

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



**HAND BOOK
ON**

**PENSION AND
OTHER RETIRAL BENEFITS
FOR UNIVERSITY EMPLOYEES
2020**

PREFACE

The Pension Scheme in CCS Haryana Agricultural University, Hisar was introduced w.e.f. 1.1.1992 and all those employees who retired after 31.12.1991 and opted for pension are covered under the Pension Scheme. The Pension Scheme in the University is broadly on the lines of the State Govt. Pension Rules and the rules of the State Govt. are applicable to the University employees *mutatis mutandis*. Detailed instructions and procedure have also been laid down and issued by the University from time to time.

Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar has been set up in October 2010 and staff of CCS HAU in the disciplines of Veterinary and Animal Sciences have been transferred to LUVAS. All such employees appointed upto 31.12.2005 are governed by the above mentioned pension rules. Employees recruited on or after 1.1.2006 by CCS HAU and thereafter transferred to LUVAS and others recruited by LUVAS itself are governed by the New Pension Scheme introduced by the State Govt. w.e.f. 1.1.2006 and adopted by the HAU/LUVAS.

The employees retiring from the University service are not well conversant with the Pensionary and other benefits admissible to them on retirement. For this purpose the CCS HAU, Hisar, on the pattern of State Govt. booklet, published a Hand Book for guidance of University employees in respect of pensionary and other benefits admissible to them. That Hand Book was published 20 years back in 2000 and has become obsolete by now as the rules have been changed and rates have been revised upwards. Therefore, a revised and upto date edition of Hand Book has been prepared for the guidance of the University employees.

The Hand Book contains in brief the pensionary benefits which include Pension and Commutation of Pension, Gratuity and other benefits such as leave encashment, ex-gratia compassionate financial assistance, family pension, payment under GSLIS, EWF, medical facilities after retirement, T.A. for

journey on retirement etc. It also includes salient features of New Pension Scheme and provision for one month salary/pension in lieu of LTC concessions.

This Hand Book will serve as a guide to the Head of the Department/ Office for settlement of Pension and other claims of the University employees speedily. It will also be useful for the retiring as well as serving employees as a guide book and they will be well conversant in advance about the pensionary and other benefits admissible to them on retirement. **Only tips have been given in this book and for details the employees/retirees are expected to consult the respective provisions of rules and instructions issued from time to time by the State Govt./University.**

I appreciate the excellent work done by Sh. D. S. Gupta, Retired Deputy Comptroller of HAU. I also appreciate the service rendered by Sh. Mohit of this office in typing out this book. The worthy Vice-Chancellor has also appreciated the efforts & work done by the office of Comptroller.

Dated:



Comptroller

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SECTION-I

Pension Scheme (for employees recruited upto 31-12-2005)

1. Age of Retirement on Superannuation

Every University employee shall retire from service on the afternoon of the last working day of the month in which he attains the age of 60 years, provided that a University employee, whose date of birth is the 1st of a month, shall retire from service on the afternoon of the last working day of the preceding month in which he attains the age of 60 years, as the case may be.

(Clause 2(2) of Chapter VI of LUVAS Act & Statutes) & (Rule 143 of Haryana Civil Services (General) Rules, 2016)

Note: (i) The term of appointment of Vice-Chancellor LUVAS, Hisar shall be for four years or till 65 years age, whichever is earlier.

(Section 23 of LUVAS Act)

- (ii) The term of appointment of Vice-Chancellor, CCS HAU, Hisar, shall be for four years and he shall be eligible for re-appointment. The age of retirement of vice-Chancellor will be 68 years. (Section 15 (2) of HAU Act read with Clause 2(b) of Chapter IX, Part-A of HAU Statutes).

2. Admissibility of Pension

- (1) A minimum of 10 years qualifying service is required for the grant of pension. The service shall be calculated in terms of completed 6 monthly period and fraction of a year equal to 3 months or more shall be treated as a complete 6 monthly period.

In cases where total qualifying service of an employee at the time of retirement is less than 10 years, no pension is admissible. In such cases only service-gratuity is admissible as per rules. However, an employee, who has completed 9 years and 9 months as qualifying service or more but less than 10 years, shall also be entitled for pension.

(Rule, 30 and 32 of HCS (Pension) Rules, 2016)

- (2) An employee who retires or is required to retire under the provisions of Rule, 27 of Pension Rules, 2016 or seeks voluntary retirement after completion of 20 years qualifying service under the above rule, is entitled to retiring pension and gratuity.

Note-1

An employee retiring from University service without confirmation (i.e. temporary/ regular employees) on any post will be entitled to retiring/ superannuation pension, as the case may be, and also death-cum-retirement-gratuity, on the same basis as admissible to permanent employees.

Note-2

In case of death of such an employee, while in service, his family will also be entitled to similar benefits as are admissible to the families of permanent employees on their death while in service.

(Rule 3.17-A-(f) of Pb C.S.R. Vol. II- Haryana Edition-2015)

3. Service Qualifying for pension

The following periods of service/leave of a University employee are counted as service qualifying for pension:-

- (1) Qualifying service for the purpose of pension means the period of :-
 - (i) Service treated as duty.
 - (ii) All leave except extra ordinary leave.
 - (iii) EOL sanctioned on medical certificate and that sanctioned for study purpose in continuation of study leave.
 - (iv) EOL taken for any cause beyond the control of the University employee and sanctioned by the Vice-Chancellor, shall also be treated as qualifying service.

(Rule, 8 (23) of HCS (Pension) Rules, 2016)

- (2) In addition the following periods of service rendered by the University employee appointed on regular basis shall also qualify for pension.
 - (a) Duty period of foreign service ; provided the pension contribution has been made to the parent department.
 - (b) The period of suspension, dismissal, removal, compulsory retirement, followed by re-instatement and treated as duty or such period allowed to be converted into leave of the kind due, shall also qualify for pension upto the extent it is admissible under the rules.
 - (c) Any other period of service treated as duty for the purpose of pension by the competent authority.
 - (d) The period of departmental training, followed immediately by regular appointment, which is required to undergo before appointment on regular basis even if, instead of entry level pay, a nominal allowance is allowed during the period of training.

Note

The period of dies non, if any, shall not be treated as qualifying for pension.

(Rule, 14 (1) of HCS (Pension) Rules, 2016)

- (3) Other regular service, intrupted or continuous, governed by Rule, 14 (2), adhoc service followed by regularization and service paid from conengencies followed by regularization governed by Rule, 14 (3) and 14 (4) of HCS (Pension) Rules, 2016 shall also be treated as service qualifying for pension subject to the conditions laid down in these rules.

(For details see Rule, 14 of HCS (Pension) Rules, 2016)

3A Benefits of past service towards pension

- (1) An employee of Central or State Govt. or an organization under the control of Haryana Govt., who is covered under the Pension Rules there, on his permanent transfer/absorption or subsequent

appointment in the University, shall be entitled to get the benefit of past qualifying service duly verified by the competent authority of his previous Govt./organization, towards pension, provided he submitted his application through proper channel and he complies with other conditions mentioned in the rules.

- (2) A University employee to whom pension is admissible as per rules, goes on permanent absorption or subsequent appointment to a non-pensionable post in an organization under any State Govt. or Govt. of India, pro-rata pensionary benefits shall be admissible to him in respect of the qualifying service rendered by him before permanent absorption or subsequent appointment, as the case may be, provided that application has been submitted through proper channel. The pro-rata pensionary benefits shall be payable from the date of permanent absorption or subsequent appointment. The incumbent has to resign from the service before joining the new/subsequent appointment and it will be treated as a technical formality.

(For details see Rule 15-16 of HCS, Pension Rules, 2016)

- (3) Periods of suspension/dismissal/removal/compulsory retirement followed by reinstatement will count for pension to the extent permissible under the Rules.

4. Amount of Pension

- a) The amount of pension shall be determined by the length of qualifying service for the purpose of pension. It will be calculated in terms of completed 6 monthly period and fraction of a year equal to 3 months and more will be treated as a completed 6 monthly period.

