

# **ACT and STATUTES**



***Lala Lajpat Rai  
University of Veterinary and Animal Sciences,  
Hisar (Haryana)-INDIA***

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**THE ACT**

PART I  
**HARYANA GOVERNMENT**  
**LAW AND LEGISLATIVE DEPARTMENT**  
**Notification**

The 7th April, 2010

**No. Leg. 7/2010.**--- The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 1st April, 2010, and is hereby published for general information:

**Haryana Act No. 7 of 2010**

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND  
ANIMAL SCIENCES HISAR ACT, 2010**

AN

ACT

*to establish and incorporate a University in the State for the purposes of affiliating, teaching and ensuring proper and systematic instruction, training, research and extension in modern systems of Veterinary, animal sciences, fishery sciences and allied sciences and for the matters connected therewith or incidental thereto.*

Be it enacted by the Legislature of the State of Haryana in the Sixty-first Year of the Republic of India as follows:—

**CHAPTER-I**

**PRELIMINARY**

**1.** (1) This Act may be called Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010. Short title and commencement.

(2) It shall come into force on such date, as the State Government may, by notification in the Official Gazette, appoint.

**2.** In this Act, Statutes and Regulations made thereunder, unless the context otherwise requires,— Definitions.

- (a) "Academic Council" means the Academic Council of the University;
- (b) "affiliated college" means a college or an institution admitted to the privileges of the University under this Act;
- (c) "animal" means the live-stock, domesticated animals, wild animals, living animals and shall include fish, birds and reptiles;

- (d) "animal sciences" means science of breeding, live-stock production and management, nutrition of animals, live-stock products, allied sciences and feed technology;
- (e) "Board" means the Board constituted under section 10;
- (f) "College" means the College of Veterinary Sciences at Hisar or any other College, as may be established and maintained in the campus by the University;
- (g) "employee" means any person appointed by the University including teachers and other staff;
- (h) "existing university" means Chaudhary Charan Singh Haryana Agricultural University, Hisar;
- (i) "extension education" means the educational activities concerned with the training of veterinarians, para-veterinary staff, live-stock farmers, home makers and other groups concerned with animal health, welfare, improved animal husbandry practices and various phases of scientific technology related to animal production and marketing and includes demonstration to carry the new technology and innovation of live-stock farms and farm homes through the Department of Animal Husbandry and Dairying, Department of Fisheries or any other designated department/agency;
- (j) "fishery sciences" means the art and science of understanding the biology, commercial exploitation and conservation of aquatic life as well as its surroundings, including the constituents of the surroundings;
- (k) "hostel" means a unit of residence for students;
- (l) "institution" means any hospital, center or other institution providing training for degree, diploma, certificate or other academic distinction;
- (m) "prescribed" means prescribed by the Statutes and Regulations made under this Act;
- (n) "recognized teacher" means a person who is recognized by the University for the purpose of imparting instructions in an affiliated college or

an institution;

- (o) "Statutes" and "Regulations" mean respectively the Statutes and Regulations of the University made under this Act;
- (p) "State" means the State of Haryana;
- (q) "State Government" means the Government of the State of Haryana;
- (r) "student" means a person enrolled in University or one of its affiliated college or institution for taking a course of study for a degree, diploma, certificate or an academic distinction;
- (s) "teacher" includes Director, Dean, Principal, Senior Professor, Professor, Associate Professor/Reader, Assistant Professor/Lecturer and such other persons imparting instructions on full time basis in the University;
- (t) "University" means Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar, established under section 3;
- (v) "Veterinary" means the art and science of Veterinary Surgery and Medicine and includes,—
  - (i) the diagnosis of diseases in, and injuries to animals;
  - (ii) the giving of advice based upon such diagnosis;
  - (iii) the medical or surgical treatment of animals;
  - (iv) the measures taken for prevention and control of live-stock diseases and;
  - (v) zoonoses and epidemiology.

## **CHAPTER -II**

### **ESTABLISHMENT OF THE UNIVERSITY**

**3.** (1) There shall be established a University by the name of Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar having jurisdiction all over the State. Establishment of University.

(2) The University shall be a body corporate by the name as specified in sub-section (1) and shall have perpetual succession and common seal. It shall have the power to acquire, hold and dispose of the property both movable and immovable and shall sue and be sued by the said name.

(3) The headquarters of the University shall be at Hisar or at such place, as may be notified by the State Government in the Official Gazette, from time to time.

(4) The University shall not except without obtaining the prior approval of the State Government lease, sell or otherwise transfer any immovable property, which may have vested in, or acquired by it.

Bar on conferring, granting or issuing degree, diploma, certificate or an academic distinction.

**4.** (1) Notwithstanding anything contained in this Act or any other State law for the time being in force, no person or institution, other than the University or affiliated college, shall confer, grant or issue or hold himself or itself out as entitled to confer, grant or issue any degree, diploma, certificate or an academic distinction in the specialized area of knowledge assigned to it within the territorial jurisdiction of the University which is identical with or is a colorable imitation of any degree, diploma, certificate or an academic distinction conferred, granted or issued by the University.

(2) The contravention of the provisions of sub-section (1) shall be an offence punishable with imprisonment upto three years or with fine upto five thousand rupees or with both and shall also be dealt with, in the manner, as may be prescribed.

(3) Where an offence under this section has been committed by an institution, every person incharge of, or responsible for the conduct of its business at the time of the commission of the offence, shall be liable to be proceeded against in accordance with sub-section (2).

(4) Notwithstanding anything contained in sub-section (2), where an offence under this section has been committed by a company, firm or an association of persons and it is proved that the offence has been committed with the consent or connivance of, or that the commission of the offence is attributable to any neglect on the part of any partner, director, manager, secretary or other officer of the company, firm or an association of persons, such partner, director, manager, secretary or other officer shall be liable to be proceeded against in the manner, as may be prescribed.

Teaching in University.

**5.** All teaching in the University shall be conducted by and in the name of the University in accordance with the Statutes and Regulations made in this behalf.



6. The University shall have the following objects, namely:—
- Objects of University.
- (a) to impart education in different branches of Veterinary, animal sciences, fishery sciences and allied sciences as it may determine, from time to time;
  - (b) to further advancement in learning and research in Veterinary, animal sciences, fishery sciences and other allied sciences and to undertake extension of such specialized knowledge to the needy people;
  - (c) to undertake study in marketing strategies of live-stock and live-stock products, conservation of live-stock breeds and wild animals;
  - (d) to liaison and establish vital linkage with the concerned departments of Animal Husbandry, Fisheries and Dairy Development of the State Government and Union Government, National and International Research Institutes specialized in the field of Veterinary, animal sciences, fishery sciences and allied sciences with a view to keep abreast of the latest technology;
  - (e) to raise level of Veterinary study to international standards; and
  - (f) such other objects, as the Board may determine, from time to time.
7. The University shall perform the following functions, namely:—
- Powers and functions of University.
- (a) to provide facilities for instruction, training and research in Veterinary, animal sciences, fishery sciences and allied sciences and to achieve excellence therein and connected fields;
  - (b) to provide for dissemination of the findings of research and technical information through extension education;
  - (c) to institute degree, diploma, certificate and other academic distinction in Veterinary, animal sciences, fishery sciences and allied sciences;
  - (d) to hold examination and to confer degree, diploma, certificate and other academic distinction on person, who has :—

- (i) pursued a particular course of study; or
- (ii) carried out research in the University in the manner, as may be prescribed;
- (e) to confer honorary degree or other academic distinction in the manner, as may be prescribed;
- (f) to arrange lectures and instructions for field workers, live-stock farmers and other persons, not enrolled as regular students of the University and to grant certificates to them, if necessary;
- (g) to co-operate with other universities, Institutions, organizations and authorities in such manner and for such purposes, as may be determined;
- (h) to establish and maintain College and an institution relating to Veterinary, animal sciences, fishery sciences and allied sciences;
- (i) to affiliate any college or an institution to the University and to withdraw affiliation therefrom;
- (j) to establish and maintain laboratories, libraries, research stations, processing plants and museums for teaching, research and extension education;
- (k) to institute, suspend or abolish Professorship, Associate Professorship, Assistant Professorship, Teachership and other teaching, research and extension posts in the University and to make suitable appointments thereto;
- (l) to create, suspend or abolish administrative and other posts and to appoint persons to such posts;
- (m) to institute, abolish or suspend fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the Statutes and Regulations and to undertake publication of work of merit and research pertaining to research in Veterinary, animal sciences, fishery sciences and allied sciences;

- (n) to establish and maintain hostels for students of the University;
- (o) to establish and maintain residential accommodation for the employees of the University;
- (p) to determine, demand and receive such fees and other charges, as may be prescribed;
- (q) to supervise, control and regulate the conduct and discipline of the students of the University and affiliated colleges;
- (r) to manage and control the movable and immovable properties of the University;
- (s) to receive gifts, donations or benefactions in cash or kind from the Government or a person and to create corpus fund for the welfare of the University;

Provided that no donation from a foreign country, foreign foundation or any individual in such country or foundation shall be accepted by the University, save with the approval of the State Government or other competent authority;

- (t) to accept grant from any institution or any other authority recognized by Government of India and the State Government;
- (u) to borrow money with or without security for the purposes approved by the State Government, from the Central Government, any other State Government, Indian Council of Agricultural Research or any other incorporated body, subject to the provisions of this Act;
- (v) to maintain an employment bureau; and
- (w) to do all such other acts and things, whether incidental to the functions aforesaid or not, as may be required in order to further the objects of the University.

**8.** (1) On the commencement of this Act, all colleges and other educational institutions of Veterinary, animal sciences, fishery sciences and allied sciences in the State admitted to the privileges of or affiliated to the existing university, shall be deemed to be admitted to the privileges of, or affiliated to the University. Affiliation.

(2) The colleges and institutions related to various disciplines of Veterinary, animal sciences, fishery sciences and allied sciences located within the State and to be established after the commencement of this Act, on satisfying such conditions, as laid down by the Statutes and Regulations for the purposes of affiliation, shall be affiliated to the University.

### CHAPTER-III

#### MANAGEMENT OF THE UNIVERSITY

Authorities of University.

**9.** The following shall be the authorities of the University, namely:-

- (i) Board;
- (ii) Academic Council;
- (iii) Board of Studies; and
- (iv) such other authority, as may be declared by the Statutes to be an authority of the University.

Board.

**10.** (1) The State Government shall, as soon as possible, after the commencement of this Act, constitute a Board for the management of the University.

(2) The Board of the University shall consist of the following official and non-official members,-

#### **Official members**

- (a) the Vice-Chancellor;
- (b) the Chief Secretary to the State Government;
- (c) the Secretaries of the State Government in the Department of:-
  - (i) Animal Husbandry and Dairying; and
  - (ii) Finance;
- (d) Registrar;
- (e) the Deputy Director General (Animal Sciences) as a representative of the Indian Council of Agricultural Research;

#### **Non-official members**

- (a) persons not being officials, appointed by the State Government from amongst the following categories of persons, namely:-
  - (i) a person who in the opinion of the State Government is an eminent Scientist in Veterinary, animal sciences, fishery

- sciences or allied sciences, with the background of research or extension education or development or administration;
- (ii) two persons who in the opinion of the State Government are progressive farmers or live-stock breeders, having experience of, and interest in, scientific farming of live-stock, poultry or fishery and its improvement;
  - (iii) one person who in the opinion of the State Government is a distinguished industrialist and businessman associated with veterinary and animal husbandry development;
  - (iv) A Non-Resident Indian, having ancestral background in Haryana, who in the opinion of the State Government, is an eminent veterinarian; and
  - (v) a woman who in the opinion of the State Government, is an outstanding social worker, with a background of rural advancement and animal husbandry.

(3) The Chancellor shall be the Honorary Chairman of the Board, the Vice-Chancellor shall be the working Chairman and the Registrar shall be the Member Secretary of the Board.

(4) The term of office of the non-official members of the Board shall be two years.

(5) A non-official member of the Board may resign from his office by giving a notice in writing, addressed to the Chairman.

(6) The non-official members of the Board shall not be entitled to receive any remuneration for the performance of their functions under this Act, except daily and travelling allowances, as may be prescribed.

**11.** The board may associate in its meetings all or any of the following persons as Technical Advisers, but the person so associated shall not be entitled to vote at any such meeting-

Technical advisers  
to Board.

- (a) Director General, Animal Husbandry and Dairying Department;
- (b) Director, Fisheries Department;

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ANIMAL SCIENCES HISAR ACT, 2010**

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- (c) two officers invited by the Board from amongst the Deans or Directors of the University; and
- (d) any other expert to be invited by the Board specialized in Veterinary sciences, animal sciences, fishery sciences, allied sciences or in any other field.

Meeting of Board. **12.** (1) The Board shall meet at such time and place as it may deem necessary:

Provided that regular meeting of the Board shall be held at least once in every three months.

(2) Four members of the Board shall form a quorum for the meeting of the Board:

Provided that if a meeting of the Board is adjourned for want of quorum, no quorum shall be necessary in the next meeting for the transaction of the same business.

Powers and duties of Board. **13.** The Board shall have the following powers and duties, namely:-

- (a) to appoint the Vice-Chancellor;
- (b) to approve the budget submitted by the Vice-Chancellor;
- (c) to hold and control the property and funds of the University and issue any general directive on behalf of the University;
- (d) to accept or transfer any property on behalf of the University;
- (e) to administer the funds placed at the disposal of the University for specific purposes;
- (f) to invest money belonging to the University;
- (g) to appoint the officers, teachers and other employees of the University in the manner, as may be prescribed;
- (h) to specify the form of common seal of the University;
- (i) to appoint such committees, as it may deem necessary for its proper functioning;
- (j) to borrow money for capital improvements and make suitable arrangements for its repayment;
- (k) to regulate and determine all matters concerning the University in accordance with this Act,

Statutes and Regulations and to exercise such powers and to discharge such duties, as may be conferred on or imposed upon the Board by the Act, Statutes and Regulations.

**14.** (1) The Academic Council shall consist of the following members, namely:— Constitution of Academic Council.

- (a) the Vice-Chancellor;
- (b) the Registrar;
- (c) the Dean of Post-Graduate Studies;
- (d) the Dean of the College;
- (e) the Director of Extension Education;
- (f) the Director of Research; and
- (g) five senior-most Head of the Departments of the University to be nominated by their respective Deans.

(2) The term of office of the members, specified in clause (g) of sub-section (1), shall be two years.

**15.** (1) The Academic Council shall be the incharge of the academic affairs of the University and shall, subject to the provisions of this Act, Statutes and Regulations, superintend, direct and control and be responsible for the maintenance of standards of instruction, education, examination and other matters connected with the obtaining of degree, diploma, certificate and academic distinction and shall exercise such other powers and perform such other duties, as may be prescribed. Powers of Academic Council.

(2) Without prejudice to the generality of the foregoing powers, the Academic Council shall have the following powers,—

- (a) to advise the Vice-Chancellor on all academic matters including the control and management of the library;
- (b) to co-opt at its meetings such Heads of the Departments, as it may consider necessary;
- (c) to make recommendations to the Vice-Chancellor for the institution of the Professorships, Associate Professorships, Assistant Professorships and Teacherships and other teaching posts and with regard to the duties and emoluments thereof;
- (d) to formulate, modify or revise schemes for the

- constitution or reconstitution of Departments of teaching, research and extension;
- (e) to make regulations regarding the admission of students to the University;
  - (f) to make regulations regarding the examinations to be conducted by the University and the conditions on which students shall be admitted to such examinations;
  - (g) to make regulations relating to the courses of study leading to degree, diploma, certificate and academic distinction;
  - (h) to make recommendations regarding postgraduate teaching, research and extension;
  - (i) to make recommendations regarding the qualifications to be prescribed for appointment of teachers in the University and recognized teachers in the affiliated colleges; and
  - (j) to exercise such other powers and perform such other duties, as may be prescribed.

Vacancy in an authority of University.

**16.** (1) All casual vacancies of non-official members in any authority of the University shall be filled up, as soon as possible, from amongst the same category of persons, whose place becomes vacant and the person so appointed or nominated to such casual vacancy shall be a member of such authority for the remaining period of the term, for which the person, whose place he fills, would have continued as such.

(2) A person, who is member of any authority of the University as representative of another body, whether of the University or not shall retain his seat in that authority so long as he continues to be a member of the body, by which he was appointed or nominated and hereafter, till his successor is duly appointed or elected.

(3) No act or proceeding of any authority of the University shall be invalid by reason merely of the existence of any vacancy or defect in the constitution of such authority.

(4) If any question arises whether any person has been duly appointed as, or is entitled to be, a member of any authority of the University or whether any decision of the University is in accordance with this Act, Statutes or Regulations, as the case may be, the same shall be referred to the Chancellor whose decision thereon shall be final.



**17.** The following shall be the officers of the University, Officers of University.  
namely:

- (i) Chancellor;
- (ii) Vice-Chancellor;
- (iii) Registrar;
- (iv) Comptroller;
- (v) Dean, Post-Graduate Studies;
- (vi) Dean of the college;
- (vii) Director of Research;
- (viii) Director of Extension Education;
- (ix) Director of Students' Welfare-cum-Estate Officer;
- (x) Such other person in the service of the university, as may be so declared by the Statutes or Regulations.

**18.** (1) The Governor of the State of Haryana by virtue Chancellor.  
of his office, shall be the Chancellor of the University.

(2) The Chancellor shall be the Head of the University and if present, shall preside over the convocation of the University for conferring degrees.

(3) The Chancellor shall exercise such other powers and perform such other duties, as may be conferred upon him under this Act, Statutes and Regulations.

**19.** (1) The Chancellor may cause an inspection to be Inspections.  
made by such person, as he may direct, of the University, its buildings, laboratories, equipments and any institution maintained by the University and may cause an inquiry in respect of any matter connected with the administration and the finances of the University.

(2) The Chancellor shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made and on receipt of such notice, the University shall be entitled to appoint a representative, who shall have the right to be present, and be heard, at such inspection or inquiry.

(3) The Chancellor may address the Board with reference to the result of such inspection or inquiry, as the case may be, with such advice, as he may deem appropriate.

(4) The Board shall intimate to the Chancellor about the action, it proposes to take on the advice communicated to it, under sub-section (3).

(5) If the Board does not take action within a reasonable time, the Chancellor may, after considering any explanation furnished or representation made by the Board, issue such directions, as he may deem fit, and the Board shall comply with such directions.

Vice-Chancellor.

**20.** (1) The Vice-Chancellor shall be a whole-time officer of the University and shall be appointed by the Board from amongst the distinguished veterinarians in the manner, as may be prescribed:

Provided that where the members of the Board are not unanimous with regard to the selection of the person, proposed to be appointed as the Vice-Chancellor, the appointment shall be made by the Chancellor on the advice of the Government from amongst the distinguished veterinarians:

Provided further that the Secretary, Animal Husbandry and Dairying Department, Haryana, shall be the first Vice-Chancellor of the University.

(2) Notwithstanding anything contained in sub-section (1), in the event of the Vice-Chancellor, being not in a position to discharge his functions on account of illness, absence or leave or any other contingency, the Chancellor may appoint any distinguished veterinarian on the recommendation of the Board to act as Vice-Chancellor for the disposal of the business during the said event.

(3) The term of office of the Vice-Chancellor shall be four years and he shall be eligible for re-appointment subject to the maximum age of 65 years.

(4) The emoluments and other conditions of service of the Vice-Chancellor shall be such, as may be prescribed and the same shall not be varied to his disadvantage after his appointment.

(5) The Vice-Chancellor may, relinquish office by resignation in writing, addressed to the Board and deliver it to the Secretary of the Board at least two months prior to the date, on which he wishes to be relieved.

(6) When a vacancy occurs or is likely to occur in the office of the Vice-Chancellor on account of resignation or expiry of the term of office, the Registrar shall report the fact

forthwith to the Board and such vacancy shall be filled in accordance with the provisions of sub-section (1).

**21.** (1) The Vice-Chancellor shall be the principal executive and academic officer of the University and the Chairman of the Academic Council, and shall, in the absence of the Chancellor, preside over the convocation of the University for conferring degrees etc.

Powers and duties of Vice-Chancellor.

(2) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline at the University.

(3) The Vice-Chancellor shall convene meeting of the Academic Council, unless he temporarily delegates this power to some other officer of the University.

(4) Without prejudice to the powers conferred by this Act on the State Government, the Vice-Chancellor shall ensure faithful observance of the provisions of this Act, Statutes and Regulations and shall also exercise all such powers, as may be necessary in this behalf.

(5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.

(6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action, as he deems necessary except dismissal, removal and reduction in rank of the persons appointed by the Board and shall, at the earliest possible, report about the action taken to the concerned authority for confirmation, who or which in the ordinary course, would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure, not duly authorised and provided for, in the budget;

Provided that no action shall be taken to his disadvantage unless such a person has been given opportunity of being heard.

(7) The person aggrieved by an action, referred to in sub-section (6), may prefer an appeal to the Board within a period of thirty days from the date, on which the action against him is communicated to him.

(8) Subject as aforesaid, the Vice-Chancellor shall give effect to the orders of the Board regarding the appointment,

suspension or dismissal etc. of officers, teachers and other employees of the University.

(9) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching, research and extension education.

(10) The Vice-Chancellor shall exercise such other powers, as may be prescribed.

Registrar.

**22.** (1) The Registrar shall be a whole-time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board from amongst the persons, having status not below the rank of a professor of the University or who is outstanding academician with techno-administrative experience in the field of Veterinary, animal sciences, fishery sciences or allied sciences.

(2) The Registrar shall be the Chief Administrative Officer of the University and work directly under the superintendence, direction and control of the Vice-Chancellor.

(3) The Registrar shall receive such remuneration and other emoluments, as may be prescribed.

Powers and duties  
of Registrar.

**23.** The Registrar shall,—

- (a) be the ex-officio Secretary of the Board and Academic Council and shall place all such information before the Board and Academic Council, as may be necessary for the transaction of business of the Board and Academic Council, as the case may be;
- (b) be responsible for the custody of the records and the common seal of the University;
- (c) receive applications for admission into the University;
- (d) make arrangement for admission of Non-Resident Indian students, Non-Resident Indian sponsored students, foreign students, industry sponsored students;
- (e) keep permanent record of all syllabi, curricula and information connected therewith;
- (f) make arrangement for the conduct of such examination, as may be prescribed and be responsible for the due execution of all processes connected therewith; and

- (g) perform such other duties, as may be prescribed from time to time, by the Vice-Chancellor.

**24.** (1) The Comptroller shall be a whole-time officer Comptroller. of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Comptroller shall manage the property and investments of the University and advise with regard to its financial policy.

(3) The Comptroller shall be responsible to the Vice-Chancellor for all the financial matters of the University including the preparation of its budget and statement of accounts.

(4) The Comptroller shall receive such remuneration, as may be prescribed.

(5) The Comptroller shall,-

- (a) ensure that the expenditure not authorized in the budget is not incurred by the University, except by way of investment approved by the Board;
- (b) disallow any expenditure, not warranted by the terms of any Statutes or for which provision is required to be made by the Statutes but has not yet been made; and
- (c) ensure that all money belonging to the University, be kept in a Scheduled Bank.

**25.** (1) The Dean of Post Graduate Studies shall be a whole time officer and shall be appointed by Vice-Chancellor Dean of Post Graduate Studies. with the approval of the Board.

(2) The Dean of Post Graduate Studies shall be responsible to Vice-Chancellor for all matters concerning the Post Graduate Studies.

(3) The Dean of Post Graduate Studies shall be responsible for the organization, origination and conduct of postgraduate instruction.

(4) The Dean of Post Graduate Studies shall act as liaison officer with national and international organizations, agency or individual for education, research and employment.

**26.** (1) The Dean of College shall be a whole time officer and shall be appointed by the Vice-Chancellor with the approval of the Board. Dean of College.

(2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning the College.

(3) The Dean shall be responsible for the organization, origination and conduct of the College instruction.

(4) The Dean shall act as liaison officer with national and international organizations, agency or individual for education, research and employment.

Director of Research.      **27.** (1) There shall be a Director of Research in the University to be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Director of Research shall be a whole time officer trained in Veterinary, animal sciences, fishery sciences or allied sciences and shall initiate, guide and co-ordinate the research programmes of the University and its institution and shall be responsible to the Vice-Chancellor.

Director of Extension Education.      **28.** (1) There shall be a Director of Extension Education who shall be a whole time officer technically trained in Veterinary, animal sciences, fishery sciences or allied sciences and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Director of Extension Education shall be responsible to the Vice-Chancellor and shall prepare programmes for assisting farmers and housewives in applying results of scientific investigations for the solution of their problems.

Functions of Director of Extension Education.      **29.** (1) The Director of Extension Education shall be responsible for—

- (a) the Veterinary, animal sciences, fishery sciences and allied sciences which are primarily educational in nature;
- (b) imparting training to the Extension Officer for the National Extension Block and Instructor for the Extension Training Centres and
- (c) such other duties, as may be prescribed.

(2) The Director of Extension Education shall perform his functions in co-ordination with the Departments of Animal Husbandry and Dairying, Fisheries, Co-operation or

any other department, as the case may be.

**30.** (1) The Director of the Students' Welfare-cum-Estate Officer shall be a whole time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.

Director of  
Students' Welfare-  
cum- Estate  
Officer.

(2) The Director of the Students' Welfare-cum-Estate Officer shall perform the following duties, namely:-

- (a) to make arrangements for the housing of students;
- (b) to make programmes of students' counseling;
- (c) to arrange employment of students in accordance with the plans approved by the Vice-Chancellor;
- (d) to supervise the extra-curricular activities of students;
- (e) to assist the placement of graduates of the University;
- (f) to organize and maintain contact with the alumni of the University; and
- (g) such other duties, as may be prescribed.

(3) The Director of the Students' Welfare-cum-Estate Officer shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens, playgrounds and other properties of the University.

#### **CHAPTER-IV COLLEGES AND INSTITUTIONS**

**31.** (1) Each College shall comprise such Departments, as may be prescribed,

Composition of  
College.

(2) There shall be a Head of each Department, who shall be responsible to the concerned Deans for resident instruction; to the Director of Research for research work; and to the Director of Extension Education for extension education.

(3) The Head of the Department shall be selected by the Vice-Chancellor and appointed by him with the approval of the Board, in the manner as may be prescribed.

(4) The duties, powers and functions of the Head of Department shall be such, as may be prescribed.

**CHAPTER-V  
SERVICES**

Salary and allowances. **32.** The salary and allowances payable to the officers, teachers and other employees of the University shall be such, as may be determined by the Vice-Chancellor with the approval of the Board.

Retirement and other conditions of service. **33.** The age of retirement and other conditions of service of every officer, teacher or other employee of the University shall be such, as may be prescribed.

Provident fund. **34.** The University shall constitute gratuity and provident fund for the benefit of its officers, teachers and other employees in such manner, and subject to such conditions, as may be prescribed.

Appointment of technical staff. **35.** Subject to the provisions of this Act, the members of the technical staff of the University shall be selected by the Head of the Department in consultation with the members of the Department concerned and further be recommended by the concerned Dean or the Director of Research or the Director of Extension Education, as the case may be, to the Vice-Chancellor and shall be appointed by him with the approval of the Board.

Temporary arrangements. **36.** The Vice-Chancellor may appoint temporarily any officer of the University subject to the provisions of this Act until such time, the authorities of the University are duly constituted.

**CHAPTER-VI  
STATUTES AND REGULATIONS**

Statutes. **37.** Subject to the provisions of this Act, the Statutes may provide for the Statutes following matters, namely:-

- (a) the constitution, powers and duties of the authorities of the University;
- (b) the election, appointment and continuance in office of the members of the authorities of the University;
- (c) the filling up of vacancies, the designation, the manner of appointment, the powers and the



duties of the officers of the University;

- (d) the classification, the filling up of vacancies and the manner of appointment of teachers;
- (e) the constitution of gratuity or provident fund or both for the benefit of officers, teachers and other employees of the University;
- (f) the institution of degree, diploma, certificate and academic distinction;
- (g) the conferment of honorary degrees;
- (h) the establishment, amalgamation, sub-division and abolition of Departments of the College;
- (i) the establishment and the abolition of hostels;
- (j) the institution of fellowships, scholarships, medals and prizes;
- (k) the maintenance of a register of graduates;
- (l) the admission of students to the University and their enrolment and continuance as such;
- (m) the courses of study to be laid down for degree, diploma certificate or academic distinction of the University;
- (n) the conditions under which students shall be admitted to the degree, diploma, certificate or academic distinction and the manner in which the examinations are to be held and the eligibility for the award of degree, diploma, certificate and academic distinction;
- (o) the conditions of residence of the students of the University and the levy of fees for residence in hostels maintained by the University;
- (p) the recognition and supervision of hostels, not maintained by the University;
- (q) the number, qualifications, emoluments and other conditions of service of officers, teachers and other employees of the University and the preparation and maintenance of record of their services and activities;
- (r) the fees to be charged by the University;
- (s) the remuneration and allowances, including travelling and daily allowances, to be paid to the persons employed in the business of the

University;

- (t) the conditions for the award of fellowships, scholarships, medals, prizes, stipends and fee concessions; and.
- (u) all other matters, which under this Act are to be or may be provided for by the Statutes or Regulations.

Statutes how made. **38.** (1) The relevant provisions of the Statutes, made for the existing university and in force immediately before the commencement of this Act, shall, in so far as they are not inconsistent with the provisions of this Act and subject to such adaptations and modifications, be the first Statutes of the University.

(2) The Board may, from time to time, make new or additional Statutes and may amend or repeal the same.

(3) The Academic Council may propose to the Board, the draft of Statutes and such draft shall be considered by the Board at its next meeting:

Provided that the Academic Council shall not propose the draft of any Statutes or any amendment therein, affecting the status, powers or constitution of any authority of the University, until such authority has been given an opportunity to express its opinion upon the proposal, and any opinion so expressed, shall be considered by the Board.

(4) The Board may consider any such draft, as is referred to in sub-section (3), and pass the proposed Statutes or reject or return it to the Academic Council, for re-consideration, either in whole or in part, together with any amendment, which it may suggest.

(5) Any member of the Board may,-

- (a) propose to the Board, the draft of any Statutes and the Board may, either accept or reject the proposal, if it relates to a matter, not falling within the purview of the Academic Council;
- (b) in case, such a draft relates to a matter, which is within the purview of the Academic Council, the Board shall refer it for consideration to the Academic Council, which may, either report to the Board that it approves or does not approve the

proposal, which, then, shall be deemed to have been rejected by the Board or submit the draft to the Board in such form, as the Academic Council may, approve; and,

- (c) the provisions of clause (b) shall apply in the case of the draft submitted by any member of the Board under clause (a) to the Board, as they apply in the case of a draft, presented to the Board by the Academic Council.

**39.** (1) The Regulations, made for the existing university and in force immediately before the commencement of this Act, shall, in so far as they are not inconsistent with the provisions of this Act and subject to such adaptations and modifications, be the first relevant Regulations of the University. Regulations.

(2) The authorities of University may make Regulations consistent with this Act and the Statutes for:-

- (a) suitable recruitment procedure both for teaching and non-teaching posts;
- (b) conduct of employees and disciplinary procedure to be followed in case of misconduct and other lapses in the discharge of their duties;
- (c) giving of notice to the members of each authority of the dates of meetings and also for keeping the record of the proceedings of the meetings;
- (d) the procedure to be followed at the meetings;
- (e) all matters concerning and provided for under this Act and the Statutes.

(3) Every Regulation made under this section, shall come into force on such date, as may be specified by the Board.

**40.** (1) The University shall carry out such directions as may be issued to it, from time to time, by the State Government for the efficient administration of this Act. Control by state Government.

(2) The State Government may, at any time, either on its own motion or on application made to it in this behalf,

call for the record of any case disposed of, or order passed by the University for the purpose of satisfying itself as to the legality or propriety or correctness of any order passed or directions issued and may pass such order or issue such direction in relation thereto, as it may think fit:

Provided that the State Government shall not pass any order adversely affecting any person without affording such person an opportunity of being heard.

(3) The State Government may depute any officer to inspect or examine the University or its development work and to report thereon and the officer so deputed may, for the purposes of such inspection or examination, call for:-

- (a) any extract from any proceeding, record, correspondence, plan or other documents of the authority or any committee constituted under this Act;
- (b) any return, estimates, statement of accounts, statistics;
- (c) any report,

and the University shall furnish the same.

Protection of  
action taken in  
good faith.

**41.** No suit or other legal proceedings shall lie against any officer or employee for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes and the Regulations.

Transitory powers  
of first Vice-  
Chancellor.

**42.** (1) It shall be the duty of the first Vice-Chancellor to make arrangement for constituting Board and other authorities of the University within a period of six months from the date of commencement of this Act or such longer period not exceeding one year, as the State Government may, by notification direct.

(2) The first Vice-Chancellor shall, in consultation with the Chancellor, make such Regulations, as may be necessary for the functioning of the University.

(3) It shall be the duty of first Vice-Chancellor to draft such Statutes as may be immediately necessary and submit the same to the Board for approval.

(4) Notwithstanding anything contained in this Act and until such time an authority is duly constituted under the Act, the first Vice-Chancellor may appoint any officer or constitute any committee temporarily to exercise and perform any of the powers and duties of such committee under this Act.

**43.** The officers and officials appointed under this Act, while acting or purporting to act in pursuance of any of the provisions of this Act, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code, 1860 (Act 45 of 1860). Officers to be public servant.

**44.** The annual report of the University giving details of broad programmes, policies and finances, amendments of Statutes made during the year shall be prepared under the directions of the Vice-Chancellor and be submitted to the Board on or after such date, as may be prescribed by the Statutes and the Board shall consider the report at its meeting. Annual report.

## CHAPTER VII

### FINANCE, ACCOUNT AND AUDIT

**45.** The University shall have a general fund and the following shall be credited to it, namely:— General fund.

- (a) income from fees, endowments, grants and properties of the University;
- (b) contributions or grants from the State Government and the Central Government on such conditions, as may be imposed by that Government; and
- (c) other contributions, grants, donations and benefactions.

