



**Lala Lajpat Rai University of Veterinary and
Animal Sciences (LUVAS), Hisar**

University Calendar Volume-III

General Rules, Regulations And Important Instructions
(issued upto 31.12.2020)



**लाला लाजपत राय पशु चिकित्सा एवं
पशु विज्ञान विश्वविद्यालय (लुवास), हिसार**

(Established under Haryana Act No. 7 of 2010)

University Calendar Volume-III



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Animal Sciences (LUVAS), Hisar**

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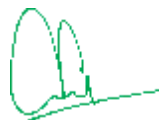
PREFACE

The Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar was established in December, 2010 as per the Haryana Legislative Act, 7 of 2010. The University was setup by shifting the College of Veterinary Sciences and the College of Animal Sciences from Chaudhary Charan Singh Haryana Agriculture University (CCSHAU) to the new University. All the Research and Extension Education Programmes relating to Veterinary and Animal Sciences were also taken over by this University. The LUVAS continued to follow the Rules, Regulations and other instructions prescribed by the parent University from time to time. After its establishment the LUVAS has also framed its own Rules and Regulations on various subjects.

With the passage of time, it became necessary that all such Rules, Regulations and instructions issued by CCSHAU and being followed in LUVAS and those issued afresh by this University may be reviewed & compiled and that further regulations for conducting meetings of Board of Management, Finance Committee, Academic Council and Other important Statutory Committees of the University may be prepared on the pattern of those already framed by the CCSHAU. Thereafter all these may be put together and published in a Book to be titled as “LUVAS Calendar Volume-III- Rules, Regulations and Other Important Instructions”.

Sh. D.S. Gupta, Deputy Registrar (Retd) from CCSHAU, Hisar was entrusted with the above task of reviewing and compilation and for drafting other regulations for conducting meetings of various Statutory Authorities and other important Committees. He has done this work efficiently with full devotion and responsibility. Apart from updating the existing Rules and Regulations and Instructions, he has drafted new Regulations as mentioned above. He has done

commendable job in writing this book. I hope that this book “Calendar Vol.- III” will serve as a ready reference for officers, teachers and other employees of the University and will go a long way in enhancing their work efficiency in discharging their duties. I appreciate the excellent work done by Sh. D.S. Gupta in consultation and co-ordination with Sh. Vikas Kharb, Deputy Registrar and for his co-operation in bringing out this book. I also appreciate the services rendered by Sh. Hans Raj and Sh. Ravi Narwara of Registrar’s Office for secretarial assistance and typing work.



(Dr. Gurdial Singh)

Vice-Chancellor, LUVAS

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Regulations' for conducting meetings of the Board of Management

1. CONSTITUTION

The Board of Management of the University has been constituted by the State Government in accordance with Section 10 (1) of the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Act, 2010. The Vice-Chancellor is the working Chairman and Registrar is Member-Secretary of the Board.

2. MEETINGS OF THE BOARD OF MANAGEMENT

The Board shall meet at such times and as often as may be deemed necessary by the Vice-Chancellor:-

Provided that, as per provision under Section 12 (1) of the Act, regular meetings of the Board shall be held at least once in every 3 months.

Normally a notice of 15 days will be given for calling a meeting. However, the Vice-Chancellor may reduce this period at his discretion. He may convene an emergency meeting at short notice.

3. VENUE OF MEETING

Meeting of the Board shall normally be held at Hisar Or Chandigarh (Being the capital of the Haryana State):

Provided that the Chairman may convene a meeting at Delhi or at any other place in the State in consultation with the Chief Secretary, Government of Haryana.

4. QUORUM

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 a quorum, no quorum shall be necessary at the next meeting for the transaction of the same business. (Section 12 (2) of the Act).

5. AGENDA

- (a) Normally the agenda for meeting of the Board will be delivered to the members at least a week before the meeting.

Provided that, with the permission of the Chairman, any item which he considers necessary can be introduced at any time for consideration and decision.

- (b) The business of the meetings will be confined to the agenda circulated:

Provided that with the permission of the Chairman, any matter which is not on the agenda, can be considered.

Explanation:

- (1) For this purpose, any matter introduced by the Chairman himself as an agenda item or without any agenda item, shall be considered to have been introduced with the permission of the Chairman.
- (2) Any proposal placed officially before the Board as an agenda item regarding framing or amendment of Statutes or regarding any other matter shall be considered to have been placed by the Vice-Chancellor in his capacity as a member of the Board.

6. DECISIONS BY A MAJORITY OF VOTES

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 issue and, if the votes be equally divided, he shall have a second or casting vote. (Clause 2 (4) of Chapter II of the "Statutes Regarding the Powers and Duties of the Authorities of the University").

7. RECORDING AND DESPATCH OF PROCEEDINGS OF THE BOARD :

- (1) The Secretary will be responsible for correct recording of the proceedings and the decisions shall be recorded in brief but these should be self-contained.
- (2) The -Secretary shall ensure that proceedings are dispatched to all members expeditiously, normally within a week of the meeting.

8. CONFIRMATION OF PROCEEDINGS OF THE BOARD MEETINGS:

Confirmation of the proceedings of a meeting will be confined to confirming whether the decisions of the Board have been correctly recorded and it will not be an occasion for questioning a decision taken. If a member has any reasons for wanting a decision reconsidered, he shall follow the procedure laid down in Rule 9 infra.

9. RE-OPENING OF DECISIONS TAKEN BY THE BOARD

- (1) If any member wishes to have an earlier decision of the Board reconsidered, he shall give notice of his intention to the Secretary of the Board, in writing at least three weeks before the date of the next meeting and in this notice, shall give reasons why he considers it necessary to re-open the matter.
- (2) On receipt of such a notice, the Secretary shall have the matter thoroughly examined and include the item in the agenda with such information and comments as are relevant.

10. NON-INTERFERENCE IN THE EXERCISE OF STATUTORY POWERS BY AUTHORITIES AND OFFICERS OF THE UNIVERSITY

No order passed by any authority or an Officer of the University in respect of an employee of the University, in exercise of the Statutory powers vested in it/him, may be questioned by any member of the Board of Management, unless an appeal or a representation against that order lies to the Board and such appeal or representation has been submitted by the affected employee.

This may be treated as regulations made under sub-sections (1) and (2) of Section 39 of the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Act, 2010.

Regulations for conducting meetings of Academic Council

1. CONSTITUTION

The Academic Council of the University has been constituted in accordance with Section 14 (1) of the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Act, 2010. The Vice-Chancellor or in his absence on tour etc., the Senior Most Dean/Director will preside over the meeting of the Academic Council. The Registrar will act as Ex-officio-Secretary of the Academic Council and he will record and maintain the minutes of the meetings.

2. The meetings of the Academic Council shall be convened by the Vice-Chancellor or by some other officer, whom he temporarily delegates this power.

3. Normally the meetings of the Academic Council may be held once in every three months preferably on Friday.

The meeting of the Academic Council shall be held at the Campus of the LUVAS, Hisar but the Vice-Chancellor may convene a meeting at any of the centers of the University.

