

OFFICE OF COMPTROLLER
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES,
HISAR

OFFICE ORDER

No. CVU/LUVAS/IF/2023/2521

Dated: 12/6/23

The Vice-Chancellor LUVAS, Hisar is pleased to approve the following rates of remuneration/honorarium for the teaching/non-teaching staff performing various duties in conducting Entrance Test for admission in various degree and diploma courses, recruitment of various non-teaching posts and for conducting various Departmental Examinations etc. in the University with immediate effect.

A. Remuneration/honorarium rates for entrance test, recruitment etc.

S.N.	Category	Rates	Remarks
1.	Chairman (Vice-Chancellor)	Rs. 12,000/-	
2.	Overall In-charge (concerned) for entrance tests UG, PG, diploma etc.	Rs. 10,000/-	
3.	Coordinator for conduct and evaluation	Rs. 8000/-	Rs. 6000/- if no. of applications are less than 2000
4.	Chief Superintendent (Conduct/Evaluation/Control Room)	Rs. 6000/-	Rs. 5000/- if no. of applications are less than 2000
5.	Deputy Superintendent (Conduct/Evaluation/ Control Room)	Rs. 5000/-	Rs. 4000/- if no. of applications are less than 2000
6.	Officer(s) handling secrecy work	Rs. 5000/- each + TA/DA + Vehicle Charges, etc.	
7.	Paper setting by External Paper setters for all subjects (along with keys)	Rs. 100/- per question & Rs. 120/- per question if question paper is bilingual	
8.	Official handling cash (writing cash book, drawing and adjustment of temporary advance etc.) Chief cashier	Rs. 3500/-	Rs. 2500/- if no. of applications are less than 2000
9.	Official handling store/contingent duties	Rs. 2500/-	
10.	Member for Monitoring Team	Rs. 2500/- per person	
11.	Photography Downloading Personnel	Rs. 1800/- per person	
12.	Centre Observer	Rs. 3000/- per person per day	If University vehicle is not provided Rs. 300 per day on account of transportation

13.	Centre Superintendent	Rs. 2500/- per person per day	
14.	Centre Deputy Superintendent	Rs. 2000/- per person per day	
15.	Invigilator (including gate duties)/UMC Team/ Member of Photography Team	Rs. 1800/- per person per day	
16.	Computer work/office help by office staff/typist/others for preparation of examination material etc. by the Coordinator	Rs. 8000/-	To be divided among the persons involved
17.	Office help and messenger/attendant for coordinator	Rs. 800/- per person per day	Maximum for 10 days
18.	In-charge Security/CSO	Rs.1500/- per person per day	
19.	Assistant Security Officer	Rs. 1200/- per person per day	
20.	Security Guard	Rs. 800/- per person per day	
21.	Security Guard with Gun	Rs. 900/- per person per day	
22.	Photographer	Rs. 1100/- per person	
23.	Office Staff on duty at examination centres	Rs. 1100/- per day	
24.	Messenger/Attendant and others	Rs. 800/- per person per day	
25.	Sweepers	Rs. 800/- per person per day	
26.	Manual evaluation of answer (OMR) sheets	Rs. 1800/- per person per day	
27.	Moderation of questions	Rs. 100/- per question with a minimum of Rs. 2000/-	
28.	Preparation of lists for counselling (category-wise) as well as final list of admitted candidates	Rs. 2000/- per person	Maximum three persons
29.	Driver/Generator Operator/Electrician/ Telephone Helper etc.	Rs. 900/- per person per day	
30.	J.E. (Electrical)	Rs. 1100/- per person per day	
31.	Audit staff	Rs. 7000/-	Rs. 5000/- if no. of applications are less than 2000
32.	Policeman (if deployed)	Rs. 800/- per person per day	
33.	Refreshment	Rs. 60/- per person per day	

B. Remuneration/honorarium rates for departmental examination/type test/SETC etc.

S.N.	Category	Rates	Remarks
1.	Incharge Secrecy, Conduct & Evaluation (LS/HS Exam)	Rs. 6000/-	For all papers
2.	Centre Superintendent (Type test Recruitment)	Rs. 2000/- per day	
3.	Course Director	Rs. 5000/- (upto 2 weeks) Rs. 6000/- (above 2 weeks)	
4.	Course Coordinator (SETC/Training/Courses)	Rs. 3000/- (upto 2 weeks) Rs. 5000/- (above 2 weeks)	
5.	Supervisor/Superintendent	Rs. 1000/- per day	
6.	Invigilator	Rs. 800/- per day	
7.	Messenger/Attendant	Rs. 600/- per day	
8.	For setting question paper	Rs. 3000/- per paper including typing charges	
9.	For evaluating answer books	Rs. 100/- each with a minimum of Rs. 500/-	
10.	Refreshment	Rs. 60/- per person per day	

C. Remuneration/honorarium rates for conducting the stenographic test etc.

S.N.	Category	Rates	Remarks
1.	SSS/JSS/Steno-typist/Typist	Rs. 250/- for dictation (per batch)	
2.	For setting question paper	Rs. 1000/- per paper including typing charges	
3.	For evaluating answer book	Rs. 100/- each with a minimum of Rs. 500/-	
4.	Refreshment	Rs. 60/- per person per day	

D. Remuneration/honorarium rates for lectures in various trainings/refresher courses conducted by Director HRM.

S.N.	Category	Rates	Remarks
1.	Resource person internal (LUVAS employees)	Rs. 1000/- (maximum of 3 lecture per training/refresher course)	Except rates/norms fixed by the funding agency
2.	Resource person from outside	Rs. 2000/- (maximum of 3 lecture per training/refresher course)	Except rates/norms fixed by the funding agency

Suresh
12/6/23
Comptroller

Endst. No. CVU/LUVAS/IF/2023/2522-30

Dated: 12/6/23

A copy of the above is forwarded to the following for information and necessary action.

1. Secretary to Vice-Chancellor, LUVAS, Hisar.
2. All Deans/Directors/ HoDs/ Sections (including outstations), LUVAS, Hisar.
3. Joint Director (Audit), LUVAS, Hisar
4. President LUVASTA, LUVAS, Hisar.
5. President LUVASNTEA, LUVAS, Hisar.
6. Dr. Dinesh Mittal, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
7. P.S. to Comptroller, LUVAS, Hisar.
8. Dr. Gaurav Chavys, Social Media Champion, LUVAS, Hisar


Dy. Registrar
For Comptroller