**46.** The University may have such other funds, as may be prescribed. Other funds.

**47.** The University shall constitute a Finance Committee consisting of the following members, namely:— Constitution of Finance Committee.

- (a) the Vice-Chancellor;
- (b) the Comptroller;
- (c) a member chosen by the Board from amongst its official members; and
- (d) a member chosen by the Board from amongst its non-official members.

**48. (1)** The Finance Committee shall have the following powers and duties, namely:— Powers and duties of Finance Committee.

- (a) to examine the annual accounts of the University and to advise the Board thereon;

- (b) to examine the annual budget estimates and to advise the Board thereon;
- (c) to review the financial position of the University from time to time;
- (d) to make recommendation to the University on all matters relating to the finances of the University; and
- (e) to make recommendation to the Board on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget.

(2) The accounts and the balance sheet shall be submitted by the Vice-Chancellor through the Board to the State Government, which shall cause them to be audited by the Examiner, Local Fund Accounts.

(3) The accounts, when audited, shall be printed and copies thereof together with audit report, shall be submitted by the Vice-Chancellor to the Board, which shall forward them to the State Government with such comments, as it may deem fit.

Powers of State Government to direct audit.

**49.** The State Government shall have the power to order special audit of the accounts of the University by such auditor or agency, as it may direct.

#### **CHAPTER-VIII**

#### **MISCELLANEOUS**

Transfer of College, institution and employees to University.

**50.** (1) The College of Veterinary Sciences, Hisar, College of Animal Sciences, Hisar, fishery unit in the department of Zoology, hostels attached with the aforesaid Veterinary Sciences College, all other movable and immovable assets, liabilities and obligations pertaining thereto shall stand transferred and vested in the University. The College of Animal Sciences shall be renamed as Department of Animal Sciences and Fishery Unit shall be renamed as Department of Fishery Sciences and both shall become part of the College of Veterinary Sciences in the University.

Provided that till the facilities are provided in the University, the University shall continue to share the facilities of library, hospital, playgrounds, guest houses, auditoria, clubs, public health services and accommodation for the employees or any other facility available with the existing university.

(2) The persons under the employment of the College of Veterinary Sciences, Hisar, College of Animal

Sciences, Hisar, fishery unit in the Department of Zoology, hostels attached with the aforesaid Veterinary sciences College shall stand transferred to the University on the same terms and conditions of service as are applicable to them in the aforesaid college or institution, unless and until, such conditions are changed with the consent of such persons:

Provided that no person, who is employed on deputation in the said college or institution from the State Government etc., shall be transferred to the University, without the prior approval of the State Government.

(3) The employees of the Central Offices of the existing university's administration i.e. Registrar, Comptroller, Director, Students' Welfare, Estate Officer, Dean, Postgraduate Studies, Director of Research, Director of Extension Education, Librarian and University Hospital or any other centralized offices or facilities, dealing with Veterinary, animal sciences, fisheries and related activities along with budget shall stand transferred to the University.

**51.** (1) On the commencement of this Act, the assets and liabilities of the existing university relating to Veterinary, animal sciences and fishery sciences, shall stand transferred to, and shall vest in the University in accordance with the following principles, namely:—

Division of assets  
and liabilities.

- (a) any asset of existing university, which immediately before the commencement of this Act, is related to Veterinary, animal sciences, fishery sciences and disease free small animal house, including agricultural land used for fodder or feed production, dairy and poultry farms, fisheries and every right to such property, shall stand transferred to, and shall vest in the University;
- (b) the land of the experimental area of the existing university, adjoining the Immunology (Tick Borne Diseases) building shall stand transferred to the University.

**Explanation:—**For the purposes of this section, "asset" shall be deemed to include all property movable and immovable, rights, powers, authorities and privileges, and all other rights and interests arising out of such property, as were immediately before the commencement of this Act, in the ownership, possession, power or control of existing university, and all books of accounts,

registers, records and all other documents of whatever nature relating thereto, shall also be deemed to include all obligations of whatever kind then subsisting, of the existing university.

Legal proceedings. **52.** If on the commencement of this Act, any suit, appeal or other proceeding of whatever nature, is pending by or against the existing University, the same shall not abate or be discontinued or be in any way prejudicially affected by reason of the re-organization of the existing university, but such suit, appeal or other proceedings, may be continued, prosecuted or enforced by or against the concerned university to which the subject matter of such suit, appeal or other proceedings pertain after the re-organization.

Authentication of pleadings. **53.** In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar, and all process in such suits and proceedings shall be issued to, and be served on him.

Construction of references to existing university in any document. **54.** Any reference to the existing university in any law, other than this Act, or in any contract or other instrument, shall be construed—

- (a) if such reference relates to any asset or property of the existing university, as a reference to the existing university; and
- (b) in any other case, as a reference to the University.

Obligations to be discharged by existing university. **55.** If the existing university prior to the establishment of this University, has conducted any examination, but the result thereof has not yet been declared, in such cases, the existing university shall declare the result and confer the degree, diploma, certificate and mark sheet, as the case may be.

Power to remove difficulties. **56.** If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order published in the Official Gazette, make such provisions not in consistent with the provisions of this Act, as may appear to be necessary for removing the difficulty:

Provided that no order shall be made under this section, after the expiry of a period of two years from the date of commencement of this Act.

R. C. BANSAL,  
Secretary to Government, Haryana,  
Law and Legislative Department.



# **THE STATUTES**

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**THE CONSTITUTION, POWERS AND DUTIES OF THE AUTHORITIES  
OF THE UNIVERSITY UNDER SECTION 37 (a) OF THE ACT**

**BOARD OF MANAGEMENT**

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| <p><b>1.</b> The Board shall be constituted under Sections 10 and 11 of Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010 (the Act).</p>  | <p>Constitution of Board of Management</p>          |
| <p><b>2.</b> (1) The Board shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have the powers:</p> <p style="margin-left: 40px;">(i) to declare by Statutes other Colleges as constituent and affiliated Colleges of the University under Section 2 (f), 7(i) and Section 8(1 and 2) of Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010;</p> <p style="margin-left: 40px;">(ii) to declare by Statutes the Central and State Government institutions of Veterinary Sciences, Animal Sciences, Fishery Sciences and Allied Sciences Education, Research, Technical and Extension Education in the Haryana desiring to be integrated as part of constituent or affiliated Colleges/Institutes of the University under section 2 (f), 7(i) and 8 (1 and 2) of Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010;</p> <p style="margin-left: 40px;">(iii) to delegate to any Officer or Authority of the University, any of the powers conferred on it by the Act or by the Statutes, to be exercised with such restrictions and conditions as it may deem fit to impose;</p> <p style="margin-left: 40px;">(iv) to invite Presidents of recognised teachers' and non-teaching association(s) as special invitee in meetings of the Board with no voting right;</p> <p style="margin-left: 40px;">(v) to invite Comptroller as a special invitee in meetings of the Board with no voting right.</p> <p>(2) The Board shall approve the annual report containing:</p> <p style="margin-left: 40px;">(i) a review of the progress made in different spheres of activities of the University;</p> | <p>Powers and Duties of the Board of Management</p> |

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- (ii) the amounts of receipts and disbursements and the purpose for which these were made;
  - (iii) the number of officers, professors, teachers and other employees and position and remuneration of each; the number of students in the several sections and classes and the course of instruction pursued in each; and
  - (iv) an estimate of the expenses for the next year.
- (3) The Board shall submit legislative proposals to the State Government for the betterment and promotion of livestock, poultry, fishery and other species based on the results of research conducted in the University.
  - (4) All issues to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote on any issues and if the votes be equally divided he/she shall have a second or casting vote.
  - (5)
    - (i) The Board of Management shall appoint two Officers of the University from amongst the Deans or Directors of the University as Technical Advisors to be associated with the meetings of the Board of Management.
    - (ii) The term of office of a Technical Advisor shall be two years.

#### **ACADEMIC COUNCIL**

Constitution of **3.**  
Academic Council

- (1) The Academic Council (AC) shall be constituted under Section 14 of the Act.
- (2) The Vice-Chancellor shall appoint, five senior-most Heads of Departments to be nominated by their respective Deans, as members of the Academic Council, under section 14 (1) (g) of the Act subject to the condition that each constituent college is represented by atleast one of its Heads of Departments.
- (3) The term of office of the members so appointed shall be two years. On the expiry of this term, another senior most Head of Department shall be

appointed on the recommendation of the Dean of the College as member of the Academic Council and every subsequent vacancy shall be filled in by rotation, in the same manner.

Provided so long as a Professor and Head of Department is available, for nomination in a college, an Associate Professor and Head of the Department would not be eligible for nomination to the Academic Council.

- (4) The Vice-Chancellor shall also have the power to co-opt such Heads of Departments, as may be considered necessary for any particular meeting of the Academic Council under section 15 (2) (b) of the Act.
  - (5) Academic Council may co-opt President and Secretary of the Teachers' Association as special invitee for its meetings.
  - (6) All issues to be considered in a meeting of the AC shall be decided by a majority of votes of the members present. The co-opted member shall not have the right to vote.
  - (7) The Chairman of the AC shall be entitled to vote on any issue and, if the votes be equally divided, he/she shall have a second or casting vote.
4. (1) The Academic Council shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have power:
- Powers and Duties  
of the Academic  
Council
- (i) to recommend candidates for degrees, diplomas and certificates to be conferred by the University;
  - (ii) to recognize the examinations of the recognized universities, equivalent to the corresponding examinations of the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar;
  - (iii) to propose to the Board of Management the institution of fellowships, scholarships, stipends, medals, etc. to be awarded to the students of various constituent colleges of the University;

- (iv) to make proposals for consideration of the Board regarding distribution of new grants by the Government concerned to the colleges for the development of higher teaching, research and extension education, whenever the University is consulted by the Government concerned on such matters;
  - (v) to approve or reject any subject proposed for the thesis by a candidate for post-graduate degree in veterinary, animal, fishery, dairy and allied sciences;
  - (vi) to promote research within the University and to require reports on such research from the persons employed thereon;
  - (vii) to advise the Board on proposals of new expenditure on University teaching, research and extension education;
  - (viii) to recommend to the Board the allocations of grants to the departments or colleges/ institutes, which contribute to University teaching, research and extension education;
  - (ix) to make regulations regarding the holding of convocation;
  - (x) to make regulations for maintenance of discipline and conduct of the students of the constituent and affiliated colleges/institutes of the University; and
  - (xi) to superintend, direct and control and be responsible for the maintenance of standards of instruction, education, examination and other matters connected with the obtaining of degree, diploma, certificate and academic distinction and being the incharge of academic affairs of the University, shall exercise such other powers and perform such other duties, as may be prescribed.
- (2) Without prejudice to the generality of the foregoing powers, the Academic Council shall have the following powers:
- (i) to advise the Vice-Chancellor on all academic matters including control and management of the library;

- (ii) to make recommendations to the Vice-Chancellor for institution of the Professorship, Associate Professorship, Assistant Professorship and Teachership and other teaching posts and with regard to the duties and emoluments thereof;
- (iii) to formulate, modify or revise schemes for the constitution or reconstitution of Departments of teaching, research and extension;
- (iv) to make regulations regarding the admission of students to the University;
- (v) to make regulations regarding the examinations to be conducted by the University and the conditions on which students shall be admitted to such examinations;
- (vi) to make regulations relating to the courses of study leading to degree, diploma, certificate and academic distinction;
- (vii) to make recommendations regarding post-graduate teaching, research and extension;
- (viii) to make recommendations to the Vice-Chancellor regarding the qualifications to be prescribed for appointment of teachers in the University and recognized teachers in the affiliated colleges/institutes;
- (ix) to consider and approve Memorandum of Understanding/Agreement with educational, research, corporate and other institutions that meet the objectives;
- (x) to make recommendation of the affiliation of any college or any institution to the University and to withdraw the same as per provision of section 7(i) of the Act;
- (xi) to exercise such other powers and perform such other duties, as may be prescribed.

5. The Academic Council shall constitute the following Constitution of committees :

**(i) Students' Welfare Committee:**

A committee (or a committee for each campus and affiliated college/institute) on Students' Welfare with the Director of Students' Welfare-cum-Estate Officer as the ex-officio Chairman. This Committee shall include Dean Post-Graduate studies, all the Deans/Principals/Directors, residing at the campus/affiliated college concerned as members, and the senior most Associate/Deputy Director Students' Welfare of the campus/affiliated college/institute, shall be the Secretary of this Committee.

The Committee shall advise the Vice-Chancellor regarding :

- (a) the allocation of funds for various students' welfare activities;
- (b) the formulation of rules to regulate the conduct of students;
- (c) the formulation of procedure for taking punitive action against a student on charges of indiscipline or misconduct;
- (d) all matters relating to the welfare and discipline of students.

**(ii) Research Programme Committee (RPC):**

The committee shall consist of the Vice-Chancellor as Chairman, the Director of Research as Member-Secretary, and the Deans/Principals of constituent Colleges/Institutes and Director of Extension Education, Dean, PGS, the Director General, Animal Husbandry and Dairying, Haryana, the Director of Fisheries, Haryana and any other person(s) nominated by the Vice-Chancellor as other members.

The Committee shall decide :

- (a) the allocation of funds for research;
- (b) the conditions for accepting grants; and
- (c) other matters related to the research programme of the University;

(iii) **Extension Education Advisory Committee (EEAC):**

The committee shall consist of the Vice-Chancellor as Chairman, the Director of Extension Education as Member-Secretary, and the Deans/Directors/Principals of the Colleges/Institutes, Dean, PGS, Director General, Animal Husbandry and Dairying, Haryana and Director of Fisheries, Haryana, the Director of Research and any other person nominated by the Vice-Chancellor as other members;

The Committee shall decide :

- (a) the coordination of University extension education programme with the state and national programme;
- (b) the allocation of funds for extension education work; and
- (c) ways and means of increasing the effectiveness of University's extension education programme;

(iv) **Affiliation Committee:**

The committee shall consist of the Vice-Chancellor as Chairman, the Registrar as Member-Secretary, the Deans of the constituent colleges, Dean, PGS, the Director of Research, the Director, Extension Education as other members;

The Committee shall be responsible for:

- (a) framing of rules for affiliation and de-affiliation of a college within the State of Haryana;
- (b) granting of affiliation to a college within the State of Haryana as per prescribed manner;
- (c) monitoring of academic standards in affiliated colleges for continuation of affiliation;

(v) **Resident Instruction Committee (RIC):**

The committee shall consist of Dean, Post-Graduates Studies as Chairman and all Deans, Directors, Registrar, a senior most



Professor by rotation once in 2 years from each college will be the members. The Chairman shall nominate a Professor as Member Secretary. Secretaries of Boards of Studies of all constituent colleges shall be invitees. The Vice-Chancellor may nominate any other teacher and/or post-graduate student to this Committee;

The Resident Instruction Committee shall :

- (a) decide the topic of study relating to Veterinary Sciences, Animal Sciences, Fishery Sciences, Dairy Sciences and Allied Sciences;
  - (b) review from time to time the teaching of students and evaluation of post-graduate students;
  - (c) to recommend intake capacity in different post-graduate programmes and disciplines of the College/University;
- (vi) **Such other committees as may be considered necessary.**

#### BOARD OF STUDIES

Constitution of Board of Studies

6. (1) There shall be a Board of Studies as per Section 9 of Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar Act, 2010.
- (2) (i) Each constituent college shall have a Board of Studies and where there is more than one college in a branch of learning, there may be one Board of Studies for all the colleges in that branch of learning;
- (ii) The Deans of various colleges shall be the Chairman of the respective Board of studies and Heads of the Departments of the College shall be the members thereof;
- (iii) Where there is Board of Studies for more than one college in a branch of learning, the Deans shall act as Chairman of Board of studies;
- (iv) The Vice-Chancellor may nominate to the Board of Studies such other teacher of related subjects or sciences from the same or other colleges, as he/she may deem fit.

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- (3) All issues to be considered in a meeting of the Board of Studies shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote and if the votes be equally divided he/she shall have a second or casting vote.
- (4) At the meeting of a Board of Studies at least 2/3 of total members shall form a quorum.
7. The powers and duties of Board of studies will be:
- Power & Duties of  
Board of Studies
- (i) to propose to the Academic Council, courses of study for various programmes of instructions offered in different faculties of the college/ University;
  - (ii) to propose to the Academic Council, the curricula of the University and advise the Council on all the matters referred to it regarding the syllabi so as to ensure integrated and well balanced courses of study for various undergraduate and post-graduate programmes. Proposals for post-graduate programme shall be routed through RIC;
  - (iii) to review from time to time standards of teaching and evaluation of students and recommend students scholarship programmes in the faculty concerned to the Academic Council;
  - (iv) to propose new rules or changes in the existing rules to the Academic Council;
  - (v) to advise the Academic Council with reference to the affiliation issues related to degree programmes;
  - (vi) to decide the intake capacity in different programmes in the college;
  - (vii) to grant affiliation to the institutions offering diploma courses in the concerned fields;
  - (viii) to withdraw affiliation of the institutes not confirming to prescribed norms and standards.

### CHAPTER-III

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#### THE FILLING UP OF VACANCIES, THE DESIGNATION, MANNER OF APPOINTMENT, THE POWERS AND THE DUTIES OF THE OFFICERS OF THE UNIVERSITY UNDER SECTION 37(c) OF THE ACT

1. All appointments of the Officers of the University shall be made strictly on the basis of merit. Manner of appointment of Officers of the University
2. The following procedure shall be adopted for appointment of the Vice-Chancellor : Appointment of Vice-Chancellor
  - (1) The Board may either take up the matter on its own or constitute a screening committee of three persons. The committee shall select its own Chairman. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
  - (2) On receipt of applications and/or suggestions mentioned in clause 2(1) above, the committee shall prepare a list of candidates for scrutiny and recommend at least three names to the Board in the order of preference unless the number of eligible candidates is less than three.
  - (3) The Board may ask the Committee to consider additional prospects or engage in further deliberations.
  - (4) When a list has finally been accepted, the Board may arrange for informal or formal interviews with one or more of the prospective appointees and make the final selection as provided in section 20 (1) of the Act.
  - (5) Where the members of the Board are not unanimous with regard to the selection of the person, proposed to be appointed as the Vice-Chancellor, the appointment shall be made by the Chancellor as per provision of the Act.
  - (6) Where the Board fails to appoint the Vice-Chancellor in the manner prescribed in section 20 (1) of the Act within two months of the receipt of intimation of the vacancy, the matter shall be reported to the Chancellor to enable him/her to make the appointment.

Powers and Duties of the Vice-Chancellor **3.**

The Vice-Chancellor shall exercise the powers as given under section 21 of the Act and under various Statutes framed therein.

Appointment of Deans of Colleges ; Dean, Post-Graduate Studies; Director of Research; Director of Extension Education and Director of Students' Welfare-cum-Estate Officer **4.**

(1) The following procedure shall be adopted for the appointment of Deans of Colleges; Dean, Post-Graduate Studies (Dean, PGS); Director of Research (DR); Director of Extension Education (DEE) and Director of Students' Welfare-cum-Estate Officer (DSW-cum-EO);

- (i) The Vice-Chancellor may have the post advertised with such qualifications as may be prescribed by the Board of Management and/or invite suggestions and recommendations from such persons/institutions or agencies as he/she deems proper;
- (ii) After advertising the post and receiving applications or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor shall appoint a selection committee to make recommendations;
- (iii) The Selection Committee for these posts will be constituted as under:
  - (a) Vice-Chancellor
  - (b) Deputy Director General (Animal Sciences), ICAR/Director, IVRI/Director, NDRI
  - (c) Two outstanding teachers/scientists of National/International repute from outside the university to be nominated by the Vice-Chancellor.

**Note:** In case, two members out of three, as mentioned at Sr. No. (b) and (c) above are present, the quorum of the Selection Committee will be complete.

Further, in case the quorum is not complete after an interview has been fixed, the Vice-Chancellor may co-opt a new expert from outside the University.

The Vice-Chancellor shall appoint the Chairman of the Selection Committee or act as Chairman himself/herself.

- (iv) The Chairman of the Committee shall scrutinize all the applications, suggestions and recommendations and prepare a list of candidates who shall be either called for interview in person or through teleconferencing;

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- (v) After interviewing the candidates, the Selection Committee shall recommend to the Vice-Chancellor not more than one person for one post. After receiving the recommendations of the Committee, the Vice-Chancellor shall place it before the Board of Management for approval in its forthcoming meeting. The Board shall either confirm the recommendations or in case it refuses to confirm, for reason to be recorded the Vice-Chancellor shall, in due course, present another recommendation, after following the procedure;
- (vi) The recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. This period may be extended for another six months by the Vice-Chancellor.
- (2) These posts will, however, be filled on tenurial basis for a period of four years or till the date of retirement whichever is earlier. This period may, however, be reduced by the Vice-Chancellor, with the approval of the Board, if work of the incumbent is not found satisfactory by the Vice-Chancellor for which he/she will cause a review of the performance of the incumbent every year.
- Provided that the regular Dean/Director who takes leave for more than six months shall resign from the post of Dean/Director and in order to avoid temporary arrangement for long period the post shall be filled up on regular basis.
- Provided further that where a person has already worked for more than 90 days as Dean/Director in the past, that period will be reduced from his/her term of four years.
- (3) The Dean/Director shall be entitled to the facility of unfurnished rent-free accommodation.
- (4) The Dean/Director may relinquish his/her position at any time during his/her tenure by giving one month notice to the Vice-Chancellor.
- (5) In the absence of Dean of a College on casual leave/leave/tour/training etc. one of the Senior Professor/Professor/equivalent (whether promoted or recruited direct) of the college concerned, as nominated by

- the Vice-Chancellor shall perform the duties of the Dean in addition to his/her own duties.
- Appointment of Registrar and Comptroller **5.**
- (1) The following procedure shall be adopted for making appointments of :
- (i) **Registrar**  
He/she shall be appointed as per Section 22 (1) of the Act. However, the appointment will be on tenurial basis for a period of four years on the analogy of Deans/Directors. Mode of appointment and other conditions of service will also be the same;
- (ii) **Comptroller**  
He/she will be appointed as per Section 24(1) of the Act. He/she could also be appointed by transfer or on deputation from the State Govt./ Govt. of India/ICAR/any other autonomous institutions established under the Act of State Assembly or Parliament. For direct recruitment, besides others, representative of Finance Department, Govt. of Haryana or Comptroller/ equivalent from a university may also be co-opted.
- Note:** The qualifications of Officers of the University are at Annexure-I.
- Powers and Duties of the Dean of the College **6.**
- (1) The Dean of the College shall be directly responsible to the Vice-Chancellor for administration of the resident undergraduate teaching programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership.
- (2) The Dean of a College shall :
- (i) be responsible for the organisation, origination and conduct of teaching in the Departments of the college and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned;
- (ii) be responsible for the due observance of the Statutes and Rules relating to the college/ University;
- (iii) preside over the meetings of the Board of Studies of the colleges;

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- (iv) formulate and present policies to the Board of Studies of the college for its consideration, without prejudice to the right of any member to present any matter to the respective Board of Studies;
  - (v) submit reports to the Vice-Chancellor on the work of the college regarding resident instructions;
  - (vi) be responsible to the Vice-Chancellor for the use of the buildings of the college and their upkeeps and proper working of the equipment;
  - (vii) serve as the medium of communication for all official business of the college with other authorities of the University, the students and the public;
  - (viii) normally represent the college in conferences and where necessary he/she may designate representative from amongst the staff of the college for specific conferences on resident instruction;
  - (ix) prepare and operate the budget of the college;
  - (x) exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of the faculty and work with the Director of Research / Extension Education on work load assignments of joint teaching research or teaching extension personnel;
  - (xi) be responsible to the Vice-Chancellor for maintaining discipline, law and order in the college and for discharge of his/her duty, he/she may award suitable punishment to students for acts of misdemeanor except that before he/she expels or rusticates a student he/she shall get the prior approval of the Vice-Chancellor;
  - (xii) act as liaison officer with national and international organizations, agency or individuals for education, research and employment;
  - (xiii) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.

Powers and Duties  
of Director of  
Research

7. (1) The Director of Research (DR) shall coordinate all research in the University in co-operation with the Deans, DEE, Director General, Animal Husbandry and Dairying, Haryana and Director, Fisheries, Haryana. While his/her dealings would be mainly with the staff concerned with research in Departments of Colleges, he/she shall be directly responsible to the Vice-Chancellor for the initiation, guidance and co-ordination of the research programme of the University and its out-stations.
- (2) All research programmes shall be conducted within the appropriate Departments by members of the staff and graduate students of the Department.
- (3) The Director of Research shall:
- (i) be responsible for initiation, organisation, origination and conduct of research programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned;
  - (ii) exercise broad administrative control over:
    - (a) research staff;
    - (b) research funds allotted for the purpose; and
    - (c) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.
  - (iii) prepare, in consultation with the Heads of Departments, the budgetary needs of research of different Departments of the University;
  - (iv) be the principal liaison officer for dealing with aid-granting agencies, such as ICAR, Commodity Committees or private Institutions and other State and Central Agencies;
  - (v) formulate and present policies to the Research Programme Committee for its consideration;
  - (vi) cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems;



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- (vii) be responsible for formulating research policies and programmes of the University for which he/she shall work in close consultation with the Deans, the Director of Extension Education, Director General, Animal Husbandry and Dairying, Haryana and Director, Fisheries, Haryana;
  - (viii) assume leadership in development and maintenance of research productivity of a high level by :
    - (a) promotion of self-improvement on the part of research personnel;
    - (b) stimulation of a wholesome, aggressive esprit de corps; and
    - (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of Veterinary, Animal Sciences, Dairy and Fisheries research;
  - (ix) represent the University in Conferences regarding Research and where necessary, he/she may designate representatives from amongst the faculty of the college for specific conferences on research;
  - (x) be responsible for managing the intellectual property of the University through various instruments of intellectual property rights and commercialization of technologies developed by the University;
  - (xi) be responsible for developing memorandum of understanding pertaining to research with national/international agencies and private organizations;
  - (xii) prepare and operate the research budget of the University;
  - (xiii) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.
- 8. (1)** The Director of Extension Education (DEE) shall plan and execute all extension education programmes and activities in co-operation with the Deans, the Director of Research, Director General, Animal Husbandry and Dairying, Haryana and Director, Fisheries, Haryana.

Powers and Duties  
of Director of  
E x t e n s i o n  
Education.

- (2) The DEE shall supervise and control the field activities of the extension subject-matter specialists who shall otherwise hold academic rank and be members of the staff of the departments.
- (3) The DEE shall be directly responsible to the Vice-Chancellor for affecting close collaboration and co-ordination of the extension education activities of the University with the Departments of Development, Co-operation, Animal Husbandry and Dairying and Fisheries of the Government of Haryana or any other department, as the case may be.
- (4) The DEE shall :
  - (i) be responsible for initiation, organisation, origination and conduct of extension educational programmes and activities of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned;
  - (ii) exercise broad administrative control over :
    - (a) extension education staff;
    - (b) extension education funds allotted for this purpose; and
    - (c) all physical properties, facilities and materials assigned by the University for the pursuit of extension education programmes.
  - (iii) assess, in consultation with the Heads of Departments, the budgetary needs of extension education of different Departments of the University;
  - (iv) be principal liaison officer for dealing with such agencies as the Departments of Animal Husbandry and Dairying, Fisheries, Development and Co-operation or any other department as the case may be;
  - (v) formulate and present extension educational programme to the Extension Education Advisory Committee, for its consideration;

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- (vi) guide and supervise working of Information Section dealing with publications, audio-visual aids, radio, press, electronic media and other materials directed to the successful implementation of the extension educational programmes;
  - (vii) in formulating the extension policies and programmes of the University, he/she shall work in close consultation with the Deans of Colleges and Director of Research, Director General, Animal Husbandry and Dairying, Haryana and Director, Fisheries, Haryana;
  - (viii) assume leadership in the development and maintenance of effective and productive extension educational programmes, namely:
    - (a) promotion of self improvement on the part of extension personnel; and
    - (b) inculcation of a missionary zeal in extension personnel for dedicated service to the farmers of Haryana.
  - (ix) represent the University in Conferences regarding Extension Education and where necessary, he/she may designate representative from amongst the staff of the college Departments/University concerned for specific conferences on extension;
  - (x) prepare and operate the extension education budget of the University;
  - (xi) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.
9. The Director Students' Welfare-cum-Estate Officer (DSW-cum-EO) shall be directly responsible to the Vice-Chancellor for the following duties:
- Powers and Duties  
of Director  
Students' Welfare –  
cum-Estate Officer
- (A) **As Director Students' Welfare**
    - (i) to make arrangements for the boarding and lodging of the students;
    - (ii) to direct a programme of student counselling;
    - (iii) to arrange for the part time employment of

students in accordance with the plan approved by the Vice-Chancellor;

- (iv) to assist in the placement of graduates of the University;
- (v) to arrange travel facilities for holidays, study tours of students;
- (vi) to communicate with the parents/guardians of students concerning welfare of the students;
- (vii) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
- (viii) to strive that no student of the university shall involve in anti-social and anti-national activity;
- (ix) to inculcate spirit de cops and national feelings;
- (x) to perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time.

**(B) As Estate Officer**

- (i) maintenance of the University buildings, roads, fencing, playgrounds, parks and lands, other than the land under fodder production unit;
- (ii) construction and maintenance of utility services;
- (iii) maintenance of fire protection services;
- (iv) maintenance of architectural and constructional services of the University;
- (v) responsible for all University constructions;
- (vi) preparation of the annual construction and maintenance budget of the University and a periodical report showing the progress on works under construction;
- (vii) maintenance of accounts relating to the

works in his/her charge on forms prescribed by the Comptroller;

- (viii) maintenance of an up-to-date record of all the immovable properties of the University including lands and buildings in co-operation with the Heads of Departments; and
- (ix) procurement/disposal of immovable property of the University;
- (x) to perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time.

- 10.** In exercise of his/her duties under Section 23 of the Act, the Registrar shall be the Chief Administrative Officer of the University and work directly under the superintendence, direction and control of the Vice-Chancellor.

Powers and Duties of the Registrar

The Registrar shall:

- (i) issue notices and maintain the minutes of all meetings of the Academic Council (AC) and the Board of Management and of committees appointed by them;
- (ii) conduct the official correspondence of the AC and the Board;
- (iii) be responsible for admission of students to the University including the supervision of the entrance examination, if any;
- (iv) be responsible for registration of students of the University;
- (v) obtain the grades of the students from the instructors and issue semester /annual reports and transcripts;
- (vi) be responsible for maintaining all students' records;
- (vii) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
- (viii) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.

Powers and Duties  
of the Comptroller

**11.** The Comptroller shall be responsible to the Vice-Chancellor to ensure :

- (i) that expenditure, not authorized in the budget, is not incurred, except by way of investment approved by the Board;
- (ii) that all money belonging to the University is kept in a scheduled bank approved by the Board of Management;
- (iii) that all the accounts of the University are properly kept, adjusted and audited;
- (iv) that the budget of the University is prepared and submitted to the Finance Committee through the Vice-Chancellor and that the financial sanctions are obtained in time;
- (v) that income and fees due to the University are collected and that salaries and other amounts due to the staff and others paid promptly;
- (vi) that notices are issued and the minutes of all meetings of the Finance Committee are maintained and to conduct the official correspondence of the Finance Committee;
- (vii) that development plans are prepared;
- (viii) that dealings with the Governments concerned, with the authority responsible for the auditing of the accounts of the University, Commodity Committees and other aid-granting agencies regarding financial and accounts matters, are on correct lines;
- (ix) that any expenditure, not warranted by the terms of any Statutes or for which provision is required to be made by the Statutes but has yet not been made, is disallowed, and
- (x) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.

Powers and Duties  
of the Dean, Post-  
Graduate Studies

**12.** (1) The Dean, Post-Graduate Studies (Dean, PGS) shall be directly responsible to the Vice-Chancellor for the administration of all resident teaching programme at the post-graduate level in the

University and for the development, evaluation, improvement of curricula, teaching methods, organization, origination and conduct of post-graduate instruction designed to develop among the students professional competence, character and quality of leadership.

- (2) In the absence of Dean, PGS on casual leave/tour/training etc. one of the senior Professors/equivalents (whether promoted or recruited direct) of the university as nominated by the Vice-Chancellor shall look after the work of Dean, PGS
- (3) The Dean, PGS shall :
  - (i) be responsible for the organisation and conduct of post-graduate teaching in all the constituent colleges of the University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the DR and DEE where such consultation is considered necessary;
  - (ii) in collaboration with the Director of Research, be responsible for the coordination of research of the post-graduate students and its integration with the general research programme of the University;
  - (iii) be responsible for the due observation of the Statutes and Rules relating to post-graduate education.;
  - (iv) preside over the meetings of the RIC;
  - (v) formulate and present policies to the RIC for its consideration without prejudice to the right of any member to present any matter to the post-graduate committee;
  - (vi) forward the recommendations of the RIC, to the Vice-Chancellor or the Academic Council as the case may be;
  - (vii) represent the University, in Conferences/ meetings regarding post-graduate education and where necessary he/she may designate representative from amongst faculty for specific conferences;

- (viii) maintain record of the post-graduate students in the University and also supervise their progress;
- (ix) be responsible for the maintenance of proper standards of post-graduate instructions;
- (x) in consultation with the Heads of Departments exercise administrative control over the teaching of the members of the post-graduate faculty;
- (xi) provide in consultation with the Heads of Department guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare among the students for effective careers in research, teaching and extension;
- (xii) be responsible for developing memorandum of understanding pertaining to post-graduate education with national/international agencies and private organizations;
- (xiii) act as liaison officer with national and international organisation agency or individuals for post-graduate education research and employment;
- (xiv) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.



**Annexure-I**

(Refer clause 4(3) of Chapter-III of the Statutes)

**Qualifications of Officers of the University:****1. Dean, COVS****Essential Qualifications:**

- (i) B.V.Sc. & A.H.
- (ii) Master's degree in any branch of Veterinary and Animal Science.
- (iii) Doctoral Degree in any branch of Veterinary and Animal Science.
- (iv) Minimum 8 years experience as Professor/ equivalent.