(Rule, 30 of HCS (Pension) Rules, 2016)

- b) Pension is fixed in rupees and will be rounded off to the next higher rupee. In other words the fraction of a rupee will be rounded off to next higher rupee. Pension is fixed in rupees and is payable in India

(Rule, 31 of HCS (Pension) Rules, 2016)

- c) The rates of pension for the employees who retire on or after 1.1.2016 have been revised and limit of their minimum and maximum of pension has been fixed at Rs. 9,000/- and Rs. 1,12,050/- per month respectively w.e.f. 1.1.2016.

(Hr. Govt. F.D No. 2/23/2016-1Pension dated 13.3.2017)

- d) The term 'emoluments' for the purpose of calculating pension will mean as under:-
- (i) The basic pay in pay scale, actual or notional, whichever, fixed/refixed last;
 - (ii) Non-practicing allowance upto the prescribed limit; and
 - (iii) Any other amount specially classed as emoluments for the purpose by the competent authority.

(Rule 8 (7) (b) of HCS (Pension) Rules, 2016)

- e) The formula for calculation of pension is as under:

Pension (for Qualifying Service of 10 years or more)

$$\frac{\text{No. of half years of qualifying service (Subject to maximum of 40)}}{40} \times \frac{\text{Last Drawn Pay}}{2} = \text{.....Pension}$$

(Minimum pension Rs. 9,000/- (to be rounded off to next higher rupee))

(Rule 34 of HCS (Pension) Rules, 2016)

5. Retiring Pension

A University employee is entitled, on his resignation being accepted, to a retiring pension after completing qualifying service of not less than 30 years, but the competent authority may permit the pension to be granted in special cases where the qualifying service is not less than 25 years.

(Rule 5.32 (A) of Pb C.S.R. Vol. II Haryana Edition 2015)

6. Voluntary Retirement after completion of 20 years Qualifying Service

A University employee, who has completed twenty years qualifying service, may, by giving 3 months notice in writing to the appropriate authority, seek voluntary retirement from service. 'Retiring pension' will be admissible under this scheme.

A notice of voluntary retirement may be withdrawn subsequently only with the approval of appropriate authority and request for such withdrawal has to be made before the expiry of the said notice period.

Request for voluntary retirement may generally be accepted in all cases, except those:-

- i) In which disciplinary proceedings are pending or contemplated against the University employee concerned for imposition of major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case.
- ii) In which prosecution is contemplated or may have been launched in a court of law against the University employee.

(Rule 5.32 B of Pb C.S.R. Vol. II Haryana Edition 2015)

7. Grant of Provisional Pension and Gratuity

(1) If for any special reasons it has not been found possible to complete and forward the pension papers to the office responsible for issuing the Pension Payment Order within the prescribed time schedule in a particular case, or if the pension papers have been sent late to the office and that office has either returned the papers to the Head of office for eliciting further information or has not been able to issue the Pension Payment Order before the date of retirement of the employee, steps will be taken by the Comptroller to authorize the payment of provisional Pension and Gratuity by the end of the month in which it is due.

In all other cases where the date of retirement has already occurred, the proposal for sanction for the provisional pension, along with the following documents, may be sent to the Comptroller for necessary action:

- i) List of family members.
- ii) Attested photos.
- iii) Total length of service (from the date of joining to the date of retirement indicating the period of break).
- iv) An affidavit from the pensioner that the facts stated by him are correct to the best of his knowledge and belief. An undertaking from the pensioner for getting the excess payment if any received by him, will be recovered from his pension.
- v) A certificate from the Head of Department to the effect that the amount of disbursement of gratuity has correctly been assessed and he is responsible for the excess payment and will be accountable for the over payment, if any, noted subsequently.

(2) The payment of Provisional Pension should not continue beyond a period of 6 months from the date of retirement of the employee. If Head of Deptt./Comptroller fails to finalize the pension and gratuity case within the period of 6 months, then the Comptroller will issue the Pension Payment Order and advise the State Bank of India/Concerned Bank to draw and disburse the difference between the final and provisional pension.

Where departmental or judicial proceedings are instituted and are not likely to be finalized by the date of retirement, provisional pension so sanctioned will not become final after 6 months, i.e., the same will remain and continue until final decision is taken.

(For details see Rule 80 & 81 of HCS (Pension) Rules, 2016)

8. Family Pension

The rates of family pension as revised w.e.f. 1.1.2016 are as under:

a) Family Pension shall be calculated at a uniform rate of 30% of pay in all cases and shall be subject to a minimum of Rs. 9,000/- P.M. and maximum of 30% of the highest pay i.e. Rs. 2,24,100/- P.M. w.e.f. 1.1.2016.

(Rule 48 (2) of HCS (Pension) Rules, 2016)

b) Enhanced Family Pension An employee who dies while in service, Enhanced Family Pension at the rate of 50% of pay will be payable to the family of an employee who has rendered a minimum continuous service of 7 years and dies while in service, for a period of 10 years after the completion of the period of compassionate financial assistance provided under Compassionate Financial Assistance Rules, irrespective of any upper age limit of the deceased employee. The rate of enhanced family pension shall be equal to fifty percent of the emoluments last drawn.

(Rule 49(1) of HCS (Pension) Rules, 2016)

c) In case of death of an employee after retirement before attaining the age of 65 years, in case he was a pensioner, the benefit of enhanced family pension to his family will be available for a period of 7 years or till the deceased would have attained the age of 65 years, whichever is earlier. The amount of enhanced family pension shall be determined equal to the pension of deceased pensioner before his death.

(Rule 49(2) of HCS (Pension) Rules, 2016)

(d) Sons and daughters (including widowed daughter) of an employee shall be eligible to get Family Pension upto the age of 25 years. On marriage/re-marriage the daughter becomes ineligible for Family Pension.

(For details see Rule 8(10)(B) of HCS (Pension) Rules, 2016)

9. Additional Pension/Family Pension

The quantum of pension admissible to the pensioners/family pensioners will be increased as follows:

Age of Pensioner/ Family Pensioner	Additional Pension/ Family Pension to be granted
From 80 years to less than 85 years	20%of Pension/Family Pension
From 85 years to less than 90 years	30%of Pension/Family Pension
From 90 years to less than 95 years	40%of Pension/Family Pension

From 95 years to less than 100 years 50%of Pension/Family Pension

From 100 years and above 100%ofPension/Family Pension

Note:- The additional quantum of Pension/Family Pension on attaining the age of 80 years and above will be admissible from the 1st day of the month in which his/her date of birth falls.

(Rule 33 & 50 of HCS (Pension) Rules, 2016)

10. Service Gratuity

Service gratuity is admissible and will be payable to an employee who retires before completing qualifying service of 10 years. Service Gratuity shall be calculated at the rate of half months emoluments for every completed half yearly period of qualifying service. No additional pension/family pension shall be admissible to him.

(Rule 32 & 35 of HCS (Pension) Rules, 2016)

11. Terminal Gratuity

An employee who is terminated from service due to abolition of the post will be eligible for a gratuity at the rate of 1/4 of employee's last emoluments for each completed half yearly period of qualifying service provided he has completed not less than 5 years continuous service at the time of discharge from service.

(Rule 40 of HCS (Pension) Rules, 2016)

12. Death-cum-Retirement Gratuity

1) Death-cum-Retirement Gratuity is admissible to an employee who has become eligible for pension under the rules and retires after completing 10 years of qualifying service.

2) An employee is entitled to receive D.C.R.G. in lump sum at the time of retirement. In the case of death while in service, the admissible amount depends upon the length of service rendered and it will be payable to his family.

