounting Date.
- (iv) Were actively at work on full time on Effective Date/Annual Renewal Date/Accounting Date.

The nominations have been obtained from each of them. The Membership No. may please be allotted.

Signature of HOD

To

The Comptroller
LUVAS, Hisar

No. Date:

Returned after doing the needful. This letter be pasted in the service book

For Comptroller

Form VU-18/2
(Referred to in Rule 18.3)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Form of Nomination for Group Saving Linked Insurance Scheme

Name of Employee

Father's/Husband's Name

(WHEN THE EMPLOYEE HAS NO FAMILY)

1. having no family as defined in Rule 2.17 of Pb. CSR Vol.1, hereby nominate the persons mentioned below to receive the amount that may be admissible from Group Saving Linked Insurance in the event of my premature death and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

| Name & Address of nominee | Relationship with employee | Age | Amount of share of assistance to be paid to each (*) | Contingencies on the happening of which the nomination shall become invalid | Name, address & relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her pre-deceasing the employee on the happening of the contingency or contingencies specified in the previous column. |
|---------------------------|----------------------------|-----|--|---|--|
| | | | | | |

Dated.....Day of.....20.....

At.....

Two witnesses to Signature
(with designation & address)

Signature of the employee

1. Accepted
(Name in capital)

2. HOD
(Name in capital)

Note (*) This column should be filled in so far as to cover the whole amount of assistance that may be admissible.

Form VU-18/3
(Referred to in Rule 18.3)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Form of Nomination for Group Saving Linked Insurance Scheme

Name of Employee
 Father's/Husband's Name

(WHEN THE EMPLOYEE HAS A FAMILY)

1. hereby nominate the persons mentioned below, who are members of my family as defined in Rule 2.17 of Pb. CSR Vol.1 to receive the amount that may be admissible from Group Saving Linked Insurance in the event of my premature death and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

| Name & Address of nominee | Relationship with employee | Age | (*) Amount of share of assistance to be paid to each | Contingencies on the happening of which the nomination shall become invalid | Name, address & relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her pre-deceasing the employee on the happening of the contingency or contingencies specified in the previous column. |
|---------------------------|----------------------------|-----|--|---|--|
| | | | | | |

Dated.....Day of.....20.....

At.....

Two witnesses to Signature
(with designation & address)

Signature of the employee

1. Accepted
(Name in capital)

2. HOD
(Name in capital)

Note (*) This column should be filled in so far as to cover the whole amount of assistance that may be admissible.

Form VU-18/4
(Referred to in Rule 18.4)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Group Saving Linked Insurance Scheme

Register of Subscribers

Category/Class.....

| Membership No. | Name of Subscriber | Father's/Husband's Name | Date of Birth | Date of Admission | Signs. of DDO | Date of termination | Reasons for termination e.g. promotion, resignation etc. | New Membership No. (If any) | Signature of DDO |
|----------------|--------------------|-------------------------|---------------|-------------------|---------------|---------------------|--|-----------------------------|------------------|
| | | | | | | | | | |

**Form VU-18/5
(Referred to in Rule 18.6)**

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Deduction Bill towards GSLIS**

Part-A

Particulars of members in whose case the contribution is being drawn in Regular bill

Name of Deptt./Office..... For the month of.....

No. & Name of Scheme.....

| Name | Designation | GSLIS Account No. | Amount of Contribution | Remarks |
|------|-------------|-------------------|---------------------------|---------|
| 1 | 2 | 3 | 4 | 5 |

Drawing & Disbursing Officer
 For use in Comptroller's Office
 Paid Vide Vr. No.....
 Cheque No.
 Dated.....
 Classified

Part-B

Particular of members in whose case the contribution is not being drawn & will be drawn as Arrears.