4. The Quorum of the meeting shall be 1/3rd of its members.
5. All issues shall be decided by majority of votes of the members present at the meeting. The co-opted members shall have no right to vote. The Chairman of the Academic Council shall be entitled to vote on any issue and if, the votes be equally divided, he shall have a second or casting vote.
6. The points relating to a particular Department of the University shall not be decided unless the concerned Dean, Director or Head of that Department is present.
7. The Registrar as Secretary of the Academic Council will circulate the agenda of regular meetings one week in advance and only those items may be considered/included which are received in the office of Registrar at least 10

days before the date of the meeting. However, for special meetings, the agenda may be circulated 3 days before the date of meeting and such items must reach the office of the Registrar 5 days before the date of the meeting. The Vice-Chancellor may allow to include any other item, which is received late or is not in the Agenda, to be considered in the meeting of the Council.

8. The business of the meeting shall normally be confined to the agenda circulated. However, any other important and urgent item(s), not on the agenda, can be introduced and considered, with the permission of the Chairman.
9. The items for the Agenda, will be initiated by the Registrar, members of the Academic Council and other officers, (through the Registrar) and approved by the Vice-Chancellor before submission to Academic Council for consideration.
10. The officers of the University and Heads of the Departments who are not the members of the Academic Council, can submit items for agenda through the Registrar and those items will be considered and approved by the Vice-Chancellor before submission to Academic Council for consideration.
11. The Secretary (Registrar) will record the proceedings of the meetings and send these to each member of the Academic Council normally within a week of the meeting.
12. The proceedings of the meeting shall be confirmed in the next meeting. It would confine to confirming whether the decisions had been correctly recorded and it should not be occasion for questioning a decision taken in the meeting of the Academic Council.

Regulations for conducting meetings of the Finance Committee

1. CONSTITUTION

Finance Committee as per Section 47 of Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Act, 2010, shall consist of:

- (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.

2. The powers and duties of the Finance Committee shall, as per Section 48 (1) of the Act ibid, be as under:

- (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 recommendations to the University on all matters relating to the finances of the University;
- (e) to make recommendations 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.

3. (i) All cases regarding financial and budgetary proposals, which require consideration/decision by the Board of Management, shall be routed through the Finance Committee which shall make its recommendations for consideration and decision by the Board of Management.

(ii) The Board of Management may, from time to time, delegate its financial/budgetary functions to the Finance Committee to such extent

as may be deemed proper. In such cases, the Finance Committee shall take decision in pursuance of the Board's delegation.

4. PERIODICITY OF MEETINGS

The Finance Committee shall hold its meetings once in three months or more as deemed necessary by the Chairman. Chairman may convene emergency meeting of the F. C. as and when required.

5. QUORUM

Three members of the Committee shall form quorum for conducting its business.

6. PREPARATION & APPROVAL OF AGENDA

All Cases to be placed before the F.C. shall be routed through the Comptroller for VC's approval. Agenda notes will be finalized by the Comptroller as per approval of the Vice-Chancellor.

7. PREPARATION & APPROVAL OF PROCEEDINGS

Proceedings of the F. C. meetings shall be prepared by the Comptroller and approved by the Vice-Chancellor. Proceedings of the meeting will be confirmed by the F. C. in its next meeting.

8. CONSIDERATION OF SPECIFIC ITEMS

In case any member of Finance Committee/BOM desires a specific issue to be considered by the F. C., he shall send a specific proposal at least 3 weeks in advance to the Chairman for further processing in the respective departments of the University.

9. CONSIDERATION OF ITEMS NOT CONTAINED IN AGENDA

Any item suggested by a member of the F.C. not included in the agenda may be considered with the permission of the Chairman.

Regulations for conducting meetings of Board of Studies

COLLEGE OF VETERINARY SCIENCES

1. CONSTITUTION

There shall be a Board of Studies for each college of the University in accordance with Section 9 (iii) of LUVAS Act, 2010. The Board of Studies of the College shall be constituted by the Vice-Chancellor according to the provisions in Clause 6 (1 & 2) of Chapter II of the Statutes framed under Section 37 (a) of the above Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

2. FREQUENCY OF MEETINGS

The Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman (Dean of the College); provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at a short notice.

However, the meeting of the Board of Studies shall be held once in a semester.

3. VENUE OF MEETINGS

Meetings of the Board of Studies shall normally be held at Hisar, provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Board of Studies taken at the previous meeting.

4. QUORUM

Two-thirds of total members of the Board of Studies shall form a quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

5. AGENDA

The agenda will be prepared by the Secretary of Board of Studies with the approval of the Chairman. The agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision.

6. DECISIONS

All issues to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

7. PROCEEDINGS

The Secretary of Board of Studies will be appointed by the Chairman from amongst the members. He will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are dispatched to all the members expeditiously, normally within a week of the meeting.

8. CONFIRMATION OF PROCEEDINGS

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and it shall not be an occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing atleast one week before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the secretary will examine the matter thoroughly and after obtaining orders of the Chairman, place an agenda item for consideration at the next meeting of Board of Studies.

9. ACTION TAKEN REPORT

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decisions are fully implemented or reconsidered.

COLLEGE OF DAIRY SCIENCE AND TECHNOLOGY**1. CONSTITUTION**

The Board of Studies for this college shall be constituted by the Vice-Chancellor in accordance with Section 9 (iii) of the LUVAS Act and as per provisions of Clause 6 (1 & 2) of Chapter II of the Statutes framed under Section 37 (a) of the Act. The Vice-Chancellor may also nominate such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

2. FREQUENCY OF MEETINGS

Each Board of Studies shall meet at such times and as often as may be deemed necessary by the Chairman (Dean of the College); provided that a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period at his discretion. He may convene emergency meeting at a short notice.

However, the meeting of the Board of Studies shall be held once in a semester.

3. VENUE OF MEETINGS

Meetings of the Boards of Studies shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval the Board of Studies taken at the previous meeting.

4. QUORUM

Two-thirds of the total members of the Board of Studies shall form a quorum, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the' next meeting for transacting the same business.

5. AGENDA

The agenda will be prepared by the Secretary of Board of Studies with the approval of the Chairman. The agenda for a meeting will be delivered to the members one week before the meeting; provided that with the permission of the Chairman any item which he considers necessary can be introduced at any time for consideration and decision.

6. DECISIONS

All issues to be considered at a meeting of the Board of Studies shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

7. PROCEEDINGS

The Secretary of Board of Studies will be appointed by the Chairman from amongst the members. He will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are dispatched to all the members expeditiously, normally within a week of the meeting.

8. CONFIRMATION OF PROCEEDINGS

The proceedings will be confirmed at the next meeting of the Board of Studies. Confirmation will be confined to correct recording of the decision taken and it shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing atleast one week before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and after obtaining orders of the Chairman, place an agenda item for consideration at the next meeting of Board of Studies.

9. ACTION TAKEN REPORT

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decisions are fully implemented or reconsidered.

Regulations for conducting meetings of the Research Programme Committee

1. CONSTITUTION

The Research Programme Committee will be constituted in accordance with the provisions under Clause 5 (ii) of the Statutes given in Chapter II. The Chairman (Vice-Chancellor) may invite such other officers/ persons to attend the meeting whose presence in a particular meeting is considered useful for taking decision on certain item (s).