(Rule 40 of HCS (Pension) Rules, 2016)

3) The method of calculating D.C.R.G is as under:-

Last pay drawn Plus DA admissible thereon on the date of retirement/death/ disappearance	$X \frac{1}{4} X$	Completed 6 monthly periods of service subject to maximum 66 times in case of Class I, II & III and 70 times in case of Class IV employees. (Fraction of 3 months & more to be counted half year).
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(Rule 8 (7) and 40 (1) of HCS (Pension) Rules, 2016)

4) **Death Gratuity to the family of deceased employee/disappeared employee during his service period**

In case of death while in service or where an employee has disappeared during service, the death gratuity shall be paid to the family of such employee at the following dates

Rate of Death Gratuity	Length of Qualifying Service upto the date of Death/disappearance
-------------------------------	--

- | | |
|---|--|
| i) 2 months emoluments: | If service is less than 1 year |
| ii) 6 months emoluments: | If service is one year or more but less than 5 years |
| iii) 12 months emoluments: | If service is 5 years or more but less than 24 years |
| iv) equal to retirement gratuity
i.e. 1/4 months emoluments
for each half year subject
to a maximum of 16 ½
months (17 ½ months in
case of Class IV)
emoluments | 24 years or more service |

(Rule 40 (2 & 3) of HCS (Pension) Rules, 2016)

Note 1 'Emoluments' means the pay, NPA if any and D.A. admissible thereon.

Note 2 The maximum limit of payable D.C.R.G. has been revised w.e.f. 1.1.2016 and fixed at Rs. 20 lacs vide Haryana Govt. revised rules circulated vide FD No. 2/23/2016-1 Pension dated 03.03.2017.

5) Nomination for D.C.R.G.

An employee shall, after joining regular service, make a nomination, conferring on one or more persons the right to receive any Gratuity that may be admissible under these rules and has been sanctioned but not been paid to him before death, provided that if, at the time of making the nomination, the employee has a family, the nomination shall not be in favour of any person or persons other than members of his family.

Where nomination is made in favour of more than one member/person, he shall specify in the nomination the amount of share payable to each of the nominees, in such manner as to cover the whole amount of the Gratuity.

(Rule 41 (1) of HCS (Pension) Rules, 2016)

6) Payment of Interest on delayed release of D.C.R.G.

Payment of Interest is allowed if payment of Pension and/or Gratuity is delayed beyond 3 months preceding the month in which the payment is actually made. It is admissible where it is clearly established that the payment was delayed on account of administrative lapse. Delay, either on the part of department or at the level of Comptroller's office, is to be treated as administrative lapse.

(Rule 79 (1) of HCS (Pension) Rules, 2016)

Where the employee against whom disciplinary proceedings are pending at the time of retirement and he is clearly exonerated and steered clear of all the charges during the process of disciplinary proceedings and proved innocent, the pension and death-cum-retirement gratuity due to him shall be paid alongwith interest

(Rule 79 (6) of HCS (Pension) Rules, 2016)

No interest will be admissible in the case of payment of arrears made on account of enhancement of D.C.R.G. or any other pensionary benefits from back date.

(Rule 79 (5) of HCS (Pension) Rules, 2016)

13. (1) Commutation of Pension

An employee shall be entitled to commute, for lumpsum payment, a fraction not exceeding 40% of the pension. The fraction of pension so commuted will, however, be restored to him on the completion of a period of 15 years or upto the recovery of commuted value of pension with interest, whichever is later.

(Rule 95 (2) of HCS (Pension) Rules, 2016)

In an application for commutation in the prescribed form the applicant shall indicate the fraction of pension which he desires to commute and may either indicate the maximum limit of 40% of pension or such lower limit as he may desire to commute.

If fraction of pension to be commuted results in fraction of a rupee, such fraction of a rupee will be rounded to next higher rupee for the purpose of commutation.

Provided further that an employee against whom judicial or departmental proceedings have been instituted or a pensioner against whom any such proceeding has been instituted or continued, will not be allowed to commute any part of his pension during the pendency of such proceedings.

(Rule 95 of HCS (Pension) Rules, 2016)

(2) Submission of application for commutation of pension

An application for commutation of pension may be submitted within 6 months before or within one year after the date of retirement in prescribed form, accompanied by 2 passport size photograph (one duly attested and other without attestation) and addressed to the authority competent to sanction his pension, through the head of office in which he is/was employed.

(Rule 97 of HCS (Pension) Rules, 2016)

(3) Calculation table for commutation of pension

The lumpsum payable on commutation will be calculated in accordance with table of present value as prescribed in the rules. A copy of present

table is given below:-

(Rule 96 of HCS (Pension) Rules, 2016)

Table for Commuted Value of pension as revised from 1.1.2016

Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase
26	9.182	48	8.913
27	9.180	49	8.881
28	9.178	50	8.846
29	9.176	51	8.808
30	9.173	52	8.768
31	9.169	53	8.724
32	9.164	54	8.678
33	9.159	55	8.627
34	9.152	56	8.572
35	9.145	57	8.512
36	9.136	58	8.446
37	9.126	59	8.371
38	9.116	60	8.287
39	9.103	61	8.194
40	9.090	62	8.093
41	9.075	63	7.982
42	9.059	64	7.862
43	9.040	65	7.731
44	9.019	66	7.591
45	8.996	67	7.431
46	8.971	68	7.262
47	8.943	69	7.083
		70	6.897

(4) Commuted value of 40% of pension will be calculated as per the following formula:

40% of Pension Rate as given Amount of Commuted
(whole rupees) X 12 X in above table = value payable in lump sum
(for retiree of 60 years of age, rate is 8.194)

Note: Dearness relief will continue to be payable on gross pension (inclusive of the Commuted portion of pension).

Right of with-holding of pension

The appointing authority of the concerned employee reserves the right of with-holding or withdrawing a pension or any part of it, whether permanently or for a specified period and the right of ordering the recovery from a pension of the whole or part of any pecuniary loss caused to the University, if the pensioner is found in any departmental or judicial proceedings, to have been guilty of grave misconduct or to have caused pecuniary loss to University by misconduct or negligence, during his service including service rendered on re-employment after retirement.

(Rule 12 of HCS (Pension) Rules, 2016)

14. Documents required for finalization of pension cases

While sending the pension cases to the office of Comptroller, it may be ensured that the following documents (depending upon nature of case) are complete and sent with the pension case. This list will help to avoid routine nature objections/back reference and also help in finalization of pension cases well in time.

Pension Cases :- The relevant forms for the documents as listed below are available in the pension file set and may be obtained from the Comptroller Office.

1. Formal application in Form LUVAS-VU-10.1 (a).
2. Form (4 Pages) in LUVAS-VU-10.2 & 10.3.
3. Data Sheet (2 copies).

4. Joint photographs (i.e. retiree with spouse)/Photographs (self) duly attested (4 copies), one duly pasted on application form.
5. Two slips bearing specimen signatures/left hand thumb impression (if illiterate) duly countersigned by self (2 copies).
6. Two slips bearing specimen signatures/left hand thumb impression of spouse (2 copies).
7. Two slips showing particulars of height and identification marks- Attested by Competent Authority (for Self & Spouse).
8. Details of present and after retirement addresses.
9. Details of family members showing age/date of birth and relationship with the employee alongwith their marital status.
10. Medical Certificate in case of invalid pension.
11. Copies of application (3 months notice) by the employee and retirement orders in case of voluntary/premature retirement.
12. Service Book duly completed in all respects.
13. Statement showing non qualifying service
14. Calculation Sheet of pension and D.C.R.G. etc.
15. Last Pay Certificate.
16. Consolidated No Demand Certificate relating to entire service.
17. Commutation of Pension Application in case Pensioner desire to commute a portion of pension. Maximum 40% portion of pension can be commuted.
18. Nomination for D.C.R.G. (Retirement Gratuity) one copy.
19. Certificate to the effect that no judicial/departmental proceedings have been instituted/pending against the individual.
20. Option for fixed medical allowance or otherwise.

Note:- Any other information as prescribed in Rule 75 of HCS (Pension) Rules, 2016)

Family Pension Cases:- The relevant forms for the documents as listed below are available in the pension file set and may be obtained from the Comptroller Office.