**Desirable:**

Administrative experience as Head of Department of a University/ICAR Institute for a minimum period of two years.

**2. Dean, PGS, DR, DEE, DSW-cum-EO, Director, Institute of Para Veterinary Sciences and Registrar****Essential Qualifications:**

- (i) Graduation in Veterinary/Animal Science/Fisheries/ Dairy Science/Allied Science.
- (ii) Master's Degree in Veterinary/Animal Science/ Fisheries/Dairy Science/Allied Science.
- (iii) Doctoral Degree in Veterinary/Animal Science/ Fisheries/Dairy Science/Allied Science.
- (iv) Minimum 8 years experience as Professor/ equivalent.

**Desirable:**

Administrative experience as Head of Department of a University/ICAR Institute for a minimum period of two years.

**Note:** The disciplines mentioned at 2(i) and (ii) above shall not be mandatory to the existing faculty transferred from CCSHAU i.e., appointed before establishment of LUVAS.

**3. Dean, College of Dairy Science and Technology****Essential Qualifications:**

- (i) Graduate in any branch of Dairy Science and Technology/Food Science and Tehnology/ Veterinary /Agriculture.
- (ii) M.Sc./M.Tech./M.V.Sc. in any branch of Dairy Science and Technology/ Dairy Science / Animal Science.
- (iii) Doctoral degree in Dairy Technology / Dairy Chemistry/Dairy Microbiology / Dairy Engineering/ Food Technology with specilization in Dairy Technology / Animal Products Technology with specialization in Dairy Technology.
- (iv) Minimum 8 years experience as Professor/ equivalent.

**Desirable:**

Administrative experience as Head of Department of a University/ICAR Institute for a minimum period of two years.

**4. Comptroller****Essential Qualifications:**

- (i) Chartered Accountant/ Cost Accountant/ First Class B.Com. and M. Com./MBA (Finance) with minimum 55% marks from a recognized University/Institute.
- (ii) Must have atleast 10 years experience in a supervisory capacity in Financial Management/ Administration in public or private sector, preferably in a University/ ICAR system.

**Desirable:**

Persons having passed Audit and Accounts examination held by the Comptroller and Auditor General of India or Subordinate Accounts Service (SAS) examination counducted by the State Government or Higher Standard examination of the CCSHAU will be given preference.

## CHAPTER IV

### THE CLASSIFICATION, FILLING UP OF VACANCIES, MANNER OF APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS OTHER THAN OFFICERS OF THE UNIVERSITY UNDER SECTION 37(d) OF THE ACT

1. In these Statutes, unless the context otherwise requires : Definition
  - (1) 'Act' means the Lal Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010 as amended from time to time
  - (2) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.
  
2. The teachers shall include the following : Classification of teachers
  - (1) Directors, Deans and Principals
  - (2) Heads of Departments
  - (3) Senior Professors/equivalents
  - (4) Professors/equivalents conducting teaching, guiding research and extension programmes on full time basis and the Librarian
  - (5) Associate Professors/equivalents conducting teaching and guiding research and extension programmes on full time basis and the Deputy Librarian
  - (6) Assistant Professors/equivalents conducting teaching and guiding research and extension programmes on full time basis and the Assistant Librarian
  - (7) Such other persons imparting instructions and guiding research / extension programme on full time basis in the University and governed by UGC / ICAR guidelines
  - (8) Any other employee of the University declared as teacher by the Vice-Chancellor on the recommendations of the Academic Council.
  
3. All appointments of teachers of the University shall be made by the Vice-Chancellor strictly on merit. Mode of appointment
  
4. (1) The following procedure shall be adopted for the appointment of Heads of Departments: Appointment of Head of Department (HoD)

The Vice-Chancellor, with the approval of the Board of Management, may make the appointments of Heads of Departments by selection from amongst Senior Professors/ Professors/equivalents

irrespective of their mode of appointment i.e., whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions, who satisfy the following eligibility criteria :

- (i) they belong to the discipline of the department;
- (ii) where there is no Senior Professor/Professor in a department, who is so eligible, Associate Professor/ equivalent irrespective of the mode of appointment i.e., whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions shall be eligible to apply provided they have five years service on the post of Associate Professor/equivalent;

Provided where there is only one Professor or Associate Professor in a department and he/she has earlier worked as HoD, he/she will continue to act as HoD till another person of the rank of Associate Professor/equivalent or Professor/equivalent becomes available. The requirement of selection after every four years may not be necessary in such cases.

However, his/her performance shall be reviewed every year as per rules.

Provided further that if in any department there is no Associate Professor with required five years service, the Associate Professor/ equivalent having less than five years service will be eligible to apply for Headship.

- (iii) integrity of the applicant is good for the last ten years or for such a period as the case may be;
- (iv) they have not previously worked as HoD for four years;

However, where there are more than one Senior Professor/Professor in a department and all have already worked as HoD, they will be eligible to apply again for Headship.

Provided that the Vice-Chancellor shall be competent to appoint any eligible Senior Professor/Professor if none of the persons in the rank of Senior Professor/Professor applies

when the position of HoD is notified.

In a department where there is only one teacher of the rank of Senior Professor/ Professor or equivalent, and has completed four years term of HoD, further extension will be granted by Vice-Chancellor with the approval of the Board till another person of the rank of Professor/ equivalent becomes available in the department and is appointed as HoD.

However, his/her performance shall be reviewed every year as per rules.

Where there is only one Senior Professor/ equivalent or Professor/equivalent and he/she is not found suitable by the Selection Committee, in such cases, Associate Professors/equivalents working in the Department, who are eligible for competing for the position of Headship in terms of the above statutory provisions, will be eligible to apply for the Headship. Likewise, where there is only one Senior Professor or Professor and he/she is working as Head and/or continuing as Head even for a second term and his/her performance is not found satisfactory by the Vice-Chancellor, the Associate Professor/ equivalent working in the department shall be eligible to apply for the position of HoD.

Selection of HoD may be made by the Vice-Chancellor with the approval of Board on the basis of recommendations by a Selection Committee consisting of:

- (a) Vice-Chancellor                      Chairman
- (b) Dean of the college concerned
- (c) Dean, Post Graduate Studies
- (d) Director of Extension Education
- (e) Director of Research
- (f) One outside expert of repute to be nominated by the Vice-Chancellor.

The appointment of HoD shall be for a period of four years or less to the extent for those, who have earlier worked as HoD for a period exceeding 90 days in the past. This period may

be reduced by the Vice-Chancellor if the work of the incumbent is not found satisfactory for which the Vice-Chancellor shall review the performance every year through the following Committee :

- (a) Vice-Chancellor                      Chairman
- (b) Dean of the constituent  
College concerned
- (c) Director of Research/Director  
of Extension Education
- (d) Registrar                      Member Secretary

Provided that the regular HoD who takes leave for more than six months shall resign from the position of HoD and in order to avoid temporary arrangement for long period the position shall be filled up on regular basis and in case regular HoD avails leave for less than six months that period will count towards his/her tenure of four years.

**Note: 1.** When a new department is created/established and a Senior Professor/Professor from another department is given the charge of Headship, in such cases, the additional charge will be allowed but as and when a Professor/equivalent becomes available in the new department, and is appointed as HoD; the person holding the additional charge will be relieved from the charge of the newly created department.

**Note: 2.** In the absence of HoD on casual leave/leave/tour /training etc. one of the Senior Professors / Professors/Associate Professors/equivalents whether promoted or recruited direct of the department concerned, as approved by the Vice-Chancellor in the following manner shall look after work of the HoD except policy matters:

- (a) senior most Professor/ equivalent who has not worked as HoD;
- (b) in the absence or non-availability of (a) above, senior most Professor/equivalent who already worked as HoD;
- (c) in the absence or non-availability of both (a) and (b) above, senior most Associate Professor/ equivalent who has not worked or worked as HoD;

(d) in the absence or non-availability of all (a) to (c) above, the Dean of the College concerned.

5. The procedure of appointment of Professors and Principal of a College when vacancies arise or when new posts are created, shall be as under: Appointment of Professor and Principal

- (1) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed by the Academic Council.
- (2) After having advertised the post and received the applications, the Vice-Chancellor may appoint a Selection Committee to make recommendations.
- (3) Ordinarily, the Selection Committee will consist of the following:
  - (i) Vice-Chancellor Chairman
  - (ii) Dean of the College in which the vacancy exists
  - (iii) Director of Research
  - (iv) Director of Extension Education
  - (v) Dean, Post Graduate Studies
  - (vi) Two outside experts nominated by the Vice-Chancellor
  - (vii) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, in case any of candidate(s) representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above member of the selection committee do not belong to that category.

At least five members, including two outside subject experts, shall constitute the quorum.

- (4) Where the Vice-Chancellor finds that it is not possible to appoint a committee as given above or where the nature of the post warrants it, he/she may constitute an Ad hoc Selection Committee.
- (5) The Chairman of the Committee with the help of a Screening Committee appointed by him/her shall scrutinize all the applications and prepare a list of the candidates, who shall either be called for interview or teleconferencing.
- (6) After interviewing the candidates the Selection Committee shall recommend to the Vice-Chancellor

not more than one person beyond the number of vacancies.

**Note:** The selection committee should confine its recommendations only in respect of the post for which selection is held.

- (7) The Vice-Chancellor shall then submit a single recommendation for the approval of the Board of Management.
- (8) If the Board of Management does not approve the recommendations, the Vice-Chancellor shall, in due course, submit another recommendation in order of merit in the panel.
- (9) The recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. This period may be extended for another six months by the Vice-Chancellor. The panel prepared by Selection Committee for post(s) should be used only as the waiting list for the same post(s) and shall not be utilized for making appointments to any subsequent vacancies in same cadre or in any other cadre.

Appointment of  
A s s o c i a t e  
P r o f e s s o r s ,  
A s s i s t a n t  
P r o f e s s o r s a n d  
o t h e r T e a c h e r s o f  
e q u i v a l e n t r a n k

6. The procedure prescribed in clause 5 sub-clauses (1) to (9) for the appointment of Professors shall also be followed for the appointment of all other teachers provided that for appointment of Assistant Professor/ equivalent Vice-Chancellor shall be the appointing authority :

Ordinarily, the Selection Committee for recommending suitable persons for different posts shall be constituted as follows :

- (1) **For appointment of Associate Professors and equivalents:**
  - (i) Vice-Chancellor Chairman
  - (ii) Dean of College concerned
  - (iii) Director of Research
  - (iv) Director of Extension Education
  - (v) Dean, PGS
  - (vi) Head of Department concerned
  - (vii) Two outside experts nominated by the Vice-Chancellor



- (viii) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, in case any of candidate(s) representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

At least five members, including two outside experts, shall constitute the quorum.

**(2) For appointment of Assistant Professors/equivalents:**

- (i) Vice-Chancellor Chairman  
(ii) Dean of the College concerned  
(iii) Director of Research  
(iv) Director of Extension Education  
(v) Dean, Post-Graduate Studies  
(vi) Head of Department concerned  
(vii) Two outside experts nominated by the Vice-Chancellor  
(viii) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, in case any of candidate(s) representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

At least five members, including two outside experts, shall constitute the quorum.

As far as possible, the Vice-Chancellor will act as Chairman for appointment for the post of Assistant Professors/equivalents, otherwise Dean of the college concerned will act as Chairman for teaching post, Director of Research and Director of Extension Education for research and extension education posts, respectively.

**Note:** National Eligibility Test (NET) in the concerned discipline shall be the minimum eligibility condition for recruitment/ appointment of Assistant Professor/ equivalent in the University.

Provided however, that candidates who are or have been awarded Ph.D. degree in compliance of the University Grant Commission (minimum standards and procedure for award of Ph.D. degree), Regulation 2009, shall be exempted from

the requirement of the minimum eligibility condition of NET for recruitment/appointment as Assistant Professor or equivalent.

Provided further that, the candidates who have acquired Ph.D. upto 31st May 2009, as per guidelines prescribed by UGC regulations or from institute(s) approved by the Academic Council and the candidate has atleast two full length publications having National Academy of Agricultural Sciences (NAAS) rating not less than four, shall be exempted from the requirement of NET for recruitment/appointment to the post of Assistant Professor/ equivalent position in University.

Duties, Responsibility and Powers of Heads of Departments 7.

The Head of department shall be responsible for resident teaching to the Dean of the College, for research to the Director of Research, for Extension Education to the Director of Extension Education and for post-graduate teaching to the Dean, PGS of the University.

He/she shall have the following powers and duties :

- (i) responsible for the organisation, conduct and monitoring of resident teaching, research and extension education of his/her department and for that purpose shall pass such orders as may be necessary in consultation with the Deans/ Directors;
- (ii) tender advice to the Deans and Directors on all matters pertaining to his/her discipline in respect of teaching, research and extension education.
- (iii) submit to Dean/ Directors concerned the budgetary/ financial matters of his/her department;
- (iv) recommend to the concerned Dean/Director the work load of each member of the staff with respect to teaching, research and /or extension education;
- (v) assume responsibility for all University properties and facilities assigned to his/her department;
- (vi) recommend to the Deans and Directors

proposals for making improvement in the working of his/her department;

(vii) take initiative with national and international or individual agencies for teaching, research and extension in consultation with the Controlling Officer;

(viii) responsible for upkeep of the department and serviceability of the equipments.

- 8.** The teachers shall be eligible for Career Advancement as per policy prescribed and amended from time to time. Promotion of teachers

## CHAPTER V

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### THE CLASSIFICATION AND MANNER OF APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS AND TEACHERS OF THE UNIVERSITY

1. (1) All the employees of the University other than <sup>Classification</sup> Officers and Teachers shall belong to the University service of Non- teaching employees (hereinafter called the 'Service').
- (2) The Service shall be classified according to the pattern of the State Govt., provided that nothing in these Statutes shall affect the right of the University to redesignate any post or to reassign the duties and functions thereof:
  - (i) Grade 'A' employees viz; employees equal to Grade 'A' employees of the State Govt.
  - (ii) Grade 'B' employees viz; employees equal to Grade 'B' employees of the State Govt.
  - (iii) Grade 'C' employees viz; employees equal to Grade 'C' employees of the State Govt.
  - (iv) Grade 'D' employees viz; employees equal to Grade 'D' employees of the State Govt.
2. (1) The members of the Service may be required to serve in any institution or office or department under the University and shall, in respect of their day-to-day work, be under the administrative control of the Head of the institution or the office or the department where they are posted.
- (2) Irrespective of the authority mentioned in the delegation of powers, the Heads of Departments and University Officers Incharge of that office/institution in consultation with concerned HoD shall be competent authority to transfer them within the office/institution.
- (3) The Deans, Directors and other University Officers shall be competent to allow the grade 'B, C and D' employees to complete the period of probation satisfactorily. However, where it is proposed to extend their period of probation, the cases shall be submitted to the Appointing Authority for decision. Other matters relating to their service conditions shall be determined by the Vice-Chancellor or any other Officer, to whom such powers are delegated in accordance with the Act and Statutes.

3. Appointment to the Service shall be made in the manner prescribed :
- (1) by direct recruitment; or
  - (2) by promotion; or
  - (3) by transfer from different cadres within the University in identical Pay band/Grade pay; or by deputation of an employee already in the service of any State Government or the Government of India or any autonomous body or institution.
  - (4) by absorption of an employee on deputation to university from any State Government or Government of India or any other autonomous body on the request of the employee after one year of deputation, with the approval of parent department, subject to satisfactory record of preceding three years' service.

**Explanation: (1)**

Direct recruitment means an appointment made otherwise than by promotion from within the same line in the service or by transfer of an employee from different cadres in the service in identical pay band and grade pay or by deputation of an employee already in the service of any State Government or the Government of India or any autonomous body or institution.

**Explanation: (2)**

All the posts in the ministerial/secretarial cadre from the level of Clerks/Steno-typists for promotion to the higher post in the hierarchy shall be filled subject to fulfillment of the qualifications and experience prescribed by the competent authority. If suitable candidates are not available for promotion, the vacancies shall be filled by direct recruitment.

Manner of Appointment to Grade 'A' posts

4. (1) Appointment of grade 'A' posts shall be made by the Vice-Chancellor with the approval of the Board.
- (2) A total of seventy five per cent of the posts at the level of grade 'A' posts shall be filled from amongst internal candidates holding next below posts in the same line, if suitable persons are available. Seniority and merit of the candidate will be kept in view for

promotion under the seventy five per cent quota. The cases of promotion to grade 'A' posts shall be referred to the Selection Committee constituted for direct recruitment.

If suitable candidates are not available for promotion, the vacancies shall be filled by direct recruitment.

**Note:** Passing of departmental Higher Standard Examination or State Subordinate Accounts Services (SAS) Examination in Accounts shall be a pre-requisite for promotion to all grade 'A' posts in the ministerial cadre.

- (3) The remaining twenty five per cent posts and left out vacancies not filled up by promotion because of non availability of qualified persons shall be filled on merit in accordance with the following procedure:
- (i) The Vice-Chancellor may have the post advertised with such qualifications as may be laid down.
  - (ii) After having advertised the post and received the applications, the Vice-Chancellor shall constitute a Screening Committee to scrutinize the applications received and prepare a list of the candidates who shall be called for interview.
  - (iii) The Vice-Chancellor shall constitute a selection committee ordinarily consisting of the following to make recommendations:
    - (a) Vice-Chancellor                      Chairman
    - (b) Registrar                                Member
    - (c) Comptroller                              Member
    - (d) Two other persons to be  
nominated by the Vice-Chancellor.
  - (iv) After interviewing the candidates, the Selection Committee shall recommend to the Vice-Chancellor not more than one person beyond the number of vacancies if the number of vacancies is upto four. However, if the number of vacancies is more than four, two persons more than the number of vacancies may be kept on the panel.
- Note:** The Selection Committee should confine its recommendations only in respect of the post for which selection is held.

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- (v) The Vice-Chancellor may then submit a single recommendation or a panel in accordance with sub clause (iv) in order of preference, for the acceptance of the Board of Management. If the Board does not approve the recommendations, the Vice-Chancellor shall, in due course, present another recommendation.
- (vi) Recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. This period may be extended for another six months by the Vice-Chancellor. The panel prepared by the Selection Committee for post(s) should be used only as a waiting list for the same post(s) and shall not be utilised for making appointments to any subsequent vacancies in the same cadre or in any other cadre.
- (vii) Employees of the University irrespective of the age limit will also be eligible to compete, for such vacancies to be filled by direct recruitment from the open market.
- (4) The University, if required, can fill up grade 'A' posts by transfer/deputation from amongst persons working in the same pay band and grade pay and fulfilling the qualifications for the post for which filling up is proposed irrespective of the fact whether the vacancy falls under promotion or open quota.
- Manner of appointment to Grade 'B' posts
5. (1) The appointment of grade 'B' employees shall be made by the Vice-Chancellor.
- (2) The vacancies in the ministerial cadre shall be filled by promotion on the basis of seniority-cum-merit from the same line, subject to fulfillment of qualifications and experience prescribed by the competent authority. However,
- (i) a total of seventy five per cent vacancies of Admn.-cum-Accounts Officers shall be filled from amongst the Superintendents on seniority-cum-merit basis. Passing of departmental Higher Standard Examination in Accounts or State SAS examination shall be a pre-requisite for promotion to the post of Admn.-cum-Accounts Officer.
- The remaining twenty five per cent posts along with left out vacancies non-filled up by promotion

because of not-availability of suitable persons, shall be filled by direct recruitment.

- (ii) a total of fifty per cent of vacancies of Superintendents will be filled from amongst the Deputy Superintendents on seniority-cum-merit basis and fifty per cent from Deputy Superintendents who have qualified departmental Higher Standard Examination in Accounts or State SAS Exam on seniority-cum-merit basis. Completion of probationary period will be a pre-requisite.
- (3) All the vacancies in the non-ministerial cadre in grade 'B' posts shall be filled by promotion provided the persons fulfill the qualifications and experience prescribed for the post. If suitable candidates are not available for promotion, the vacancies may be filled by direct recruitment.
- (4) The procedure for appointment to grade 'B' posts by direct recruitment shall be the same as prescribed for grade 'A' posts subject to the following:
- (i) The Vice-Chancellor need not obtain the approval of the Board for their appointment.
- (ii) The Selection Committees for various grade 'B' posts shall be as under :
- (a) For ministerial posts :**
- i. Registrar Chairman
  - ii. Comptroller
  - iii. Two other persons to be nominated by the Vice-Chancellor.
- (b) For technical/non-technical and non ministerial posts**
- i. Dean/Director/Officer Chairman  
concerned
  - ii. Registrar
  - iii. HoD concerned under whom the posts exists
  - iv. Two other persons to be nominated by the Vice-Chancellor.
- (5) Cases of promotion on the basis of seniority-cum-merit shall also be referred to the Selection Committee constituted for direct recruitment.



Manner of  
appointment to  
Grade 'C' posts

6. (1) The appointment up to grade 'C' posts, as specified in the Appendix-I shall be made by the respective Deans/Directors/Officers of the University, indicated. In case of other grade 'C' posts, the Vice-Chancellor shall be the appointing authority.
- (2) The lowest posts in grade 'C' ministerial shall be filled by direct recruitment in the manner prescribed for grade 'B' posts. Lowest posts in grade 'C' non ministerial cadres shall also be filled by direct recruitment if there is no line of promotion determined from grade 'D' for promotion to grade 'C'. Other posts in the ministerial and non-ministerial cadres shall be filled by promotion on the basis of seniority-cum-merit from the same line subject to the condition that these posts shall be filled by promotion provided the departmental candidates fulfill the qualifications and experience prescribed for the post.

If suitable persons are not available for promotion, all categories of posts may be filled by direct recruitment.

- (3) The provision in sub-para (2) of Clause 6 shall be subject to the following:
- (i) Promotion to the posts of Junior Scale Stenographer (JSS) and Senior Scale Stenographer (SSS) shall be subject to qualifying competitive test in shorthand with prescribed speed and computer skills and fulfillment of conditions of experience. Completion of probationary period shall be a pre-requisite.
- (ii) A total of fifty per cent of the vacancies for promotion to the post of Deputy Superintendents shall be filled on the basis of seniority-cum-merit and remaining fifty per cent out of Assistants who have qualified the departmental Higher Standard Examination in Accounts or State SAS Examination in accounts. Completion of probationary period shall be a pre-requisite.
- (iii) A total of fifty per cent vacancies of Assistants shall be filled from amongst the Clerks/Typists etc. on seniority-cum-merit basis and fifty per cent from amongst the Clerks/Typists etc. who have qualified the Lower Standard Departmental Examination in Accounts on seniority-cum-merit basis subject to fulfillment of qualifications and experience

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prescribed. Completion of probationary period shall be a pre-requisite.

- (iv) For the posts of Clerks and equivalent posts in ministerial cadre and for Steno-typists competitive test with prescribed qualifying standard and in the manner laid down by the Vice-Chancellor may be held and interview held for those who qualify. This procedure may also be adopted for such other posts as may be specified by the Vice-Chancellor from time to time.
- (v) A total of twenty per cent posts of Clerks will be filled by promotion, on seniority-cum-fitness basis from amongst GO-cum-Daftri, Messenger, Store-Khalasi and Telephone Attendant etc. provided they fulfil the qualifications prescribed and further the person has minimum five years experience on any grade 'C' post whose pay band and grade pay is less than that of a clerk or any grade 'D' post or combined on such grade 'C' and 'D' posts. Further subject to the condition, the person has completed probation on existing post and has qualified the type/computer skill test as prescribed by the Vice-Chancellor.

**Note:** Promotion shall be made on the basis of seniority and proficiency through an examination.

- (vi) The post of VLDA may be filled by promotion from amongst grade 'C' and 'D' employees in order of seniority to be determined from the date of passing VLD Diploma Course, subject to fulfillment of qualifications prescribed. If suitable persons are not available for promotion, the post of VLDA may be filled by direct recruitment.

**Note:** The inter-se seniority of employees so promoted shall be determined according to the seniority position in their respective cadres, if the persons being promoted belong to different cadres, their length of service on the initial post shall be relevant for the purpose of determining their inter-se seniority.

- (4) A total of fifty per cent of vacancies of Lab Technician will be filled up by promotion from amongst existing employees who fulfil the qualifications and experience prescribed. Completion of probationary period on

existing post will be pre-requisite. Remaining fifty per cent vacancies will be filled up with open selection from amongst the persons who have qualified Veterinary Lab Technician Diploma.

(5) Cases of direct recruitment and promotion shall be referred to the Selection Committee constituted for grade 'B' posts.

Manner of 7.  
appointments to  
Grade 'D' posts

(1) The appointment to grade 'D' posts shall be made by the appointing authority as specified in Appendix-II to these Statutes.

(2) The lowest post in grade 'D' shall be filled by direct recruitment in the manner prescribed by notification within the University and also after obtaining names from Employment Exchange. Other grade 'D' posts shall be filled by promotion from the same line of posts provided suitable departmental candidates are available. If suitable persons are not available for promotion, the posts may be filled by direct recruitment.

(3) Cases of direct recruitment and promotion shall be referred to the Selection Committee as constituted for grade 'B' posts.

8. The promotion to grade 'A', 'B', 'C' & 'D' posts according to the prescribed quota shall be on the basis of seniority-cum-merit and fitness. No employee shall, however, be eligible for promotion unless he/she has completed the period of probation satisfactorily and has also passed the departmental test, if any, prescribed for the post to which promotion is sought.

The Vice-Chancellor shall have power to prescribe the line of promotion in appropriate cases in respect of grade 'B', 'C' and 'D' posts as and when considered necessary.

9. Notwithstanding anything contained in clause 4 and 5 above, suitable persons for the posts of Secretary and Senior Private Secretary to the Vice-Chancellor may be selected by the Vice-Chancellor from amongst the employees of the University in such a manner as the Vice-Chancellor may decide. The persons selected shall be liable to reversion to their parent cadres at the discretion of the Vice-Chancellor.

10. The Vice-Chancellor shall cause to lay before the Board of Management in its meeting to consider the budget for the next financial year, information regarding the number of sanctioned posts, the number of recruitment made and

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the number of employees presently in position in each class/grade in the financial year.

11. Notwithstanding anything provided elsewhere in these Statutes, a person appointed to the post of Admn.-cum-Accounts-Officer, Assistant Registrar and above through direct recruitment or by promotion shall be required to pass the departmental Higher Standard Examination in Accounts, if not already passed, within two years of his/her joining the post failing which annual increments falling after two years will not be released until passing the said examination. After qualifying the said examination, the increments should be released, with retrospective effect from the date it was otherwise due, but no arrears shall be paid for the past period.
12. Every grade 'C' and grade 'D' employee appointed to a post in the cadre of Clerk and also Library Assistant (promoted from the post of Library Attendant) shall be required to pass the type/ computer skills test as may be prescribed by the Vice-Chancellor, within a period of one year, failing which annual increment falling after one year of service will be withheld.
13. Reservation in Appointment/ Promotion to the Service will be made as per policy of the State Government. Reservation policy

**Appendix -1**

(Refer to clause 6(1) of Chapter V Grade 'C' posts -  
Appointing Authorities)

**1. Registrar**

1. Deputy Superintendent
2. Assistant
3. Clerk
4. Storekeeper
5. Steno-typist
6. Junior Scale Stenographer
7. Senior Scale Stenographer
8. Jeep/Car/LMV Drivers
9. Bus/HMV Drivers
10. Cook
11. Any other post brought on the schedule under the orders of the Vice-Chancellor

**2. Director of Research**

1. Lab. Attendant (Matric and above)
2. Lab. Assistant
3. Senior Lab. Assistant
4. Lab. Technician
5. Tractor Driver
6. Supervisor ( Animal Attendant)
7. Agriculture Inspector
8. Butcher
9. Any other post brought on the schedule under the orders of the Vice-Chancellor

**3. Dean, COVS**

1. VLDA
2. Technical Assistant
3. Artist-cum-Photographer
4. Operation Theatre Assistant
5. Radiographer
6. X-Ray Technician
7. Farrier
8. Operator-cum-Driver
9. Live Stock Investigator
10. Milk Recorder
11. Museum Curator

12. Mechanic
13. Mechanic Operator
14. Medical Artist
15. Any other post brought on the schedule under the orders of the Vice-Chancellor

**4. DSW-cum-EO**

1. Water Pump Operator
2. Generator Operator
3. Mate
4. Any other post brought on the schedule under the orders of the Vice-Chancellor

**Appendix – II**

(Refer to clause 7(1) of Chapter V Grade 'D' posts -  
Appointing Authorities)

**1. Registrar**

1. Daftri
2. Messenger
3. Peon
4. Helper
5. Security Guard
6. Vehicle Attendant
7. Any other post brought on the schedule under the orders of the Vice-Chancellor.

**2. Director of Research**

1. Attendant
2. Animal Attendant
3. Kennel Attendant-cum-Cook
4. Sr. Dairy Attendant
5. Lab. Attendant (Below Matric)
6. Animal Attendant (Supernumerary)
7. DPL (R) (Supernumerary)
8. Beldar (Supernumerary)
9. Beldar
10. Jamadar
11. Any other post brought on the schedule under the orders of the Vice-Chancellor.

**3. Dean, COVS**

1. Boiler Attendant
2. X-Ray room Helper
3. Any other post brought on the schedule under the orders of the Vice-Chancellor.

**4. DSW-cum-EO**

1. Sweeper
2. Water Pump Operator (Supernumerary)
3. Water Pump Operator
4. Any other post brought on the schedule under the orders of the Vice-Chancellor.

**Note :**

1. Animal Attendant-Dairy be re-designated with Animal Attendant
2. The post of Waterman & Bhisty be re-designated as Attendant.
3. Supernumerary post be abolished and incumbents be adjusted against regular vacancies.



**Appendix - III**

(Line of Promotion referred to in clause 8 of chapter V )

<b>Sr.No.</b>	<b>Designation of post</b>	<b>Promotion to be made</b>
1.	Attendant/Animal Attendant /Animal Attendant-Dairy/ Kennel Attendant-cum-Cook (only middle class pass and above)	Lab. Attendant
2.	Lab. Attendant	Lab. Assistant
3.	Lab. Assistant	Senior Lab. Assistant
4.	Senior Lab. Assistant	Lab. Technician
5.	Daftri/Messenger ( After qualifying prescribed exam)	Clerk
6.	Clerk/Store Keeper	Assistant
7.	Assistant	Deputy Superintendent
8.	Deputy Superintendent	Superintendent
9.	Superintendent	Admin.-cum-Accts. Officer
10.	Admn.-cum-Accts. Officer	Assistant Registrar
11.	Asstt. Registrar	Deputy Registrar
12.	Steno-typist	Junior Scale Stenographer
13.	Junior Scale Stenographer	Senior Scale Stenographer
14.	Senior Scale Stenographer	Personal Assistant
15.	Personal Assttistant	Private Secretary
16.	Sweeper	Mate
17.	Vehicle Attendant	Tractor Driver
18.	Helper Relevant	Skilled Trade

## CHAPTER VI

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### THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY, PREPARATION AND THE MAINTENANCE OF RECORD OF THEIR SERVICES AND ACTIVITIES UNDER SECTION 37(q) OF THE ACT

1. In these Statutes unless the context otherwise requires : Definitions
- (1) 'Act' means the Lala Lajpat Rai University of Veterinary and Animal Science, Hisar Act, 2010.
  - (2) 'Appointing authority' means the authority competent to make appointments to various categories of posts according to the Statutes made under section 37 of the Act.
  - (3) 'Duty' excludes periods spent on leave unless otherwise specified by the Vice-Chancellor in accordance with Haryana Govt. rules, but includes ad hoc appointment/service as a probationer or apprentice if followed by regular appointment without break.
  - (4) 'Earned leave' means leave earned in respect of period spent on duty.
  - (5) 'Employees' for the purpose of these Statutes means officers, teachers and other employees of the University; and does not include officers and other employees on foreign service with the University; but includes officers and other employees of the University working elsewhere either on foreign service or on extra-ordinary leave with permission. It excludes persons working on contract or casual basis.
  - (6) 'Leave' includes all kinds of leave as admissible to employees of the University on the pattern of State Govt. unless otherwise provided in the Statutes but does not include casual leave.
  - (7) 'Parent university' means the 'existing university' i.e., Chaudhary Charan Singh Haryana Agricultural University, Hisar, as defined in the Act.
  - (8) 'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him/her substantively or in any officiating capacity and includes grade pay, non-practicing allowance, special pay or personal pay if any, but not other allowances.

Age of entry/Age  
of retirement

(9) 'Service' means the whole period of continuous service including periods spent on leave.

(1) A person whose age is less than 18 years may not be appointed to any post in the University. Upper age limit for entry into service in respect of grade C and D posts shall be as prescribed by the Vice-Chancellor on the pattern of the State Govt. The Vice-Chancellor shall also be competent to relax it for reasons to be recorded.

(2) All employees of the University shall retire from its service on attaining the age of 60 years provided that nothing in this clause shall apply to any technical or scientific personnel appointed for a specific period under contract and provided further that the Vice-Chancellor may re-employ any employee upto the age of 63 years. Even after that date, the University may engage such persons on contract basis at the most for a period of two years. Person above 65 years if engaged through any source, will be subjected to Board's approval. The age of retirement in respect of Vice-Chancellor will be as prescribed.

**Note :** The date of retirement of the employees of the University will be the afternoon of the last day of the month in which their retirement falls except those who were born on the first day of any month, their retirement will be the afternoon of the last day of the preceding month.

(3) University employees after having completed 20 years of service in the University will be eligible to seek voluntary retirement by giving a notice of three months in writing to the appointing authority or in lieu, salary for three months' notice or for the period falling short of three months' notice shall be recovered. Twenty years service for this purpose will include apart from active service and leave with pay, such extra-ordinary leave as is taken for prosecution of higher studies and on health grounds.