The present constitution of the Research Programme Committee is given in Annexure-I at the end of this Chapter.

2. PERIODICITY

The meetings of the Research Programme Committee shall be held as and when required. However, a meeting of the Research Programme Committee shall be held once in a year in the month of April or May to review the progress of the research activities of the previous year and to chalk out programme for monitoring the research activities for the current year. The agenda will be circulated atleast one week before the date of meeting. However, emergency meetings may be called at short notice.

3. QUORUM

The quorum of the meeting shall be half of the total members (including those nominated by the Vice-Chancellor) of the committee.

4. PERIODICITY FOR RE-HOLDING ADJOURNED MEETINGS

The meeting adjourned for lack of quorum may be held again after such interval as may be deemed appropriate by the Chairman. No quorum shall be necessary at such meeting for transacting the same business.

5. PREPARATION AND APPROVAL OF AGENDA

The agenda shall be prepared by the Director of Research who is Member-Secretary of the Committee and it will be got approved from the Chairman

before its circulation. The agenda will be circulated atleast one week before the date of meeting.

6. PREPARATION AND APPROVAL OF PROCEEDINGS

The proceedings of the meeting shall be drafted by the Member-Secretary and approved by the Chairman before sending the same to each member. The proceedings will normally be circulated within a week of the meeting.

7. PROVISION FOR EMERGENCY MEETING.

The emergency meeting may be convened at the direction of the Chairman to transact any important and time-bound business relating to a research programme of the University at short notice as may be required.

8. NOTICE BY MEMBERS FOR GETTING SPECIFIC ITEMS CONSIDERED

The Member-Secretary shall obtain orders of the Chairman for inclusion of any specific item(s) in the agenda as are received by him before the date of meeting.

9. POWER TO CONSIDER ITEMS NOT CONTAINED IN AGENDA

The Chairman may allow any item not on the agenda to be considered in a meeting, considering the importance and urgency of the item.

10. CONFIRMATION OF PROCEEDINGS IN THE NEXT MEETING

The proceedings of the meeting shall be confirmed in the next meeting of the Research Programme Committee.

11. ACTION TAKEN REPORT

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decisions are fully implemented or reconsidered.

ANNEXURE-I

Constitution of the Research Programme Committee approved by the Vice-Chancellor as per his orders dated 15.07.2016 on the office file of the D.R.

Research Programme Committee (RPC) Members**Statutory Members**

- | | | |
|----|--|--------------|
| 1. | The Vice-Chancellor, LUVAS, Hisar | Chairman |
| 2. | The Director of Research, LUVAS | Member-Secy. |
| 3. | The Dean, COVS | Member |
| 4. | The Dean, PGS | Member |
| 5. | The DEE | Member |
| 6. | The Dean, CODST | Member |
| 7. | The Director, HRM | Member |
| 8. | The Director,
Fisheries Department, Haryana | Member |
| 9. | Director General
Deptt. of Animal Husbandry & Dairying
Haryana | Member |

Members Nominated by the Vice-Chancellor

- | | | |
|----|--|--------|
| 1. | Director of Research, CCSHAU, Hisar | Member |
| 2. | The Director CIRB, Hisar | Member |
| 3. | Director, NRCE, Hisar | Member |
| 4. | Director, National Bureau of
Animal Genetic Resources, Karnal | Member |
| 5. | Director, IVRI, Izatnagar, Bareilly | Member |

Special Invitees

- | | | |
|----|---|--------|
| 1. | Comptroller, LUVAS, Hisar | Member |
| 2. | Coordinator Research
(Planning & Monitoring) | Member |

Note: The Members can be changed by the Vice-Chancellor from time to time as per provisions given in the Statutes.

Regulations for conducting meetings of the Extension Education Advisory Committee

1. CONSTITUTION

The Extension Education Advisory Committee will be constituted in accordance with the provisions under Clause 5 (iii) of the Statutes given in Chapter II. The Chairman (Vice-Chancellor) may invite such other officers/ persons to attend the meeting whose presence in a particular meeting is considered useful for taking decision on certain item (s).

The present constitution of the Extension Education Advisory Committee is given in Annexure-I at the end of this Chapter.

2. PERIODICITY

The meetings of the Extension Education Advisory Committee shall be held as and when required. However, a meeting of the Extension Education Advisory Committee shall be held once in a year in the month of April or May to review the progress of the extension education activities of the previous year and to chalk out programme for monitoring the extension education activities for the current year. The agenda will be circulated atleast one week before the date of meeting. However, emergency meetings may be called at short notice.

3. QUORUM

The quorum of the meeting shall be half of the total members (including those nominated by the Vice-Chancellor) of the committee.

4. PERIODICITY FOR RE-HOLDING ADJOURNED MEETINGS

The meeting adjourned for lack of quorum may be held again after such interval as may be deemed appropriate by the Chairman. No quorum shall be necessary at such meeting for transacting the same business.

5. PREPARATION AND APPROVAL OF AGENDA

The agenda shall be prepared by the Director of Extension Education who is Member-Secretary of the Committee and it will be got approved from the Chairman before its circulation. The agenda will be circulated atleast one week before the date of meeting.

6. PREPARATION AND APPROVAL OF PROCEEDINGS

The proceedings of the meeting shall be drafted by the Member-Secretary and approved by the Chairman before sending the same to each member. The proceedings will normally be circulated within a week of the meeting.

7. PROVISION FOR EMERGENCY MEETING

The emergency meeting may be convened at the direction of the Chairman to transact any important and time-bound business relating to an extension education programme of the University at short notice as may be required.

8. NOTICE BY MEMBERS FOR GETTING SPECIFIC ITEMS CONSIDERED

The Member-Secretary shall obtain orders of the Chairman for inclusion of any specific item(s) in the agenda as are received by him before the date of meeting.

9. POWER TO CONSIDER ITEMS NOT CONTAINED IN AGENDA

The Chairman may allow any item not on the agenda to be considered in a meeting, considering the importance and urgency of the item.

10. CONFIRMATION OF PROCEEDINGS IN THE NEXT MEETING

The proceedings of the meeting shall be confirmed in the next meeting of the Extension Education Advisory Committee.

11. ACTION TAKEN REPORT

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decisions are fully implemented or reconsidered.