1. Formal application for family pension and DCRG in Form no. HAU- 9B/ 5/LUVAS-VU-10/5 for pension & Form No. HAU-9B/ 5(a)/ LUVAS-VU-10.5(a) for D.C.R.G.
2. Attested 3 copies of passport size photograph of widow/widower or claimant for family pension.
3. Attested copy of Death Certificate.
4. Service Book duly completed in all respects.
5. Calculation Sheet alongwith History sheet of service.
6. Sanction of Family Pension (Annexure-III) and sanction for D.C.R.G. in Annexure I duly signed by the Pension Sanctioning Authority.
7. Specimen signatures (Thumb impression in case of illiterate claimant) in duplicate.
8. Present address and descriptive roll including left hand thumb, fingers impressions of the claimant.
9. Legal documents such as guardianship certificate and indemnity bond in case where the family pension and D.C.R.G. etc. is to be paid to minor through guardian.
10. Last Pay Certificate.
11. Consolidated No Demand certificate.
12. Option for fixed medical allowance or otherwise.

Note:- Any other information as prescribed in Rule 75 of HCS (Pension) Rules, 2016

15. Procedure of processing pension cases, time schedule and steps in finalization of pension cases.

Chapter-IX of HCS Pension Rules, 2016 contains time, schedule and procedure for processing pension cases and getting the same finalized. Important points from these rules are as under:-

(1) **Rule 67** - All authorities and officers/employees dealing with applications for pension should bear in mind that delay in the payment of pension involves peculiar hardship. It is essential to ensure, that an employee begins to receive his pension on the date on which it becomes due. Therefore, it is most important that pension cases should always be given as high a degree of priority as possible.

(2) **Rule 69** - Every Head of office will undertake work of preparation of pension papers in the prescribed forms two years before the date on which an employee is due to retire on superannuation. It will be the responsibility of the head of the department/head of office to obtain pension application from the retiring employee well in time. The Head of Office shall divide the period of preparatory work of 2 years referred to above in the following 3 stages:-

a) **FIRST STAGE - Verification of Service**

Going through the service book of the employee and satisfy himself as to whether the certificates of verification for the entire service are recorded therein.

He shall arrange to get the unverified portion or portions of service, verified from service record concerned and record necessary verification certificates.

b) **SECOND STAGE – Making good omissions in the service book.**

Head of Office while scrutinising the certificates of verification shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension. Every effort may be made to complete the verification of service and making good omissions, imperfections and deficiencies at the earliest.

c) **THIRD STAGE- Obtaining application Form in the prescribed Form from the employee by the Head of Office.**

Eight months prior to the date of retirement of the employee, the Head of Office shall obtain application in the prescribed form from the employee duly completed.

3. **No Dues Certificate in respect of outstanding dues including Loans & Advances:**

Head of Office should initiate steps to access the dues including loans & advances outstanding against the employee, one year before the date of his retirement, to work out balance of advances/loans and other dues if any, and should ensure that the recoveries are so adjusted that the outstanding amount is recovered well before the date of retirement. The dues which come to notice subsequently and which remain outstanding till the date of retirement of the employee shall be adjusted against the amount of death-cum-retirement gratuity becoming payable to the employee on his retirement.

4. **No Dues Certificate in respect of University accommodation:**

Rule 72 (A) - The Head of Office will write to the Incharge of the Estate Office at least 8 months before the date of retirement of the employee, who is in occupation of University accommodation, for issue of a No Demand Certificate in respect of the period preceding 8 months of the retirement of the allottee.

Rule 72 (B) - The concerned rent recovering authority shall scrutinize its record and inform the Head of Office 8 months before the date of retirement of allottee, if any license fee was recoverable from him for an earlier period by giving its details. If no intimation in this regard is received by the stipulated date it will be presumed that nothing was due in respect of the period preceding 8 months of his retirement.

(For details see Rules, 67 to 73 of HCS (Pension) Rules, 2016)

16. **Drawing Pension through State Bank of India**

Pensioner will be paid through SBI, University Branch, by credit to the Pensioner's Saving Account at the Bank's Branch selected by him. Every pensioner availing of this facility will open a Saving Account in his name unless he is already having one. Pension will not be paid in cash. Payment will be credited to the Pensioner's account on the 1st working day of the following month. Exceptionally, if for any reason such as rush of work on that date the payment of pension is delayed, the

Bank must ensure to make payment as soon as possible thereafter, and, in any case, before the 7th of the month succeeding the month for which the pension is due.

Pensioner desirous of drawing pension from any other scheduled bank throughout the country will apply to the Manager, SBI, CCS HAU, Hisar Branch in a prescribed form (in duplicate). The bank will remit the pension amount of the pensioner to the concerned bank by bank transfer without levying any bank charges.

17. Certificates to be given by the Pensioner to the Bank

1. Life Certificate: A pensioner will be required to furnish a life certificate once a year in the month of November in prescribed form to the SBI, CCS HAU, Hisar. In case of its non-receipt the payment of pension from November onwards may be withheld by the bank till such Life Certificate is received from the pensioner by the bank.

2. Non-Employment Certificate: Pensioners from the University are required to furnish a declaration in November each year about acceptance/non-acceptance of commercial employment within 2 years from the date of their retirement and also about acceptances/non-acceptance of any other employment under any Govt. outside India.

3. Non-Marriage/Re-marriage Certificate: In the case of widow recipient of family pension an undertaking will be obtained by the bank from the widow that she will report such an event to the Comptroller's office promptly. In the case of other recipient of family pension (a widow or un-married daughter) the certificate of remarriage / non-marriage in the prescribed form is required to be furnished by the recipient once a year in the month of November.

18. Grant of Dearness Relief to Pensioners

Dearness Relief is admissible to the Pensioners/Family Pensioners of the University to compensate them for the rise in cost of living. Following table shows the Dearness Relief sanctioned by the University on the state Govt. pattern from time to time w.e.f. 1.1.2006 and from the date of last revision of Pension by the University, w.e.f. 01.01.2016.

Table

Dearness Relief admissible to the Pensioners/Family Pensioners w.e.f. 01.01.2006 and again on the revised pension/family pension w.e.f. 01.01.2016 (based on revised pay scales as per the 7th Pay Commission, recommendations), given by the University.

Date from which Dearness Relief admissible	Rate (Percentage of Pension / Family Pension
1.7.2006	2 %
1.1.2007	6 %
1.7.2007	9 %
1.1.2008	12 %
1.7.2008	16 %
1.1.2009	22 %
1.7.2009	27 %
1.1.2010	35 %
1.7.2010	45 %
1.1.2011	51 %
1.7.2011	58 %
1.1.2012	65 %
1.7.2012	72 %
1.1.2013	80 %
1.7.2013	90 %
1.1.2014	100 %
1.7.2014	107 %
1.1.2015	113 %
1.7.2015	119%
1.1.2016	125%

2. Pension/family pension revised w.e.f. 01.01.2016. Rates of Dearness Relief on revised pension/family pension w.e.f. 01.01.2016 are as under:-

Date from which Dearness Relief admissible	Rate (Percentage of Pension / Family Pension)
1.7.2016	2 %
1.1.2017	4 %
1.7.2017	5 %
1.1.2018	7 %
1.7.2018	9 %
1.1.2019	12 %
1.7.2019	17 %

SECTION-II

New Pension Scheme 2008 (Applicable w.e.f. 1.1.2006)

Introductory

1. The New Pension Scheme (NPS) 2008 is applicable to the University employees joining University service on regular basis on or after 1.1.2006. Rules relating to pension and other retiral benefits as per provisions contained in Punjab C.S.R. Volume II (applicable to Haryana State) / HCS Pension Rules, 2016 and followed by the University for pre 1.1.2006 employees, are not applicable to the employees joining service on or after 1.1.2006.