Those who retire from service voluntarily in the above manner will be given the following benefits:

(i) Weightage of upto five years of service for the purpose of gratuity and pension, if eligible for

pension, on the basis of pay drawn at the time of voluntary retirement subject to the proviso that the total service, including this weightage, does not extend beyond the normal age of superannuation of the employees and also does not exceed 28 years of service or as decided by the State Govt. from time to time.

- (ii) Benefit of the scheme of encashment of earned leave on the same lines as admissible on the occasion of retirement on superannuation.

The scheme of voluntary retirement is unilateral and the University does not have the corresponding right to retire an employee on its own under this scheme. All other matters and conditions relating to voluntary retirement under this scheme may be decided in accordance with the rules and instructions of the Haryana Govt. as in force from time to time, unless otherwise decided by the Board.

- 3. An employee shall make a declaration of his/her age to the appointing authority at the time of his/her entry into service based on his/her Matriculation Certificate and in the case of non-matriculates, such other documentary proof as may be acceptable to the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him/her and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever. Declaration of age.

- 4. Subject to provisions of the Act, the number of posts of employees of the University shall be such as may be determined by the Vice-Chancellor with the approval of the Board provided that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alternations in the strength of each class/grade of posts whether permanently or temporarily. In case of teachers, the Vice-Chancellor may obtain the recommendations of the Academic Council. Number of posts

- 5. (1) Subject to provisions of the Act, the pay band and grade pay of employees of the University shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor with the approval of State Govt. provided that nothing in this Emoluments

clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting an employee of the University already holding such a post. In the case of teachers, the Vice-Chancellor shall obtain the recommendations of the Academic Council.

- (2) The appointing authority may sanction a higher start than the minimum of the pay band on first appointment or advance increment if it deems fit.
- (3) An employee of the University may be permitted to accept remuneration/allowance for work done other than on the business of the University, on such terms and conditions as may be approved by the Vice-Chancellor.

Qualifications

**6.**

- (1) The academic and other qualifications of Officers of the University shall be such as may be laid down by the Vice-Chancellor with the approval of the Board.
- (2) The academic and other qualifications of teachers shall be such as may be laid down by the Vice-Chancellor with the approval of the Academic Council.
- (3) The academic and other qualifications of grade - A, B, C and D employees of the University shall be such as may be laid down by the Vice-Chancellor.

**7.**  
M e d i c a l  
Certificate of  
fitness on first  
entry into the  
University service

- (1) All persons before being allowed to join on first appointment and subjected to the provisions of these Statutes shall be examined by the Medical Officer of the University for this purpose. The appointee shall make and sign the declaration required for medical fitness certificate and pay fee prescribed by the Vice-Chancellor for such medical examination. The Medical Officer of the University shall examine the appointee and furnish a certificate in the prescribed form. The Vice-Chancellor shall also have the authority to refer doubtful cases to a specially constituted panel of doctors/ Medical Board.
- (2) A statement shall be taken from a female married appointee at the time of her entry into the service of the University whether or not she is expecting. It shall no longer be necessary to declare a woman candidate as 'Temporarily Unfit' if she is found to be pregnant during medical examination before

appointment against posts which do not prescribe any elaborate training i.e., women candidates can be appointed straightway on the post. However, where pregnant women candidates are appointed against posts carrying hazardous nature of duties and they have to complete a period of training as a condition of service, in such eventuality time limit for joining appointments or training courses will be relaxed by such period as considered necessary provided it does not extend beyond six weeks of the date of confinement.

- (3) The standard of medical fitness shall be such as may be prescribed by the Vice-Chancellor.
  - (4) An appointee not found medically fit by the Medical Board or the Medical Officer or any other Medical expert approved by the Vice-Chancellor for this purpose shall not be allowed to join the University service. The appointee concerned shall have a right to appeal to an Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination shall be borne by the appointee himself/herself unless he/she is declared fit by the Appellate Medical Board.
  - (5) The following classes of employees shall be exempted from producing medical certificate of fitness :
    - (i) any employee appointed in a temporary vacancy for a period not exceeding six months; and
    - (ii) all employees on deputation with the University.
- 8.** (1) Persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise which can be extended or reduced by the Vice-Chancellor: Probation
- Provided that :
- (i) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (ii) any period of work in equivalent or higher rank, prior to appointment to any post in the service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be

allowed to count towards the period of probation fixed under this rule; and

- (iii) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he/she is appointed against a permanent vacancy.
- (2) In respect of all employees, the HoD/Office shall send to the Dean/ Director/ other University Officer/ Controlling Officer/ Appointing Authority, at least two months before the date of the expiry of the probationary period, a report about the work and conduct of the employee on probation with a definite recommendation for his/her confirmation in the service or otherwise.
- (3) On the completion of period of probation of an employee, the authority as specified under sub-clause (2) may :
- (i) If his/her work and conduct has, in the opinion of the Appointing Authority or the authority specified in sub-clause (1) been satisfactory and he/she has passed the departmental examination, if any, prescribed for the post :
    - (a) declare that the employee has completed his/her probation satisfactorily, and
    - (b) confirm the employee on his/her turn if and when a permanent vacancy becomes available.
  - (ii) If his/her work or conduct has, in the opinion of the Appointing Authority, not been found satisfactory and/or not passed the departmental examination, if any, prescribed for the post:
    - (a) dispense with his/her services, if appointed by direct recruitment, and if appointed otherwise, revert him/her to his/her former post or deal with him/her in such other manner, as the terms and conditions of previous appointment permit provided that if it is decided to dispense with his/her service, it shall not be necessary to serve a notice to him/her for the termination of his/her service. However, suitable orders

should be issued by the competent authority before expiry of the probationary period;

OR

- (b) extend his/her period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation. However, orders for extension of probationary period will be issued by the competent authority before expiry of due date;

Provided that the total period of probation, including extension, if any, shall not exceed three years.

**Note:** During the period of probation of any post, leave allowed to an employee should not exceed the amount of leave earned/to be earned during the period of probation. In case it is availed of in excess of the permissible limit, the probation may be deemed to have been extended to the extent of period of leave availed in excess and such extension can even go beyond 3 years.

- (4) Besides, newly recruited teachers shall be required to undergo one month induction training course immediately after their induction into the University service. Successful completion/passing of the said induction training course will be a pre-condition before the teacher is allowed to complete his/her probationary period satisfactorily. The Vice-Chancellor may relax this condition of induction training in individual cases on merits.

9. (1) The seniority inter-se of the employees shall be determined by the dates of their continuous and regular appointment to the posts; Seniority of the employees

Provided that in the case of the employees appointed directly, the order of merit determined by the selecting authority shall not be disturbed and persons appointed as a result of an earlier selection on the similar post shall be senior to those appointed as a result of subsequent selection;

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows:



- (i) an employee recruited by selection shall be senior to a member recruited otherwise;
- (ii) an employee recruited by promotion shall be senior to a person recruited by transfer;
- (iii) in the case of employees recruited by promotion or transfer, seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred; and

Provided that in case it is not possible to determine the inter-se seniority of the employees under sub-clauses (i), (ii) and (iii) then the older member shall be senior to the younger.

- (iv) an employee on deputation with the University, if permanently absorbed, will get seniority from the date of intake into the University service.
- (v) in the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his/her previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

**Note: 1.** In the case of employees whose period of probation is extended under clause 8 of these statutes, seniority for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

**Note: 2.** The seniority inter-se of teachers appointed by transfer from other departments or inter disciplinary departments of the University shall be the date of their continuous appointment to the posts in their parent departments.

**Note: 3.** The question whether a University department is inter disciplinary or not will be decided by the Academic Council.

This proviso shall also cover such appointments made in the past including those made by the parent university.

(vi) all the teachers promoted by the parent University to the post of Associate Professors/equivalents and Professors/equivalents shall become part of their cadre of Associate Professors/equivalent and Professors/equivalents, respectively with effect from 27-09-2010. However, the inter-se seniority will be determined in the respective cadre of Associate Professor/ equivalent or Professor/ equivalent according to the length of continuance service in such cadre. Further, all the appointments of teachers by promotion on or after 27-09-2010 by the parent university/by LUVAS shall become part of their promoted post cadre, and both appointed by direct recruitment or by promotion will be considered at par for all intents and purposes in the University.

**10.** (1) Employees transferred from the parent University who had opted for Contributory Provident Fund shall be given the benefit of subscribing to the Fund, subject to the Statutes framed in this regard. Pension/provident fund

(2) Employees transferred from the parent University who had opted for or are eligible for Pension shall be given the benefits of Pension and General Provident Fund subject to the Statutes framed in this regard under Section 34 of the Act.

Provided that above clauses shall not be applicable to the employees transferred from the parent University as were appointed on or after 01-01-2006. They and the employees recruited by the University shall be covered by the "New Defined Contributory Pension Scheme".

**11.** (1) The Comptroller shall be competent to grant the gratuity to an employee at the time of his/her retirement or to the members of his/her family after his/her death at the same rates and on the same pattern as are applicable to Haryana Govt. employees of corresponding rank, as amended from time to time. Gratuity

(2) In case a University employee dies while in service, the cash equivalent to leave salary that the deceased employee would have got, shall be paid to his/her family. The cash equivalent of leave salary admissible under this rule shall also carry the appropriate amount of dearness allowance and it

Ex-gratia benefits to family of an employee who dies before the age of retirement

**12.** (1) If an employee of the University dies before the age of retirement, the Vice-Chancellor shall grant the following ex-gratia benefits to the members of the family of the deceased employee:

- (i) **Ad hoc ex-gratia grant:** Within fifteen days from the date of death of a University employee, an ex-gratia assistance of twenty five thousand rupees shall be provided to the family of the deceased employee to meet the immediate needs on the loss of the bread earner.
- (ii) **Medical facilities:** Free medical aid will be given to the family on the same basis as to pensioners, as per Haryana Govt. rules, amended from time to time.
- (iii) **Free Educational facilities:** Free Education to all children of the deceased employee, upto degree level (including professional courses) at the institutions of State Govt./University/ recognised private Schools/ Colleges in Haryana, Punjab, Chandigarh Union Territory and in Delhi, on the same pattern as are given to Haryana Govt. employees.
- (iv) **Accommodation:** Family members of the deceased employee can retain accommodation, if already in occupation, for one year by paying the same licence fee as was being paid by the official before death. In other cases the house rent allowance admissible to the deceased employee will continue to be given to the family for one year after his/her death.

All the above matter and any other matters relating to the grant of ex-gratia benefit may be decided in accordance with the rules of the Haryana Govt. as in force at that time.

(2) Aid to employees who become disabled while on duty:

- (i) a lumpsum grant equal to 10 times last monthly emoluments (excluding house rent allowance) drawn, may be granted by the Vice-Chancellor to an employee who becomes blind or disabled

while in service. Such grant will be as prescribed by the State Govt. for its employees of corresponding rank from time to time;

- (ii) the above grant is admissible only to those blind/disabled persons provided they have rendered at least five years service.

13. The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee, namely :

Authorities empowered to impose penalties

(1) **Minor Penalties**

- (i) Warning with a copy in the Confidential Reports/ Self Assessment Reports;
- (ii) Censure;
- (iii) Withholding of promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the University or Central Govt. or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the legislature of a State; and
- (v) Withholding of increments of pay without cumulative effect.

(2) **Major Penalties**

- (i) Withholding of increments of pay with cumulative effect;
- (ii) Reduction to a lower stage in the Pay band and Grade pay for a specified period with further directions as to whether or not the employee will earn increments of pay during the period, the reduction will or will not have the effect of postponing the future increments of his/her pay;
- (iii) Reduction to a lower Pay band, Grade, post or service which shall ordinarily be a bar to the promotion of the employee to the Grade pay, Grade, post or service from which he/she was reduced, with or without further directions regarding conditions of restoration to the grade

or post or service from which the employee was reduced to and his/her seniority and pay on such restoration to that grade, post or service;

- (iv) Removal from service which shall not be disqualification for future employment under the University;
- (v) Dismissal from service which shall ordinarily be a disqualification for future employment under the University;
- (vi) Compulsory retirement.

**Explanation :**

The following shall not amount to a penalty within the meaning of this clause namely:

- (a) withholding of increments of pay of an employee for his/her failure to pass any departmental examination in accordance with the rules or orders governing the service to which he/she belongs or post which he/she holds or the terms of his/her appointment;
- (b) non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his/her case, to a service, grade or post for promotion to which he/she is eligible;
- (c) reversion of an employee officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he/she is considered to be unsuitable for such higher service, grade or post on any administrative ground unconnected with his/her conduct;
- (d) reversion of an employee appointed on probation to any other service, grade or post to his/her permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his/her appointment or the rules and orders governing such probation;
- (e) termination of the service of an employee during or at the end of the period of probation in accordance with the terms of

- appointment or the rules and orders governing such probations; or
- (f) termination of the service of temporary employee appointed otherwise than under contract, on the expiration of the term/period of the appointment, or on the abolition of the post or before the due time in accordance with the terms of appointments; or
  - (g) termination of the service of an employee employed under an agreement in accordance with the terms of such agreement.
- (3) Except where otherwise laid down in the Statutes, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency, etc. In the event of any such order of punishment by the competent authority, the employee shall have the right of appeal/revision to the next higher authority whose decision shall be final. Where major penalty is imposed by the Vice-Chancellor, the appeal can be made to the Board of Management. However, no appeal would be made to the Board of Management in case of minor penalties imposed by the Vice-Chancellor.

Provided that where the Vice-Chancellor is himself/herself the complainant or witness in any case or proceedings, the powers to impose penalty on the employees for whom the Vice-Chancellor is the appointing authority shall be exercised by such person(s) as may be so authorised by the Board of Management through a specific resolution. Provided further that the appeal against such decision can be made to the Board of Management.

**Explanation: (1)**

The distinction between censure, the withholding of promotion and non-selection to a selection post, is of considerable importance. Both censure and the withholding of promotion are appealable under these rules. On the other hand, non-selection for a selection post is not appealable.

**Explanation: (2)**

If an employee, because of an unsatisfactory record and unfavourable confidential reports, is not selected for a selection post and some other employee junior to him/her is selected in preference, this does not amount to withholding of promotion. If any inquiry is held against an employee and an order of censure is passed on him/her, it is open to him/her to appeal; if he/she does not appeal or his/her appeal is rejected, and if subsequently because of the existence of this censure in his/her record, he/she is not selected for a selection post, and some other employee junior to him/her is selected in preference, this also does not amount to withholding of promotion. If, however, an enquiry is held against an employee, and an order is passed that he/she should not be promoted to a selection post for a definite period or until he/she has obtained good reports, this order would amount to the infliction of the penalty of withholding promotion. This distinction between non-selection for a selection post and the withholding of a promotion may be summed up as being, that in the former case the employee in question is considered for selection but some other employee is preferred on his/her merits, while in the latter case the employee in question has been declared beforehand, as a disciplinary measure, to be ineligible for selection, irrespective of the merits of the other employees available.

**Explanation: (3)**

While reduction of seniority as an independent penalty is not provided for in these rules, and cannot be imposed as such, the loss of seniority as a result of an order of reduction to a lower post or Pay band/Grade pay, being inherent in the order of reduction, cannot be avoided.

**Explanation: (4)**

The seniority on re-promotion of an employee reduced to a lower post or Pay band/Grade pay, should be determined by the date of such re-promotion in accordance with the orders issued by the competent authority on the subject of

seniority. Such employee should not be restored to his/her original position unless this is specifically laid down at the time of punishment is passed, or revised on appeal.

**Explanation: (5)**

Unauthorised desertion of his/her post by an employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and would, therefore, constitute a good and sufficient reason within the meaning of these rules for removal or dismissal, in addition to any penalty provided in the Haryana Essential Services (Maintenance) Act, 1974. Loss of pension would then follow automatically by virtue of the provisions of rule 2.5 of the Punjab Civil Services Rules, Volume II, and it would also be possible to forfeit the university contribution, if any, to the individual's contributory provident fund.

14. (1) The appointing authority or any other authority to which he/she is subordinate or the punishing authority or any other authority empowered in that may place an employee under suspension : Suspension
- (i) where a disciplinary proceeding against him/her is contemplated or is pending, or
  - (ii) where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

Provided that where an employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, unless before the expiry of a period of 90 days from the date from which the employee was suspended, disciplinary proceedings are initiated against him/her.

Provided further that the competent authority in the matter may, at any time before the expiry of the said period of 90 days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing and after seeking the approval of next higher authority allow continuance of the suspension beyond the period of 90 days without the disciplinary



proceedings being initiated. The disciplinary proceedings will have to be initiated within 90 days of such approval of higher authority; or the facts will be brought to the notice of the Board for suitable orders.

Provided further that where the order of suspension is made by an authority, lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

- (2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority:
- (i) with effect from the date of his/her detention, if he/she is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
  - (ii) with effect from the date of his/her conviction, if, in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.

**Explanation:**

The period of forty-eight hours referred to in sub-clause (2)(ii) above, shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions the order, of his/her suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement, shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law

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and the punishing authority, on a consideration of the circumstances of the case decides to hold a further enquiry against him/her on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

- (5) An order of suspension made or deemed to have been made under this clause shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (6) Where an employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceeding or otherwise, and any other disciplinary proceeding is commenced against him/her during the continuance of that suspension, the authority competent to place him/her under suspension may, for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
- (7) An order of suspension made or deemed to have been made under this clause may at any time be modified or revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.
- (8) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which an employee would have drawn if he/she had been on leave on half pay;

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :

- (i) the amount of subsistence allowance may be increased by a suitable amount not exceeding fifty per cent of the subsistence allowance

admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, not directly attributable to the employee;

- (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.
- (9) No payment of subsistence allowance shall be made unless the employee furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation.
- (10) Leave may not be granted to an employee under suspension.
- (11) When an employee is suspected of being concerned in the embezzlement of university money, and is placed under suspension, the authority competent to order his/her dismissal may direct, that unless he/she furnishes security for the reimbursement of the said money to the satisfaction of his/her immediate superiors, the payment of any sum due to him/her by the university on the date of his/her suspension, shall be deferred until such time as the said authority passes final orders on the charges framed against him/her.

Provided that such employee shall be entitled to the payment of a subsistence allowance in respect of the period for which the admissible emoluments, if any are withheld.

Pay on reinstatement after suspension

- 15.** When an employee who was suspended is finally reinstated, he/she shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of his/her dismissal, payment of the allowance shall be made in accordance with the rules relating to Civil Servants of the Haryana State Government.

Enquiry before imposition of certain penalties

- 16.** (1) No order of imposing a major penalty shall be passed against a person to whom these rules are applicable unless he/she has been given a reasonable

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opportunity of showing cause against the action proposed to be taken against him/her.

- (2) The grounds on which it is proposed to take such action shall be reduced to the form of definite charge or charges which shall be communicated in writing to the persons charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case and he/she shall be required within a reasonable time to state in writing whether he/she admits the truth of all or any of the charges, what explanation for defence, if any, he/she has to offer and whether he/she desires to be heard in person. If the punishing authority is not satisfied with the explanation given by the person charged or there are other reasons to do so, it shall direct that an enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall, subject to the conditions described in sub-clause (3), be entitled to cross-examine the witnesses to give evidence in person and to have such witness called, as he/she may wish, provided that the Officer conducting the enquiry may for reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain sufficient record of the evidence and statement of the findings and the grounds thereof provided that :
- (i) it shall not be necessary to frame any additional charge when it is proposed to take action in respect of any statement of allegation made by the person charged in the course of his/her defense; and
  - (ii) the provisions of the foregoing sub-clause shall not apply where any major penalty is proposed to be imposed upon a person on the ground of conduct which has led to his/her conviction on a criminal charge; or where an authority empowered to dismiss or remove him/her, or reduce him/her in rank is satisfied that, for some reasons to be recorded by him/her in writing, it is not reasonably practicable to give him/her an opportunity of showing cause against the action proposed to be taken against him/her, or where in the interest of the security of the State

it is considered not expedient to give to that person such an opportunity;

- (iii) the Inquiry Officer appointed to conduct enquiry shall issue maximum two notices and will satisfy its delivery to the charged person to appear before him/her for presenting his/her case. In case charged persons do not appear after the communication of two notices, the Inquiry Officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the Inquiry Officer may issue third notice also;
  - (iv) as per the Punjab Departmental Enquiries (Powers) Act, 1955 (Punjab Act 8 of 1955), the officer conducting enquiry under these rules shall be competent to exercise the same powers for summoning of witnesses and for compelling the production of documents as are exercisable by a Commission appointed for an enquiry under the Public Servants (Inquiries) Act 1850 (Act 37 of 1850);
  - (v) in case the competent authority is satisfied with the explanation given by the charged person, it may drop the chargesheet without resorting to the procedure of conducting enquiry. Similarly if the competent authority after considering the reply of the charged person is of the opinion that awarding of minor punishment shall meet the ends of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.
- (3) If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself/herself under sub-clause (2), the decision thereon of the punishing authority shall be final.
- (4) (i) Where any person has made a statement on oath, in evidence before any Criminal or Civil Court, in any case, in which the employee charged was party and had full opportunity to cross-examine such person and where it is intended to prove the same facts as deposed to by such person in such statement in any inquiry

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under the Public Servants (Inquiries) Act, 1850, it shall not be necessary to call such person to give oral evidence in corroboration of that statement. The certified copy of the statement previously made by him/her in any such case may be read as part of the evidence :

Provided that the Officer conducting the inquiry may, in the interest of justice, order the production of witness in person either for further examination or for further cross-examination by persons charged.

- (ii) The employee charged shall not be allowed, except at discretion of the Enquiry Officer, to be exercised in the interest of justice, to call as a witness in his/her defense any person whose statement has already been recorded and whom he/she has had opportunity to cross-examine, or whose previous statement has been admitted in the manner herein provided.
- (5) Where the punishing authority itself enquires into any charge or charges or appoints an Enquiry Officer for holding enquiry against a person charged, it may, by an order, appoint another university employee or a legal practitioner to be known as a 'Presenting Officer' to present on behalf of the University the case in support of the charge or charges.

The person against whom a charge is being enquired into, shall be allowed to obtain the assistance of an employee or a retired employee if he/she so desires, in order to produce his/her defence before the Enquiry Officer. If the charge or charges are likely to result in the dismissal of the person from the service of the university, such person may, with the sanction of the Enquiry Officer, be represented by a counsel.

Provided that if in any enquiry, counsel is engaged on behalf of the University, the person against whom the charge or charges are being enquired into, shall also be entitled to engage counsel :

Provided further that the assistance of a particular university employee will be allowed only if the Enquiry Officer is satisfied that he/she is of such rank as is appropriate in the circumstances of the case and that he/she can be spared by the department concerned for that purpose.

**Note :** Charges need not necessarily be framed in relation only to specific incidents or acts or misconduct. When reports received against an officer on a preliminary enquiry show that his/her general behaviour has been such as to be unfitting to his/her position, or that he/she has failed to reach or maintain a reasonable standard of efficiency he/she may and should be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any authorised punishment, which may be considered suitable in the circumstances of the case. It will still be necessary to communicate the charges of misbehaviour or of inefficiency or of both, as the case may be, to the officer concerned but the statement which is to be communicated to the officer in support of the charges need not specify particular acts of misconduct. It will be sufficient in the statement to give the list of the reports on the basis of which misbehavior or inefficiency is alleged.

- (6) After the enquiry against an employee has been completed and the disciplinary authority has arrived at a conclusion in regard to the penalty to be imposed, it shall forward or cause to be forwarded a copy of the enquiry report, and where the disciplinary authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated along with the enquiry report to the employee, who may submit, if he/she so desires, a written representation to the disciplinary authority within a period of one month from the date of such communication.
- (7) The disciplinary authority shall consider the representation, if any, submitted by the employee and record its findings before proceeding further in the matter as specified in clause 13.

Procedure for imposing minor penalties **17.**

Without prejudice to the provisions of clause 16, no order for imposing a minor penalty shall be passed on an employee unless he/she has been given an adequate opportunity of making any representation that he/she may desire to make, and such representation has been taken into consideration :

Provided that this condition shall not apply in a case where an order based on facts has led to his/her

conviction in a criminal court or an order has been passed superseding him/her for promotion to a higher post on the grounds of his/her unfitness for that post on account of the existence of unsatisfactory record :

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing be waived where it is not practicable to observe them and where they can be waived without injustice to the employee concerned.

- 18.** (1) Every employee to whom these clauses apply, shall be entitled to appeal as hereinafter provided, to an authority superior to the one which has imposed the punishment, against an order, not being an order of the Board: Appeals and revisions
- (i) imposing upon him/her any of the penalties specified in clause 13;
  - (ii) discharging him/her in accordance with the terms of his/her contract, if he/she has been engaged on a contract for a definite, or for an indefinite period and has rendered under either form of contract continuous service for a period exceeding five years at the time when his/her services are terminated;
  - (iii) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;
  - (iv) terminating his/her appointment, otherwise than upon his/her reaching the age fixed for superannuation;
  - (v) which denies or varies to his/her disadvantage his/her pay, allowances, pension or other conditions of service as regulated by rules or by agreement.
- (2) No appeal preferred under sub-clause (1) above, shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant:
- Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.



- (3) In the case of appeal against an order under sub-clause (1) above, or any penalty specified in clause 13, the appellate authority shall consider:
- (i) whether the facts on which the order was based have been established;
  - (ii) whether the facts established afford sufficient ground for taking action; and
  - (iii) whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such an order as it thinks proper:  
Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty should not be increased.
- (4) The officer against whose order an appeal is preferred under these clauses, shall give effect to any order made by the appellate authority.
- (5) In every case in which an appellate authority, other than the Board, increases the penalty inflicted by an authority subordinate to it upon a person to whom these clauses apply, such person shall be entitled to submit a second appeal within sixty days to the authority prescribed in the rules regulating his/her conditions of service.
- (6) After an appeal or the second appeal provided in sub-clauses (1), (2) and (5) has been rejected, a person to whom these clauses apply, may apply for revision to such superior authority as may be prescribed in the clauses regulating his/her conditions of service:  
Provided that the powers of revision shall be exercised only:
- (i) if the appellate authority is one other than the Board, and
  - (ii) on the ground of material irregularity in the proceedings of the Enquiry Officer or Appellate Authority, or on the discovery of new and important matter of evidence, which after the exercise of diligence was not within the knowledge of the petitioner, or could not be produced by him/her when the orders were passed against him/her or on account of some mistake or error on the face of the record.

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- (7) The Board or the Vice-Chancellor may call for and examine the records of any case in which a subordinate authority passed any order under this clause or has inflicted any of the penalties specified in clause 13 or in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce or subject to provisions of sub-clause (3) above, increase the penalty or subject to provisions of clauses 16 and 17 inflict any of the penalties specified in clause 13.
- (8) The Board may, at the time of consideration of memorial submitted under its general or special instructions published from time to time, by the University, an employee on whom a penalty is imposed, review any order passed by the Board under these clauses :
- Provided that the penalty already imposed shall not be enhanced unless an opportunity has been given to the employee who has submitted memorial to show cause why it may not be enhanced.
- (9) Every person preferring an appeal shall do so separately and in his/her own name.
- (10) Every appeal or application for revision preferred under these clauses, shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal or application for revision shall be submitted through the Head of the Office to which the appellant or applicant belongs or belonged.
- (11) An appeal or application for revision may be withheld by the Officer of the University, if :
- (i) it is an appeal or application for revision in a case in which under these rules, no appeal or application for revision lies, or
  - (ii) it does not comply with the provisions of sub-clause (10); or
  - (iii) it is an appeal and is not preferred within forty five days after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or

- (iv) it is repetition of a previous appeal or application for revision and is made to the same appellate or revisionary authority by which such appeal or application for revision has been decided and no new facts or circumstances are adduced which afford ground for reconsideration of the case :

Provided that in every case in which an appeal or application for revision is withheld, the appellant or applicant shall be informed of the fact and the reasons for it and a copy thereof forwarded to the appellate authority, if any, together with a copy of the appeal or application for revision so withheld :

Provided further that an appeal or application for revision withheld on account only of failure to comply with the provisions of sub-clause (10) may be resubmitted at any time within one month of the date on which the appellant or applicant has been informed of the withholding of the appeal or application, and if re-submitted in a form which complies with those provisions, shall not be withheld.

- (12) Any appellate or revisional authority may call for the record of any appeal or application for revision withheld by an authority subordinate to it, which under these clauses may be made to it and may pass such order thereon as it considers fit.

Increment

- 19.** (1) An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his/her work not found satisfactory.
- (2) The Vice-Chancellor may on the recommendation of Controlling Officer, grant advance increment(s) to any employee for outstanding work.
- (3) The service, rendered on a temporary post, shall count for an increment, provided the post carries the same pay band and grade pay.
- (4) All leave (except extra-ordinary leave), service rendered on higher post and service rendered on deputation on foreign service terms, will count for earning of increments in the pay band and grade pay of the post in which the employee was officiating at

the time he/she proceeded on such leave or promotion or deputation, provided that but for such leave, promotion or deputation, the employee would have continued to hold the post.

Extra-ordinary leave when taken on medical grounds or for pursuing higher studies, and in exceptional circumstances such other extra-ordinary leave which was taken to the satisfaction of the Vice-Chancellor for reasons beyond the employee's control if the Vice-Chancellor so directs, shall also count for earning of increments in the same manner and to the same extent as ordinary leave.

- 20.** (1) An employee shall devote his/her whole time to the service of the University and shall not, without express permission of the competent authority engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his/her duties. Provided, however, in case of teachers, this clause shall not apply to any work undertaken in connection with the examination work of a University or a board or Public Service Commission or to any work in connection with any academic and scientific conference or congress. The retention/sharing of the amount of fee will, however, be regulated as per rules contained in Punjab C.S.R. Vol. I, Part 1, as applicable to the Haryana Government employees as amended from time to time but subject to some standing exemptions granted in the University in view of need based requirements, on the analogy of similar provision on the Govt. side as listed in the rules *ibid*.

Acceptance of work outside the University, patent right, remuneration for research or for outside authority etc.

No employee of the University shall arrange/ negotiate/accept any remuneration in the form of honorarium, stipend or whatsoever from other sources before getting express permission in this regard from the Vice-Chancellor.

- (2) (i) If any teacher makes any invention or discovers any process in the laboratories or workshops of the University and if the Board of Management is of the opinion that application should be made to Government for the grant of patent of such an invention or process then the University will get assignment from the member of the staff concerned. The cost of securing

such patent shall be borne by the University. Any royalty, emoluments or remuneration or income accruing from the sale or commercial exploitation of such grant of patent shall be received by the University and the University shall pay such amount to the teachers concerned as may be determined by the Vice-Chancellor.

Provided, however, that in exceptional cases, where the expenditure in regard to such an invention or process is high, the University shall be entitled to recover the entire cost before paying such portion of the income to the staff concerned.

What amount of expenditure will be regarded as high in this connection shall be determined by the Board of Management.

- (ii) In case, the University does not wish to apply for the grant of a patent the teacher concerned may, with the permission of the competent authority, apply for a patent solely in his/her own name provided that before doing so he/she shall pay to the University the entire sum spent by the University on the invention or process.
- (3) Without prior permission of the competent authority no teacher shall undertake private tuition with or without remuneration.
- (4) In the case of any specific testing or research work being entrusted to the University by any outside authority for which a fee is paid by such an authority and the work being found acceptable by the Vice-Chancellor on the recommendation of the Dean of the Constituent College concerned or the Director of Research as the case may be, the Vice-Chancellor shall determine the amount to be paid to the teacher after meeting all expenses for carrying on the said research or testing work.

Deputation/Lien **21.** The Vice-Chancellor may allow an employee of this University to be on deputation to an outside agency, on such terms and conditions as may be determined by him/her in consultation with the foreign employer, upto a period of two years. Extension upto one year can also

be granted by the Vice-Chancellor, but for extension beyond the period of three years subject to total of five years in the entire service, approval of Board of Management will be necessary. If an employee overstays his/her period of approved deputation and fails to join back his/her parent department within a week of the expiry of the period of deputation and the period of joining time and sanctioned leave, if any, he/she shall be liable for removal from service which shall not be a disqualification for future employment under the University and he/she will also be liable to pay salary of one month in lieu of notice period, if holding post on temporary basis and for 3 months salary on holding post substantively.

22. (1) The service of an employee shall be liable to Resignation, termination of service termination on any of the following grounds:
- (i) Gross negligency in the discharge of duty;
  - (ii) Misconduct;
  - (iii) Insubordination or any breach of discipline;
  - (iv) Physical or mental unfitness for the discharge of duty;
  - (v) Any act prejudicial to the University or its property; and
  - (vi) Conviction in a Court of Law for offence involving moral turpitude;
  - (vii) Guilty of activity which is anti secular and which tends to create communal disharmony.
- (2) If a temporary employee, wishes to resign from service he/she shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or for the period by which the notice falls short of one month, from him/her in lieu of such notice.
  - (3) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him/her or in lieu of notice, he/she shall be paid one month's salary.
  - (4) A permanent employee shall be required to give three months notice in case he/she desires to be relieved, or he/she shall pay to the University three months' salary, in lieu of such notice.
  - (5) An employee, before leaving the University service shall hand over the charge of his/her post to a duly

authorised employee and shall return to the University all books, apparatus, furniture, etc., issued to him/her for his/her personal use and shall pay up, in full, all the charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he/she fails to do so, the head of the institution or the office in which he/she is employed, shall recover the amount due from him/her, on account of the above items, from his/her salary and other benefits due to him/her.

- (6) An employee who is in the occupation of residential accommodation of the University shall be in the status of a licensee and shall on leaving the service of the University vacate the residence allotted to him/her by the University.

Employees on foreign service with the University

- 23.** The employees on foreign service with the University shall be governed by the conditions of service of his/her parent department. He/she will be taken on deputation on standard deputation terms as applicable to state Govt. employees and adopted by the University. Initial term of deputation will be one year which can be extended upto 3 years by the Vice-Chancellor and upto 5 years by the Board of management. On a request from such an employee and if the University considers his/her request, he/she can be absorbed permanently into the University service. He/she will acquire seniority from the date of intake into the University service.