ANNEXURE-I

Constitution of the Extension Education Advisory Committee (EEAC) as per Registrars' Notification issued vide Endst. No. Admn./F-I/2021/1121-1170 dated 21.05.2021. The final constitution of the EEAC is as under:

Sr. No.	Name of the member	Designation
1.	Vice-Chancellor	Chairman
2.	Director Extension Education, LUVAS, Hisar	Member Secretary
3.	Dean, COVS	Member
4.	Dean, CODST	Member
5.	Director, IPVS	Member
6.	Dean, PGS	Member
7.	Director General, Animal Husbandry & Dairying, Haryana	Member
8.	Director of Fisheries, Haryana	Member
9.	Director of Research	Member
10.	Registrar	Member
11.	Comptroller	Member
12.	Director Students' Welfare-cum-Estate Officer	Member
13.	Director, HRM	Member
14.	Managing Director, Haryana Livestock Development Board	Member
15.	DEE, CCSHAU, Hisar	Member
16.	Director, CIRB, Hisar	Member
17.	Assistant Director General (AE) ICAR, New Delhi	Member
18.	Chairman, Farutshav, F.P.O., Bahal Bhiwani, Mob.- 9991302333	Member
19.	The Chairman, The Badhana Farmers Producers Company Ltd Nagura (Jind) Mob. No.- 90500-43400, 73575-14000	Member

Note: The Members can be changed by the Vice-Chancellor from time to time as per provisions given in the Statutes.

Regulations for conducting meetings of Resident Instruction Committee

1. CONSTITUTION

The Resident Instruction Committee will be constituted in accordance with the provisions under Clause 5 (v) of the Statutes given in Chapter II. The Dean, Post Graduate Studies will be its Chairman and he shall nominate a Professor as Member-Secretary of the Committee. The Vice-Chancellor may also nominate other teachers and/or post graduate student to this committee. The Secretaries of Boards of Studies of constituent colleges will be included as invitees.

The present constitution of the Resident Instruction Committee is given in Annexure-I at the end of this Chapter.

2. FREQUENCY OF MEETING

The Resident Instruction Committee will meet at such times and as often as may be deemed necessary by the Chairman. Normally a notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period when necessary. He may convene emergency meeting at a short notice.

The regular meetings of the Resident Instruction Committee shall be held atleast once in a semester.

3. VENUE OF MEETINGS

Meetings of the Resident Instruction Committee shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Committee taken at the previous meeting.

4. QUORUM

Two-thirds of the members of the RIC shall form a quorum for the meeting, provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

5. AGENDA

The agenda will be prepared by the Secretary with the approval of the Chairman. Registrar or Deans of Colleges may send any item to the Chairman atleast 10 days before the date of the meeting for consideration at the meeting. The agenda for a meeting will be circulated by the Secretary to the members of the RIC one week before the meeting; provided that with the permission of the Chairman any matter which he considers necessary can be introduced at any time for consideration and decision.

6. DECISIONS

All issues to be considered at a meeting of the Resident Instruction Committee shall be decided by a majority of the members present. The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

7. PROCEEDINGS

The Secretary of the Resident Instruction Committee, will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are dispatched to all the members expeditiously, normally within a week of the meeting.

8. CONFIRMATION OF PROCEEDINGS

The proceedings of the meeting will be confirmed at the next meeting of the Resident Instruction Committee. Confirmation will be confined to correct recording of the decision taken and it shall not be the occasion for questioning the decision taken. If a member has any reasons for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing at least two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and after obtaining orders of the Chairman, prepare an agenda item for consideration at the next meeting.

ANNEXURE-I

Constitution of the Resident Instruction Committee as per Dean PGS Order issued vide Endst. No. Dean/PGS/2016/3855-65 dated 17.10.2016 and subsequent changes made in the constitution of the Committee. The final constitution of the RIC is as under:

Constitution of Resident Instruction Committee :

- | | | | |
|-----|---|---|------------------|
| 1. | Dean, Post Graduate Studies | - | Chairman |
| 2. | Dean, College of Veterinary Sciences | - | Member |
| 3. | Dean, College of Dairy Sci. & Tech. | - | Member |
| 4. | Director of Research | - | Member |
| 5. | Director Human Resource Mgt. | - | Member |
| 6. | Director Extension Education | - | Member |
| 7. | Director Students' Welfare-cum-EO | - | Member |
| 8. | Director, IPVS | - | Member |
| 9. | Registrar | - | Member |
| 10. | Senior Most Professor
from COVS nominated by the V.C. | - | Member |
| 11. | Senior Most Professor
from CODST nominated by the V.C. | - | Member |
| 12. | Secretaries of Board of Studies | | |
| | (i) College of Veterinary Sciences | - | Invitee |
| | (ii) College of Dairy Science and Tech. | - | Invitee |
| 13. | Any Professor of the University
Nominated by the V.C. | - | Member Secretary |

Note: The Members can be changed by the Vice-Chancellor from time to time as per provisions given in the Statutes.

Regulations for conducting meetings of Committee on Students' Welfare

1. CONSTITUTION

The Committee on Students' Welfare will be constituted in accordance with the provisions under Clause 5 (i) of the Statutes given in Chapter II. The Director Students' Welfare will be the Chairman of this Committee and Associate/ Deputy Director Students' Welfare will be the Member-Secretary of this Committee.

The Vice-Chancellor may nominate other officers, teachers or students as invitees if he considers their participation in the deliberations of the committee necessary.

The present constitution of the Students' Welfare Committee is given in Annexure-I at the end of this Chapter.

2. FREQUENCY OF MEETINGS

The committee on Students' Welfare shall meet at such times and as often as may be deemed necessary by the Chairman. The regular meetings of the Committee on Students' Welfare shall normally be held atleast once in a semester. A notice of one week will be given for calling a meeting. The Chairman may, however, reduce this period when necessary. He may convene emergency meeting at a short notice.

3. VENUE OF MEETINGS

Meetings of the Committee on Students Welfare shall normally be held at Hisar; provided that the Chairman may convene a meeting at any other outstation of the University with the approval of the Committee taken at the previous meeting.

4. QUORUM

Two-thirds of the total members of the Committee on Students' Welfare shall constitute the quorum provided that if meeting is adjourned for want of

quorum, no quorum shall be necessary at the next meeting for transacting the same business.

5. AGENDA

The agenda for a meeting will be prepared by the Secretary of the Committee with the approval of the Chairman and circulated to the members one week before the meeting, provided that with the permission of the Chairman, any item, which he considers necessary, can be introduced at any time for consideration and decision in the meeting.

6. DECISIONS

All issues to be considered at a meeting of the Committee on Students Welfare shall be decided by a majority of the members present. . The Chairman shall be entitled to vote and if the votes be equally divided, he shall have a second or casting vote.

7. PROCEEDINGS

The Secretary will be responsible for recording the proceedings and getting the same approved by the Chairman. He will also ensure that the proceedings are dispatched to all the members expeditiously, normally within a week of the meeting.

8. CONFIRMATION OF PROCEEDINGS

The proceedings of the meeting will be confirmed at the next meeting of the Students' Welfare Committee. Confirmation will be confined to correct recording of the decision taken and it shall not be an occasion for questioning the decision taken. If a member has any reason for wanting a decision reconsidered, he shall give notice of it to the Secretary in writing atleast two weeks before the next meeting intimating reasons why he considers it necessary to reopen the matter. On receipt of such notice the Secretary shall examine the matter thoroughly and after obtaining orders of the Chairman, prepare an agenda item for consideration at the next meeting.

9. ACTION TAKEN REPORT

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decisions are fully implemented or reconsidered.