The notification for implementation of the defined Contributory Pension Scheme called as the “New Pension Scheme 2008” was issued by the Haryana Govt. vide letter No. 1/1/2004/1/pension dated 4.12.2008. This Scheme and further instructions issued by the State Govt. from time to time have been adopted and are being followed by the University.

Salient features of New Pension Scheme

2. Salient features of the New Pension Scheme are briefly given as under:
 - i) The New Pension Scheme will work on contribution basis. Tier I of the Scheme is mandatory for all University employees joining service on or after 1.1.2006.
 - ii) In tier I, University employee will have to make a contribution of 10% of his pay + Dearness Pay + N.P.A. + Dearness Allowance and it will be deducted from his salary bill every month by the DDO. A matching contribution (as prescribed from time to time) will be made by the University.
 - iii) No deduction will be made towards General Provident Fund from the University employees joining University Service on or after 1.1.2006 as the General Provident Fund Scheme is not applicable to them.
 - iv) The deduction 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.

Implementation of the NPS

3. Comptroller will be responsible for implementation and operationalisation of the New Pension Scheme funds according to the guidelines/instructions received from the Haryana State Govt. from time to time. The DDO registration number will be obtained by the Comptroller for his DDO from the National Security Depository Limited which is the Central Record Keeping Agency in respect of the New Pension Scheme.

Deduction of subscription and matching Contribution from salary bills

4. 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 deduction from the employee joining service in the month of January 2020 will start from his salary bill of February 2020 and so on.

Final withdrawal/exit from NPS fund

5. (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 DDO shall obtain dully filled in withdrawal form from the employee in the prescribed form and the HOD will forward the case to Comptroller for further necessary action.

(Hr. FD No. 2/47/2007-1 Pension dated 23-07-2012)

- (2) In case of death of the employee or for reasons other than superannuation, exit from the NPS will be as under:

- 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.

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.

A similar procedure as for withdrawal on superannuation will be followed in case of withdrawal on death or before the age of normal superannuation.

(Hr. FD No. 2/47/2007-1 Pension dated 5-11-2012)

- (3) In case the accumulated pension wealth of the subscriber in his NPS pension fund account at the time of his retirement is equal to or less than Rs. 2 lacs, the retiring employee has the option to withdraw the entire accumulated pension wealth amount from his account and there will not be any purchase of annuity. The subscriber will be required to make a written request in prescribed form to his DDO for this purpose.

(Hr. FD No. 2/47/2007-1 Pension dated 15-1-2014)

6. Benefit of Gratuity under the New Pension Scheme

The Haryana Govt. vide letter No. 2/66/2010-1Pen dated 19.01.2017 has clarified that the benefits of retirement gratuity and death gratuity shall also be admissible to the employees covered under the New Pension Scheme on the same terms and conditions as are applicable to employees covered under Haryana Civil Service (Pension) Rules, 2016.

SECTION-III

Leave Encashment

1. The Scheme of grant of cash payment in lieu of unutilized earned leave at the credit of an employee at the time of retirement was introduced by the Haryana State Govt. w.e.f. 31-03-1978. It was later on adopted by the CCS HAU and LUVAS, as such. The modifications and amendments issued by the State Govt. from time to time are also followed by the University. As per the latest Govt. Rules followed by the University, an employee is entitled to benefit of leave encashment of unutilized earned leave standing at his credit on the date of retirement or quitting service, subject to maximum of 300 days, in any one or more of the following circumstances:-
 - (i) Retirement on superannuation;
 - (ii) Compulsorily retirement as a measure of punishment;
 - (iii) Voluntary retirement;
 - (iv) Premature retirement;
 - (v) Retirement on grounds of invalidation advised by a competent medical authority;
 - (vi) On completion of term of service of re-employment after retirement in a prescribed pay structure;
 - (vii) Termination due to retrenchment or abolition of the post, provided the University employee is not adjusted against any vacancy in any Department of Haryana Government.
 - (viii) Absorption/adjustment of a University employee in an organization under any Government including Haryana Government;
 - (ix) Subsequent appointment in a Department under any Government other than Haryana;
 - (x) Death or disappearance while in service, to the family of the

deceased or disappeared University employee;

Note:- In case of resignation from service, leave encashment shall be restricted to the extent of half of earned leave at the credit of University employee or half of the maximum limit prescribed from time to time, whichever is less.

(Rule 65 of HCS Leave Rules, 2016)

2. Other terms and conditions for payment of cash equivalent of leave salary are as under:-
- (i) The payment of cash equivalent of leave salary will be limited to maximum of 300 days.
 - (ii) The leave encashment will be paid in one lump sum as a one time settlement.
 - (iii) Authority competent to grant leave will issue order for granting cash equivalent of earned leave at the credit of the employee on the date of retirement/death/leaving service, limited to maximum of 300 days.
 - (iv) The cash payment for unutilized earned leave to be encashed will be made in the manner indicated below:

Leave Encashment

Earned Leave due at the time of retirement/death/leaving service subject to maximum of 300 days.	X	Monthly pay +DA on =	Amount
		the date of retirement/ death/leaving service	

SECTION-IV

Compassionate Financial Assistance and Compassionate Appointment Rules and other Ex-gratia benefits.

1. The Haryana State Govt. has revised its policy and rules under the title “Haryana Compassionate Assistance to the dependents of deceased Govt. Employees Rules, 2006” and new rules called the “Haryana Civil Services” (Compassionate Financial Assistance or Appointment) Rules, 2019 have been notified vide No. GSR-32 Const./Art.-309/2019 dated 02.08.2019, effective from 01.08.2019. The object of these rules is to grant compassionate financial assistance or appointment to the family of an employee who dies or disappears while in service, to relieve the family of the employee concerned of financial distress. These rules shall be applicable to the eligible family member(s) of the employee working on regular basis who dies or disappear while in service.

2. **Compassionate appointment**

The family member shall be eligible for consideration of compassionate appointment subject to the condition that the deceased or missing employee should;

- (i) have completed five years of service on regular basis,
- (ii) have not attained the age of 52 years or more upto the date of death or disappearance.

The compassionate appointment would not be a matter of right and it shall be subject to fulfilment of all the conditions including the availability of vacancy and other criteria laid down under the rules.

Compassionate appointment made under these rules shall be done in such a way that persons appointed to the posts have the essential educational/technical qualifications, age and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

3. **Compassionate Financial Assistance**

The compassionate financial assistance shall be admissible to the eligible member of the family from the next day of the death of the employee for the following period or upto the date of superannuation of such employee whichever is earlier. In case of death;-

1.	Before attaining the age of thirty-five years	For a period of fifteen years subject to eligibility.
2.	On attaining the age of thirty five years but before forty-eight years	For a period of twelve years or upto the date of attaining the age of superannuation or sixty years, whichever is earlier, subject to eligibility.
3.	On attaining the age of forty eight years or above	For a period of seven years or upto the date of attaining the age of superannuation or sixty years, whichever is earlier, subject to eligibility.

In the case of missing employee the above compassionate financial assistance to the eligible family member of the missing employee shall be paid after the period of six months reckoned from the date of registration of the First Information Report (FIR) with the Police Authorities. The arrear of compassionate financial assistance shall be paid from the date of missing. The indemnity bond shall also be obtained from the family of missing University employee

Note- The Family Pension under the HCS (Pension) Rules, 2016, where applicable, shall be admissible to the family of deceased or missing University employee from the next date after the completion of tenure of compassionate financial assistance.