Leave

- 24.** (1) The authority competent to grant leave hereinafter to be known as the competent authority shall be :
- (i) Chancellor in the case of Vice-Chancellor.
  - (ii) The Vice-Chancellor in the case of all Officers of the University.
  - (iii) The Deans and the Directors in the case of Professor and Grade 'A' employees working under their administrative control and in respect of Grade 'B' employees working direct under their control.
  - (iv) The Registrar, Comptroller, Director Students' Welfare-cum-Estate Officer and other Officers in the case of Grade 'A' and Grade 'B' employees working under their administrative control.
  - (v) The Heads of Departments/Offices /Sections/ Assistant Registrar/ equivalent in the case of

Associate Professor and other employees including teachers working under their administrative control :

Provided that the Vice-Chancellor shall have the overriding authority to supersede the orders of any other Officer, teacher or employee regarding sanction or refusal of leave.

- (2) The earned leave admissible to an employee of the University shall be 1/11th of the period spent on duty in the University. Earned leave can be accumulated to any extent but the maximum leave that may be given at a time shall not exceed 120 days if spent in India and 240 days if the entire leave so granted is spent outside India.
- (3) Extra-ordinary leave may be granted to any University employee in special circumstances :

- (i) when no other leave is due.

OR

when other leave is admissible but the University employee concerned applies in writing for the grant of extra-ordinary leave.

- (ii) such leave shall be without pay and shall not count towards gratuity/pension, unless it is allowed on medical ground or for pursuing higher studies.

The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave. It may also commute extra-ordinary leave granted into leave of different kinds if the latter type of leave was admissible at the time extra-ordinary leave was granted.

Provided that unless Board of Management in view of the special circumstances of the case otherwise determines, no University employee shall be granted extra-ordinary leave including leave of any other kind for a maximum period not exceeding five years.

- (4) If the employee absents himself/herself from duty without permission or overstays his/her leave he/she shall forfeit all his/her salary during the period of his/her remaining so absent; and if he/she remains



absent or overstays his/her leave for more than one month he/she shall be liable for removal from service which shall not be a disqualification for future employment under the University and he/she will also be liable to pay salary of three months if appointed against a substantive post and one month salary in other cases in lieu of notice period. Provided that the employee has been asked to explain within reasonable time the reasons of his/her absence from duty/office and that such explanation has been found to be unsatisfactory by the competent authority.

- (5) Leave account of each employee of the University shall be maintained.
- (6) Leave cannot be claimed as a matter of right.
- (7)
  - (i) An employee on earned leave is entitled to leave salary equal to pay drawn by him/her immediately before proceeding on leave;
  - (ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause (i) above;
  - (iii) An employee on extra-ordinary leave is not entitled to any leave salary.
- (8)
  - (i) Casual leave admissible to employees of the University shall be 20 days in a calendar year. It cannot, however, be combined with any other leave, but can be combined with holidays, provided that the total period, including holidays, does not exceed 10 days at a time;
  - (ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency;
  - (iii) The authority competent to grant casual leave shall be the immediate superior of the employee, but not below the rank of an office Superintendent; provided that the Vice-Chancellor shall himself/herself be competent to sanction his/her own casual leave;
  - (iv) An employee of the University who has been bitten by a rabid animal may be granted casual leave, as provided under the Haryana Govt. rules.
- (9) A quarantine leave as provided under the Haryana Govt. rules may also be given to the employees of

the University.

- (10) Other kind of leave as admissible to the Haryana State Government employees may be granted and subject to such limitations as competent authority may, in each instance in which such leave is applied for, determines.
- (11) (i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of their official duty;
- (ii) Hospital leave may be granted on leave salary equal to either on full pay or on half pay as the authority granting the leave may decide. The period of hospital leave shall be limited to three months on full/half pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half the amount of leave on full pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.
- (12) The employees will be entitled to cash payment in lieu of unutilised earned leave at their credit at the time of retirement on superannuation subject to the following conditions:
- (i) The payment of cash equivalent of leave salary and taxes deductible thereon, if any, shall be as applicable to State Government employees;
- (ii) The cash equivalent of leave salary thus admissible will become payable on superannuation or voluntary retirement and will be paid in lump-sum as a one time settlement;
- (iii) Cash payment will be equal to leave salary as admissible for earned leave; and non-practising allowance and dearness allowance shall also be admissible on that leave salary at the rates in force on the date of such retirement. No city compensatory allowance and/or house rent allowance shall be payable;
- (iv) The authority competent to grant leave shall suo moto, issue order granting cash equivalent

of earned leave at credit on the date of such retirement.

**Note: 1.** This clause will not apply to the cases of persons who are compulsorily retired as a measure of punishment.

**Note: 2.** Refusal of earned leave embodied in rule 8.21 of CSR Vol. I Part-I will no longer be necessary and a University employee can also avail of, as leave preparatory to retirement, a part of earned leave at his/her credit. In that case, he/she will be allowed benefit of this provision for the earned leave that remains at the credit on the date of retirement and in accordance with the terms and conditions mentioned above.

**Note: 3.** The employee who avails of full LPR is not entitled to this concession but he/she will be at liberty to partly avail of LPR and get cash payment in lieu of unutilised earned leave on the date of retirement subject to the condition that total period of LPR plus unutilized earned leave does not exceed the maximum admissible limit.

- (13) (i) Study leave may be granted for the entry level appointees as Assistant Professors/equivalents after a minimum of three years of continuous service to pursue a special line of study or research directly related to his/her work in the University, leading to award of Ph.D. degree.
- (ii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Advisor/Research Guide. The grant of Study Leave shall be subject to the following conditions:
- (a) the teacher concerned spends the entire period in study or research at the University or other institutions;
  - (b) he/she falls within 10% of the sanctioned strength of a discipline in which he/she is working if doing Ph.D. at this University. In such a case the in service teacher of LUVAS should not register more than 12 credits of courses in a semester and will

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contribute towards teaching/research/extension activities to the tune of 1/3 of teaching load assigned to an Assistant Professor.

Provided, however, if the entire period of study is spent out of the University whether in India or abroad; he/she should fall within 10-15 % of the sanctioned strength of the discipline in which he/she is working.

- (iii) Study leave shall be granted by the Vice-Chancellor on recommendations of HoD through controlling officer concerned.
- (iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (v) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years (paid period of study leave three years and for 2<sup>nd</sup> time upto two years as leave of kind due). For 2<sup>nd</sup> time, leave for study purpose will be considered one year after completion of bond period subject to satisfaction of the Vice-Chancellor.
- (vi) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the competent authority. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the competent authority to treat the period of shortfall as ordinary leave has been obtained.
- (vii) Subject to the provisions of sub-clause (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (viii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude him/

her being granted study leave with pay and allowances, provided that the pursuit of studies is undertaken out of LUVAS but not in the same station w.e.f. 06 January, 2012.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is assessed and found suitable for higher stage during study leave, will be placed in that position and get the higher pay band and/or grade pay as the case may be only after joining the post.
- (x) A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned had he/she not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.
- (xi) Study leave shall count as service for pension/ contributory provident fund, if eligible, provided the teacher rejoins the University on the expiry of his/her study leave.
- (xii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (a) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (b) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause above and give security of immovable

property to the satisfaction of the HoD or a fidelity bond of an insurance company or a guarantee by a scheduled bank for the amount which might become refundable to the University.

- (c) The teacher shall submit through Major Advisor/HoD/Dean PGS, to the Registrar, six monthly reports of progress in his/her studies on prescribed proforma. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

25. (1) **Purpose:**

Sabbatical Leave

The sabbatical leave would be for academic, scientific, technological and other related activities at any relevant institutions or organisation in India or abroad to enable the academic and scientific staff of the rank of Associate Professor and above to promote their professional competence. A list of such institutions will be circulated by the ICAR and updated from time to time.

(2) **Eligibility:**

- (i) Permanent, whole-time teachers of the University who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- (ii) The teacher/faculty member must have at least five years service left before superannuation after completion of the Sabbatical leave.

(3) **Duration:**

- (i) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher and further sabbatical leave cannot be combined with any other leave.
- (ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years, from the date of the teacher's return from previous

study leave or any other kind of training programme of duration one year or more.

- (iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
  - (iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.
  - (v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purpose of pension/ contributory provident fund, if otherwise eligible, provided that the teacher rejoins the University on the expiry of his/her leave.
- (4) **How to apply:**
- (i) The teacher desirous of availing sabbatical leave should apply in prescribed proforma as at Annexure.
  - (ii) The teacher concerned will furnish a letter of acceptance from the host organisation for undertaking the proposed study, research training/teaching or the related professional activities relevant to the mandate of ICAR/ University.
  - (iii) Application for sabbatical leave shall be forwarded by the concerned Head of Department through the Dean/Director concerned with their recommendations to the Vice-Chancellor for sanction of leave of least two months in advance. Undertaking of the

host institution should also be made available while applying for sanction of leave. Sabbatical leave will be granted only if the teacher can be spared by the University without detriment to its work.

**(5) Competent Authority:**

The Vice-Chancellor will be the competent authority to grant sabbatical leave.

**(6) Submission of report:**

On the completion of sabbatical leave, the teacher will submit a detailed report on work done and objectives accomplished and in case the report is found unsatisfactory, the sabbatical leave will be changed into leave of the kind due. In case leave of the kind due is not available to the credit of the teacher, he/she will have to refund the salary for sabbatical leave given to him/her.

A copy of detailed report of the teacher, working in ICAR scheme will be sent to the ICAR Headquarter by the Vice-Chancellor alongwith his/her comments.

- 26.** (1) There shall be a personal file for every employee in which all papers, records and other documents relating to his/her service in the University shall be placed. The file shall contain in particular, a Service-Book giving a history of his/her service from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service-book shall also contain a leave account form for the employee showing a complete record of all leave (except casual leave), earned as well unearned availed by him/her. Record of service
- (2) A confidential reports file shall also be maintained for each employee.
- 27.** The employees of the University shall be entitled to travelling and daily allowance as prescribed by the State Govt. and adopted by the University from time to time. Travelling and daily allowance
- 28.** (1) An employee of the University may be called upon to perform any extra work as may be assigned to him/her in the interest of the University. General



- (2) Official information obtained in the course of employment must not be communicated by any employee to any outsider or the press without the permission of the competent authority.
- (3) Any matter regarding conditions of service not covered by the provisions of this statutes may be decided in accordance with the rules laid down by the Haryana Government for its own employees.
- (4) An employee of the University, notwithstanding any other provision contained in the Statutes, may be required to pass such tests as may be prescribed by the Vice-Chancellor from time to time whether during the period of probation or thereafter.
- (5) The first two annual increments to an employee shall be allowed in the normal course unless withheld by the competent authority, but the annual increment falling after completion of two years of service and/or subsequent increments, as the case may be, shall be withheld till he/she passes the prescribed test, if any. This will be restored on passing the test retrospectively with no arrears.
- (6) The character and antecedents of the employees of the University at the time of first appointment shall be got verified by the appointing authority within a period of 6 months from the date of joining.

The requirement of character and antecedents shall not apply in regard to the persons who are appointed to Grade III and IV posts. However, in their appointment orders a condition be added that their character and antecedents have not been got verified and in case subsequently any adverse facts come to the notice of the University, their services shall be liable to be terminated. The Vice-Chancellor may, however, extend this requirement of verification in suitable cases.

- (7) Every employee of the University shall submit to his/her appointing authority, in the month of April each year, an annual return of all immovable property held on 31st March of the year and also movable

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property, insurance policies, shares and securities, debentures, loans and advances, motor cars and any other movable property costing more than Rs. 1,00,000/- held, acquired or disposed of by lease, sale mortgage, gift or otherwise in his/her name or in the name of any dependent member of his/her family in the last financial year.

- (8) No employee shall on account of any further academic or other qualifications acquired by him/her in the course of his/her employment claim as a matter of right any increase in pay or any other extra remuneration or any promotion to a higher grade or cadre unless the same is specifically sanctioned by the Vice-Chancellor with the approval of the Board of Management upon due consideration of his/her required qualifications.
- (9) The University shall carryout such directions as may be issued to it from time to time by Government of Haryana under section 40 of LUVAS Act, 2010.

**ANNEXURE**

Refer clause 25(4) of these Statutes

**PROFORMA FOR APPLICATION FOR GRANT OF  
SABBATICAL LEAVE**

1. Name of the Teacher \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Name of the  
Department/Office \_\_\_\_\_
4. Pay Band and Grade Pay \_\_\_\_\_
5. Official address \_\_\_\_\_  
\_\_\_\_\_
6. Residential address \_\_\_\_\_  
\_\_\_\_\_
7. Date of entry in the  
University service \_\_\_\_\_
8. Length of service upto  
the proposed date of  
commencement of leave  
desired \_\_\_\_\_
9. Complete address of the  
institution where the  
leave is to be availed for  
professional competence \_\_\_\_\_  
\_\_\_\_\_
10. No. and date of letter  
vide which the approval  
granted by the host  
institution (attach copy) \_\_\_\_\_  
\_\_\_\_\_

Signature of the Teacher

## CHAPTER VII

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### THE CONSTITUTION OF GRATUITY OR PROVIDENT FUND OR BOTH FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY UNDER SECTION 37 (e) OF THE ACT

1. In these statutes unless the context otherwise requires: Definitions

(1) **'Family' means :**

(i) in the case of a male subscriber, the wife and children of a subscriber, and the widow, or widows and children of deceased sons of the subscriber.

Provided that if a subscriber proves that his wife has judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Comptroller that she shall continue to be so regarded;

(ii) in the case of a woman subscriber, the husband and children of a subscriber, and the widow or widows and children of deceased sons of the subscriber :

Provided that if a subscriber by notification in writing to the Comptroller expresses her desire to exclude her husband from her family, the husband shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently cancels formally in writing her notification on excluding him.

**Note: 1.** Children means legitimate children.

**Note: 2.** An adopted child shall be considered to be a child when the Comptroller or if any doubt arises, the Vice-Chancellor, after obtaining legal advice, is satisfied, that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child.

**Note: 3.** When a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purpose of

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- these statutes be considered as excluded from the family of the natural father.
- (2) 'The fund' means the Contributory Provident Fund (CPF) of the University.
- (3) 'Pay' means the amount of monthly pay, leave salary including grade pay, NPA, special pay, dearness pay or any other remuneration classified as pay.
- (4) 'Year' means the financial year.
- Constitution of the Fund **2.** The fund shall be established by the University for the benefit of the officers, teachers and other employees transferred from the parent university and subscribing towards the fund.
- Nomination **3.** (1) A subscriber may make a declaration signed by him/her and attested by two witnesses stating the name or names of the persons to whom he/she desires that, in the event of his/her death, the whole or any part of the amount of his/her deposit shall be paid:
- Provided that it, at the time of making the nominations, shall not be in favour of any person or persons other than the members of the family.
- (2) The nomination may be on the form prescribed by the comptroller and can be cancelled/changed in any exigency of changed event subject to proviso under clause 3(1).
- (3) Every nomination made, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.
- Conditions and rates of subscriptions **4.** (1) Employees who were subscribing to the fund, in the parent university, shall, on their transfer to this university, continue to subscribe to the fund each month (referred as subscriber henceforth for these Statutes).
- (2) Such subscription should be deducted every month from the salary of each subscriber by the DDO of the office of the Comptroller of the University and the amount deducted shall be credited to the Fund in the account of the subscriber. The subscriber may subscribe to the Provident Fund at a rate in excess of 10% and for such variation he/she will exercise option once a year. The revised option shall be accepted by the Comptroller. The University's contribution will, however, be restricted to ten per cent only.

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5. At the end of each month, a sum equal to ten per cent of the subscriber's salary shall be contributed to the Fund by the University and subject to the conditions contained in the provisions to these statutes, placed to the credit of subscriber. Contribution by the University

Provided that no employee of the University, found guilty of dishonesty or other gross misconduct, was consequently dismissed from his/her employment or removed from service on account of charges/irregularities of serious nature shall be entitled to the benefit of, or to receive any part of share in any sums at any time contributed by the University to the fund on his/her account or the accumulated interest or profits thereof. Further, the University shall be entitled to recover as the first charge from the amount for the time being at the credit of any employee, a sum equivalent to the amount of any loss or damage at any time sustained by the University by reasons of his/her dishonesty or negligence, but not exceeding in any case the total amount of contributions credited to his/her account by the University and of any interest or increment which has accrued on such contributions.

Provided further that, if the order of dismissal or removal from service is subsequently vacated, the amount so deducted shall, on his/her reinstatement in the service, be replaced at his/her credit in the fund.

6. The rate of interest to be allowed on all sums deposited in the fund shall be such as may be determined from time to time by the Employees Welfare Fund Operation Committee. The amount of such interest shall be placed to the credit of each subscriber yearly. Paise shall be eliminated altogether each time from the amount of interest at the time of calculation of yearly interest payable to the subscriber. The balance, thus, remaining unpaid shall be added to the interest earned in the next year. The net amount of interest shall be calculated at the rate as determined above on the sum total of the previous balance and the present earned interest. Interest
7. The Comptroller shall cause to maintain proper accounts relating to the Fund showing the amount for the time being at the credit of each subscriber and the general state of the Fund. Each subscriber shall be supplied with an annual statement showing the opening balance, Maintenance of accounts

		deposits during the year, withdrawals during the year, interest and closing balance at the credit of the subscriber.
Amount when payable	<b>8.</b>	<p>Subject to the provisions of these Statutes, the amount standing in the Fund to the credit of a subscriber shall become payable on his/her quitting the service of the University or to the nominees in case of death of a subscriber.</p> <p>And that the interest shall be paid on the amount upto the end of twelve months after the month in which the amount becomes payable subject to the proviso that where provident fund is withheld at the instance of the University, interest shall not be denied.</p> <p><b>Note:</b> The provident fund accounts of such University employees who do not claim payments within three years of their becoming due, shall be closed and the amount shall be deposited in the University account as University income. However, such amounts shall be refundable later on when claimed by the subscriber or his/her legal heirs after it is established to the satisfaction of the Vice-Chancellor that there were genuine reasons for delay in claiming the payments.</p>
Withdrawal from fund in case of leave preparatory to retirement	<b>9.</b>	<p>In case of those employees who are going to retire within two years, a subscriber may be permitted non-refundable advance by the Vice-Chancellor or any other Officer whom powers may be delegated in this regard as under:</p> <p>(i) ninety per cent out of own share and</p> <p>(ii) fifty per cent of University share for the purchase or construction, renovation, addition and alterations and repair of house/purchase of plot/purchase of farm land and/or business premises.</p>
Refundable advance from the fund	<b>10.</b>	<p>A temporary advance from the fund may be permitted by the Vice-Chancellor or any other Officer to whom powers may be delegated in this behalf, to the subscriber, subject to the following conditions:</p> <p>(1) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on the following object or objects and not otherwise:</p> <p>(i) to purchase a motor car, utility vehicle, motor cycle, scooter, or a moped;</p>

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- (ii) to pay expenses in connection with the prolonged illness of the applicant or any person dependent on him/her;
  - (iii) to pay for the overseas passage only for reasons of health or education of the applicant or any person dependent on him/her. Advances from the fund may also be granted to a subscriber, subject to the usual conditions to meet the cost of education of himself/herself or of any persons, dependent on him/her in the following types of cases:
    - (a) for education outside India, whether for academic, technical, professional or vocational courses.
    - (b) for any academic/professional/ technical degree, diploma after qualifying Secondary or Senior Secondary School Examination from a recognised Board/ University/institute in India.
  - (iv) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with marriage, funerals, or other ceremonies of persons dependent on him/her provided that the condition of dependent shall not apply in case of ceremony in respect of sons/daughters of the subscribers.

**Note: 1.** Dependent means any of the following relatives of a subscriber to or a depositor in, a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and, where no parent of the subscriber or depositor is alive, his/her grand parent provided that the income of the dependent member is not more than that prescribed by the State Government.

**Note: 2.** Advances under this sub-clause are also permissible for meeting expenditure in connection with marriage or other ceremonies of the subscriber himself /herself.

- (v) to defray the cost of acquiring amenities, for the betterment of living, such as refrigerator, air-cooler, air conditioner, steel/wooden



furniture, etc. and that the advance shall not exceed three months pay or fifty per cent of employee's subscription with interest thereon standing to his/her credit on the date of sanction of the advance, whichever is less.

- (vi) a subscriber shall be eligible for the grant of advance for the purchase of personal computer/ laptop. Amount of the advance shall be limited to seventy five per cent of subscription or actual price of the computer whichever is less subject to the maximum of Rs.30,000/- or as prescribed by the State Govt. from time to time. The amount of advance alongwith interest will be recovered in not more than 75 installments.
- (2) An advance shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund and shall be limited to :
- (i) Seventy five per cent of the subscription to the Fund or actual price of the vehicle whichever is less in case of sub clause (i) of clause 10 (1). However, eligibility for loan will be subject to entitlement of type of vehicle as per University rules from time to time. Provided that :
    - (a) second advance will be admissible only after the subscriber fully repays the first advance alongwith interest, if any.
    - (b) the subscriber will submit agreement of proposed sale or written statement and affidavit of the dealer of authorised company regarding sale of his/her motor car, motor cycle or scooter or moped.
    - (c) if the subscriber has taken a loan and yet his/her requirement is not fulfilled, the amount equivalent to difference between the amount of loan and the actual price of the vehicle or 75% amount of his/her total contribution, whichever is less, may be given to him/her as a refundable advance.
  - (ii) Six months' pay or the amount at the credit of the subscriber in the fund whichever is less in the case of sub clause (ii), (iii) and (iv) of clause 10 (1) of these statutes.

**Note: 1.** In case of emergency due to illness, Vice-Chancellor is authorised to allow advances to any extent of availability of amount (own share) in CPF account of the subscriber.

**Note: 2.** The Vice-Chancellor is further authorised to allow non-refundable advance out of CPF for prolonged illness which involves heavy expenditure and in view of the circumstances regarding inability of subscriber to refund the loan as explained by the employee/family of the employee.

- (3) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted until at least twelve months after the final payment of all previous advances, together with interest thereon, unless the amount already advanced does not exceed two-thirds of the amount admissible under sub-clause (2).

- 11.** (1) An advance shall be recovered from the salary of the subscriber in such number of equal monthly installments as the sanctioning authority may direct but such number shall not be less than 12 unless the subscriber so selects or in any case more than 24 in Clause-10(1) (ii), (iii) and (iv), 120 for car/jeep; 80 for scooter/motor-cycle and 48 for Moped in Clause-10(1) (i). Each installment shall be in whole rupees. A subscriber may at his/her option make repayment in a smaller number of installments than that prescribed.
- (2) Recovery shall not be made, except with the subscriber's consent while on half pay leave or on leave without pay or in receipt of subsistence allowance.
- (3) If more than one advance has been made to a subscriber each advance shall be treated separately for the purpose of recovery.
- (4) The interest shall be paid at the rate applicable at the time of drawl of advance as the University pays interest on similar deposits in the fund on the principal during the period between the drawl and complete repayment of the principal in fixed equated installments in such a manner that the principal and the interest are recovered simultaneously in the installments fixed for refund of the advance. For this purpose, the amount of the interest shall be

Recovery of  
advances

calculated before hand and included in the installments of the principal amount by rounding off to the nearest whole rupee.

**Note:** The interest shall be calculated as per the following formula :

$$\frac{\text{The amount of advance} \times \text{Rate of interest} \times (\text{Number of instalments} + 1)}{2400}$$

- (5) Recoveries made under these Statutes shall be credited as they are made to the account of the subscriber in the Fund.
- (6) A subscriber who has been permitted to withdraw money from the fund, shall satisfy the Head of Department where the employee is working within a period of three months that the money has been utilised for the purpose for which it was withdrawn. However, in case the subscriber fails to produce utilisation certificate within three months and needs further extension for utilisation of advance the case may be sent to the Comptroller for grant of further extension upto three months. Attested or photostat copy of registration document in case the advance is drawn under clause 10(1)(i) is required to be submitted and if he/she fails to do so, the whole sum so withdrawn or the remaining unutilised amount, shall forth-with be repaid and in default of such payment it shall be ordered by the Comptroller to recover from subscriber's emoluments either in lumpsum or in such number of monthly installments as may be determined by him/her.
- (7) When a conveyance purchased with advance drawn out of Contributory Provident Fund is to be disposed of before recovery of the principal together with interest, the subscriber shall seek prior approval from his/her Head of Deptt./ Controlling Officer for such a sale. The outstanding advance together with interest shall be first charged on the sale proceeds of the conveyance and shall be refunded in lumpsum when such a sale is made.
- (8) Proof regarding change of ownership of conveyance shall be provided by the subscriber.

Non-refundable advances **12.**

Non-refundable advances from the funds may be permitted by Vice-Chancellor or any other Officer to

whom power may be delegated in this behalf, to the subscriber as under :

(1) for meeting expenses in respect of marriage of each son or daughter or a deceased son's children.

(i) twelve months pay of the subscriber

OR

(ii) seventy five per cent of the amount of subscription and interest thereon standing to the credit of the subscriber; whichever is less.

(2) For meeting expenses on the following objects so as not to exceed ninety per cent of the amount of subscription and interest thereon and fifty per cent of the University contribution and interest thereon standing to the credit of the subscriber :

(i) building or acquiring a suitable house for his/her residence including the cost of site or repaying any outstanding amount on account of loan expressly taken for this purpose or reconstruction or making additions or alterations or repairs to a house already owned or acquired by a subscriber;

(ii) purchasing a house, site or repaying any outstanding amount on account of loan expressly taken for this purpose;

(iii) for constructing a house on a site purchased utilising the sum withdrawn under sub-clause (ii) above.

**Note: 1.** The amount of withdrawals admissible under this clause can be taken in lots but the ceiling for the aggregate to non-refundable withdrawals taken out of CPF and other 'Loans and advances' Scheme will be the same as under the State Govt. as amended from time to time.

**Note: 2.** Where plot is in the name of husband or wife, only the person owning the plot is entitled to have loan for construction of house on that plot. Where the plot is jointly owned by the husband and wife, both are entitled to have advance for construction of house on that plot subject to the proviso that aggregate of amounts taken by husband and wife out of CPF and 'Loans & Advances' scheme for the plot and

construction of house shall not exceed the limit prescribed by the State Govt.

**Note: 3.** The above advances will, of course, be subject to the other usual conditions including that of utilisation for the purpose applied for.

(3) For meeting expenses in respect of any academic/ professional/ technical degree or diploma after passing Secondary or Senior Secondary School Examination from a recognised Board/University/ Institute in India:

(i) six months pay of the subscriber;

OR

(ii) seventy five per cent of the amount of subscription and interest thereon standing to the credit of the subscriber, whichever is less.

The withdrawals will be permissible once a year and further withdrawals for completion of the same course will be allowed before depositing the next year's dues.

Making of regulations

**13.** The Board may, from time to time, make regulations consistent with these Statutes and with the provisions of the Provident Funds Act, 1925 for any matter relating to the Fund, or its management or the investment of sum at credit of the fund, or the privileges of subscribers not here in expressly provided for, and may add to, vary or cancel any regulations so made.

## CHAPTER VIII

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### PENSION SCHEME FOR EMPLOYEES OF THE UNIVERSITY

1. (1) The liability of Pension shall be borne by the State Government for those who are eligible for the pension as per rules. Extent of Application and Definitions
- (2) These Statutes shall apply:
- (i) only to those employees, transferred from the parent University and were covered under the pension scheme either by exercising an option for pension or because of their joining service from 11-06-1992 to 31-12-2005 or otherwise are eligible for pension as per State Government rules.
  - (ii) rest of the employees, except those who are in the Contributory Provident Fund scheme as per Chapter VII, shall be covered by the “New Defined Contributory Pension Scheme” as per pattern of State Govt. Employees.
- (3) For the employees governed by these Statutes, the provision relating to Contributory Provident Fund in the relevant Statutes shall not be applicable.
- (4) Unless there be something repugnant in the subject or context the terms in these Statutes carry the meaning as under:
- (i) ‘Board of Management’ means the Board of Management of Lala Lajpat Rai University of Veterinary and Animal Sciences;
  - (ii) ‘Competent Authority’ means the authority to whom the powers have been delegated;
  - (iii) ‘Comptroller’ means the Comptroller of Lala Lajpat Rai University of Veterinary and Animal Sciences or any other person exercising the powers of Comptroller for the time being;
  - (iv) ‘Emoluments’ for the purpose of calculating various pensionary benefits other than death-cum-retirement gratuity shall mean pay as defined in rule 6.19(i) of Punjab Civil Services Rules Vol. 2 as amended from time to time as applicable to pensioner/family pensioners under the rule making power of Haryana Govt;
  - (v) ‘Employee’ means the person employed in the service of Lala Lajpat Rai University of Veterinary and Animal Sciences but shall not

include persons employed on contract, part time or daily wage basis;

- (vi) 'Family' for the grant of various pensionary benefits as contained in the Statutes means family as defined in the Punjab CSR Volume II applicable to Haryana Govt. employees as amended from time to time;
  - (vii) 'Pension' except when the term 'Pension' is used in contradiction to gratuity, includes gratuity;
  - (viii) 'Qualifying service' means the service that qualifies for pension under these Statutes. It shall be reckoned in terms of completed half years, provided that the fraction equal to three months and above shall be treated a completed half year;
  - (ix) 'Vice-Chancellor' means the Vice-Chancellor of Lala Lajpat Rai University of Veterinary and Animal Sciences or any other person exercising the powers of Vice-Chancellor for the time being.
- (5) Unless otherwise provided in the statutes an employee's claim to pension will be regulated by the Statutes in force applicable to him/her at the time he/she retires or quits service.
  - (6) All matters pertaining to the grant of pension to the retirees of the University (except those which have been specifically provided for in the Pension Statutes) would be regulated in accordance with the corresponding provisions of Punjab CSR Vol. II as applicable to Haryana Govt. employees as amended from time to time or as modified by the Board of Management consistent with the provisions of the Act or keeping in view the activities/character of the University.
  - (7) The Vice-Chancellor shall be the competent authority to modify or amend the procedure for the proper implementation of the provisions contained in these Statutes.
  - (8) In case of any matter relating to pension not covered under these rules, the provisions of Punjab CSR Vol. II as amended from time to time, and as applicable to Haryana Govt. employees shall apply mutatis mutandis to the employees of the University also.

- (9) Any change (s) in grant of pensionary benefits as made by the Haryana Govt. to its employees from time to time shall be made applicable to the University employees with the approval of the Vice-Chancellor.
2. (1) Classification of Pensions etc. General provisions relating to grant of pension  
Pensions are divided into following classes:
- (i) **Compensation pension:** It is granted to an employee who is discharged from service owing to the abolition of the post held by him/her, when it is not possible to appoint him/her to another post, the conditions of which are deemed by the authority competent to discharge him/her to be at least equal to those of his/her own.
  - (ii) **Invalid Pension:** It is granted to an employee on his/her retirement who by bodily or mental infirmity is permanently incapacitated for service or for the particular branch of it to which it belongs.
  - (iii) **Superannuation Pension:** It is granted to an employee entitled or required by Statutes regarding conditions of service of University employees who retire at a particular age.
  - (iv) **Retiring Pension:** It is granted to an employee who seeks voluntary retirement under the rules.
- (2) Any restriction concerning the withholding, reducing or withdrawing of pension or any part thereof from the pensioner shall be regulated as per corresponding provisions of Punjab CSR Vol. II as applicable to Haryana Govt. employees as amended from time to time.
- (3) Service qualifying for Pension:
- (i) The qualifying service shall be as provided in the corresponding provisions of the Punjab CSR Vol. II applicable to Haryana Govt. employees as amended from time to time;
  - (ii) An employee appointed to a service or post shall be eligible to add to his/her service qualifying for superannuation pension (but not for any other class of pension) the actual period not exceeding one fourth of the length of his/her service or the actual period by which his/



her age at the time of recruitment exceeded 25 years or a period of five years, whichever is less, if the service or post to which he/she is appointed is the one:

- (a) for which post-graduate research or a specialist qualification or experience in scientific, technological or professional field is essential and
- (b) to which candidates of more than 25 years of age are normally recruited.

Provided that this concession shall not be admissible to an employee unless his/her actual qualifying service at the time he/she quits the University service is not less than 10 years.

Service gratuity, death-cum retirement gratuity **3.**

- (1) Service gratuity, Death-cum-Retirement gratuity and pension will be admissible as per the corresponding provisions of Punjab CSR Vol. II applicable to Haryana Govt. employees as amended from time to time.
- (2) An employee eligible for pension shall make a nomination conferring on one or more persons the right to receive any gratuity that may be sanctioned under Clause 3(1) of these Statutes and has not been paid to him/her before his/her death, provided that if at the time of making nomination, the employee has a family, the nomination shall not be in favour of a person or persons other than the members of his/her family.
- (3) The nomination shall be on a form prescribed by the Comptroller and the employee can cancel /change the nomination in the exigency of changed circumstances but will be subject to provisions made in 3(2) above.

Family pension **4.**

- (1) Family pension shall be admissible to the family members of those employees who were in receipt of compensation, invalid, retiring or superannuation pension after retirement or who die while in service after completing minimum period of one year of continuous service holding permanent post on regular basis.
- (2) The definition of family and the amount of family pension shall be as per rules contained in Punjab

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CSR Volume II as applicable to Haryana Govt. employees as amended.

5. (1) The entitlement of the employees to commutation of pension will be as per the corresponding provisions of Punjab CSR Volume II applicable to Haryana Govt. employees, as amended from time to time. Other conditions for commutation of pension will also apply as per rules *ibid*. Commutation of pension
- (2) Notwithstanding anything contained in these Statutes, the commuted portion of superannuation pension shall be restored when the pensioner attains the age of 75 years or as applicable to the State Govt. employees.
6. The rules/procedure for the payment of pension to the University employees shall be as per Annexure to these statutes and the delegation of powers in the matters of sanctioning or withholding pension will be as per Schedule Part 'A' of Chapter XXI. Rules and procedure for payment of pension

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**ANNEXURE TO PENSION STATUTES**

Rules and procedure for the payment of pension to the employees of Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.