Name of Deptt./Office

No. & Name of Scheme.....

| Name | Designation | GSLIS Account No. | Amount of Contribution | Reason for not drawing the salary |
|------|-------------|----------------------|---------------------------|---|
| 1 | 2 | 3 | 4 | 5 |

HOD

Form VU-18/9
(Referred to in Rule 18.9)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Group Saving Linked Insurance Scheme

Register of Deletions

For the month of.....

| Membership No. | Name | Month from which discontinued | Position at the end of the Month | | | | |
|----------------|------|-------------------------------|----------------------------------|-------|----|-----|----|
| | | | Description | Class | | | |
| | | | | I | II | III | IV |
| 1 | 2 | 3 | 4 | | | | |

- (i) No. of Members at end of last Month
- (ii) No. of Members left During the Month
- (iii) No. of Members at the Close of the Month

Asstt. Comptroller
For Comptroller

Form VU-18/10
(Referred to in Rule 18.11)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Group Saving Linked Insurance Scheme

Allotment of Revised Membership No. of Group Saving Linked Insurance Scheme

Promotion/Demotion on receipt of information from HOD

- | | | |
|----|---|-------|
| 1. | Name of Employee | _____ |
| 2. | Membership No. | _____ |
| 3. | Class to which relates | _____ |
| 4. | Class to which to be admitted | _____ |
| 5. | Reasons of change due to promotion/demotion | _____ |
| 6. | Scale of present post | _____ |
| 7. | Date of promotion/demotion | _____ |
| 8. | Designation | _____ |
| 9. | Remarks | _____ |

Dated.....

Signature of H.O.D.
(With seal)

Returned to theNew Membership No.
is..... The entries in the Service Book may please be made accordingly.
For further correspondence, the new membership number only may be quoted.

Asstt. Comptroller
For Comptroller

Form VU 19/2
(Referred to in Rule 19.2(4))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

**LIBRARY
Withdrawal Register**

| Date | Withdrawal No. | Acc. No. | Author | Title | Reason of withdrawal | Withdrawal reference | Sanctioning Authority | Cost | Remarks |
|------|----------------|----------|--------|-------|----------------------|----------------------|-----------------------|------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Form VU 19/3
(Referred to in Rule 19.3(2))

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
LIBRARY

Gift Acknowledgement

Book No.....

Reference No.....

Acknowledgment No.....

Dated.....

Receipt of gifts specified below from..... is hereby acknowledged with thanks:

| Sr.No. | Particulars of the gift | Quantity | Accession No. |
|--------|-------------------------|----------|---------------|
|--------|-------------------------|----------|---------------|

Deputy/Asstt. Librarian

Form VU 19/5
(Referred to in Rule 19.4(4))

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
LIBRARY**

Subscription Record of Journals and other periodicals

Title.....
Publisher.....

Call No.....

| Agent | Period covered | Vol. No. | Amount of Subscription | Invoice No. & Date | Period extended | Refund | Remarks |
|-------|----------------|----------|------------------------|--------------------|-----------------|--------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Attendance Record

| Year | Volume | January | February | March | April | May | June | July | August | September | October | November | December | Remarks |
|------|--------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | | | | | | | | | |

Frequency.....

Volume per year.....

Dept.....

Library has.....

Title.....

Form VU 19/6
(Referred to in Rule 19.5)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

LIBRARY

Overdue Charges Register

| Date | Name | Acc. No. | Date of Return | Overdue charges | Receipt No. | Remarks |
|------|------|----------|----------------|-----------------|-------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form VU 19/8
(Referred to in Rule 19.15)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Library Book Shop

Daily Sale Register

| Date | Bookshop Cash Memo or Invoice No. | Amount | Cash Book Page | Initial | Remarks |
|------|-----------------------------------|--------|----------------|---------|---------|
| 1 | 2 | 3 | 4 | 5 | |
| | | | | | |

Form VU 19/9
(Referred to in Rule 19.15)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Library Book Shop

Credit Sales-cum-no Dues Register

| Bill No. & Date | Amount | Customers Name | Deptt. | Details of Payment | Remarks |
|-----------------|--------|----------------|--------|--------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Form VU 19/10
(Referred to in Rule 19.16)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Library, Bookshop

Cash Memo

Receipt No.....

Dated.....

Customer's Name.....

| Stock No. | Author & Title | Publisher's Price | Amount | |
|-----------|----------------|-------------------|--------|----|
| | | | Rs. | P. |

Total Amount.....

