

Subject: Office order regarding rates of remuneration/honorarium for the teaching/non-teaching staff performing various duties

(To be substituted with same No. and Date)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, HISAR

OFFICE OF COMPTROLLER

OFFICE ORDER

No. CVU/LUVAS/ASSTT/IF/2020/7581

Dated: 25.02.2020

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.

Remuneration/honorarium rates for entrance test, recruitment etc.

S.N.	Category	Rates	Remarks
1.	Chairman (Vice-Chancellor)	Nil	
2.	Overall In-charge (concerned) for entrance tests UG, PG, diploma etc.	Nil	
3.	Coordinator for conduct and evaluation	Nil for CET/DET	Rs. 6000/- for recruitment, Rs. 5000/- for recruitment if the No. of applicants are less than 2000.
4.	Chief Superintendent (Conduct/Evaluation/Control Room)	Rs. 5000/-	Rs. 4000/- if applicants are less than 2000
5.	Advisor (Conduct/Evaluation/Control Room)	Rs. 5000/-	Rs. 4000/- if applicants are less than 2000
6.	Deputy Superintendent (Conduct/Evaluation/ Control Room)	Rs. 4000/-	Rs. 3000/- if applicants are less than 2000
7.	Officer(s) handling secrecy work	Rs. 4000/- each + TA/DA + Vehicle Charges, etc.	
8.	Paper setting by External Paper setters for all subjects (along with keys)	Rs. 80/- per question Rs. 100/- per question if question paper is bilingual	
9.	Official handling cash (writing cash book, drawing and adjustment of temporary advance etc.) Chief cashier	Rs. 2500/-	Rs. 1500/- if applicants are less than 1000
10.	Official handling store/contingent duties	Rs. 1600/-	
11.	Member for Monitoring Team	Rs.1500/- per person	

12.	Photography Downloading Personnel	Rs. 1200/- per person	
13.	Centre Observer	Rs. 2200/- per person per day	
14.	Centre Superintendent	Rs.2000/- per person per day	
15.	Centre Deputy Superintendent	Rs.1500/- per person per day	
16.	Invigilator (including gate duties)/UMC Team/ Member of Photography Team	Rs. 1200/- per person per day	
17.	Computer work/office help by office staff/typist/others for preparation of examination material etc. by the Coordinator	Rs. 6000/-	To be divided among the persons involved
18.	Office help and messenger/attendant for coordinator	Rs. 500/- per person per day	Maximum for 10 days
19.	In-charge Security/CSO	Rs.1200/- per person per day	
20.	Assistant Security Officer	Rs. 900/- per person per day	
21.	Security Guard	Rs. 500/- per person per day	
22.	Security Guard with Gun	Rs. 600/- per person per day	
23.	Photographer	Rs. 800/- per person	
24.	Office Staff on duty at examination centres	Rs. 800/- per day	
25.	Messenger/Attendants and others	Rs. 500/- per person per day	
26.	Sweepers	Rs. 500/- per person per day	
27.	Manual evaluation of answer (OMR) sheets	Rs. 1200/- per person per day	
28.	Moderation of questions	Rs. 70/- per question with a minimum of Rs. 1000/-	
29.	Preparation of lists for counseling (category-wise) as well as final list of admitted candidates	Rs.1500/-	
30.	Driver/Generator Operator/Electrician/ Telephone Helper etc.	Rs. 600/- per person per day	
31.	J.E. (Electrical)	Rs. 800/- per person per day	
32.	Audit staff	Rs. 5000/-	Rs. 3000/- if applicants are less than 1000
33.	Policeman (if deployed)	Rs. 600/- per person per day	
34.	Refreshment	Rs. 35/- per person per day	

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

S.N.	Category	Rates	Remarks
1.	Centre Superintendent (LS/HS Exam)	Rs. 4000/-	For all papers
2.	Centre Superintendent (Type test Recruitment)	Rs. 2000/-	
3.	Course Coordinator (SETC/Training/Courses)	Rs. 2000/-	
4.	Supervisor/Superintendent	Rs. 500/-	
5.	Invigilator	Rs. 400/-	
6.	Messenger	Rs. 200/-	
7.	For setting question paper	Rs. 1200/- including typing charges	
8.	For evaluating answer books	Rs. 40/- each with a minimum of Rs. 500/-	
9.	Refreshment	Rs. 30/- per person	

Remuneration/honorarium rates for conducting the stenographic test etc.

S.N.	Category	Rates	Remarks
1.	SSS/JSS/Steno-typist/Typist	Rs. 150/- for dictation (per piece)	
2.	For setting question paper	Rs. 700/- including typing charges	
3.	For evaluating answer book	Rs. 40/- each with a minimum of Rs. 500/-	
4.	Refreshment	Rs. 35/- per person	

Remuneration/honorarium rates for lectures in various trainings/courses.

S.N.	Category	Rates	Remarks
1.	Resource person from LUVAS	Rs. 1000/-	Except rates fixed by funding agency
2.	Resource person from outside institute	Rs. 1500/-	Except rates fixed by funding agency

Sd/-

Comptroller

Endst. No. CVU/LUVAS/ASSTT/IF/2020/7582-7627

Dated: 25.02.2020

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

1. SPS 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. Neelesh Sindhu, Incharge E-Gov cell for uploading the same on the University website
7. PA to Comptroller, LUVAS, Hisar.

Sd/-

Dy. Comptroller

For Comptroller

APPROVED

Surender Kumar
Deputy Comptroller
Office of Comptroller
Feb 27 2020 4:52PM

circulate

V.K. Jain
Professor,HOD(Veterinary Clinical Complex)
Veterinary Clinical Complex
Feb 28 2020 9:34AM

for n/a pl.

Nirmal Sangwan
Director HRM
Directorate of Human Resource Management
Feb 28 2020 9:43AM

For information please

D.P. Sharma
Dean COVS,Dean CODST, HOD VGO, HOD VPS
College of Veterinary Science
Feb 28 2020 10:00AM

All faculty members for information and necessary action, please.

Manoj Kumar Rose
Professor,HOD, Co-ordinator of Examinations COVS
Department of Vety. Physiology and Biochemistry
Feb 28 2020 10:06AM

Mr Tarun Kumar, Assistant, Mr Mohan, Clerk and Mr Om Prakash, SK, for record and necessary action, please.

Manoj Kumar Rose
Professor,HOD, Co-ordinator of Examinations COVS
Department of Vety. Physiology and Biochemistry
Feb 28 2020 10:07AM