1. The following rules shall regulate the payment of Pension and General Provident Fund (GPF) to the employees of Lala Lajpat Rai University of Veterinary and Animal Sciences:
  - (1) These rules will be called the Lala Lajpat Rai University of Veterinary and Animal Sciences Employees Pension and General Provident Fund Rules.
  - (2) These shall apply to the employees transferred from the parent University and eligible for the pension as per State Government rules and subscribing towards GPF.
  
- Maintenance of pension account 2. The account of the pension shall be maintained in the office of the Comptroller. The bank through which the pension is disbursed may also be required to keep accounts as per instructions issued from time to time.
  
- Grant of pension and general provident fund 3. For the purpose of grant of pension and General Provident Fund to the employees, the rules relating to Pension and General Provident Fund, as contained in Punjab Civil Services Rules Vol. II as applicable to the employees of Haryana and as amended, shall apply mutatis mutandis to the employees of the University and for this purpose the terms and expressions not otherwise defined in these rules shall have the same meaning as assigned to them in Punjab Civil Services Rules Vol. I Part 1. For this purpose, for the words 'Government' and 'Government Employees' wherever occurring in these rules *ibid*, the word 'University' and 'University employees' shall be deemed to have been substituted, respectively, and the words 'Accountant General' Haryana, whenever occurring in the aforesaid rules, the words 'Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences' shall be deemed to have been substituted. The instructions issued by the Government of Haryana in this behalf from time to time shall also apply for this purpose.
  
- Preparation of pension case and issue of Pension Payment Order 4. (1) The Head of Department/Office concerned will initiate the pension case well before the actual date of retirement of the employees as prescribed by the State Govt. from time to time. After completing the

service record upto date, the Head of Department/ Office/Controlling Officer will get the prescribed pension form filled in from the employees.

- (2) After completion of pension papers of the employees in the form and manner given in the Punjab Civil Services Rules, Vol. II (with necessary amendments), the same shall be sent to the Comptroller for verification of qualifying service and emoluments and for issue of pension payment order (PPO) duly vetted by the audit.
5. (1) On the basis of PPO issued by the Comptroller, the competent authority of the University shall also issue a copy of PPO to the Bank authorising it to make payment of pension to the pensioner every month regularly till a revised order or instruction is issued by the competent authority. Payment of Pension
- (2) While making payment of pension, the payment authority shall be guided by rule 4.92 of Subsidiary Treasury Rules issued under the Punjab Treasury Rules which shall apply mutatis mutandis to the pensioners of the University.
6. (1) On coming into force of these rules, the amount of employees subscription in his/her CPF account alongwith interest thereon shall be converted into GPF, in the case of employees who opt for pension scheme and shall be governed by the GPF rules and instructions issued by the State Govt. from time to time. General Provident Fund
- (2) The portion representing University's contribution shall be credited to the Pension Fund.
- (3) In case the subscribers to CPF who opt for the pension scheme have drawn non-refundable advance out of University contribution towards CPF, the upto date amount involved will be made good first from his/her own subscription alongwith interest and transferred to the Pension Fund. If there is still any shortfall, he/she will have to refund the same in instalments to be decided by the Comptroller but not later than his/her date of superannuation. The rate of interest to be charged in such cases will be the rate of interest allowed to the subscribers from time to time.

- (4) Subject to the provisions of these rules, the rules contained in Punjab Civil Services Rules Vol. II, as applicable to Haryana Govt. employees, shall apply mutatis mutandis to the employees of the University who opt for pension.

## CHAPTER IX

### GENERAL PROVIDENT FUND RULES FOR THE EMPLOYEES OF THE UNIVERSITY UNDER SECTION 34 OF THE ACT

1. The following statutes regarding General Provident Fund (GPF) for the benefit of the officers, teachers and other employees of the University shall be applicable to those who are eligible for pension, and their services were transferred from the parent university (henceforth referred as 'the subscriber').
2. (1) "Family" for the purpose of GPF Rules means family as defined in rule 13.2 (1) (C) of Punjab CSR Volume II applicable to Haryana Govt. employees as amended from time to time. Definition  
(2) "Pay" means the amount of monthly pay, leave salary including grade pay, special pay, dearness pay, non-practising allowance or any other remuneration classified as pay.
3. Every subscriber shall contribute compulsorily to the GPF at the rate of 10% of his/her salary. He/she may subscribe GPF in excess of 10% but it should not be more than his/her monthly salary. For this purpose, he/she shall exercise option once a year. Such option shall be accepted by the Comptroller. Subscription shall be deducted every month from the salary of each subscriber by the DDO of the Comptroller office who will also credit the same into the GPF account of the subscriber. Conditions and rates of subscription
4. (1) A subscriber may make a declaration signed by him/her and attested by two witnesses stating the name or names of the persons to whom he/she desires that in the event of his/her death, the whole or any part of the amount of his/her deposit shall be paid :  
Provided that if, at the time of making the nominations the subscriber has a family, a nomination shall not be in favour of any person or persons other than the members of his/her family. Nomination  
(2) The nomination may be on the form prescribed by the comptroller and can be cancelled/changed in any exigency of changed event subject to proviso under clause 4 (1).  
(3) Every nomination made, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.
5. The Comptroller shall cause to maintain proper accounts relating to the fund showing the amount for the time Maintenance of accounts

		<p>being at the credit of each subscriber and the general state of the GPF. Each subscriber shall be supplied with an annual statement showing the opening balance, deposits during the year, withdrawals during the year, interest and closing balance at the credit of the subscriber.</p>
Amount when payable	6.	<p>Subject to the provisions of these Statutes, the amount standing in the Fund to the credit of a subscriber shall become payable on his/her quitting the service of the University or to the nominee(s) in case of death of a subscriber.</p> <p>And that the interest shall be paid on the amount upto the end of twelve months after the month in which the amount becomes payable subject to the proviso that where GPF is withheld at the instance of the University, the interest shall not be denied.</p> <p><b>Note:</b> The GPF accounts of such employees who do not claim payments within three years of becoming due, shall be closed and the amount shall be deposited in the University account as University income. However, such amounts shall be refundable later on when claimed by the employee or his/her legal heirs after it is established to the satisfaction of the Vice-Chancellor that there were genuine reasons for delay in claiming the payments.</p>
Withdrawal from fund in case of leave preparatory to retirement	7.	<p>A subscriber going to retire within 2 years may be permitted by Vice-Chancellor or any other Officer authorised; withdrawal upto ninety per cent share out of GPF for the purchase, construction, renovation, addition and alterations and repair of house/purchase of plot/purchase of farm land and/or business premises.</p>
Interest	8.	<p>The rate of interest to be allowed on all sums deposited in the fund shall be such as determined from time to time by the Employees Welfare Fund Operation Committee. The amount of such interest shall be credited to the GPF account of each subscriber.</p>
Refundable advance from the GPF	9.	<p>A temporary advance from the GPF may be permitted by the Vice-Chancellor or any other officer to whom powers may be delegated in this behalf, to the subscriber, subject to the following conditions :</p> <p>(1) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify and that it will be expended on the following object or objects and not otherwise :</p>

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- (i) to purchase a motor car, utility vehicle, motor cycle, scooter or a moped.
  - (ii) to pay expenses in connection with the prolonged illness of the applicant or any person dependent on him/her.
  - (iii) to pay for the overseas passage only for reasons of health or education of the applicant or any person actually dependent on him/her. Advance from the fund may also be granted to a subscriber, subject to the usual conditions to meet the cost of education of himself/herself or any person dependent on him/her in the following type of cases :
    - (a) for education outside India, whether for academic, technical, professional or vocational courses.
    - (b) for any academic/professional/ technical degree or diploma from a recognised Board/ University/Institute in India after qualifying Secondary or Senior Secondary School Examination.
  - (iv) to pay expenses the applicant has to incur in connection with the marriage, funerals, or other ceremonies of persons actually dependent on him/her.

**Note: 1** 'Dependent' means any of the relatives of a subscriber mentioned in the service book namely; a spouse, parent, child, minor brother, unmarried sister and a deceased son's widow and child.

**Note: 2** Advances under the sub-clause are also permissible for meeting the expenditure in connection with the marriage or other ceremonies of the subscriber himself/herself.

- (v) to purchase a personal computer/laptop, amount of the advance shall be limited to seventy five per cent of subscription or actual price of the computer whichever is less subject to the maximum of Rs.30,000/- or as prescribed by the State Govt. from time to time. The amount of advance alongwith interest will be recovered in not more than 100 instalments.
- (vi) to pay the cost of acquiring amenities, for the betterment of living, such as refrigerator, air-



conditioner, steel/wooden furniture etc. subject to the condition that the advance shall not exceed three months pay or fifty per cent of the employee's subscription with interest thereon standing to his credit on the date of sanction of the advance, whichever is less. The advance for this purpose will be given for a maximum number of three times during the entire service of the subscriber.

- (2) An advance shall be limited to:
- (i) seventy five per cent of the subscription to the fund including accrued interest or actual price of the vehicle whichever is less in case of sub clause (i) of clause 9(1). However, eligibility for loan will be subject to entitlement of type of vehicle as per University rules from time to time.

Provided that:

- (a) Second advance will be admissible only after the subscriber fully repays the first advance alongwith interest, if any.
  - (b) The subscriber will submit agreement of proposed sale or written statement and affidavit of the dealer of authorised company regarding sale of his/her motor car, motor-cycle or scooter or moped.
- (ii) six months' pay or the amount at the credit of the subscriber in the fund whichever is less in the case of sub clause (ii), (iii) and (iv) of clause-9(1) of these Statutes.

**Note: 1.** In case of emergency due to illness, the Vice-Chancellor is authorised to allow advances to any extent of availability of amount in the account of the subscriber.

**Note: 2.** The Vice-Chancellor may allow non-refundable advance out of GPF for prolonged illness which involves heavy expenditure and in view of the circumstances regarding inability of the subscriber to refund the loan as explained by the subscriber/family of the subscriber.

- (3) An advance shall not except for special reasons to be recorded in writing by the sanctioning authority, be granted until atleast 12 months after the final payment of all the previous advances, together with interest thereon, unless the amount already

advanced does not exceed two third of the amount admissible under sub-clause (2) above.

10. (1) An advance shall be recovered from the salary of the subscriber in such number of monthly instalments as the sanctioning authority may direct; but such number shall not be less than 12 unless the subscriber so selects, or in any case more than 24. Recovery of advances
- (2) Recovery shall not be made, except with the subscriber's consent while he/she is on half pay leave or leave without pay or in receipt of subsistence allowance.
- (3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.
- (4) The interest shall be paid at the rate applicable at the time of drawal of advance as the principal and the interest are recovered simultaneously in the instalments fixed for the refund of advance. For this purpose, the amount of interest shall be calculated before hand and included in the instalments of the principal amount by rounding off to the nearest whole rupee.

**Note:** The interest shall be calculated as per the following formula :

The amount of advance x Rate of interest x (Number of instalments + 1)

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- (5) Recoveries made under these statutes shall be credited to the account of the subscriber in the GPF.
- (6) A subscriber who has been permitted to withdraw money from the GPF, shall satisfy the Head of Department/Controlling Officer where the employee is working within a period of 3 months that the money has been utilised for the purpose for which it was withdrawn. However, in case the subscriber fails to produce utilisation certificate within 3 months and needs further extension for utilization of the advance, the case may be sent to the Comptroller for grant of further extension upto three months. Attested or photostat copy of the registration document is required to be submitted and if he/she fails to do so, the whole sum so withdrawn or the remaining

unrecovered amount shall forthwith be repayed and in default of such payment it shall be ordered by the sanctioning authority to be recovered from his/her emoluments either in lumpsum or in such number of monthly instalments as may be determined by the Comptroller.

- (7) When a conveyance purchased with the advance drawn out of General Provident Fund is to be disposed of before recovery of the principal together with interest, the subscriber shall seek prior approval from his/her Head of Department/Controlling Officer for such a sale. The outstanding advance together with interest shall be refunded in lumpsum when such a sale is made.
- (8) Proof regarding change of ownership shall be provided by the subscriber.

Non-refundable  
advances from the  
GPF

- 11.** Non-refundable advances from the funds may be permitted by the Vice-Chancellor or any other officer to whom power may be delegated in this behalf, to the subscriber, provided the employee is of more than 45 years of age or has rendered atleast 10 years service in the University as under :
- (1) To meet expenses in respect of marriage of each son or daughter or a deceased son's/daughter's children.
- (i) twelve months pay of subscriber; or
  - (ii) seventy five per cent of the amount of subscription and interest thereon standing to the credit of the subscriber; whichever is less.
- (2) To meet expenses on the following objects so as not to exceed 90% of the employees subscription and interest thereon standing to the credit of the subscriber :
- (i) building or acquiring a suitable house for his/her residence including the cost of site or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstruction, or making additions or alterations or repairs in a house already owned or acquired by a subscriber.
  - (ii) purchasing a site or repaying an outstanding amount on account of loan expressly taken for this purpose.

- (iii) constructing a house on a site purchased by utilising the sum withdrawn under clause (ii).

**Note: 1.** The amount of withdrawals admissible under this clause can be taken in lots but the ceiling for the aggregate to non-refundable withdrawals taken out of GPF and other 'Loans and Advances' scheme will be the same as under the State Govt. as amended from time to time.

**Note: 2.** Where plot is in the name of husband or wife, only the person owning the plot is entitled to have loan for construction of house on that plot. Where the plot is jointly owned by the husband and wife, both are entitled to have advance for construction of house on that plot subject to the proviso that the aggregate of amounts taken by husband and wife out of GPF and 'Loans and Advances' Scheme for the plot and construction of house will be the same as under the State Govt. as amended from time to time.

**Note: 3.** The above advances will of course be subject to the other usual conditions including that of utilization for the purpose for which applied for.

- (3) For meeting expenses in respect of any specialised/ professional/technical degree or diploma after qualifying Secondary or Senior Secondary School Examination from a recognised Board/ University/ Institute in India.
- (i) six months pay of the subscriber; or
  - (ii) seventy five per cent of the amount of subscription and interest thereon standing at the credit of the subscriber whichever is less.

The withdrawals will be permissible once a year and further withdrawals for completion of the same course will be allowed before the commencement of next academic year.

**Note:** In case of teachers acquiring Ph.D. qualifications to fulfil conditions of grant of UGC scales, conditions of 10 year service or more than 45 years of age for eligibility to non-refundable advance will not be applicable.

12. The Board may from time to time make regulations consistent with the Statutes and with the provisions of Making regulations of

GPF Act, 1925 for any matter relating to the GPF or its management or the investment of sums at the credit of the GPF, or the privilege of subscribers not herein expressly provided for, and may add to, vary or cancel any regulations so made.

**Note:** Any change(s)/amendment(s) in the GPF Rules made by the Haryana Govt. for its employees from time to time shall be made applicable to the University employees with the approval of the Vice-Chancellor, subject the condition that the changes are not detrimental to the subscribers' interests already provided in these statutes.

## CHAPTER X

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### **THE INSTITUTION OF THE DEGREE, DIPLOMA, CERTIFICATE AND ACADEMIC DISTINCTION AND THE CONFERMENT OF HONORARY DEGREES UNDER SECTION 37 (f) AND (g) OF THE ACT**

1. (1) The University shall grant the following residential degrees: Grant of Degree
  - (i) Bachelor's Degrees in disciplines of Veterinary Sciences and Animal Husbandry, Dairy Technology, Fishery Sciences and other Allied Sciences.
  - (ii) Master's and Doctor of Philosophy Degrees in various disciplines of Veterinary Sciences, Animal Sciences, Dairy Technology, Fishery Sciences and other Allied Sciences.
  
2. (1) The University may grant the following residential diplomas: Grant of Diplomas
  - (i) Veterinary and Livestock Development Diploma;
  - (ii) Diploma in Dairy Technology;
  - (iii) Diploma in Veterinary Laboratory Technology;
  - (iv) Post-Graduate Diplomas in Veterinary, Animal, Dairy, Poultry, Fishery and Allied Sciences laid down by the Academic Council;
  - (v) Other Diploma and Certificate courses laid down by the Academic Council.
  
3. Proposal, if any, for the conferment of Honorary degrees shall be placed before the committee consisting of the Vice-Chancellor and the Deans of the Colleges including Dean, PGS and, if accepted by the committee, shall be placed before the Academic Council and the Board of Management for approval before submission to the Chancellor for confirmation. Conferment of Honorary Degrees
  
4. (1) All degrees shall be conferred by the University either at a convocation or in absentia or be sent at the home address of students after one year of passing the programme. Convocation

Other Diplomas/Certificates may be conferred/issued by the Head of the constituent unit concerned/ Head of the affiliated College/Institute.

  - (2) Convocation for conferring Degrees shall preferably be held every year on a date to be fixed by the Chancellor. If the Convocation is not held after a

year, the Degrees shall be given by hand or sent by post after one year of the notification of result.

- (3) Honorary degrees, if necessary, shall be conferred by the University at a regular or special convocation.
- (4) The following procedure shall be followed for sending degrees at the home address of the students:
  - (i) the degrees of all the students will be sent at their home address by the Registrar after getting clearance from the Dean concerned;
  - (ii) the fee of the degree which will either be conferred in absentia or sent at their home address who abstain the convocation if held, shall be as prescribed from time to time.
- (5) A scroll will be prepared and got signed from the Chancellor personally and his/her signature seal will be embossed on degrees after taking permission from the Chancellor.

## CHAPTER XI

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### THE INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES AND CONDITIONS FOR THEIR AWARD INCLUDING STIPENDS AND FEE CONCESSION UNDER SECTION 37 (j) AND (t) OF THE ACT

1. The number and value of stipends, scholarships, teaching/ research/extension fellowships, medals and prizes to be awarded annually shall be determined by the Board either on its own initiative or on the recommendations of the Academic Council.
2. The Academic Council shall lay down the conditions for award of the following recognitions and incentives for study and research:
  - (1) stipends for post-graduate studies and research
  - (2) scholarships for under-graduate studies
  - (3) medals and prizes for meritorious academic pursuit and outstanding performance in extra-curricular activities of the University
  - (4) research and teaching fellowship
3. Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various extra-curricular activities and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes and stipends.
4. The Dean of a college, subject to the prescribed conditions, may award scholarships to the eligible students. The Dean shall also have the authority to withdraw the scholarships if and when the student fails to fulfil the prescribed obligations.

The Dean, PGS on the recommendations of the Head of Department concerned and subject to the prescribed conditions/ rules laid down by the Academic Council may award stipends to the eligible post-graduate students. The Dean, PGS shall also have the authority to withdraw the stipends if and when the student fails to fulfil the prescribed obligations.
5. Grant of fee concession to the students admitted under various degree/diploma programmes shall be as per instructions of the State Government as adopted by the University.



- 6.** The Dean of a college, for under-graduate students and Dean, PGS for post-graduate students shall be competent to award fee concession.

## **CHAPTER XII**

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### **THE COURSES OF STUDY TO BE LAID DOWN FOR DEGREE, DIPLOMA, CERTIFICATE OR ACADEMIC DISTINCTION OF THE UNIVERSITY UNDER SECTION 37 (m) OF THE ACT**

- (1) The Academic Council shall lay down courses of study in various disciplines/subjects both for under-graduate and post-graduate programmes and post-graduate diplomas/certificates on its own or on the recommendations of Board of Studies. The Academic Council may institute an academic distinction in any course of study of the University and shall lay down conditions/procedures for the same.
- (2) The authority to alter or abolish a particular course of study, recommended by Board of Studies, shall lie with the Academic Council.
- (3) The details of courses to be offered by the University in various disciplines/subjects shall be published for the information of all concerned.

### CHAPTER XIII

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#### **THE ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE AS SUCH UNDER SECTION 37(I) OF THE ACT**

1. Students shall be admitted each year to various prescribed degrees/diplomas and post-graduate programmes of the University in the following Colleges:
  - (1) College of Veterinary Sciences.
  - (2) Other constituent or affiliated Colleges.
2.
  - (1) The number of students to be admitted for the degree and post-graduate programmes each year in various constituent and affiliated colleges shall be approved by the Academic Council on the recommendations of the Board of Studies.
  - (2) For diploma courses, the number of students to be admitted in various constituent and affiliated colleges shall be approved by the Board of Studies.
3. Applications for admission to various constituent and affiliated colleges shall be received by the Registrar/Dean of the concerned college (for diploma courses only) not later than a prescribed date; and on forms approved for the purpose.
4.
  - (1) Admission requirement to various degrees/ post-graduate diplomas etc., shall be such as laid down by the Academic Council upon recommendation of the Board of Studies concerned.
  - (2) For diploma courses, admission requirement shall be such as laid down by the Board of Studies.
5. The privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the Board of Studies and regular payment of dues to the University.

#### **CHAPTER XIV**

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#### **THE CONDITIONS UNDER WHICH STUDENTS SHALL BE ADMITTED TO THE DEGREE, DIPLOMA, CERTIFICATE OR ACADEMIC DISTINCTION AND MANNER IN WHICH THE EXAMINATIONS ARE TO BE HELD AND THE ELIGIBILITY FOR THE AWARD OF DEGREE, DIPLOMA, CERTIFICATE AND ACADEMIC DISTINCTION UNDER SECTION 37(n) OF THE ACT**

- (1) The conditions under which students shall be admitted to the degree, diploma and certificate shall be such as are laid down by the Academic Council/ Board of Studies as the case may be.
- (2) Detailed procedure of examinations and conditions of eligibility for the award of degree, diploma and certificate in the light of the provisions shall be laid down by the Academic Council/ Board of Studies as the case may be.

## CHAPTER XV

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### **THE ESTABLISHMENT AND THE ABOLITION OF HOSTELS, THE CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND THE LEVY OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY AND THE RECOGNITION AND SUPERVISION OF HOSTELS, NOT MAINTAINED BY THE UNIVERSITY UNDER SECTION 37 (i), (o) AND (p) OF THE ACT**

1. The Board shall, on the recommendation of the Academic Council and the Vice-Chancellor, establish hostels for all the students of the University. No hostel shall be closed without the approval of the Board.
2. Students of the University shall be provided accommodation in the students' hostel maintained by the University depending upon the availability.
3. Applications for accommodation in a hostel maintained by the University shall be submitted to the DSW-cum-EO through Hostel Wardens on such form as may be approved by the Academic Council for the purpose.
4. Regulations for allocation of room space, provision of reasonable comforts and responsibility of the students in the proper upkeep of hostel properties and observance of discipline shall be laid down by the Vice-Chancellor on the recommendations of the DSW-cum-EO.
5. Subject to the prescribed regulations, the DSW-cum-EO shall be the final authority to decide the allocation of room space to individual applicants.
6. Every student residing in a University hostel shall deposit a mess security of amount which may be laid down by the DSW-cum-EO. He/she shall also have to pay hostel fees and other dues at such rates as may be approved by the Vice-Chancellor on the recommendations of the Academic Council.
7. Supervision of the affairs of each hostel shall be entrusted to a teacher(s) designated as Hostel Warden(s) for a prescribed period.
8. A committee of hostel wardens and representative student residents (one from each hostel) shall be set up under the chairmanship of the DSW-cum-EO to ensure satisfactory standards of accommodation. The Committee shall hold a consultative status.
9. (1) The hostels not maintained by the University, will be recognized only after approving the worthiness of these accommodations by the Committee For hostels not maintained by the University

consisting of the following Officers of the University:

- (i) DSW-cum-EO
  - (ii) Deans of the constituent colleges at station
  - (iii) Dean, PGS
  - (iv) Registrar
- (2) The above Committee shall ensure proper ventilated accommodation, hygienic mess, clean bathrooms and toilets, adequate recreational facilities along with availability of electricity and water supply etc from regular as well as alternate sources.
- (3) Any guidelines for the improvement or addition of facilities shall be binding on the management of the institute concerned.

## **CHAPTER XVI**

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### **THE ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF DEPARTMENTS OF THE COLLEGE UNDER SECTION 37 (h) OF THE ACT**

- 1.** Without prejudice to the powers of the Academic Council as defined in sub-section (d) of Section 15 of the Act, the establishment, amalgamation, sub-division, bifurcation, abolition, re-organization or shifting of University departments or part thereof either within the Constituent Colleges or from one Constituent College to other Constituent Colleges or Centres/Institutes, etc. shall be determined by the Academic Council.
- 2.** Action taken under Clause 1 shall be reported by the University to the Board.

## CHAPTER XVII

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### THE FEES TO BE CHARGED BY THE UNIVERSITY UNDER SECTION 37 (r) OF THE ACT

1. The fees shall be classified in the following main categories:
  - (i) admission and re-admission fee;
  - (ii) tuition fee;
  - (iii) library fee;
  - (iv) medical fee;
  - (v) examination fee;
  - (vi) contributions to such educational, social and recreational funds as may be specified; and
  - (vii) any other fee and/or charges prescribed from time to time by the Board of Management on the recommendations of the Academic Council and Finance Committee.
2. The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be approved by the Board upon the recommendations of the Academic Council and the Finance Committee.



## CHAPTER XVIII

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### THE REMUNERATION AND ALLOWANCES, INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO PERSONS EMPLOYED IN THE BUSINESS OF THE UNIVERSITY UNDER SECTION 37(s) OF THE ACT

1. The remuneration and allowances to persons employed in the business of the University shall comprise:
  - (i) prescribed fees to examiners;
  - (ii) prescribed remuneration to persons engaged on supervising the conduct of examinations;
  - (iii) prescribed remuneration to persons specially invited for the business of the University; and
  - (iv) prescribed travelling and daily allowances to be paid to the persons invited for University work and to officers, teachers and other employees of the University.
2. The Board on the recommendation of the Finance Committee shall make regulations on the matters mentioned in clause-1 of these Statutes.

**CHAPTER XIX**

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**THE MAINTENANCE OF A REGISTER OF THE GRADUATES  
UNDER SECTION 37 (k) OF THE ACT**

1. A register shall be maintained by Registrar containing the following details of all passing out Graduates of the University:
  - (a) Serial Number :
  - (b) Name of Student :
  - (c) Admission Number :
  - (d) Permanent Address and Contact number :
  - (e) Photograph of Student :
  - (f) Father's Name :
  - (g) Mother's Name :
  - (h) O.G.P.A. :
  - (i) Degree and Certificate Serial No. :
  - (j) Month/Year of passing out :
  - (k) Date of award of Degree :
    - i) At Convocation : \_\_\_\_\_
    - ii) Sent by post : \_\_\_\_\_
  - (l) Receipt no. of Registry if sent by post : \_\_\_\_\_

## CHAPTER XX

### THE EXERCISE OF FINANCIAL AND ADMINISTRATIVE POWERS BY THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY UNDER SECTION 37(u) OF THE ACT

1. The terms Grade 'A', Grade 'B' and Grade 'C' used in these Statutes shall carry the same meaning as assigned to them in the Statutes relating to the appointment of employees of the University other than officers and teachers. Definition
2. The financial and administrative powers of the officers, teachers & other employees of the University shall be such as are prescribed hereinafter in the Statutes. Financial and Administrative powers
3. The Vice-Chancellor shall have the power: Powers of the Vice-Chancellor
  - (1) To sanction recurring and non-recurring expenditure chargeable to contingencies;
  - (2) To countersign his/her own T. A. Bill, and sanction his/her own medical reimbursement bill, subject to the relevant rules;
  - (3) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;
  - (4) To countersign T. A. bill and sanction on duty beyond jurisdiction of officers of the University;
  - (5) To make rules for:
    - (i) allotment of residential accommodation to the employees of the University on recommendation of House Allotment Committee;
    - (ii) maintenance and operation of vehicles owned by the University;
    - (iii) such other rules and standing instructions considered necessary from time to time for the maintenance and running of the campus.
  - (6) To decide the filing and defence to suits, appeals, revisions, other legal proceedings etc. in the courts of law and to authorise officers, teachers or other employees to sign plaints, written statements, appeals, revisions, writs, reviews and applications etc. to be filed by the University, and do all other things necessary for the prosecution of such court proceedings, including swearing of affidavits and to engage counsels for this purpose on behalf of the University.

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- Powers of the Registrar **4.** The Registrar shall exercise all the powers of a drawing, disbursing and collecting officer in respect of employees under him/her and shall also have the power:
- (1) To countersign T. A. bills and to sanction absence on duty beyond jurisdiction of all the employees working under him/her;
  - (2) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the concurrence of the Comptroller;
  - (3) To execute the filing and defence to suits, appeals, revisions, other legal proceedings etc. in the courts of law and to authorise officers, teachers or other employees to sign plaints, written statements, appeals, revisions, writs, reviews and applications etc. to be filed by the University, sign Vakaltnama and do all other things necessary for the prosecution of such court proceedings, including swearing of affidavits and to engage counsels, after seeking approval of the Vice-Chancellor, for this purpose on behalf of the University, and
  - (4) To delegate the powers mentioned in sub-clause (2) above to grade 'A' or 'B' employees working under the Registrar.
- Powers of the Comptroller **5.** The Comptroller shall exercise all the powers of drawing, disbursing and collecting officer in respect of employees under him/her. The Comptroller shall have the power:
- (1) To countersign T. A. bills and sanction absence on duty beyond jurisdiction of all the employees under him/her;
  - (2) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of Vice-Chancellor;
  - (3) To sign cheques for payment of sanctioned pay and allowances of the officers, teachers and other employees of the University, and other cheques pertaining payments out of University funds;
  - (4) To delegate the powers mentioned in sub-clause (2) and (3) above to grade 'A' or 'B' employees working under the Comptroller.
- Powers of the Deans **6.** The Dean shall exercise all the powers of Drawing and Disbursing Officer in respect of employees under him/her and shall have the powers to:

- (1) Countersign T. A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them;
  - (2) Open and maintain Personal Ledger accounts relating to various funds of the Colleges;
  - (3) Open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the concurrence of the Comptroller;
  - (4) Delegate the powers mentioned in Sub-clause (2) and (3) to teachers and grade 'A' and 'B' employees working under the Dean.
7. The other officers of the University shall, with respect to the employees working under them, exercise the powers of drawing and disbursing officers and shall also have the power:
- Powers of the Officers of the University
- (1) To countersign T. A. bills and sanction absence on duty beyond jurisdiction of faculty and all employees working under them;
  - (2) To open and maintain Personal Ledger accounts relating to various funds;
  - (3) To open and operate necessary accounts on behalf of the University with the approval of the Vice-Chancellor in a Bank approved by the Board of Management ;
  - (4) To delegate the powers mentioned in sub-section (2) and (3) to teachers and grade 'A' or 'B' employees working under an officer.
8. (1) With respect to the staff employed in connection with teaching, research and extension education work, the Head of the Depts. shall exercise the powers of drawing and disbursing officers. They shall have the power to countersign T. A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees working under them.
- Powers of Heads of Departments
- (2) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the concurrence of the Comptroller.

## CHAPTER XXI

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### DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY UNDER SECTION 37(u) OF THE ACT

1. (1) The term grade 'A', grade 'B' and grade 'C' used in Definition this Statutes shall carry the same meaning as assigned to them in the Statute relating to the appointment of employees of the University other than officers and teachers.
  - (2) Class I teachers means teachers in the rank of Associate Professor/equivalent and above.
  - (3) Class-II teachers means teachers of the rank of Assistant Professor and equivalent.
2. The officers, teachers and other employees of University may exercise such administrative powers as are specified in Part 'A' of the Schedule to these Statutes subject to the control of the Vice-Chancellor and the Superior Officer concerned provided that the Vice-Chancellor may in his/her discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modifications as he/she considers necessary.
3. The officers, teachers and other employees of the University may exercise such financial powers as are specified in Part 'B' of the Schedule to these Statutes subject to the control of the Vice-Chancellor and the Superior Officer concerned provided that the Vice-Chancellor may in his/her discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modification as he/she considers necessary and provided further that no expenditure shall be incurred which is not provided for in the budget approved by the Board of Management and that expenditure in excess of the powers specified may be incurred (upto the amount provided for in the budget) with the approval of the sanctioning authority. The cases which require the financial sanction of the Vice-Chancellor will be routed through the Comptroller who will examine them and give his/her recommendations before submission to the Vice-Chancellor.
4. The Vice-Chancellor may delegate to an officer, teacher or any other employee of the University such powers, as he/

she considers necessary, which have been delegated to the Vice-Chancellor by the Statutes.

5. Other officers of the University and HoDs may also delegate to any teacher not below class-II or other employee not below Superintendent or equivalent working under their control, subject to the approval of the Superior Officer, such powers as they consider necessary and as have been delegated to them under the Statutes keeping in view such instructions and guidelines as may be laid down in this behalf by the Vice-Chancellor from time to time.

Provided that delegations of powers to subordinate officials by the officers of the University and HoDs will only to lessen their work and in no case absolve them in their primary responsibility and this will require exercise of test check by them.