4. **Exercise of option for compassionate financial assistance or compassionate appointment**

In case of death or disappearance of the employee while in service

before attaining the age of 52 years the eligible family member may opt for compassionate appointment in place of compassionate financial assistance which will be subject to the following conditions;

- (a) Compassionate appointment under these rules shall be confined to group C or group D posts only, irrespective of the status of the deceased or missing employee.
 - (b) Compassionate appointment to be offered shall be to a post of at least one step lower functional pay level than that of the post held by the employee even if he was working in group C or group D at the time of his death or disappearance, except where he was working at the lowest level in group D post.
5. Where the compassionate appointment is not given to the eligible family member due to non-availability of the post within a period of one year, in such case the benefit of compassionate financial assistance shall be sanctioned by the head of the department with retrospective effect to the eligible family member. In such a case the amount of family pension already sanctioned and paid, if any, shall be recovered from the amount of arrears of compassionate financial assistance payable to him/her. This process should be completed within a period of 90 days

In such cases also after the completion of compassionate financial assistance period as per rules, the family pension will be re-sanctioned to the family member who is eligible at that time.

Other Ex-gratia benefits

6. Ex-gratia grant

In addition to monthly compassionate financial assistance or appointment, a lump sum ex-gratia grant of Rs. 1,00,000/- (Rupees One lakh only) or as specified from time to time shall be provided to the eligible family member(s) to meet the immediate needs on the loss of the bread earner within fifteen days from the date of death. The concerned Head of Department shall be the competent authority for sanction of this grant.

7. Waiving of recovery of loans and advances

- (a) The outstanding amount of loans and advances alongwith interest, if any, namely marriage advance, cycle advance, wheat advance, festival advance availed by a deceased or missing employee of Group C or D only shall be waived off for which Head of Department concerned shall be the competent authority.
- (b) The house building advance and Computer Advance alongwith interest availed if any by a deceased or missing employee of Group C or D shall be waived off provided not more than one surviving member of the family of deceased or missing employee is/was employed. The second house building advance or interest thereon, availed if any, shall not be waived off under any circumstances.
- (c) The outstanding amount of scooter or motor cycle advance alongwith interest, availed if any, by a deceased or missing employee of Group C or D shall be waived off where the death occurs due to accident only and not in other cases.

8. Children Education Allowance and reimbursement of tuition fee.

The family of deceased or missing employee shall be entitled to children education allowance for first two children upto 10+2 or till such time the deceased employee would have actually received the same had he been alive, whichever is earlier. Thereafter fee on account of tuition fee and laboratory fee equal to the fee of Government Institutions or actually paid, whichever is less, shall be reimbursed for the first two children who are studying in Government or Government Aided or recognized College/Institutions, upto the Degree level.

9. Fixed Medical Allowance and free medical facilities.

The family of deceased employee shall, during the tenure of Compassionate Financial Assistance, be entitled to avail the benefit of fixed medical allowance or reimbursement of medical expenses at the rate prescribed from time to time on the same terms and conditions as prescribed by Haryana Government for their employees in service and followed in the University.

In addition, same medical facilities as are admissible to and availed by the pensioners, will be admissible to the family of the deceased/missing employee as per Haryana Government Rules as amended from time to time and adopted by the University.

10. House Rent allowance/retention of University accommodation

House rent allowance for a period of two years at the rate drawn immediately before death or admissible at the station from where the Compassionate Financial Assistance is being drawn, whichever is less, shall be admissible to the family or the family shall be allowed to retain University accommodation, if already occupied, for a period of two years on payment of normal licence fee;

11. Eligibility of compassionate financial assistance in addition to pension or family pension or dual assistance at a time.

- (1) (a) where both husband and wife are employees of the University;
or
- (b) the spouse is an employee of the Haryana or any other Government; or
- (c) the spouse is a pensioner of the University, Haryana or any other Government,

and both or either of them are/is governed by the provisions of these rules, the compassionate financial assistance in respect of deceased employee shall be admissible to the eligible family member of the deceased or missing Government employee. In the event of death or ineligibility of surviving spouse before the completion of prescribed period, the compassionate financial assistance shall be payable to the next eligible family member in addition to family pension, if any, in respect of deceased pensioner simultaneously.

- (2) In the event of death of both husband and wife, referred to in sub-rule 1 (a) above, compassionate financial assistance for both deceased employees shall be admissible to the eligible family member(s).

Note:- All the above matters and any other matter relating to the grant of ex-gratia benefits will be decided in accordance with the rules of the Haryana Government, as amended from time to time, and adopted by the University.

(For complete details consult the rules notified vide Govt. letter No. GSR-32/Const./Art.309/2019 dated 02.08.2019)

SECTION-V

Final Payment of amount standing in General Provident Fund.

When a subscriber to the General Provident Fund quits service on retirement or otherwise or on his death while in service, the amount standing to his credit in the GPF will become payable to him or members of his family/nominee, in case of his death.

The interest on GPF balance amount will be paid upto the date of withdrawal limited upto the end of 12 months after the month in which the amount becomes payable, subject to the provision that where GPF is withheld beyond that period at the instance of the University, the interest will not be denied.

(As per provision given in the Statutes of the University)

SECTION-VI

Payments under Group Saving Linked Insurance Scheme.

This scheme was introduced in the University on the pattern of Haryana Govt. Scheme started from July 1987.

The salient features of GSLIS for University employees are as under:-

1. The GSLIS is compulsory for the University employees.
2. The contribution towards the GSLIS is deducted from the pay of the employee for August onwards each year.
3. A portion of the contribution is set aside for providing insurance cover to the employee, (payable in the event of the employee's death) and the balance is put into the Savings Bank Account of each member employee and interest earned thereon is also deposited in this account.
4. Premium for Life Insurance Risk Cover of the employee and the amount to be credited into his saving account will be on 50:50 basis of the monthly contribution paid by the employee.
5. The monthly contribution payable by the employee and the amount of insurance cover is as under:-

Sr. No.	Category of the Employee	Monthly Contribution	Maximum Insurance Cover	Equivalent Status of employees in the University
1	Class-I	Rs. 180/-	Rs. 1,00,000	Assc. Prof. / Equiv. and above
2	Class-II	Rs. 108/-	Rs. 60,000	Asstt. Prof., A & AOs, Supdts. and equiv.
3	Class-III	Rs. 54/-	Rs. 30,000	Not covered under other categories
4	Class-IV	Rs. 27/-	Rs. 15,000	Grade-C employees, Class-IV employees and equiv.

Notes:-

- i. An employee eligible for a particular cover cannot be granted higher or lower cover.
- ii. An employee upgraded to a higher category would be eligible for higher cover in the said upgraded category w.e.f. the next anniversary of the policy.
- iii. Monthly rate fixed in the above manner will continue for a year and review of the rates may be done on the basis of rates fixed by the LIC from time to time.

Benefits

- i. In the event of death of an employee, the amount of insurance cover as per scale applicable to each category would be paid to his beneficiary. In addition, amount accumulated in the Saving Account (with interest) in respect of the deceased employee upto the date of death would also be paid to his beneficiary.
- ii. In the event of retirement of the employee or his resignation/removal from service, the savings accumulation in his Saving Account will be paid to him.

Procedure:-

In case an employee who is a member of the GSLIS, dies while in service before attaining the age of superannuation and his service documents show that he was a member of the Scheme, the Head of the Department concerned will send the requisite information on the prescribed form alongwith service book of the employee to the Comptroller's office. On receipt of such application the Comptroller's office will take up the case with the LIC of India for making payment to the bereaved family. Similarly when an employee member of this scheme retires from the University service or leave the University Service on some other account and ceases to be a member of the Scheme, the concerned HOD will send the requisite information on the prescribed form to the Comptroller's office for taking up the matter with the LIC for making payment to the concerned employee.

SECTION-VII

Payments under Employees Welfare Fund Scheme.

1. The EWF was established by the CCS HAU in Septmeber1980 as per the decision of Board of Management of the University for the benefit of the employees. This scheme has been continued in LUVAS on its establishment in October2010, after its separation from the CCS HAU.

2. Aims & Objectives

The objectives of this scheme are to provide monetary aid to the family of the deceased employee in the case of his death or to him and his family in case of permanent disability of the employee resulting into discharge from service.

3. Source of fund

The fund has been created from the monthly contribution charged from the employees at the rates fixed from time to time. Donations, if any, received from individuals are also deposited into this fund.