Signature

Form VU 19/11
(Referred to in Rule 19.19)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

Library, Bookshop

Bill Book

Receipt No.....

Dated.....

Customer's Name.....

| Sr. No. | Stock No. | Author & Title | Publisher's Price | Quantity | Amount | |
|---------|-----------|----------------|----------------------|----------|--------|----|
| | | | | | Rs. | P. |
| | | | | | | |

Bill prepared by.....Checked by.....

- Note
1. Payment should be made within three weeks.
 2. Payment due from Deptt./Offices/Library should be made by Book adjustment/Transfer entries.
 3. Payment due from Fellowship Holders should be made by crossed cheque drawn in favor of Director, Library Book Shop, LUVAS. Books will be delivered on receipt of payment.

Books received by:

Signature with date
and Office seal

For Director
LUVAS, Book Shop

Form VU 19/12
(Referred to in Rule 19.21)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR
Library, Bookshop

Annual Review of Accounts for the year.....

| Purchases | Receipts |
|--|---|
| 1. Opening stock | 1. Closing stock |
| 2. Payments made for purchases effected during transfer the financial year. | 2. Payments received through entries. |
| 3. Payments yet to be made to the suppliers. by for the purchases made during the financial year. | 3. Payments received in cash and cheque. |
| 4. Payments received out of the outstanding payments pertaining to the previous year(s). | 4. Payments yet to be received. |
| 5. Expenditure made out of permanent imprest financial during the financial year. purchases | 5. Payments made during the for the previous year(s) already shown in savings. |
| 6. Total (1-5) | 6. Total (1-5) |

| | |
|---|---|
| A. Total receipts. | = |
| B. Total purchases | = |
| C. Gross savings (A-B) | = |
| D. Establishment expenditure on the staff engaged in the Library Bookshop | = |
| E. Net savings (C-D) | = |

Director,
LUVAS, Bookshop

Form VU 20/3
(Referred to in Rule 20.5(2))

Form VU 20/3
(Referred to in Rule 20.5(2))

| | |
|--|--|
| <p>Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar</p> <p>Bill Book</p> <p>Book No</p> <p>Bill No. Dated</p> <p>To</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar</p> <p>Bill Book</p> <p>Book No</p> <p>Bill No. Dated</p> <p>To</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|--|--|

| Month & Date | Particulars | Rate Rs. | Amount Rs. | Remarks | Month & Date | Particulars | Rate Rs. | Amount Rs. | Remarks |
|--------------|-------------|----------|------------|---------|--------------|-------------|----------|------------|---------|
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |

1. Date of Reminder
2. Date on which paid.
3. Sr. No. of entry in Cash Book.

N.B – Remittance to be made payable to.....
Please quote number of bill when remitting. Commission should be added when remittance are made by cheques.

Signature
Designation

Signature
Designation

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

Cash Receipt Book

Office of the

| Sr. No. | Date | From whom received | On what account | Amount received Rs. | Amount credited in to Bank Rs. | No. and date of Bank challan | No. of receipt if given | Remarks |
|----------------|-------------|---------------------------|------------------------|----------------------------|---------------------------------------|-------------------------------------|--------------------------------|----------------|
| | | | | | | | | |

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

(Fodder Production Unit)

Gate Pass

Office.....

Gate Pass.....

Date.....

Purpose.....

The following articles are allowed to be taken out by Sh.....

1.....

2.....

3.....

4.....

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

Subscriber's Register for University Publications

| Subscriber No. | Name & Address of the Subscriber | Vol. & Issue No. | Duration | | Amount received Rs. | Mode of payment, cheque/Draft No. & Date | Periodicity | | | Remarks |
|----------------|----------------------------------|------------------|----------|----|---------------------|--|-------------|-----------|-----------|---------|
| | | | From | To | | | Monthly | Quarterly | By-annual | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 8 | |
| | | | | | | | | | | |

**Signature and designation
of receiving person**

**Signature with designation
of Issuing Officer**

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|-----------|-----------------|--|--------------------------------|
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| | | | |
|------------|-------------------|--|--------------------------|
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|----|-----------|---|-----------------|
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