

Subject: Regarding recovery of excess payments/amount made to Govt. employees and other recipients

From

The Comptroller
Lala Lajpat Rai University of Veterinary & Animal Sciences,
Hisar

To

All Deans/Directors/Officers/Heads of Departments/Offices
(Including outstations)
Lala Lajpat Rai University of Veterinary and Animal Sciences
Hisar

Memo No. CVU/LUVAS/IF/2019/2645-90

Dated: 19.06.2019

Sub: Regarding recovery of excess payments/amount made to Govt. employees and other recipients

The State Govt. instructions issued by the Finance Department vide letter no. 1/23/2010-2PR(FD) dated 20th January, 2017 on the above mentioned subject were adopted by this University and circulated vide Endst. No. CVU/LUVAS/Asstt./IF/2017/137-177 dated 2nd Feb, 2017. As per Para-7 of the above instructions, a clear undertaking is required to be obtained from every Govt. Employee/Pensioner/any of the Claimants/Recipients whatsoever while making payment other than the routine/regular salary/pension (in case of Govt. employee/pensioner) to the effect of refunding the excess amount, if so found.

Further, it has also been mentioned in Para-5 & 6 that the responsibility of the erring Officers/Officials responsible for making excess payment is required to be fixed and in case any negligence/lapse/malafied on the part of person responsible for making excess payment, action shall be taken against him, after adopting the proper procedure and recovery shall also be made from him.

In order to safeguard, the interest of the University, it is obligatory on the part of DDO/Pay fixation authority to obtain an undertaking before approving the pay fixation cases of the University employees. The format of undertaking to be taken from the University employees is enclosed for taking further necessary action by the concerned Officers/Officials. In case of non-receipt of undertaking by the concerned Officers/Officials before approving the pay fixation cases of the employees, the responsibility of the erring Officers/Officials shall be fixed and disciplinary action shall be taken as per University Rules/Govt. Instructions.

Sd/-

Comptroller

Encl.: As above

CC:

1. Dr. Neelesh Sindhu, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
2. Joint Director, Local Audit, LUVAS, Hisar
3. P.A. to Comptroller, LUVAS, Hisar

APPROVED

R.K.Chandolia
Professor,HOD/Comptroller
Department of Veterinary Gynecology and Obsterics
Jun 20 2019 11:26AM

UNDERTAKING

I hereby undertake that my pay may be fixed as per existing instructions of Govt./University. Any payment that may be found to have been made in excess as a result of incorrect fixation of pay on account of receipt of clarification from the Government/decision taken by the University or otherwise, may be recovered from me either by adjustment against future payment including retiral benefits due to me or otherwise. I further undertake to abide by such relevant appropriate decision of the Government/University which will be binding upon me.

Signatures: _____

Name: _____

Designation: _____

Dated: _____

Seen

Head of Department
(with Stamp)