ANNEXURE-I

Constitution of the Students' Welfare Committee as per DSW Order issued vide Endst. No. DSW/18/2610-36 dated 18.07.2018

The Constitution of Students' Welfare Committee are as under:

For LUVAS Campus, Hisar

- | | | | |
|----|---------------------|---|-----------------------|
| 1. | DSW-cum-EO | - | Chairman (Ex-officio) |
| 2. | Dean, PGS | - | Member |
| 3. | All Deans/Directors | - | Member |
| 4. | ADSW (Senior Most) | - | Secretary |

For Outstations (Affiliated Colleges/ Institutions)

- | | | | |
|----|---|---|-----------------------|
| 1. | DSW-cum-EO | - | Chairman (Ex-officio) |
| 2. | Dean, PGS | - | Member |
| 3. | All Deans/Directors | - | Member |
| 4. | Principal/Dean/Director
(Concerned College/ Institute) | - | Member |
| 5. | ADSW, LUVAS
(Senior Most) | - | Secretary |

Note: The Members can be changed by the Vice-Chancellor from time to time as per provisions given in the Statutes.

Regulations for conducting meetings of the Departmental Advisory Committee

1. CONSTITUTION

A Departmental Advisory Committee will be constituted in each department of the University. The Head of Department will be the Chairman. Fifty percent of the total faculty strength, other than the Chairman will constitute the advisory committee. Chairman may invite any other faculty member(s) to attend the meeting. Other members from amongst the faculty of the department shall be nominated on the Committee by the Vice-Chancellor in consultation with the Head of the Department and the Dean of the College concerned. They will be appointed for a period of two years from amongst the ranks of Assistant Professors, Associate Professors and Professors, working on teaching, research and extension education sides. One of these members will be nominated by the Head of Department to work as Secretary of the Committee.

2. PERIODICITY FOR HOLDING MEETINGS

The Departmental Advisory Committee shall meet once in two months or more often if necessary. The meetings will be held with a week's notice. This period may be reduced by the Chairman whenever necessary. Emergency meetings can be convened at short notice. The meetings will be held in the department at a place selected by the Chairman who will also have the power to fix such meetings outside the department but within the college.

3. QUORUM

Fifty percent of the members of the Committee will form quorum for the meeting. If a meeting of the committee is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

4. AGENDA

The agenda will be prepared by the Secretary with the approval of the Chairman and circulated to the members in advance of the meeting. The Chairman shall have the powers to circulate any other agenda item when the meeting is in progress or take up any item for discussion and decision even if it is not a part of the agenda. If a member wants any item to be included in the agenda he will inform the Secretary in writing atleast three days in advance of the meeting.

5. PROCEEDINGS

The proceedings of the meeting shall be drafted by the Secretary and approved by the Chairman. The proceedings will be circulated to the members as soon as possible but latest within one week of the meeting. After the proceedings are approved by the Head of Department and recommendations of the Departmental Advisory Committee are accepted, the decisions will be circulated to the faculty members of the Department.

6. CONFIRMATION OF PROCEEDINGS

The proceedings of the meeting will be confirmed at the next meeting of the committee. The confirmation will be confined to whether the decisions have been recorded correctly and it shall not be an occasion for questioning a decision taken. If a member has any reasons for wanting a decision reconsidered he shall follow the procedure laid down in respect of other committees.

7. ACTION TAKEN REPORT

A report regarding action taken on the decisions of the previous meetings shall continue to be made in the subsequent meetings until such time the decisions are fully implemented or reconsidered.

Instructions for Writing of Annual Confidential Report/Self Assessment Report of Lala Lajpat Rai University of Veterinary and Animal Sciences Employees/Teachers

1. INTRODUCTORY

The Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS) has been established under the Haryana State Government Act (LUVAS Hisar Act, 2010) and it started functioning from December, 2010. Prior to that it was a part of Chaudhary Charan Singh Haryana Agriculture University, Hisar.

The Chaudhary Charan Singh Haryana Agriculture University framed rules/regulations and issued instructions from time to time for writing of ACRs/SARs of the employees and teachers. Later on that University compiled all such rules and instructions and published these in a booklet form in 2009. A few amendments were issued thereafter. All these rules/regulations/instructions are applicable to the LUVAS employees (including teachers) in terms of the provisions contained in Section 39 (1) of LUVAS Act, 2010 and these are to be treated as first regulations of this University. Therefore, these regulations have been included in this chapter. The instructions issued after 2009 by CCSHAU/LUVAS are also added at the end of this chapter for updating purpose.

2. NEED FOR REGULAR AND PUNCTUAL RECORDING OF ACRs/SARs

It is essential that all Officers/Heads of Departments, etc. should write the Annual Confidential Reports of their sub ordinates regularly and punctually and place these in their Personal File so that the personal files are kept upto date. The Confidential/Self Assessment Reports should be written once a year in respect of Non-teaching and teaching employees at the end of March

and June, respectively. The work of writing such reports should be completed within the time schedule given below:

- (a) Reporting authority shall initiate the annual confidential reports in time and ensure that they reach the reviewing authority by 7th of the following month in which these are due. In case of default the reviewing authority shall initiate the report and the Initiating Authority shall be commented upon on his failure to initiate the report by the due date.
- (b) Reviewing authority would send the reports to the Accepting Authority so as to reach him by 20th of the following month in which these are due. In case of his failing to do so, the Self-assessment reports/ Confidential reports shall be initiated by the accepting authority and shall be accepted as per rules. The accepting authority shall also give his observations on this account in the self-assessment/confidential report of the Initiating/Reviewing authority.

Explanatory Notes:

- (i) The certificate regarding writing of Confidential/Self-Assessment Reports be sent to the authority maintaining these reports within one month of the last date of writing these reports.
- (ii) The Self Assessment Reports are written for the period from 1st July to 30th June. The teachers shall initiate their SARs on time and ensure that these reach the reviewing authority or the next higher authority, as the case may be, by the end of July. If a teacher fails to send his own SAR by 31st July, his next senior person should initiate it himself on 1st August. If, however, the next senior person, too, fails to send it within the next 20 days i.e. by 20th August, the Head of Department concerned should initiate it and record his observations on his own. The onus for not initiating the report on time will lie on the teacher himself. In the case of failure to initiate SAR, disciplinary action shall be initiated by the competent authority against all concerned. However, if the teacher concerned repeatedly fails to do so then his annual increment (s) may be withheld by the competent authority.
- (iii) Annual Confidential/Self -Assessment Reports will be written in respect of all employees of the University including those working on adhoc/stop gap basis.
- (iv) In case the ACR/SAR contains more than one page, then the name of the employee and period to which it pertains, would be written on every page and initiating authority shall also sign on every page.

- (v) The CRs/SARs should be recorded without delay. Further, in the event of significant delay occurring in isolated cases, it should be possible for the higher authorities to discount to the extent necessary such reports as had been written after a lapse of a very long period and as were attended with suspicious features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report.

The words the significant delay/very long period” appearing in this note shall mean a period of six months or above.