4. Rates of Contribution by the employees and amount of financial assistance admissible to them out of the Fund

a) At present, the rate of contribution by the employees and financial assistance admissible to them from EWF are as under:-

Sr. No.	Category of Employees	Rate of monthly subscription	Quantum of financial assistance
1	The employees whose Grade Pay in the pre-2016 pay scales is upto rupees 2,500 P.M./are drawing pay in pay scale upto level-5 in revised pay scale w.e.f. 01.01.2016 (Category D)	Rs. 20/-	Rs. 50,000/-

Sr. No.	Category of Employees	Rate of monthly subscription	Quantum of financial assistance
2	The employees whose Grade Pay in the pre-2016 pay scales exceeds Rs. 2,500 PM./ are drawing pay in pay scale above level-5 in revised pay scale w.e.f. 01.01.2016 (Category C)	Rs. 40/-	Rs. 80,000/-
3	The employees who have opted to subscribe at higher rate irrespective of their Grade Pay/Pay Scale Level (Category B)	Rs. 60/-	Rs. 1,40,000/-
4.	The employees who have opted to subscribe at higher rate irrespective of their Grade Pay/ Pay Scale Level (Category A)	Rs. 90/-	Rs. 2,00,000/-

b) In case of grave hardship the Employees Welfare Committee can recommend the enhancement in financial aid on merit of each case on the recommendation of the concerned HOD and the Controlling Officer. Additional financial aid may be given with the approval of the Vice-Chancellor upto the following extent:-

- i) For those contributing Rs. 20/- P.M. Rs. 10,000/-.
- ii) For those contributing Rs. 40/- P.M. Rs. 20,000/-.

c) In case of chronic diseases like cancer, heart surgery, brain

haemorrhage, kidney dialysis, kidney transplantation and risks involving operation and consequently huge expenditure, the financial aid from Rs. 25,000/- upto a maximum of Rs. 35,000/- may be granted by the Vice-Chancellor on the recommendations of the CMO/SMO, and Senior Welfare Officer, of the University.

SECTION-VIII

Admissibility of Travelling Allowance (Composite Transfer Grant) on retirement and for dependent family members of deceased employee/disappeared employee:

1. A University employee on retirement is entitled to grant of Travelling Allowance (Composite Transfer Grant) on the same scale and conditions as are applicable to employees under the Transfer TA Rules, to enable them to proceed from last station of duty to the place of settlement or hometown, whichever is nearer, after retirement.
2. The T.A. (Composite Transfer Grant) will be admissible to the employee and for members of his family from the last station of his duty to his home town/permanent residence after retirement and in respect of transportation of his personal effects between the same places at the rates as are admissible to him on transfer, as per LUVAS T.A. Rules, as amended from time to time.
3. **Conditions to avail the concession of transfer travelling allowance on retirement-**
 - (1) The concession of transfer travelling allowance (composite transfer grant) may be drawn by a University employee during leave preparatory to retirement or within one year after the date of :-
 - (a) His retirement or retrenchment; or
 - (b) Expiry of the period of his re-employment, if re-employed immediately after retirement.
 - (2) The family members of a University employee may proceed during a period before one month or within six months after retirement in case of settlement at a station beyond 500 kms. from the place of last posting,
 - (3) If both husband and wife are in service in any department of the University at the same station, it shall be admissible to one of them on the undertaking of both, that spouse shall not claim on retirement.

(Rule, 70 of HCS (T.A.) Rules, 2016)

4. Transportation charges of vehicle on retirement.-

A University employee entitled to journey by own car, on his retirement, shall be allowed to draw, in addition to transfer travelling allowance/composite transfer grant, the transportation charges of only one car or jeep owned by him or spouse, in case of settlement out of Haryana beyond a distance of five hundred kilometers from his last headquarters. The provision for transportation of vehicle is as under:-

- (i) Wherever a motor car/jeep is transported by the University employee by railway or truck on his retirement, the actual expenditure incurred on such transportation as per railway receipt or at the rates approved by the registered truck union shall be admissible;
- (ii) A University employee and his family members travelling in own vehicle, when transported under self propulsion, road mileage allowance @ Rs. 8/- per kilometres, in lieu of transportation charges, shall be admissible. No additional road mileage allowance/fare charges for the journey shall be admissible for family members.

Note. - No separate charges shall be allowed for transporting a two-wheeler vehicle and it shall form a part of the household effects.

(Rule, 72 of HCS (T.A.) Rules, 2016)

5. Settlement at the last station or within 20 kilometres.-

A University employee retired from service, on whatsoever reason, shall be entitled to the concession of transfer travelling allowance (composite transfer grant) as mentioned below, if he wishes to settle down at the last station of duty or at any other station within a distance of twenty kilometres, provided it is certified by the retiree that he has actually changed his residence:-

Grade of the employee	Rate of composite transfer grant
I	10,000
II	10,000

Grade of the employee	Rate of composite transfer grant
III	7,500
IV	5,000
V	2,500

(Rule, 73 of HCS (T.A.) Rules, 2016)

6. Transfer travelling allowance to the family of deceased or disappeared employee.-

The family of a deceased or disappeared University employee shall be entitled to transfer travelling allowance (composite transfer grant), by the shortest route from the last headquarters to the home town, provided the journey is completed within one year from the date of death or date of report given by the police declaring the disappeared employee, as untraceable, as the case may be.

Note:- Transfer travelling allowance (composite transfer grant) of the family of a deceased or disappeared employee shall be regulated with reference to the grade pay and the emoluments drawn by him, while in service, before his death or disappearance, as the case may be.

(Rules, 74 & 75 of HCS (T.A.) Rules, 2016)

7. Grant of TA (composite transfer grant) under these rules will be subject to the following conditions:-

- i) In case of settlement at a place outside Haryana beyond 500 kilometres from the last duty station of the employee, in addition to travelling allowance (composite transfer grant) admissible under the Rules, actual expenses incurred, limited to entitlement will be admissible from the last place of employee's duty to his declared home town or the place of permanent residence in India as entered in the Service Book of the employee, whichever is less.
- ii) The concession may be availed of at any time during the leave preparatory to retirement (LPR) or within one year of the date of

his retirement or expiry of the period of re-employment after retirement.

- iii) The concession will be admissible to the employees who retire on superannuation or who seek voluntary retirement after minimum of 20 years service. It will not be admissible on resignation, removal or dismissal from service or compulsory retirement as a measure of punishment.
- iv) A member of the family preceding by not more than one month or following him within six months will be treated as accompanying the employee.

(Rule, 70 (2) of HCS (T.A.) Rules, 2016)

Note:- The above concessions will also be admissible for journey from a place other than the last headquarters of the employee to the place of permanent residence or from the headquarter to the place other than the permanent residence of the employee, provided that the total expenditure claimed will be limited to the amount that would be admissible had the family travelled from the last headquarter of the employee to the place of permanent residence or declared home town, as the case may be.

SECTION-IX

Medical facilities after retirement

The University has been following the Medical Attendance Rules of Haryana Govt. as amended time to time. According to these rules medical facilities to pensioners and their families are admissible after retirement of the employees. Important State Govt. Instructions issued from time to time, which are relevant for this purpose are given as under:-

1. Pensioners/their wives or husbands, as the case may be, are entitled to free medical treatment, indoor and outdoor, including X-Ray, Laboratory and other medical examinations at the University/State hospitals, dispensaries according to the status enjoyed by them at the time of retirement. Free treatment will include free supply of such medicines as are available at the Hospital/Dispensary.

(No.138-2-HB1-681/12620 dated 27/28.5.1978)

2. In case of death of pensioners who have retired on superannuation/retirement pension, their widows/widowers and minor children will be allowed free medical aid. These concessions will also be allowed to the widow/widower getting Family Pension in the event of death of their husband/wife, while in service.