**SCHEDULE OF CHAPTER XXI**

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**PART 'A' ADMINISTRATIVE POWERS**

**Statement Showing the Delegation of Administrative Powers to Officers, Teachers and other Employees of the University**

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>Head of the Department (HoD)</b>	<b>Head of the Section (HoS) including outstations</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1.	To make ad- hoc appointment.	Upto six months after following the prescribed procedure. No re-appointment	Nil	Nil	Nil
2.	(i)To permit charge of a post to be made else-where than at Head quarters.	Full powers	Nil	Nil	Nil
	(ii)To assign charge of a post to an employee of the University at HQ and elsewhere.	Full powers	Nil	Nil	Nil
3.	To effect transfer of an employee.	Full powers	(i) Full powers in case of Assoc. Profs. & equivalents and grade 'A' employees within the same station. (ii) Full powers in respect of Class-II teachers and grade B, C and D employees within the same station.	Nil	Nil



Sr. No.	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
4.	To sanction honorarium to the employees.	Full powers	Nil	Nil	Nil
5.	To permit acceptance of fees for outside work.	Full powers	Full powers	Full powers in respect of Class II teachers and grade 'B' and 'C' employees.	Full powers in respect of Class II teachers and grade 'B' and 'C' and 'D' employees
6.	Permission to attend conferences, meetings, seminars, workshops, etc.	Full powers	Up to 24 days (including journey days) in each case in a year and upto 8 days (including journey days) at a time	Up to 24 days (including journey days) in each case in a year and upto 8 days (including journey days) at a time in respect of Class-II teachers and Grade 'B' & 'C' employees	Nil
7.	To declare controlling authority in respect of T.A.	Full powers	Full powers	Full powers	Full powers

Sr. No.	Nature of power	Vice- Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
8.	(a) To fix headquarter of any post within the State	Full Powers	Nil	Nil	Nil
	(b) To transfer any post along with its incumbent or otherwise from one scheme/place to other, subject to the condition that there is no change of discipline/nomenclature and no overall increase in the manpower/budgetary provisions.	Full Powers	Nil	Nil	Nil
9.	(i) To sanction reimbursement of cost of medical treatment to employees and their families	Full powers	Upto Rs. 75,000/- in a financial year in each case including grant of permission on Medical Officer's recommendation for outside treatment	Upto Rs. 2,000/- in a financial year in each case	Nil
	(ii) To sanction reimbursement in relaxation of rules	Full powers	Nil	Nil	Nil

Sr. No.	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
10.	To sanction House Rent Allowance, in addition to normal House Rent Allowance admissible to persons entitled to rent free accommodation, on the rates approved by the Board from time to time.	Full powers	Full powers	Full powers	Full powers
11.	To send employees for training	Full powers upto one year. For the emergent cases involving training period exceeding one year also, Vice-Chancellor shall exercise full powers. However, the decision taken in such cases shall be, later on, reported to the Board of Management for ratification	Full powers upto three months excluding journey days	Full powers upto one month excluding journey days	Nil

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
12.	Stoppage /release of increment	Full powers	Full powers in respect of the posts for which they are the appointing authority	Nil	Nil
13.	To allow purchase/disposal of: (i) immoveable property	Full powers	Upto Rs. five lac after making necessary verification regarding source of income and further verification that the purchaser/seller is neither related to the employee nor has dealings with him.	Nil	Nil
	(ii) moveable property	Full powers	Upto Rs. one lac subject to verification of source of income	Nil	Nil
14.	To accept resignation of employees	Full powers	Full powers in respect of the posts for which they are the appointing authority	Nil	Nil
15.	To censure employees, to order recovery of charges and to suspend	Full powers	Nil	Nil	Nil

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
16.	To allow employees to complete probation or withhold this sanction	Full powers	*	Nil	Nil
17.	To sanction loans from CPF /GPF	Full powers	Full powers with Comptroller's concurrence	Full powers with Comptroller's concurrence	Nil
18.	To give additional charge of a post	Upto six months for Officers, Class-I teachers and Grade 'A' employees. Upto one year for others.	Upto six months for Grade 'B' & 'C' employees	Nil	Nil
19.	Powers to withhold or withdraw a pension or any part of it on account of grave misconduct of the pensioner	Full powers	Nil	Nil	Nil
20.	Powers to count for pension any period spent on training	Full powers	Nil	Nil	Nil

\* Full powers in respect of the posts for which they are the appointing authority and also full powers in respect of the Grade 'B', 'C' and 'D' employees for which they are controlling officers and faculty members upto Associate Professor/equivalent. However, where it is proposed to extend probation of Grade 'B', 'C' and 'D' employees and faculty members then the case should be submitted to the Vice-Chancellor.

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
21.	Powers to sanction pension	Full powers	Full powers to the Comptroller for all employees of the University other than the Officers of the University	Nil	Nil
22.	Powers to sanction family pension, extraordinary pension and disability awards	Full powers	-do-	Nil	Nil
23.	Powers to sanction commutation of pension	Full powers	-do-	Nil	Nil
24.	Powers to permit Officers of the University, teachers and grade 'A' retired employees to take up commercial employment within two years of the retirement.	Full powers	Nil	Nil	Nil

Note:

1. These powers are to be exercised by persons within their own jurisdiction in accordance with clause 2 of Chapter XXI of the Statutes and subject to such restriction as may be imposed by the Vice-Chancellor from time to time hereafter.
2. Vice-Chancellor may delegate any of his powers related to pension or its related issues to the Comptroller subject to such conditions as he may like to impose. The powers so delegated cannot be delegated any further. However, the powers of the Comptroller mentioned above may be delegated by him to his subordinate with the concurrence of the Vice-Chancellor.

**SCHEDULE PART 'B'****Statement Showing the Delegation of Financial Powers to Officers, Teachers and other Employees of the University**

<b>Sr. No</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>Head of the Department (HoD)</b>	<b>Head of the sections (HoS) including outstation</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1.	Purchase of books, periodicals, maps, etc. for official use	Full powers	Rs. 2,00,000/- a year	Rs. 50,000/- a year	Rs. 25,000/- a year
2.	To make local purchase of stationery for office including IT stationery in case of urgency	Full powers	Rs. 1,00,000/- a year	Rs. 50,000/- a year	Rs. 25,000/- a year
3.	To give out printing work to press	Full powers	Rs. 1,50,000/- a year	Rs. 50,000/- a year	Rs. 10,000/- a year
4.	(i) To rent or lease building or lands for University work	Full powers	Nil	Nil	Nil
	(ii) To rent out University residential and official buildings/shops	Full powers	Nil	Nil	Nil
5.	To sanction permanent advance to a subordinate or office	Full powers	Up to Rs. 15,000/-	Up to Rs. 10,000/-	Nil

Sr. No.	Nature of power	Vice- Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
6.	To sanction creation of posts	Full powers subject to approval of the Board and the Govt.	Nil	Nil	Nil
7.	To authorize urgent repairs of University buildings	Full powers	Rs. 1,50,000/- in each case	Rs. 20,000/- in each case	Rs. 10,000/- in each case
8	(i) To sanction purchase of stores and articles of capital nature such as scientific instruments and machinery	Full powers	Rs. 3,00,000/- in each case	Rs. 1,00,000/- in each case	Rs. 50,000/- in each case
	(ii) To sanction purchase of live-stock etc.	Full powers	Rs. 3,00,000/- in each case	Rs. 50,000/- in each case	Nil
9.	To sanction estimates for repair of equipments in University Workshop.	Full powers	Rs. 50,000/- in each case	Rs. 25,000/- in each case	Rs. 5,000/- In each case



<b>Sr. No</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
10.	To sanction purchase of stores required for the manufacture and repair undertaken by the University Workshops	Full powers	Rs. 50,000/- in each case	Rs. 25,000/- in each case	Rs. 5,000/- in each case
11.	To give contract for sale of farm or garden produce or animal products	Full powers	Rs. 50,000/- in each case	Rs. 30,000/- in each case	Rs. 10,000/- in each case
12.	To dispense with earnest or security money when plant and machinery, implements, spares, etc. are supplied and erected by the firms of un-doubted financial standing and repute	Full powers	Nil	Nil	Nil
13.	To sanction purchase and manufacture of the office furniture and necessary estimates thereof	Full powers	Rs.1,50,000/- a year	Rs. 50,000/- a year	Nil
14.	To sanction hiring of furniture	Full powers	Rs. 25,000/- a year	Rs. 10,000/- a year	Rs. 1000/- a year

<b>Sr. No</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
15.	To sanction purchase of computer and computer peripherals and their repair	Full powers	Rs. 1,50,000/- in each case	Rs. 50,000/- in each case	Nil
16.	To sanction refund of revenue	Full powers	Full powers to Comptroller	Nil	Nil
17.	To sanction expenditure on livestock shows, etc. including hiring of tents and shamianas etc.	Full powers	Rs. 50,000/- in each case	Rs. 15,000/- in each case	Rs. 1,000/- in each case
18.	To sanction re-appropriation and transfer of funds from one standard object expenditure of a scheme to another	Full powers	Up to Rs. 20,000/- with the intimation to Comptroller excluding re-appropriation from non-recurring to recurring contingencies and from salary and wages to other heads.	Up to Rs. 10,000/-	Nil

For marking payments of electricity bills, upto any extent from any SOE except salaries & non-recurring contingencies towards electricity subject to budget provision

<b>Sr. No</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
19.	To sanction payment of wharfage/demurrage charges	Full powers	Rs. 5,000/- in each case	Rs. 1,500/- in each case	Nil
20.	To sanction expenditure in connection with civil suits instituted with the sanction of the Vice-Chancellor	Full powers	Rs. 15,000/- in each case	Rs. 7500/- in each case	Nil
21.	To sanction expenditure on book binding (including other binding work)	Full powers	Rs. 10,000/- in each case	Rs. 3,000/- in each case	Rs. 500/- in each case
22.	To sanction purchase of bicycles for the use of their own offices as well as for the subordinate offices	Full powers	Full powers as per norms	Full powers as per norms	Nil
23.	To sanction supply of liveries, summer and winter clothing to employees of the University and to renew the same at University expenses before prescribed period.	Full powers	Full powers as per norms	Full powers as per norms	Nil

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
24.	To sanction expenditure on prizes and awards	Full powers	Full powers as per norms	Full powers as per norms	Nil
25.	To sanction scholarship, stipends & fee concession in the College	Full powers	Full powers as per rules	Nil	Nil
26.	To reduce/ remit late fee, fines imposed on students and others	Full powers	Full powers as per rules	Nil	Nil
27.	To sanction employment of skilled or unskilled labour on daily and monthly wages	Full powers	Nil	Nil	Nil
28.	To fix limits of security deposits by university employees and to provide methods of recovery thereof	Full powers	Full powers in consultation with Comptroller	Nil	Nil
29.	To fix rates for various services and supplies. To fix sales rates of agricultural, dairy, poultry and fishery products. Nursery plants, microbial/bacterial culture, agricultural tools, implements, machinery and their several parts etc.	Full powers	Full powers subject to the concurrence of Comptroller provided the rates fixed are not less than prevailing wholesale rates.		

<b>Sr. No</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
30.	To fix rates of commission payable to commission agents etc. on sale of agricultural produce etc.	Full powers	Full powers	Nil	Nil
31.	To lay down scales for the issue of concentrates, fodder etc for feeding livestock	Full powers	Full powers	Nil	Nil
32.	To sanction sale of animal and agri produce/products at Govt. rates or at market rates where Govt. rates are not available	Full powers	Full powers	Nil	Nil
33.	To fix rates of depreciation in respect of articles of stores, livestock, etc.	Full powers	Nil	Nil	Nil

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
34.	To approve mortality in young and mature livestock, Poultry and plants etc.	Full powers	Full powers	Up to 25% of total stock	Nil
35.	To sanction expenditure on: (i) service postage stamps	Full power	Full powers	Full powers	Full powers
	(ii) ordinary postage stamps (foreign postage)	Full powers	Upto Rs. 15,000/- a year	Upto Rs. 5,000/- a year	Upto Rs. 1,000/- a year
36.	To write off losses of machinery, implements, animal products, agricultural products, nursery plants, fruit trees, FYM compost, miscellaneous articles, etc. which deteriorate to become surplus or unserviceable to the extent that those must be sold or written off.	Full powers	Upto the value of Rs. 15,000/- in each case	Upto the value of Rs. 5,000/- in each case	Upto the value of Rs. 500/- in each case

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
37.	To write off losses of stores due to unusual occurrences, e.g. dryge (also in plant and grafts), damage by weevils, rats, white ants, rains, fire etc. and irrecoverable dues of stores where recovery is not practicable	Full powers	Upto 1% of total stock subject to annual limit of Rs. 15,000/-	Upto 1% of total stock subject to annual limit of Rs. 10,000/-	Upto 1% of total stock subject to annual limit of Rs. 5,000/-
38.	To write off value of losses due to petty thefts, weightments and in transit	Full powers	1% of the total stock subject to a limit of Rs. 15,000/-	1% of the total stock subject to a limit of Rs. 10,000/-	1% of the total stock subject to a limit of Rs. 5,000/-
39.	To sell at a reduce rate surplus stock of animal and agricultural products/produce( seed, plants and grafts etc.)	Full powers	Nil	Nil	Nil

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
40.	To declare animals, agricultural produce, animal products machinery implements, nursery plants, fruit trees, FYM compost, articles of stores or stock and other misc. articles as surplus or unserviceable and to sanction disposal of the same as per procedure prescribed.	Full powers	Full powers for agri. produce and for other items upto book value of Rs. 50,000/- in each transaction	Full powers for agri. produce and for other items upto the book value of Rs. 30,000/-	Full powers for agri. produce and for other items upto the book value of Rs. 5,000/-
41.	To sanction write off books, periodicals and maps lost or rendered unserviceable	Full powers	Upto Rs. 10,000/- a year	Upto Rs. 2,500/- a year.	Nil
42.	To write off losses of irrecoverable public money lost by fraud or negligence: Provided that the loss does not disclose a defect of the prescribed system or procedure requiring amendment.	Full powers	Upto Rs. 5,000/- in each case	Up to Rs. 2,000/- in each case under intimation to the Officer concerned.	Nil



<b>Sr. No</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
43.	To write off losses in livestock through death, destruction, permanent disabilities etc.	Full powers	Up to Rs. 10,000/- in each case subject to a maximum of Rs. 50,000/- in a year	Upto Rs. 5,000/- in each case subject to a maximum of Rs. 25,000/- in a year	Upto Rs. 1,000/- in each case subject to a maximum of Rs. 5,000/- in a year
44.	To sanction expenditure on entertainments, functions, etc.	Full powers	Upto Rs. 5,000/- in each case with annual limit of Rs. 15,000/-	Upto Rs. 1,000/- in each case with annual limit of Rs. 5,000/-	Upto Rs. 100/- in each case with annual limit of Rs. 800/-
45.	To sanction contingent expenditure not otherwise provided for in these delegation orders.	Full powers	Upto Rs. 3,00,000/- at a time	Upto Rs. 1,00,000/- at a time	Upto Rs. 50,000/- at a time
46.	To sanction printing of technical reports	Full powers	Upto Rs. 5,000/- at a time	Up to Rs. 3,000/- at a time	Nil

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
47.	To waive off discrepancies relating to stores received short or found damaged in respect of consignments received in an unopened and outwardly good condition.	Full powers	Rs. 1,000/- in each case	Rs. 500/- in each case	Nil
48.	To sanction the waiving in half or whole of recoveries or charges pointed out by Audit or otherwise.	Full powers	Upto Rs. 1,000/-	Nil	Nil
49.	To grant compensation to employees under workmen compensation Act	Full powers	Nil	Nil	Nil

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
50.	To sanction the payment of service tax, income tax, municipal tax and other local taxes	Full power	Upto Rs. 5.00 lac in each case subject to availability of the budget Full powers to the Comptroller. Delayed cases would be submitted to the Vice-Chancellor	Nil	Nil

**Note :** These powers are to be exercised by the persons within their own jurisdiction in accordance with Clause 3 of chapter XXI of the Statutes, subject to budget provision and procedure approved for purchase, sale etc. The delegation will also be subject to restrictions imposed by the Vice-Chancellor from time to time, hereafter.

HoS shall also function as Drawing and Disbursing Officer.

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**THE EMPLOYEES' CONDUCT RULES UNDER SECTION  
37(u) OF THE ACT**

1. (1) These rules may be called as LUVAS Employees' Conduct Rules. Short title, and application
- (2) They shall apply to all employees of the University.  
Provided that nothing in these rules shall apply to employees on foreign service, with the University.
2. In these rules unless the context otherwise requires: Definition
  - (1) 'Act' means the Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010 as amended from time to time.
  - (2) 'The University' means the Lala Lajpat Rai University of Veterinary and Animal Sciences.
  - (3) 'University Employee' means any person appointed (or stand transferred as per the Act) to any University Service or post in connection with the affairs of the University.

**Explanation:**

An employee whose services are placed at the disposal of a State Govt., Central Government, Company, Corporation, Institute or Local Authority, by the University, shall for the purposes of these rules, be deemed to be a University employee serving under the University notwithstanding the fact that his/her salary is drawn from sources other than that of the University.

- (4) "Member of family" in relation of a University employee includes:
  - (i) the wife or the husband, as the case may be, of the employee, whether residing with the University employee or not but does not include a wife or husband, as the case may be, separated from the University employee by a decree or order of a competent court;
  - (ii) son or daughter or step son or step daughter of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the University employee or of whose custody he/she has been deprived by or under any law;
  - (iii) Any other person related, whether by blood or marriage, to the employee or to his/her spouse

and wholly dependent on him/her.

- General Conduct 3. (1) Every employee shall at all times:
- (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of a University employee.
- (2) (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and authority.
- (ii) No employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgement, except what he/she is acting under the direction of his/her official superior.
- (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable the official superior shall confirm it in writing immediately thereafter.
- (iv) The employee, who has received oral direction from his/her official superior, shall seek confirmation of the same in writing as early as possible where upon it shall be the duty of the official superior to confirm the direction in writing.

**Explanation :**

Nothing in clause (ii) of sub-rule (2) shall be construed as empowering an employee to evade his/her responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

- Prohibition of sexual harassment of working women 4. (1) No employee shall indulge in any act of sexual harassment of any woman at work place.
- (2) Every employee, who is incharge of a workplace, shall take appropriate steps to prevent sexual harassment to any woman at workplace.

**Explanation:** For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:

- (i) physical contact and advances;
- (ii) demand or request for sexual favours;
- (iii) making any sexually coloured remarks;
- (iv) showing any pornographic material; and
- (v) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

**Note:** Further details, if any, required for implementation of this rule, the Code of Conduct for Workplace for Women framed by National Commission for Women, will be referred to.

5. (1) No employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any University office or in any private undertaking or firm having dealing with the University. Employment of near relatives
- (2) No Officer of the University or Head of the Dept. shall except with the previous sanction of the Vice-Chancellor permit his/her son, daughter or other dependent to accept employment in any private undertaking with which he/she has official dealings or in any other undertaking having official dealings with the University;  
 Provided that where the acceptance of the employment cannot await prior permission of the Vice-Chancellor or is otherwise considered urgent, the matter shall be reported to the Vice-Chancellor at the earliest i.e., within three months and employment may be accepted provisionally, subject to the permission of the Vice-Chancellor.
- (3) An employee shall, as soon as he/she becomes aware of the acceptance by a member of his/her family of an employment in any private undertaking, intimate such acceptance to the prescribed authority and shall also intimate whether he/she has or had any official dealings with that undertaking.
- (4) No University employee, shall in the discharge of his/her duties, deal with any matter or give or sanction any contract to any firm or undertaking or any other person, if any member of his/her family, is employed in that firm or undertaking or under that

person or if he/she or any member of his/her family is interested in such matter or contract in any other manner and the University employee shall refer every such matter or contract to his/her official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

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|---------------------------------------|-----------|--|
| Membership of outside bodies          | <b>6.</b> | No employee shall attend meetings as Member of any outside body with which the University is not directly concerned except with the permission of the Vice-Chancellor.   |
| Applying for outside job              | <b>7.</b> | No employee shall apply for/accept invitation for posts/scholarships/fellowships etc. outside the University except through proper channel.  |
| Taking part in politics and elections | <b>8.</b> | <p>(1) No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid or assist in any other manner, any political movement or activity.</p> <p>(2) It shall be the duty of every employee to endeavour to prevent any member of his/her family from taking part, in subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be subversive of the Government as by law established and where he/she is unable to prevent a member of his/her family from taking part in or subscribing in aid of or assisting in any other manner any such movement or activity, he/she shall make a report to that effect to the Vice-Chancellor.</p> <p>(3) If any question arises whether a party is a political party or whether any other organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2) above, the decision of the Vice-Chancellor thereon shall be final.</p> <p>(4) No employee shall canvass or otherwise interfere with, or use his/her influence in connection with or take part, in an election to any legislature or local authority.</p> <p>(5) No employee while in service, shall stand as candidate or contest either as an independent candidate or a candidate of any political party or organization, election to the Parliament or the State Legislatures including any local authority.</p> |

Provided that:

- (i) the employee qualified to vote at such election may exercise his/her right to vote, but where he / she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted;
- (ii) he/she shall not be deemed to have contravened by reason only that he/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

**Explanation:**

The display of any electoral symbol on his/her person, vehicle or residence shall amount to using his/her influence with an election within the meaning of this sub-rule.

- 9. No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. Joining of Associations by the employee
- 10. No employee shall; Demonstrations and strikes
  - (1) engage himself/herself or participate in any demonstration, which is prejudicial to the interests of the sovereignty of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
  - (2) resort to or in any way, abet any form of strike/ demonstration in connection with any matter pertaining to his/her service or the service of any other employee, or pertaining to the interests of the students of the University.
- 11. (1) No employee shall, except with the prior sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management, of any newspaper, or other periodical publications. Connection with press or radio
- (2) No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, or in the bonafide discharge of his/her duties, participate in a radio broadcast or any other electronic media or contribute any article or write any letter either in his/ her own name or anonymously, pseudonymously or



- in the name of any other person to any newspaper or periodical.
- Provided that no such sanction shall be required if such broad-cast or such contribution is of a purely literary, artistic or scientific character.
- Provided further that the Vice-Chancellor or the prescribed authority may withdraw at any time the sanction so granted, if there are reasons to believe that the sanction is being misutilised, after affording reasonable opportunity of being heard.
- Criticism of the University or Government
- 12.** No employee shall, in any radio broadcast or any other electronic media or in any document published in his /her own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion:
- (i) which has the effect of any adverse criticism of any current/recent policy or action of the University, Govt. of India, Govt. of Haryana or any other educational body such as the I.C.A.R., U.G.C., C.S.I.R., V.C.I., etc.
  - (ii) which is capable of embarrassing the relations between the University and Govt. of Haryana or Govt. of India or the Government of any foreign State.
- Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in his/her official capacity in the due performance of the duties assigned to him/her.
- Evidence before committee or any other authority
- 13.** (1) No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule 13 (1) above, no employee giving such evidence shall criticise the policy or any action of the University, Government of India, Government of Haryana or any other State Government or any educational body such as ICAR, UGC, CSIR, VCI etc.
- (3) Nothing in this rule shall apply to:
- (i) evidence given at any enquiry before an authority appointed by the Govt., Parliament or a State Legislature; or
  - (ii) evidence given in any judicial enquiry; or
  - (iii) evidence given in any departmental enquiry

ordered by Authorities of the University or any other competent authority.

14. No employee shall except, in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or information to any employee or any other person to whom he/she is not authorised to communicate such document or information. Un-authorised communication of information

**Explanation:**

Quotation by an employee (in his/her representation to the Head of Office or Head of Department or an Officer of the University or the Vice-Chancellor) from the letter, circular, office memorandum or from the notes of any file to which he/she is not authorised to have access or which he/she is not authorised to keep in his/her personal custody or for personal purposes, shall amount to un-authorised communication of information within the meaning of this rule. However, information disclosed under RTI Act-2005 shall not be covered under this rule.

15. No employee shall, except with the prior sanction of the Vice-Chancellor or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever. Subscription
16. (1) No employee shall accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift. Gift

**Explanation:**

The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University.

**Note:** A casual meal, gift or other social hospitality shall not be deemed to be a gift.

- (2) On occasions, such as weddings, anniversaries, funerals or religious functions, when making of gifts is in conformity with prevailing religious or social practice, the employee may accept gifts from his near relative and friends.

- (3) In any other case, the employee shall not accept any gift without the sanction of the Vice-Chancellor or the authority prescribed, if the value thereof exceeds:
- (i) Rs.2,000/- in the case of an Officer of the University and employee holding any Class-I, Class-II or Grade-A post; and
  - (ii) Rs. 500/- in the case of other employee.
- Prohibition of dowry 17. No University employee shall;
- (i) give or take or abet the giving or taking of dowry; or
  - (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.
- Explanation:**  
For the purpose of this rule, 'dowry' has the same meaning as the Dowry Prohibition Act, 1961 (28 of 1961) as amended and applicable to the State of Haryana.
- P u b l i c  
D e m o n s t r a t i o n  
i n h o n o u r o f  
U n i v e r s i t y  
e m p l o y e e 18. No employee shall, except with the prior sanction of the Vice-Chancellor or the authority prescribed, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his/her honour or in the honour of any other University employee,
- Provided that nothing in this rule shall apply to :
- (i) a farewell entertainment of a substantially private and informal character held in honour of a University employee on his/her retirement or transfer of any person, who has recently quit the service of the University;
  - (ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.
- Note:** Exercise of pressure or influence of any sort on any employee to induce him/her to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from grade-B, C or D employees under any circumstances for the entertainment of any employee not belonging to, grade-B or grade-C, is forbidden.
- Private trade or employment: 19. (1) (i) No employee shall, except with the prior sanction of the Vice-Chancellor or the authority prescribed, engage himself/herself in any trade

or business of his/her own, or in partnership with any member(s) of his/her family, any other blood relation (dependant or otherwise) or anybody else. He/she shall neither physically participate in any such business or transaction or conduct such trade or business on any premises on behalf of himself/herself, any member of his/her family or any blood relation or anyone else, nor promote or be instrumental in promoting in any way such trade/business/transaction;

- (ii) No employee shall, except with the prior sanction of the Vice-Chancellor or the authority prescribed, undertake any private work of skilled, unskilled, technical, operational, clerical or supervisory nature for hire or reward either as full time or part time;
- (iii) Each employee shall submit in his/her annual property return a certificate to the effect mentioned at (i) and (ii) above.
- (iv) The employee shall also submit in his/her annual property return the details of his/her family members, dependant or otherwise, on him/her. Such employee shall also separately mention in such property returns any description about any of his/her family members, dependant on him/her hitherto and who have now become independent and any business/trade/transaction/activity practiced by them independently.

Provided that a University employee may, without sanction undertake honorary work of a special charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that:

- (a) he/she shall within a period of one month of his/her undertaking any such work, report to the Vice-Chancellor giving full details;
- (b) his/her official duties do not thereby suffer;
- (c) he/she shall discontinue any such work, if so directed by the Vice-Chancellor or by the authority prescribed.

Provided further that, if the undertaking of any such work involves holding of an elective office, he/she shall not seek election to any such office without the previous sanction of the Vice-Chancellor.

**Explanation:**

Convassing by a University employee:

1. in support of the business of insurance agency, commission agency etc. owned or managed by his/her spouse, any other member of his/her family; or
  2. for a candidate for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.
- (2) Every employee shall report within one month to the Vice-Chancellor or the appointing authority, if any member of his/her family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) No employee shall, without the prior sanction of the Vice-Chancellor or the prescribed authority except in the discharge of his/her official duties, take part in registration, promotion or management of any Bank or other company which is required to be registered under the Companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes;

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of employees or of a literary scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force, subject to the condition that :

- (i) he/she shall, within a period of one month of his/her taking part in such activity, report to the Vice-Chancellor giving full details;
- (ii) his/her official duties do not thereby suffer;
- (iii) he/she shall discontinue taking part in any such activity if so directed by the Vice-Chancellor or the prescribed authority.

Provided further that if taking part in any such activity involves holding of an elective office, he/she shall not seek election to any such office without the prior sanction of the Vice-Chancellor.

**Explanation: (1)**

A 'Co-operative Society' means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or

any other law relating to co-operative societies for the time being in force in any State.

**Explanation: (2)**

Convassing for a candidate for an elective office, referred to in the second proviso, shall be deemed to be breach of this sub-rule.

- (4) No employee shall accept any fee for any work done by him/her for any public body or any private person without the sanction of the prescribed authority as per Statutes.

20. (1) No employee shall speculate in any stock, share or other investment.

Investment,  
lending and  
borrowing

**Explanation:**

Frequent purchase or sale, or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- (2) No employee shall make, or permit any member of his/her family or any person acting on his/her behalf to make any investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
- (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Vice-Chancellor or the authority prescribed therein shall be final.
- (4) No employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself/herself or through any member of his/her family or any other person acting on his/her behalf,
- (i) lend or borrow money as principal or agent, to or from any person within the local limits of his/her authority or with whom he/she is likely to have official dealings, or otherwise place himself/herself under any pecuniary obligation to such person, or
- (ii) lend money to any person at interest or in a manner whereby return of money or in kind is charged or paid:

Provided that an employee may, give to, or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his/her private employee.

Provided further that a University employee may, with the prior sanction of the Vice-Chancellor, enter into any transaction referred to in sub-Clause (a) or (b).

- (5) When an employee is appointed or transferred to a post of such nature as would involve him/her in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he/she shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

Insolvency and  
habitual  
indebtedness

21. The employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee, against whom any legal proceeding is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent, shall forthwith report the full facts of the legal proceedings to the Vice-Chancellor or the authority prescribed.

**Note:** The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen, or over which he/she had no control and had not proceeded from extravagant or dissipated habits, shall be upon the concerned employee.

Acquisition  
and disposal of  
property

22. (1) No employee shall, except with the prior knowledge of the Vice-Chancellor or other Officers/Head of Dept./Section of the University who have been delegated these powers, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his/her own name or in the name of any other member of his/her family.

**Note:** The above rule applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the employee concerned.

- (2) The Board of Management may, at any time, by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him/her or by any member of his/her family, as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.

23. (1) No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act, which has been the subject matter of adverse criticism or an attack of a defamatory character. Vindication of acts and character of employees
- (2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act done by him/her in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.
24. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interest in respect of matter pertaining to his/her service under the University. Convassing of non official or other influence
25. (1) No employee, who has a wife/husband living, shall contract another marriage without first obtaining the permission of the Vice-Chancellor notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him/her. B i g a m o u s marriages
- (2) No female employee shall marry any person who has an alive wife, without obtaining the prior permission of the Vice-Chancellor
26. Every employee shall: Consumption of intoxicating drinks and drugs
- (1) Strictly abide by any law relating to intoxicating drinks or drugs in force in the area in which he/she may happen to be for the time being;
- (2) Take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drinks and drugs;
- (3) Neither take any intoxicating drinks, nor appear in state of intoxication in a public place;
- (4) Not use any intoxicating drinks or drugs to excess; and
- (5) Not be present on duty in a state of intoxication.
27. No employee shall employ any child below the age of 14 years as domestic help. Employment of children



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- 28.** Every employee shall perform his/her duties diligently and with devotion. He/she is a whole time employee of the University. His/her failure to perform the assigned task including failure to prepare himself/herself for lecture and practical, assessment, guidance, invigilations etc., shall constitute improper conduct.
- 29.** Every employee shall be strictly impartial in his/her official work. Any act of partiality in his/her official dealings including such matters as biased assessment of students, deliberately over-marking/ under-marking of answer books or other attempts of favouritism etc., will be considered as acts of improper conduct.
- 30.** No employee will directly or indirectly incite or attempt to incite other employees or students against administration or against another section of employees or other students or against the State/Central Government.
- 31.** No employee shall raise questions of caste, creed, regionalism, religion, race or sex in his/her relationship with the colleagues and try to use these considerations for improvement of his/her prospects.
- 32.** Refusal on the part of any employee to carry out the decision of appropriate administrative and academic bodies and/or superior functionaries of the University shall be deemed as an act of improper conduct.
- 33.** It shall be the duty of every employee to promote academic atmosphere in the University and to do all such things and acts as may be conducive to the furtherance of this objective.
- 34.** No employee shall try to bring pressure on the University administration through any unlawful/unrecognized association/body of persons. He/she shall represent his/her grievances, if any, to the appropriate authority through proper channel.
- Interpretation **35.** If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor, whose decision thereon shall be final.
- Delegation of powers **36.** The Vice-Chancellor may, by general or special orders, direct that any power exercisable by him/her or any other Officer of the University or Head of Department under these rules, (except the powers under rule 35) shall subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or other employee as may be specified in the order.

## CHAPTER XXIII

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### CAREER ADVANCEMENT SCHEME FOR THE TEACHERS

1. These statutes will be called as Career Advancement Scheme for teachers and will be applicable w.e.f. 06-01-2012.
2. These statutes shall apply for advancement of career of: Applicability
  - (1) Assistant Professors/equivalents (Stage-I) as Assistant Professors/equivalents (Stage-II).
  - (2) Assistant Professors/equivalents (Stage-II) as Assistant Professors/equivalents (Stage- III).
  - (3) Assistant Professors/equivalents (Stage-III) as Associate Professors/equivalents (Stage- IV).
  - (4) Associate Professors/equivalents (Stage-IV) as Professors/equivalents (Stage-V).
  - (5) Ten per cent of Professors/equivalents (Stage- V) with 10 years service as Professor/equivalent as Senior Professors/ equivalents in Higher Academic Grade Pay (AGP) of Rs.12000/- (Stage-VI).
3. (1) The advancement of a teacher to the next higher position will be made on the basis of assessment/ screening of his/her performance through the prescribed procedure. The post of Associate Professor/equivalent, Professor/equivalent and Senior Professor/equivalent to which the career advancement is made shall be temporary addition to the cadre of Associate Professor, Professor or Senior Professor as the case may be. General
- (2) When a teacher allowed career advancement leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before the career advancement in the manner prescribed in the Statutes regarding 'Classification, Filling up of Vacancies, Manner of Appointment, Powers and Duties of Teachers of the University'.
- (3) A teacher will be allowed career advancement only if he/she is found suitable by the assessment/ screening committee.
- (4) All other teaching positions falling vacant in the University and all new posts created as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down

in the Statutes regarding 'Classification, Filling up of Vacancies, Manner of Appointment, Powers, Duties of the Teachers of the University'.

- (5) There will be no higher or lower limit on the number of percentage of teachers allowed career advancement except in the case of Professors/ equivalents to be granted higher AGP of Rs.12000/- as Senior Professors/equivalents which will be limited to ten per cent of the Professors/equivalent positions in the University.