- (vi) The Confidential/Self-Assessment Reports of the Officers/Officials on deputation with University shall be maintained by their parent departments and the periodicity of the rendition of such reports will conform to the periodicity adopted in their parent departments. It will be responsibility of the parent departments to obtain the reports of their Officers on deputation and maintain them.
- (vii) The Head of the Department shall obtain the self assessment reports/confidential reports of the teachers/other employees who are on deputation to outside institutions and shall place them on the self assessment reports/confidential reports files of the concerned teacher/employee. The failure to do so may warrant adverse observation in the self assessment report/confidential report of the concerned Head of the Department.

3. WHAT THE REPORT SHOULD CONTAIN

The Confidential/Self-Assessment Reports shall be written on the forms as listed in the Appendices I to V as under:

Form I - Appendix I for teachers

Form II - Appendix II for Grade 'A' employees

Form III - Appendix III for Grade 'B' and 'C' employees

Form IV - Appendix IV for Grade 'D' employees

Form V - Appendix V for teachers/ School Lecturers of the school

While writing the CRs/SARs, the reporting officer must state in each case whether the Officer or Official concerned 'has been able to discharge the duties of his/her office satisfactorily whether the person is intelligent, able, conscientious, hard-working and quick in the dispatch of business and whether he/she is regular and punctual in his/her work. If the person reported upon, has to control an establishment under him/her, it should be stated whether he/she is able to supervise their work effectively, is able to

maintain discipline and whether his/her relations with his/her subordinates are satisfactory. It should be stated whether he/she is accessible, hears and deals with complaints properly and is courteous in his/her behavior. It should also be intimated whether the official/teacher remains at his/her headquarters or not after the office hours and on holidays. In the case of teachers, it should be stated if the teacher has published any paper and if he/she has not, what action should be taken. In the case of touring employees, it should be stated whether their touring is systematic and adequate. If any particular incident has occurred during the period under report which brings a person in good or bad light, this should be mentioned specifically. "In case of teachers working in colleges, it should be stated if for one or another reason, he/she has taken excessive leave during the trimester/semester periods.

Letter of appreciation issued by various authorities or persons and any major event of work done or special contribution made by the Officer towards implementation of a particular scheme or successful conclusion of a special campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the employee, if he/she considers them relevant in an annual assessment of the employee's work.

4. REPORTS REGARDING INTEGRITY

A special mention should invariably be made regarding the integrity of the employee, to which the University attaches the greatest importance. It should clearly be stated if the employee is suspected of corruption or is believed to be corrupt and this opinion should be supported with reasons and facts, which may be in the knowledge of the reporting officer. Any ill considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss the employee's worth from the point of view of his/her integrity openly and frankly in the appropriate column 'Defects' if any or elsewhere. It has been observed that reporting officers are allowing the practice of making non-committal remarks like 'no complaints'. This has been viewed with dis-favour. It is desired that the practice of making non-committal entries in the column relating to integrity should cease. Reporting Officer should give a definite opinion on the integrity of their subordinates while writing their SARs/CRs. Further instances have come to notice in which even though employees are being proceeded against for serious allegations of corruption, their CRs/SARs for the same periods certify their integrity to be good. It is

felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the columns relating to integrity forthrightly and without hesitation. In case an employee has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning University's displeasure. Ordinarily, the inference would be that either he/she did not exercise proper supervision or he/she was in dishonest collusion with his/her subordinate. The intention of the University is that the truth about the subordinates should be known to the reporting Officers and may be brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Explanatory Notes:

1. It has been observed that in certain CRs/SARs the HODs/Officers give adverse remarks which reflect on the integrity of the employee concerned but in the overall assessment he is adjudged as 'Average'.

It is desired that as the classification 'Outstanding, Very Good, Good, Average and Below Average, relate only to ability of the employee, the remarks regarding integrity should be clearly given : For instance, if an 'average' employee is reported to be of doubtful integrity, the classification should be noted as follows:

'Average' but of doubtful integrity.

5. WRITING OF SELF-ASSESSMENT/ CONFIDENTIAL REPORTS OF:

- (i) Teachers
- (ii) Accounts Staff

(I) Teachers

- (i) The Heads of Departments shall initiate their Self Assessment Reports and submit the same to the Dean concerned who shall convene a meeting of Dean, Postgraduate Studies, Director of Research and Director Extension Education. Before recording their remarks, they must have discussion on the work of Head of Department concerned and arrive at some conclusion. The opinion so formed should be recorded and signed by all Deans/Directors concerned. The Deans and Directors disagreeing with or wishing to add their observations alongwith the majority views may do so. After that the report shall be submitted to the Vice-Chancellor, who is the final accepting authority.
- (ii) The teachers of the rank of Professors shall initiate their Self Assessment Reports and submit the same to their respective Heads of

Departments who after recording his/her remarks shall submit the same to the Dean/Director concerned. In the case of teachers it will be submitted to the Dean of the College where the teacher is posted and also to the Dean, PGS, if he/she teaches the post-graduate classes. In the case of research workers, the report will be submitted to the D. R. and in case of Extension Education staff to the D. E. E. In case of Professors and equivalents, the Deans/Directors will forward the reports to the Vice-Chancellor for final acceptance. If the Head of the Department is not available due to resignation/ retirement/ deputation/death etc. then the teachers of the rank of Professor will submit their self-assessment reports to the Dean/Director concerned.

- (iii) In case of teachers of the rank of Assoc. Prof., the SARs will be initiated by the next person concerned of the rank of Prof., who, after recording his remarks, shall submit the same to the Head of Deptt. concerned. The HOD after recording his observations, will submit the SAR to the Dean/Director concerned. However, in case of teachers teaching post-graduate classes, the reports will also be put up to the Dean, Post-graduate studies, for his observations before being sent to the Dean of the College/DR/DEE, as the case may be. The Dean/Director after recording his observations will forward the SAR to Vice-Chancellor who is the final accepting authority.

In case if the teacher of the rank of Professor/HOD is not available due to resignation/retirement/deputation/death, the teachers of the rank of Assoc. Professor will submit their self-assessment reports to the Head of the Department/Dean/Director concerned.

If the accepting authority is not available, the report will be submitted at the level of reviewing authority and the assessment of the reviewing authority will be treated as final.

- (iv) The SARs of Class II teachers will be initiated by them and submitted to the teachers in-charge of the project not below the rank of Assoc. Professors. He/she will submit the same to the HOD who will record his/her opinion and then submit it to the concerned Dean or Director who will record his/her opinion as the final accepting authority. In the case of teachers teaching post-graduate classes, the reports will also be shown to the Dean, PGS for his/her observations before being accepted by the Dean of the College concerned. In case of research workers, the reports will be submitted to the DR and for Extn. Education workers to the DEE for final acceptance.

However before submission of the self-assessment reports of the Research / Extension Education workers to the DR/DEE these shall be shown to the Deans of the colleges for their observations in case they are teaching under-graduate classes. Similarly the remarks in the SARs of the teachers who are deputed to other colleges for taking teaching courses shall be recorded by the Dean of the Colleges where they have been deputed for teaching before their final acceptance.

The position indicated in Para (ii), (iii) and (iv) above stands amended to the following extent:-

*"After receipt of SARs from the concerned teacher/project Incharge/ Administrative head of the Department, the Technical Head of the Department after recording his/her observations/ remarks in the SARs of the teachers will submit the same to the concerned Controlling officer i.e. Dean/DR/DEE as the case may be. The Controlling Officers after recording their observations/remarks will finally submit the SARs to the Vice-Chancellor for acceptance."