The spouse and dependent parents, minor children and minor grandchildren of the retired employees are also granted the facility of getting free medical treatment at hospitals and dispensaries of Haryana Govt. and Chandigarh Administration including PGI Chandigarh, besides getting treatment at University hospital.

(No.2/-99-1HB-79 dated 24.9.1979 & No. 2/162-84-1HB-III dated 06.07.1985)

3. Fixed Medical Allowance has been granted by the Haryana Govt./University at the rate of Rs.1000/- P.M. w.e.f. 01.05.2018, in lieu of reimbursement of outdoor medical treatment expenses. The employees/pensioners /family pensioners can opt for the facility of reimbursement of outdoor medical treatment expenses in lieu of the fixed medical

allowance.

(Haryana Govt. No. 2/363/98-1HB-III dated 03.7.2018)

Those who opt for the reimbursement of outdoor medical treatment expenses for outdoor treatment will also be allowed to avail the facility of reimbursement of expenses incurred on the treatment of chronic diseases as per latest list circulated by Haryana Govt. as outdoor patient as per the guidelines/instructions issued by the Haryana Govt. in this regard. Reimbursement of chronic diseases medical treatment expenses as outdoor patient will not be admissible to those employees/pensioners/family pensioners who opt for fixed medical allowance.

(HD's No. 2/59/88-HB(III) dated 17.7.1992)

4. Reimbursement of expenses of chronic diseases has been allowed by Haryana Govt. to its employees/ pensioners /family pensioners and their dependants who undergo treatment as outdoor patient on the following conditions:-
- i) That the certificate of chronic disease will be issued by the Board constituted under the Chairmanship of Civil Surgeon of the District in which a specialist of the chronic disease will be the member.
 - ii) The medical certificate issued by the PGI authority and General Hospital Chandigarh will also be valid and the employees having this certificate will not be required to be examined by the District Medical Board.
 - iii) The Medical Certificate will be reviewed after a period of two years.
 - iv) The Medical Boards constituted at District Headquarters can refer the cases for detailed examination to PGI, Rohtak/PGI, Chandigarh. Persons claiming reimbursement on chronic diseases will not be entitled to any other medical allowances either at fixed rates or as outdoor patient.

(HD No. 2/160/89-1/HB-III dated 11.8.1992 and subsequent amendments)

5. The re-imbusement of the cost of denture is not included in the fixed medical allowance. Benefit is admissible to the entitled person only once in life time. The total reimbursement allowed to an individual both for fixing of complete and partial denture will not exceed Rs. 2,000.

(HD No. 2/628/2003-1HB-III dated 7.7.2004)

6. Cost of Heart Pace Maker is reimbursable on the condition; that the pace-maker should be purchased by the patient and the Director Health Services, Haryana (CMO CCS HAU, Hospital in the case of University) will certify the cost of Heart Pace Maker.

(HD No.2/289/1HB-III -86 dated 4.9.1989)

In all other matters relating to medical treatment of retired employees/pensioners/family pensioners, not covered as above, the rules and other instructions issued by the Haryana State Govt. from time to time and adopted by the University will be followed.

SECTION-X

Leave Travel Concession

1. With a view to liberalize the policy of Leave Travel Concession for visiting home town or any place in India, the State Govt./University has decided that in lieu of LTC/HTC facility, one month's salary would be admissible to the employees once in a block of four years. On the same lines the facility of grant of one month's pension in lieu of LTC/HTC to the pensioners, as a lumpsum assistance once in a block of four years, has been allowed by the University on the State Govt. Pattern.
2. First block of four years declared was 2008-11 and subsequent blocks are 2012-15, 2016-19 and so on.
3. One month's pension means the entitlement of basic pension inclusive of commuted pension and the dearness allowance admissible thereon, on the date of eligibility.
4. LTC, being a family allowance, when both the spouses are pensioners or one of the spouse is working in an organization offering the facility of LTC, only one of the spouses will be entitled to draw the benefit of LTC. Accordingly one month's pension in lieu of LTC will be admissible to one of the retiring couple.
5. In case of death of an employee/pensioner the LTC (One month's pay/pension, as the case may be) is not admissible to the widow/widower who is otherwise entitled to get family pension admissible under the rules.

(Chapter-IX of LUVAS, Travelling Allowance Rules-2020)

SECTION-XI

Tips for action to ensure prompt release of Pensionary benefits on retirement

The University and its departments have been doing their best to simplify the procedures so that all employees may get their pensionary benefits immediately on retirement. Despite these efforts still delay occurs in many cases. The delay can be eliminated if the concerned officers and employees dealing with the cases extend their helping hand to ensure that the pensionary benefits may be released immediately after retirement.

Delay in immediate release of pensionary benefits generally occurs in the cases of officers/employees who had either been working in different offices (being in transferrable job) or worked on deputation during their service.

All University employees serving in a department should keep in their mind the following important tips for action:-

1. **Completion of Service Book**

The Service Book is a permanent service record, on the basis of which, qualifying service, amount of pension and entitlement of leave encashment etc. are worked out. All officers/employees must ensure that every year they may put their signatures in column against the entry of annual increment in the Service Book. At that time they may check:-

- i.) Whether all types of entries made in their Service Book have been signed by D.D.O.?
- ii.) Whether Service Verification Certificates have been recorded?
- iii.) Whether all increment and pay fixation entries have been made?
- iv.) Whether the leave account is complete in all respects?
- v.) Whether entries of recovery of leave salary and pension contribution have been made?

2. Issue of Various Certificates

- i.) While laying down charge of a deputation post or any other post on transfer at any office/place, all the officers/employees should make it sure that No Dues/Demand Certificate has been issued in their favour.
- ii.) A certificate may also be got issued at the time of laying down the charge, to the effect that no enquiry or disciplinary action is pending against them and if any irregularity comes to notice later on, that will be intimated to their Head of Department/Office.
- iii.) A certificate to the effect that the officers/employees have not/ have availed long term advance(s) while serving in a particular office. (Title of Advance, Amount, Sanction No. & date, Total amount recovered, balance left, should be indicated in the certificate.)
- iv.) If they were having any University residential accommodation in possession at a station of duty, they must obtain No Demand Certificate from concerned authority immediately on handing over the possession of the accommodation.

3. Leave Salary & Pension Contribution

The officers/employees who proceed on deputation should get their deputation terms and conditions finalized and issued at the earliest. They may also check from time to time whether the Leave salary and Pension Contribution is being deposited by the borrowing organization with their parent department regularly.

4. Writing of Annual Confidential Reports

Those officers who serve or had served on deputation post or in different offices, being on transferable job, must ensure that their annual confidential reports are being or have been written by the competent authority/officer, under whom they have worked.

5. Recoveries from Pay

The retiring employees may ensure:-

- i.) That the recoveries of monthly subscription and instalments of advance(s) are being made against their correct G.PF./C.PF. Account Numbers.
- ii.) That recoveries of long term advances are being regularly adjusted against their name in the books of department/office.
- iii.) That recoveries of license fee/rent in respect of University accommodation in their possession, are being booked in their account by the concerned office, so that on retirement they may not be required to find out details of missing credits/entries.

6. Submission of Pension Papers

- i.) When the employees are left with two years service before retirement, they should, without waiting for letter/forms from Head of Department/Office, fill up the relevant columns of Pension forms and submit the same to their Head of Office. They should obtain receipt in token of submission of pension papers.
- ii.) They should check that their pension papers have been sent in time by their office to the Comptroller's office for finalizing the pension case and issuing the P.P.O. at the earliest.
- iii.) They should remain in contact with the Pension Branch of Comptroller's office or dealing official of their office to complete the formalities and remove the discrepancies in pension papers on the spot.
- iv.) In order to get final payment of GPF immediately on retirement, the employees can stop subscribing to GPF six months before the date of retirement.

Note:- The above list of tips is only illustrative and not exhaustive, but it will help the officers/employees in getting the pension cases finalized promptly to ensure that they start getting pension immediately after retirement, alongwith other monetary benefits admissible to them on retirement.



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