

From

The Controlling Officer, HKRNL,  
Lala Lajpat Rai University of Veterinary and Animal Sciences  
Hisar

To

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

Memo No. CVU/LUVAS/ IF/2024/3050-95

Dated: 8/8/24

**Sub: Guidelines to address issues related to HKRNL Man Power**

Haryana Kaushal Rozgar Nigam Limited is incorporated on 13th October 2021 under the Company Act 2023. All the manpower engaged through Contractor under outsourcing policy part-I was ported on the portal as per guidelines circulated by the Chief Secretary, Govt. of Haryana vide no. 16/91/2021-3GS – II dated 30<sup>th</sup> June 2022 and subsequent instructions in the matter from time to time.

For smooth functioning and proper utilization of manpower internally in the University, the worthy Vice-Chancellor has approved the following guidelines with regard to HKRNL Man Power:

1. **Competent Authority**: As per the statutory provisions, whoever is the appointing authority for the regular post in the University, the same will be considered as competent authority in the matter of HKRNL manpower also. In addition, the same authority will supervise the work and consider the matter regarding apply for outside jobs, obtaining NOC, shifting of manpower from one department/office to other department/office etc. likewise regular employees.

Further, if nomenclature of a particular post does not exist in statutory provision, the Vice-Chancellor will be the competent authority for that post and such cases will be initiated by the Registrar.

2. **Fresh Joining/Resignation**: Whenever there is any fresh joining and resignation, the nodal officer, HKRNL will upload Joining Report/resignation (as the case may be) on the portal and copy of the same will be sent to the Secretary to Vice-Chancellor and concerned competent authority (as mentioned at Sr. No. 1.).

3. **Uploading of requisition**: The Nodal Officer will upload all kind of requisition (fallen vacant due to death, retirement, creation of new post, resignation etc.) after obtaining approval of the worthy Vice-Chancellor.

4. **Transfer/Adjustment:** Transfer/Adjustment proposal(s) of HKRNL employees will be initiated by the Competent Authority at his own level and necessary orders will be issued by the Authority after seeking approval of worthy Vice-Chancellor. Copy of the orders will be sent to the Nodal Officer, HKRNL.

5. **Termination:** Termination process of employees deployed under HKRNL will be followed as per guidelines issued by General Manager, HKRNL Punchkula vide memo no. HKRNL/6466 dated 01.08.2024 (copy enclosed).

Further the Vice-Chancellor has desired to review the staff position and submit compliance report to Nodal Officer, HKRNL within one month, positively.

  
Controlling Officer  
HKRNL

Copy to:

1. Secretary to Vice-Chancellor, LUVAS, Hisar
2. Joint Director (Audit), LUVAS, Hisar
3. Dr. Dinesh Mittal, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
4. Dr. Gaurav Charaya, Social Media Champion, LUVAS, Hisar
5. P.S. to Comptroller, LUVAS, Hisar