- (V) A Class-II teacher, who is working in the department of another discipline shall initiate his/her self assessment report and submit the same to a Class-I teacher under whose technical supervision he/she has been placed by the technical Head of the Department. The Class-I teacher shall record his/her observations in his/her Self Assessment Report so far as his/her technical work and competence were concerned. In case such a teacher is working directly under the guidance of Head of technical department, such teacher will also be reported upon by the technical Head of Department in addition to the administrative Head.

The position indicated in above Para stands amended to the following extent:-

***"It was decided that the comments of the Technical Head may be uniformly obtained in respect of teachers working in other offices/department/Directorates, on their SAR."

The above position has been further amended by the LUVAS as indicated below:-

***"The SARs of the teachers who are working in the multi disciplinary

*As amended by CCSHAU Registrars' Memo No. Admn.F3./2015/v-20/5782-5896 dated 07.09.2015

**As amended vide CCSHAU Registrars' Memo No. Admn.F3/2007/4082-181 dated 03.08.2007.

*** As amended vide LUVAS Registrars' Memo No. Admn./F-2/2017/3716-3746 dated 15.05.2017.

Departments/Directorates may be initiated by the teachers concerned and submitted to the Administrative Head/Director concerned. The Administrative Head/Director will obtain the comments of technical Head of the faculty member before forwarding the same to the concerned Controlling Officer/Accepting Authority.”

Explanatory Notes:

- (i) The instructions as mentioned in para (V) above shall also apply to Class-1 teachers.
- (ii) ****Whenever supervisory Head of department is junior to a person whose Self-Assessment Report is being written, the head of Department will submit the SAR to the concerned Dean/Director without recording his/her remarks/observations.
- (iii) Where the reviewing/accepting authorities differ with the overall grading as given by the initiating authorities, reason therefor shall be given by them.

(II) Accounts Staff

The Comptroller has been made the technical Head of the staff working in all offices of the University for maintaining accounts. Accordingly, the CRs of the Asstt. Registrars, A&AOs, Superintendents, Assistants and other staff dealing with accounts/inspection of accounts in various offices shall be submitted to the Comptroller who will add his own remarks thereon before these are forwarded to the final accepting authority.

Explanatory Notes:

Where the reviewing/accepting authorities differ with the overall grading as given by the initiating authorities, reason therefor shall be given by them

6. NUMBER OF REPORTING OFFICERS

The work and conduct of an employee/teacher working under the Head of Department shall be reported upon by atleast two officers. However, where the reporting and accepting authority happens to be the same, the final accepting authority shall be the next higher authority in such cases.

7. MINIMUM PERIOD FOR WHICH A REPORTING OFFICER SHOULD HAVE SEEN THE WORK OF A SUBORDINATE BEFORE RECORDING REMARKS ON HIM/HER

No reporting authority should record his/her remarks in the CR/SAR of an

****As amended CCSHAU Registrars' Notification Endst. No. Admn. F.3 / 2010/V-20/5988-6102 dated 02.12.2013.

employee under him/her unless he/she has seen his/her work and conduct for atleast three months during the year under report.

Explanatory Notes:

- (i) The period of three months referred to in this rule means the period for which the reporting authority has actually seen the work of the employee concerned. Besides regular leave (as distinct from casual leave), the period of suspension, when an employee does not discharge any duties, is not to be counted in calculating this period. Similarly, the period, if any, during which the reporting authority is on leave, or under suspension, is not to be counted.
- (ii) However, if the work of the employee has not been seen for atleast 3 months or more by any reporting authority during a year, in that case the reporting authority who has seen the work of the employee for the maximum period will initiate the report and the same shall be deemed to have covered the whole year.

8. RECORDING OF REMARKS ON THE OCCASION OF RELINQUISHMENT OR HANDING OVER OF CHARGE BY THE REPORTING AUTHORITY OR BY THE SUBORDINATE CONCERNED

- (a) If an officer relinquishes the charge of his/her post during a reporting year on account of his/her transfer, resignation or retirement.

OR

- (b) Any of his/her subordinates is transferred or retires during the reporting year.

Such officer may record remarks in the Confidential/Self-Assessment Report file of the Officer (subordinate to him/her) in respect of the relevant period of the reporting year provided he/she has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring/resigning officer before the date of his/her retirement/resignation. Likewise, the officer relinquishing the charge of his/her post on transfer, should record his/her remarks at the time of relinquishment of the charge of previous post or within one month thereafter.

- (c) If more than one reporting/reviewing/accepting authority had seen the work of the employee reported upon during a particular year, in such cases, remarks are to be recorded only by that reporting/reviewing/accepting authority, who may have last seen the work of the employee reported upon in the reporting year for atleast three months.

- (d) If the remarks are not recorded by the concerned authorities, as per para (a) above, it shall be obligatory when the annual CRs/SARs are being written to ask them (except the Officers who have already retired/resigned) to record their remarks on the CRs/SARs of those employees in respect of whom these authorities are the initial reporting authorities. If, there was a successor in office, who is also competent to record remarks as the initial reporting authority, then, the remarks of the predecessor(s) in office covered in para (a) above and the successor in office, shall be got recorded in the order of their seniority, the junior officer writing the report (earlier).

Explanatory Notes:

- (i) If the reporting authority is retiring/resigning during the reporting year, the blank forms must be supplied by the office on its own to the officer atleast a fortnight before the date of his/her relieving or from the date on which he/she actually retires, whichever is earlier.
- (ii) The reports written during the middle of the reporting year should not be forwarded to the successor of the reporting authority, if any ,for recording his/her report, but may be submitted for the remarks of the reviewing/accepting authority before the date of his/her reliving/retirement. However, in case of transfer of reporting officer the report may be submitted to the reviewing/accepting authority within one month of his/her relinquishment of the charge. These reports will, however, be dealt with only at the end of the year and in the same manner as reports for the entire year.
- (iii) An officer under suspension is not competent to record Confidential/Self-Assessment Reports on the work of his/her previous subordinates.
- (iv) An officer who has retired from service will not be competent to record remarks in the Confidential Self-Assessment reports of Officers/subordinates who worked under him/her.
- (v) The teachers are required to initiate their Self Assessment Reports in the month of July. If in their case first or second or third reviewing authority(s) resign/retires from University service in the end of the year, the reviewing authority which has seen the work and conduct of the teachers for at least 3 months may give its observations in the Self Assessment Reports of the teacher(s) concerned. In case the accepting authority leaves the University service either by way of resignation or retirement then the report with the observations of the First or second or third reviewing authority, as the case may be, shall be treated as final.

However, if the reviewing authority(s) and accepting authority both leave the University service then the report shall be treated as unwritten. (This will also be applicable in the case of non-teaching employees).