Eligibility

4. (1) Eligibility of career advancement of Assistant Professors/equivalents (Stage-I) as Assistant Professors/equivalents (Stage-II) in the pay band of Rs.15600-39100 with AGP Rs.7000, Assistant Professors/ equivalents (Stage-II) as Assistant Professors/equivalents (Stage-III) in the pay band of Rs.15600-39100 with AGP Rs.8000, Assistant Professors/ equivalents (Stage-III) as Associate Professors/equivalents (Stage-IV) in the pay band of Rs.37400-67000 with AGP Rs.9000 and Associate Professors/equivalents (Stage-IV) as Professors/ equivalent (Stage-V) in the pay band of Rs.37400-67000 with AGP of Rs.10000 shall be as per policy prescribed. Professors/equivalents (Stage-V) with 10 years service as Professor/equivalent shall be eligible as Senior Professors/equivalents in the higher AGP of Rs.12000 (Stage-VI) as and when approved by State Government and adopted by the University.
- (2) Subject to fulfilment of conditions as laid down in the career advancement policy, the advancement will be made by the Vice-Chancellor up to Stage-III and further he/she will do it with the approval of the Board (from State-IV to stage VI) provided that:
- (i) the qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various positions will not be relaxed except as provided in these Statutes.
  - (ii) the teacher shall perform such duties after his/ her Career Advancement as assigned by the competent authority.

Procedures

5. A teacher will be eligible to apply in the format prescribed in the policy for career advancement after putting in the required number of years of service in a

particular stage. However, the career advancement will be allowed after analyzing merits and credentials of the teacher based on weightage given to the performance of the teacher in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology; good appraisal report and participation in required orientation/refresher courses of the prescribed days.

Provided that for computing the specified periods for career advancement, the following period(s) shall be included:

- (1) All periods of regular appointments.
- (2) Deputation with GOI/State Govt./any Govt./Semi-Govt. organisation within or outside India at an equal or higher position, provided that deputation liabilities i.e. leave salary and PF/ pension contribution etc. for the entire period of deputation are duly received in the University.
- (3) Period spent on trainings/fellowships/scholarships or any other academic pursuit on study leave/leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

**Note:** Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories/ Institute of repute (irrespective of nature of management of Institution -Private/Local body/ Government) or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc. funded by State/Central Government, should be counted for advancement of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature as the case may be provided that:

- (i) The post was in an equivalent pay band and grade pay as the post of an Assistant Professor/equivalent, Associate Professor/equivalent and Professor/equivalent. The person employed in

Private Institute/College/Laboratory must have been drawing total emoluments not less than as admissible to the teacher of corresponding rank in the University. The equivalence of service/status/experience of such a person should be subject to satisfaction of the Vice-Chancellor.

- (ii) The qualifications for the post were not lower than the qualifications prescribed by the University for the post of Assistant Professor /equivalent, Associate Professor/ equivalent and Professor/ equivalent as the case may be.
  - (iii) The candidates who apply for direct recruitment had applied through proper channel.
  - (iv) The concerned Assistant Professor/equivalent, Associate Professor /equivalent and Professor/ equivalent possessed the minimum qualifications prescribed by the University for appointment as Assistant Professor/equivalent, Associate Professor/equivalent and Professor/equivalent.
  - (v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Govt./Central Government/ Institution's regulations.
  - (vi) The previous appointment was not as a guest lecturer for any duration, or an ad hoc in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
    - (a) the period of service was of more than one year duration;
    - (b) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
    - (c) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.
6. (1) For speedy disposal, cases of teachers who fulfil the criteria as per policy approved by the Board, are placed in two parts:
- (i) where the advancement of a teacher falls due between 1<sup>st</sup> January to 30<sup>th</sup> June; and

- (ii) where the advancement of a teacher falls due between 1<sup>st</sup> July to 31<sup>st</sup> December.

In both the cases, he/she will furnish information with a copy to Registrar, regarding his/her bio-data and service rendered on the post in the prescribed proforma along with PBAS proforma duly supported by all credentials/documents as per API guidelines by 30<sup>th</sup> September and 31<sup>st</sup> March for part (i) and (ii) above respectively to the Head of the Department. The HoD shall certify the correctness of the particulars mentioned in the proforma submitted by the teacher concerned and forward it to the Registrar by 31<sup>st</sup> October and 30<sup>th</sup> April in case of (i) and (ii) above respectively, through the Dean/Director concerned.

- (2) The schedule referred to above for applying for advancement must be adhered to failing which the teacher concerned will be considered/ assessed for advancement from a date he/she applies for the same.
- (3) In case any enquiry is pending/in progress at the time when he/she is due for advancement he/she may be required to apply within six months from the completion of the enquiry/final orders.
- (4) The Vice-Chancellor may condone the delay up to six months in submission of case by the teacher where the reasons for delay are genuine, beyond the control of teacher concerned and to the satisfaction of the Vice-Chancellor.
- (5) In case of career advancement of;
- (i) Assistant Professor/equivalent (Stage-I) as Assistant Professor/equivalent (Stage-II), and
  - (ii) Assistant Professor/equivalent (Stage-II) as Assistant Professor/equivalent (Stage-III).

the Registrar will place the information received from the Deans/Directors concerned before the Screening/ Assessment Committee consisting of the following to consider suitability of the teacher concerned:

- (a) Deans/Directors concerned;
- (b) Head of Department concerned; and
- (c) One person to be nominated by the Vice-Chancellor from amongst the Senior Professors/Professors/equivalents of the University;

- (d) One expert in the subject concerned nominated by the Vice-Chancellor.

The Dean/Director concerned shall act as Chairman of the Screening/Assessment Committee.

Three members including one subject expert shall form the quorum.

While making its recommendations, the Screening/Assessment Committee will take into consideration the following factors of API based PBAS proforma.

- i. Material furnished in the Assessment proforma submitted by the teacher concerned.
- ii. Work done by the teacher.
- iii. SAR/API/PBAS Reports of the teacher concerned.
- iv. Personal discussion by the teacher.
- v. Any other additional information which the Assessment Committee may like to call from the teacher concerned.

(6) In case of Career Advancement from:

- (i) Assistant Professor/equivalent (Stage-III) as Associate Professor/ equivalent (Stage-IV)
- (ii) Associate Professor/equivalent (Stage-IV) as Professor/equivalent (Stage-V)
- (iii) Professor/equivalent (Stage-V) as Senior Professor/equivalent (Stage-VI)

the Registrar will place the following information received from the Deans/Directors concerned before the Assessment Committee ordinarily consisting of:

- (a) Vice-Chancellor                      Chairman
- (b) Deans and Directors (DR,DEE)
- (c) HoD concerned only for (i) above
- (d) Two experts in the subject concerned.
- (e) An academician representing SC/ST/OBC/ Minority/ Women/ Differently abled categories, in case any of candidate(s) representing these categories is the applicant,

to be nominated by the Vice-Chancellor, if any of the above members of the Selection committee do not belong to that category.

to consider the suitability of the teacher for career advancement to the next higher position.

Five members including at least one outside expert shall form the quorum.

The committee will consider:

- i. SARs/API/PBAS.
- ii. Research contribution/books/articles published.
- iii. Seminars/conferences attended.
- iv. Contribution to the teaching/academic environment/institutional corporate life; and Extension and field outreach activities.
- v. Any other academic contributions.
- vi. The reprints of three major publications for advancement of Assistant Professor (Stage-I, Stage-II and Stage-III) to Stage-IV as Associate Professor and reprints of five major publications of Stage-II to IV (Provided that such publications should not have been placed for assessment of earlier stage) for advancement from Associate Professor to Professor, which could be a book or research paper (as defined by the teacher), may be sent in advance to three external experts to review/evaluation scoring before selection. The assessment report of these three experts and API based PBAS proformas shall also be placed before the Assessment committee at the time of interview.
- vii. In addition to above, for advancement of Professor -Stage-V as Senior Professor-Stage-VI ( limited to 10 per cent of Professors/ equivalents in the University ) the following factors will also be taken into consideration by the Committee:
  - a. post-doctoral research outputs of high standard:
  - b. awards/honours/and recognition
  - c. additional research degrees like D.Sc., D.Litt.,



Acceptance of  
Report of  
Assessment  
Committee

etc., patents and IPR on products and processes developed/ technology transfer achieved in the case of teachers in science and technology.

7. (1) On receipt of recommendations of assessment/ screening committee in case of Assistant Professor/ equivalent (Stage-II) and Assistant Professor/ equivalent (Stage-III), the Vice-Chancellor will consider the same for acceptance and grant of career advancement to the teacher concerned.
- (2) In case of Assistant Professor/equivalent (Stage- III) as Associate Professor/equivalents (Stage-IV) and above, these will be placed before the Board of Management for approval. In both cases (1) and (2) above, the Vice-Chancellor may, if consider it necessary, refer the recommendations back to the committee for reconsideration. In case the committee re-affirms its recommendations, the Vice-Chancellor will accept in case (1) above and recommendations under (2) above will be placed before the Board alongwith comments as he/she may like to give.
- (3) A teacher who has not been found suitable for career advancement after assessment/screening, shall be entitled to offer himself /herself for reassessment after a lapse of one year from the date of eligibility of last assessment. The advancement in the next higher grade in such cases will be effective from the date he/she is found fit by the Selection Committee.
- (4) The assessment of the teachers who are on leave/ abroad, will be done in absentia on his/her written request without giving marks of interview.

Similarly, a teacher who is on long leave on the due date of advancement and his/her request is recommended by the committee based on documents supplied, and if the request is accepted by the competent authority, he/she will be entitled for career advancement but actual benefit will be allowed from the date of joining after return. The teacher must be on the role of active service of the University on due date of eligibility of career advancement for consideration by the Screening/Assessment Committee.

Study leave

8. Study leave may be granted for the entry level appointees as per provision given in the Statutes pertaining to 'The

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Number, Qualifications Emoluments and other Conditions of Service of Officers, Teachers and other Employees of the University'.

9. Permanent, whole time teacher(s) of the University who has (have) completed seven years' service as Associate Professor/equivalent or Professor/equivalent will be eligible for sabbatical leave as provided in the Statutes pertaining to 'The Number, Qualifications, Emoluments and other Conditions of Service of Officers, Teachers and other Employees of the University'. Sabbatical leave
10. Special allowance as mentioned below will be granted to the following: Special allowance
- |  |                 |
|--|-----------------|
| (1) Vice-Chancellor                            | Rs. 5000/- p.m. |
| (2) Dean, PGS/Deans<br>of constituent colleges | Rs. 3000/- p.m. |
11. The Vice-Chancellor will be competent to make suitable amendment/changes/interpret where required, in consistent with the notifications issued by the Government from time to time on the subject. Powers to amend

## CHAPTER XXIV

### GRANT OF AFFILIATION TO ANY COLLEGE OR AN INSTITUTION TO THE UNIVERSITY AND TO WITHDRAW AFFILIATION THEREFROM UNDER SECTION 7(i) AND SECTION 8 (1) AND (2) OF THE ACT

1. The objectives of these statutes are to grant affiliation to run a new/ private college by Trusts/ Societies registered under Societies Registration Act for imparting education in the field of Veterinary and Animal Sciences, Dairy Sciences, Fisheries and Allied Sciences, in the State of Haryana. Objectives
2. Only Trust/Society registered under Societies Registration Act as applicable on the day will be eligible to apply for affiliation of a college or an institute run by it. Eligibility
3. (1) The colleges and institutions run by registered trusts/societies, intending to impart education for the award of degree in the disciplines of Veterinary and Animal Sciences located within the State and established after commencement of Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010, shall be affiliated to the University, on satisfying such conditions as laid down in these Statutes for the purpose of affiliation. Procedure  
(2) Interested trust/society (applicant body) will submit a request for affiliation on a prescribed form available from the office of Registrar at a cost of Rs. 5000/-. It will be submitted alongwith processing fee and other essential documents like the self declaration regarding facilities developed by the applicant body as per Veterinary Council of India (VCI) for the Minimum Standards of Veterinary Education (MSVE) first year of B.V.Sc & AH and growth plan for the second and subsequent years etc. in case of a private veterinary college or concerned statutory regulatory body as the case may be. The applicant body will also add the Undertaking on a non-judicial stamp paper of Rs. 1000/- duly attested by the first class executive magistrate and original 'No Objection Certificate' (NOC) from the State Govt.  
(3) The application will be processed by the University. The University will exercise control over the college/ institute as per norms for affiliation of a new Veterinary College and guidelines/rules for opening of new private Veterinary College in the State of Haryana as given in Annexure II & III, respectively.

- (4) Societies/ Trusts who intend to impart education for award of degree in Dairy Sciences, Fishery Sciences and allied Sciences will also apply in the format prescribed by the University for the purpose. They will be governed with the norms, guidelines/rules for affiliation of a college given in annexure II and III respectively, alongwith instructions from concerned statutory regulatory bodies including Veterinary Council of India, University Grants Commission (UGC) and Indian Council of Agricultural Research (ICAR) etc.

Powers to  
w i t h d r a w  
affiliation

4. The affiliation so granted can be withdrawn at any time by the University as and when violation of any provisions of the rules, guidelines or notifications issued by the University/ Govt. of Haryana/VCI/ ICAR or any other appropriate authority, and conditions laid down in Annexure II and III comes in its notice. No suit, prosecution or other legal proceedings shall lie against the University or State Govt. or any officer or employee or any other person authorised by the State Govt/the University for anything which is done or intended to be done in good faith under the guidelines/rules as in clause 3 above or to the notifications issued by the University from time to time.

Liability of  
University in case  
of withdrawal of  
affiliation

5. The students shall be taking admission in private institutes/ colleges at their own risk without any liability, financial or otherwise, on the part of the University or the State Govt. The private college/institute will ensure that students and parents are well informed in advance.

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**LALALAJPATRAI UNIVERSITY OF VETERINARY AND ANIMAL  
SCIENCES (LUVAS), HISAR**

**APPLICATION FORM FOR GRANT OF AFFILIATION TO A NEW  
PRIVATE COLLEGE/INSTITUTE**

**Price Rs: 5000-00**

1. (a) Name of the Trust/Society with particulars of the Institution seeking affiliation :
- (b) Full postal address where the institute is to be located with pin code; :
- Telephone/fax No.; e-mail; website etc. :
2. Name of the course(s) and academic year for which affiliation is being sought. :
3. Particulars of NOC from Haryana Govt (Attach documentary proof in original)
4. (a) Name and full address of society/trust with proof of registration under Societies Registration Act 1860/Haryana Registration and Regulation of Societies Act, 2012. Attach details along with a copy of constitution. :
- (b) Constitution and composition of the Managing Committee/ Governing Body and its powers (Attach details) :
5. Resolution of Managing Committee/ governing body for opening of a New College/Institute (Attach a copy) :
6. Details of the other educational / training institutes being run by the society/trust :

7. Details of land including total area, split or in one piece, ownership, exclusive for the institution or being shared. Is it as per VCI norms? (Attach additional sheets with documents/proof). :
  
8. (a). Lay out plan of buildings including covered area, building plan, quality of construction, provisions of fire safety, power, water, change of land use certificate by Govt., sewage connection, pollution or any other requirements as per the existing rules and regulations in this regard with proof of approval/certificate(s) from the appropriate authorities to be attached; along with details of alternate energy and water resources. :
  
- (b) Are the buildings housing offices, lecture halls, laboratories etc. constructed as per MSVE laid by VCI. :
  
- (c) Give details of administrative wing, classrooms, common room, offices, staff rooms, subject-wise laboratories, library, canteen and auditorium etc. (number & dimensions of each) on additional sheets :
  
9. Detailed Financial statement showing funds available, sources of income, future resources, projected expenditure and income, fixed and liquid assets, statement of accounts, PAN/TAN, income tax returns of last five years and other relevant proofs to be attached. :

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10. Hostels with details of location; whether within the campus or outside campus, total accommodation and other facilities available, security arrangements, alternate energy and water resources. (attach sheet separately for boy and girl hostels):
  
  11. Details of residences/ accommodation for staff/faculty etc. with complete address and building plan. :
  
  12. Play grounds, games, sports equipments and facilities for co-curricular activities – give details on a separate sheet, alongwith medical facilities, hospital, doctors etc. :
  
  13. Details of college/institute transport facilities :
  
  14. Teaching staff recruited including Dean/Principal/Director (as per VCI/ ICAR/UGC norms). Staff already in position or yet to be recruited. (Attach a complete list with qualifications, name of the University/institute from where qualifications achieved with year, experience in relevant discipline, whether NET qualified or not, designation, scale of pay and experience. Form-16 as proof of salary, copy of advertisement, copy of application submitted for employment, certificates related to educational qualifications and experience, date of interview, copy of appointment orders). :

15. Non- teaching staff (as per VCI norms). Staff already in position or yet to be recruited. (Attach a complete list with qualifications, name of the University/institute from where qualifications achieved with year, designation, scale of pay and experience. Form-16 as proof of salary, copy of advertisement, copy of application submitted for employment, certificates related to educational qualifications, date of interview, copy of appointment orders) :
16. Supporting Staff (including staff for laboratories) as per VCI norms. Staff already in position or yet to be recruited. (Attach a complete list with qualifications, name of the University/institute from where qualifications achieved with year, designation, scale of pay and experience. Form-16 as proof of salary, copy of advertisement, copy of application submitted for employment, certificates related to educational qualifications, date of interview, copy of appointment orders) :
17. Teaching Veterinary Clinical Complex : Do you already have your TVCC as per VCI norms? Give details of the building & equipments on a seperate sheet. :



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18. Details of equipments already purchased (make, year, date of purchase, cost etc.)/ yet to be purchased, Laboratory wise and subject wise on separate sheets :
  19. Details of Books and journals in the library (list to be attached as separate sheet) :
  20. Details of computers laboratory/ internet facilities in college/hostels :
  21. Complete name and address of the State Public Information Officer and Appellate Authority to fulfil obligations under the Right to Information Act, 2005. :
  22. Any other relevant information. :

Signature of the applicant

(or Authorized Signatory)

**Note:**

1. The application incomplete in any respect will not be considered.
2. A processing fee of Rs. Five lacs in the form of demand draft drawn in favour of the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar, payable at Hisar, must accompany the application.
3. The application not accompanied by the declaration as per format given on the following page and the undertaking as per annexure-I will not be considered.
4. All correspondence should be addressed to the Registrar, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.

**DECLARATION**

On behalf of the ..... (name of society/ trust/ agency), I ..... son/daughter of..... r/o..... do hereby declare that the particulars furnished above in the application for grant of affiliation to ..... (name of college/ institution) are correct to the best of my knowledge and belief and that I am prepared to undergo any punishment imposed on me, if any of the particulars furnished are found to be false or misleading. I also further declare that I shall abide by the conditions, rules and regulatory measures imposed by the University/ Govt. of Haryana/VCI/ ICAR/ UGC from time to time for granting permission/affiliation to establish and run this college/ institution and maintain the academic standards. I further declare that the society/trust will be falling under the Right to Information Act, 2005.

Place:  
Date:

Signature of the applicant  
(or Authorized Signatory)

Witness

Name & address  
1.

Signature

2.

**ANNEXURE-I**

**(To be submitted along with the application form on a non-judicial stamp paper of Rs. 1000/-duly attested by a first class executive magistrate)**

**UNDERTAKING**

I .....son/daughter of Shri  
..... of.....  
(complete address).....  
..... do hereby undertake and declare  
as under:

- a) That I will strictly adhere to the rules and regulations framed by Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar (LUVAS) for admissions, management, academic standards, recruitment of faculty/staff or any other matter in this respect.
- b) That I will strictly abide by the guidelines of the Veterinary Council of India regarding the establishment of new Veterinary College.
- c) That I will abide by the Haryana Government/LUVAS directions issued from time to time regarding the admission procedure, fee chargeable from the students or any other matter in this regard.
- d) That I will abide by the Haryana Government rules regarding obtaining necessary approval for constructing buildings and abide by the guidelines of Haryana Pollution Control Board/Animal Welfare Board of India or any other appropriate authority.
- e) That I will abide by directions of the University or Haryana Government to provide necessary record of the College to the Inspection Team at the time of scheduled/surprise inspections.
- f) That I will abide by ICAR/UGC/VCI directions from time to time regarding the selection of faculty, salary structure or any other matter in this regard.
- g) That I will abide by the Haryana Government rules and Central Government rules and regulations regarding welfare of employees/labour such as ESI, EPF, Minimum wages etc.
- h) That I will abide by the provisions of Right to Information Act, 2005.

Place:

Signature of applicant

Dated:

(or Authorized Signatory)

**ANNEXURE-II****Lala Lajpat Rai University of Veterinary and  
Animal Sciences (LUVAS), Hisar  
General norms for affiliation of a new private Veterinary  
College/Institute**

1. The application shall be made on the 'Prescribed Application Form' available from the Registrar of the University at a cost of Rs. 5000/-. The application must be accompanied with a processing fee of Rs. 5,00,000/- (Rs. five lacs) in the form of a bank draft drawn in favour of the 'Comptroller LUVAS, Hisar' payable at Hisar along with essential documents and a self declaration regarding facilities developed by the applicant body as per the Veterinary Council of India (VCI) norms for the First year of BVSc & AH and growth plan for the second and subsequent years. The last date for submission of application in the office of the Registrar of the University will be 31<sup>st</sup> March of the preceding year of admission of first batch. The last date shall be 30<sup>th</sup> April with late fee of Rs.50,000/-
2. Only those bodies/trusts/societies which are registered under Societies Registration Act and have obtained NOC for opening a new Veterinary College from the Govt. of Haryana shall be eligible to make an application, to the University, for seeking affiliation of college/institute.
3. It shall be the sole responsibility of the applicant body to satisfy the requirements and follow all directives of Government of Haryana, VCI, Indian Council of Agricultural Research (ICAR), LUVAS, Hisar, or any other appropriate authority designated for this purpose. The University shall only be acting as a facilitator, without any legal, financial or consequential liabilities arising out of the matters connected with affiliation.
4. Once any institute/ college is granted affiliation, it shall be mandatory for the institute/college to implement the directions/ instructions/guidelines the University, or any other appropriate authority to maintain the academic standards and safeguard interests of the stakeholder including students, faculty, non-teaching employees and all interested, failing which, such institute/college will be liable to penal action. If the University is of the view that a private veterinary college/ institute had violated any provisions of the rules, guidelines or notification issued by the University/ Govt. of Haryana/ VCI/ ICAR or any

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other appropriate authority, it may take any of the following actions:

- i) withdrawal of affiliation.
  - ii) financial fine and such a fine shall be recoverable as arrears of land revenue.
  - iii) cancellation of admission or registration of the students admitted in violation of the rules. Before taking any action under the above sub section, a reasonable opportunity of being heard shall be provided to such colleges/ institutions by the Vice-Chancellor, LUVAS, Hisar.
5. No suit, prosecution or other legal proceedings shall lie against the State Govt., University or any officer or employee or any other person authorized by the State Govt./ the University for anything which is done or intended to be done in good faith under these guidelines to the notification issued their under.
  6. If at any time during the continuation of affiliation, the Government of Haryana, VCI or LUVAS raises any objections or makes any observations in view of the requirements of VCI/ ICAR or any other law, it shall be mandatory on the part of the college/institute to take immediate remedial measures and file compliance.
  7. Any punitive/ suggestive/ advisory action by the Government of Haryana/ Veterinary Council of India/ LUVAS, Hisar shall be binding on the institute/college. University affiliation or any other action shall not override the issues raised by the Government of Haryana, Veterinary Council of India or LUVAS.
  8. The University may appoint such number of visitors/ inspectors, as it may deem necessary to inspect any aspect of the affiliated institute/college. The visitors/inspectors shall have the powers for photography/ videography but may not interfere with the conduct of any training or examination. They shall submit the inspection report to the Vice-Chancellor.
  9. The University shall be empowered to institute an enquiry into the affairs related to academics/ admissions/ examinations/ affiliation/ any other matter, of the affiliated institute/college for which it shall be mandatory for the affiliated college/institute to provide required information and extend cooperation.

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10. The applicant body/college shall be bound to respond to the provisions of RTI Act -2005 and operate in a transparent way with respect to all affairs of the college.
  11. The University shall have the powers to depute any number of invigilators to supervise the conduct of different examinations to be conducted. The affiliated college will be bound to follow the pattern and system of examinations including evaluation of the answer books by external examiners. The expenditure in this regard shall have to be borne by the affiliated college.
  12. The college/institute shall be required to install biometric machines and the database of these machines will be controlled on the server managed by the University. All the teaching and non teaching staff and the students will be required to put up their attendance on these machines. The college/institute will be responsible for proper functioning of the biometric machines.
  13. A committee consisting of the following will be constituted by this University for receiving and enquire into the grievance of the students or teachers and other staff of the said college/institute or the general public.
 

a. Vice-Chancellor's nominee	Chairman
b. Registrar of the University	Member
c. Dean, COVS, LUVAS	Member
d. Dean/Principal of the private college/institute	Member
e. One Rep. from Non-Teaching staff of the private college/institute	Member
f. One Rep. from senior faculty of the private college/institute	Member
g. One female teacher, if any of the private college/institute	Member
  14. Faculty, to be recruited before inspection of the institute/college by LUVAS, should have essential qualifications prescribed by VCI and LUVAS. The institute/college will undertake recruitment of the faculty members through the Selection Committee, which should include Vice-Chancellor's nominee and Dean, COVS as members. The selection criteria should be the same as followed by LUVAS. The model qualifications shall be mandatory for the selection of faculty members.

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15. The society/trust of the said college will be required to provide the bio-data of the faculty recruited along with their photograph and original academic certificates. If any faculty member resigns or joins, the information must be furnished immediately.
  16. The admission will be for 60 students (government plus management quota) out of which fifty per cent of the seats will be filled up by the University and shall follow the reservation pattern as per the State Government guidelines. The rest of the fifty per cent seats shall be filled up by the management from the merit list prepared by LUVAS through admission test. The constitution of admission committee will have a nominee of the Vice-Chancellor and Dean, College of Veterinary Sciences, LUVAS. The fee structure for the Government seats will be similar to that of the University whereas that of the management quota shall be as decided by the Govt. of Haryana.
  17. The society/trust will pledge all its buildings and land in the name of the University so that in future if the college fails to maintain its standards, the University is able to complete the course of the students admitted to the college by mortgaging the resources of the college.

**Annexure-III****Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar****Guidelines/ rules for opening of a New Private Veterinary College/Institute in the State of Haryana****A. Procedure of application for grant of affiliation**

1. The applicant must have obtained NOC to start a new private Veterinary College from the Government of Haryana. The NOC will have to be enclosed in original along with the application, failing which the application shall be rejected.
2. Application for temporary affiliation should be submitted to the Registrar, LUVAS, Hisar in the prescribed format along with a processing fee of Rs. 5,00,000/- (Rs Five Lacs) in the shape of a bank draft drawn in favour of the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar. This application shall be valid only for the current year academic session. The application fee shall not be refunded in any case viz., on withdrawal or rejection of the application or the University deciding not to grant affiliation.
3. When the requirements including staff (as per the MSVE prescribed norms) for the first year BVSc & AH are in place, the management of the college will file a report along with a video CD of the available facilities and make a presentation of the facilities to the University through the Registrar, and request for inspection. If the University finds that the facilities are seemingly inadequate, the applicant body shall be apprised of the same. In such a case, the applicant body may improve the facilities and again make a presentation along with a fresh video CD to the University authorities. An inspection fee of Rs. 50,000/- shall have to be paid to the University in the form of a bank draft drawn in favour of the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar for each inspection.
4. The University shall constitute a committee for assessment of the facilities through a presentation made by the applicant body as per rule 3 above. Consequent to the video presentation, if the University authorities are satisfied that the facilities developed by the body/ applicant are prima facie worth inspecting; the University shall constitute a team for inspection of the college after the inspection fee of



Rs.50,000/- (Rs. fifty thousand) is deposited by the applicant. At the time of inspection, the applicant body should ensure that all the required staff (teaching as well as non-teaching) has been recruited as per ICAR/ UGC guidelines, VCI norms and are physically present at the time of inspection, failing which, affiliation may be denied and the entire process of affiliation may have to be started afresh. The records related to salary, pension/ provident fund, qualifications, designation of employees and their other terms & conditions of service shall have to be placed before the inspection team.

5. The team shall submit the report to the Registrar, LUVAS Hisar for placing it before the Academic Council. In case, the Academic Council does not approve the same, the applicant body shall be apprised of the same.
6. If the Academic Council approves the report, it shall be placed before the Board of Management along with observations/ recommendations of the Academic Council.
7. After approval by the Board of Management, the University shall issue orders of temporary affiliation and ask the college to deposit the annual temporary affiliation fee of Rs one Lac for the first year, within 15 days. In subsequent years as well, the temporary affiliation fee at the rate Rs. one lac per annum shall have to be deposited before 31<sup>st</sup> March. Thereafter, a late fee at the rate of 15% per month or part thereof, will be charged.
8. The University will have the right to carry out inspections of the college, scheduled or without any prior information, at any time.
9. The students shall be taking admission in private veterinary colleges at their own risk without any liability, financial or otherwise, on the part of the Lala Lajpat Rai University of Veterinary and Animal Sciences or the State Govt.

**B. Admission of students and subsequent annual affiliations**

10. The college/institute will not be able to admit students for a session without the prior permission of the LUVAS and Veterinary Council of India
11. Before the end of the first academic session, the management of the college/institute will make a presentation to the University authorities through its Registrar about the facilities developed to meet the requirement for second year BVSc & AH along with a video CD and make a request

- to depute an inspection team. The applicant body shall have to deposit an inspection fee of Rs.50,000/- (Rs. fifty thousand) to the University in the form of a bank draft drawn in favour of the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.
12. Consequent to the presentation and viewing of the video CD, if the University authorities are satisfied that the facilities developed for the second year are prima facie worth inspecting, the University shall send a team for inspection. If the facilities are seemingly inadequate, the applicant body shall be communicated in writing. In such a case, the applicant body shall have to develop adequate facilities, well before the admissions of the next session, failing which the college may not be allowed to admit fresh students.
  13. After passing out of the first batch of students from an affiliated college and following inclusion of the qualifications in Schedule 1 of the Indian Veterinary Council Act, 1984 by the Government of India, the college shall qualify for permanent affiliation.
  14. For getting permanent affiliation consequent to fulfilling the conditions mentioned above, the college shall be required to deposit one time affiliation fee of Rupees Two crores in the shape of a bank draft drawn in favour of the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar. The fee once deposited shall not be refunded under any circumstance if the college fails to fulfil the norms and requirements of Veterinary Council of India, State Govt., LUVAS, Hisar or any other authority established by law for the purpose, at any subsequent date. In such circumstances, no further students shall be allowed to be admitted to such college.
  15. A sum of Rs. fifteen lac will be charged annually, as administrative expenses, examination regular and entrance, counselling etc. from the affiliated College before the beginning of each session in the shape of a bank draft drawn in favour of the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.
  16. The University reserves the right to change any rules/ guidelines/ requirements/ fee/ charges related to affiliation of a private Veterinary college at any time without any prior notice.

**C. Rules/ provisions and other mandatory guidelines to be followed by private veterinary colleges in Haryana**

17. The college should possess the minimum land required for establishing the College of Veterinary Sciences as per VCI norms.
18. Admission to the first year BVSc & AH in any private Veterinary college shall be made for a maximum of 60 seats plus fifteen per cent seats under NRI quota. The number of students to be admitted shall be decided by the LUVAS/ VCI depending upon the space, facilities and infrastructure available.
19. The admission for all the seats shall be made on the basis of the inter-se merit of the candidates (except the Foreign Indian /NRI students) in the common entrance test conducted by the LUVAS. The counselling for admission to all the seats will be done by the University. fifty per cent of seats would be filled as per fee charged by the University and rest of fifty per cent seats will be filled under management quota fee. Only those students who have cleared the prescribed Entrance Test of the University shall be eligible for both type of seats. The fee structure for seats to be filled under management quota will be fixed by the State Government keeping in view the finances expenses of the trust/society. The complete fee with all funds will be deposited with the University and the society/ trust/college/institute will not be allowed to charge any money directly. The University later will transfer the money into the accounts of the college.
20. For admission under NRI quota preference may be given to the Foreign Indian students, who have ancestral background of the State of Haryana.
21. The college shall appoint a regular Principal/ Dean and full-time teaching staff having requisite qualifications and experience as laid down by the Veterinary Council of India/ ICAR/ UGC guidelines to conduct both theory and practical classes in the subjects prescribed for the first year B.V.Sc. & A.H. class before starting admissions. A nominee of the Vice-Chancellor and Dean, COVS, LUVAS shall be the members of the selection committee and proforma be envisaged for recruitment. Proforma/score card as followed by LUVAS be adopted at the time of selection.
22. The College shall appoint adequate non-teaching staff for the administrative wing and the laboratories.

23. Prior to admission, the college must set up various departments including dissection hall, well-equipped laboratories based on minimum standards, and other teaching and training facilities like library, computer laboratory, students counselling facilities and museum etc required for the first year BVSc & AH course. The management should submit documents and plans for the proposed Teaching Veterinary Clinical Complex, agricultural farm, animal house/ farm and other essential facilities required for teaching in the subsequent semesters, at the earliest. In any case, the essential requirements for the courses to be taught in 3<sup>rd</sup> and 4<sup>th</sup> semester with regards to infrastructure, building, animal farm, staff, laboratory, equipment etc as per VCI norms must be in place before the end of the 2<sup>nd</sup> semester.
24. The college must obtain approval of the VCI prior to admission of the B.V.Sc. & A.H. first year.
25. The college should tender an irrevocable bank guarantee of Rs. Two crores as surety pledged to the LUVAS, Hisar.
26. The college should uphold the sanctity of examinations and shall abide by the rules and regulations of the University for Internal as well as External examinations and evaluation system.
27. The college will develop, preserve and maintain a conducive academic atmosphere with zero tolerance to ragging and may not allow, promote or encourage any activity adverse to it.
28. The college should also have a 'cell' to address the atrocities, if any, on women, SC/ST or minorities.

**Summary of various charges**

1. Cost of application form : Rs.5000/- only
2. Processing fee : Rs.5.0 lac each time
3. Administrative expenses, examination cum counselling fee per year : Rs.15.00 lac
4. Inspection fee : Rs.50,000/- each time
5. Temporary affiliation fee : Rs.1.0 lac per year
6. Bank Guarantee/Surety Bond pledged to LUVAS : Rs.2.0 crores, one time
7. One time permanent affiliation fee after passing out of 1<sup>st</sup> batch : Rs.2.00 crores
8. TA/DA of inspectors/ visitors from LUVAS for visiting private institute/college for official purpose : Actual as per entitlement