9. ISSUE OF LETTER OF APPRECIATION

The practice of recognizing the good work of an employee by a letter of appreciation is sound. Simultaneously, it is important that such letters should not be issued indiscriminately but these should be issued in really deserving cases to encourage good work and at the end of prescribed reporting period. The criterion for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry and since commendation will lose much of its value if it is too easily won, it is essential that greatest care is taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice.

Explanatory Notes:

- (1) (a) Atleast two authorities, when there are two or more such competent authorities, should make recommendations in clear terms.
- (b) However, where there is only one reporting authority and it recommends clearly the issue of appreciation letter and also indicates the work proposed for recommendation, appreciation letter may be issued.
- (c) In case where first reporting authority recommends the issue of appreciation letter in clear terms indicating the work proposed for commendation and second authority simply endorses it by saying 'I agree', an appreciation letter may be issued as words "I agree" amount to endorsing the recommendations of the first reporting authority notwithstanding the fact that second reporting authority did not clearly say in so many words that an appreciation letter may be issued.
- (d) Where two reporting authorities recommend issue of appreciation letter and the higher authority does not contradict that recommendations but records word "Seen" or no remarks or simply appends the signatures, appreciation letter may be issued. Where, however, the final authority controverts the recommendations of the lower authority, no letter of appreciation should be issued.
- (e) Where two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes

recommendations in its report for such letter in clear terms, a letter of appreciation should not be issued straightway. In such cases, the administrative authority which is next above the highest authority recording the report should take decision with regard to issue of an appreciation letter.

- (f) The work proposed for commendation should be clearly indicated and sufficient details given in support thereof so that the justification for issuance of the appreciation letter could be properly examined.
- (2) The intention is that, as a rule, such letters of appreciation should, where necessary, be issued by the final accepting authority. Officers below the level of the authority competent to accept the Confidential Reports/SARs are not competent to issue letters of appreciation or commendation on the basis of generally good work done by their subordinates which should appropriately be recorded in annual reports.
- (3) Occasions do arise when an Officer in the field feels the need of encouraging his subordinates by issuing them letters of commendation, particularly after good work done in connection with specific incidents, e.g. field campaigns, arranging of melas, field shows, visit of some VIPs, etc. It is not the intention of the University to use this method of extracting good work out of its employees beyond the reach of the officers in the field. In such cases, letters of appreciation may be issued even by officers lower than the authority competent to accept the reports. Such letters will not, however, be placed on personal files and should be issued very sparingly.

10. COMMUNICATION OF REMARKS IN THE ACRs AND SARs

Keeping in view the judgment of the Supreme Court of India as conveyed by Haryana Govt. Letter No. 61/3/2013-2GS III dated 25th March, 2015 and adopted by the University vide Endst. No. Admn./E-I/2015/2560-90 dated 29.04.2015, every entry in the ACRs/SARs – poor, fair, average, good, very good or outstanding will be communicated to the employee concerned. ACR/SAR of those on deputation with the University will be sent to their departments and a copy retained in the University. The following instructions shall be observed while conveying adverse remarks.

- (a) When report is built up on the individual opinions as noted by different departmental superiors in gradation, it is only the opinion as accepted by the highest authority which need be considered from the point of view of communication;
- (b) An employee should not at any time be kept ignorant of the reporting officer's opinion where his/her service is not considered satisfactory;

criticism should be communicated promptly. It should indicate in suitable language the nature of the defects in question;

- (c) The practice of discrimination between a remediable and irreparable defect should be abandoned as far as practicable except that a certain degree of discretion should be regarded as permissible in communicating reported defects of an irreparable nature. For instance, it might do more harm than good to inform an employee year after year that his/her brains are below average or that he/she is unduly sensitive.
- (d) The reporting officer should specifically state whether the defects reported have already been brought in any other communication to the notice of the employee concerned.
- (e) Remarks in cases in which the competent authority suspends judgment should not be communicated.
- (f) Great attention should be paid to the manner and method of communication in order to ensure that the advice given or the warning or censure administered, whether orally or in writing shall having regard to the temperament of the employee concerned, be most beneficial to him/her.
- (g) Any remarks on an employee's report which show that he/she has taken steps to remedy defects to which his/her attention has been drawn in a previous year, should be communicated to him/her so that he/she may know that his/her efforts to improve have not passed unnoticed:

Explanatory Notes:

- (i) The adverse remarks which have been washed out by the remarks of some superior authority should not be conveyed and only the adverse remarks recorded or endorsed by the highest authority reporting on an Officer/official should be communicated. Where, however, an adverse remark has not been specifically denied by a higher authority, it should be conveyed. It is, however, open to that authority to decide that any adverse remarks need not be communicated. Where it is so decided, a specific order to this effect should be recorded.
- (ii) The reporting officer, while mentioning any defects in the report should as far as possible also give indication of what efforts have been made by way of guidance, admonition, etc. to get the defects removed and with what results.

- (iii) It has been noticed that adverse remarks in all cases should be communicated to the employees are not being strictly observed with the result that employees are deprived of the right of representation. It is, therefore, essential that it should be a regular form of routine discipline and procedure to invariably convey adverse remarks to the employees concerned, immediately after the acceptance of the report.
- (iv) All the authorities responsible for maintaining ACR/SAR files should ensure that the remarks are conveyed to the employee concerned. They must send the following certificate to the Registrar by the end of 2 months after the date of acceptance of the ACR/SAR:-

“Certified that Confidential/ Self Assessment Report files of all the Officers/Officials for the year _____ maintained by the office have been checked and remarks have been conveyed to the Officer/Official concerned.”

11. REPRESENTATIONS REMARKS AGAINST ADVERSE REMARKS

The University has noticed a strong tendency among employees at all levels not to take adverse remarks in the spirit in which they are intended and as a part of the normal incidents of a whole career of service but to indulge in all kinds of pressures to get such remarks expunged. The primary purpose of maintaining the record of annual remarks in regard to an employee's work is to accumulate over a period of years varied assessment regarding the performance, character, ability and integrity of the employee in discharging responsibility to which he is called and the record of employee as a document internal to the university to be utilized for promotions, postings, transfer, encouragement, cautions, etc. Ordinarily, therefore, representations against the adverse remarks, if any, should not be taken notice of. Occasionally, however, cases arise where the adverse remarks are not made bonafide or are based on patent error of fact. An examination of the representation is, therefore, called for and these should not be turned down automatically. Where the preliminary examination of the representation does not prima facie establish that the adverse remarks are malafide or based on a patent error of fact, it should be turned down automatically. Where, however, it appears prima facie that the remarks are not bonafide or that these are based on a clear error of fact, representation should be examined on merits. If as a result it is found that the adverse remarks were uncalled for, a note should be recorded on the confidential/self-assessment reports expunging the remarks after obtaining orders of the competent authority and the employee concerned should be informed of the action

taken. The reporting authority may also be informed and suitably warned where malafide intention is indicated. There may also be border line cases in which there may be some substance in the adverse remarks conveyed to the employee and also some justification for the representation made by the employee against the adverse remarks. In such cases, the proper course to adopt would be to place the representation on the personal file i.e. confidential report/self-assessment report file after obtaining the orders of the competent authority, to entertain the representation against the adverse remarks.

Explanatory Notes:

- (i) It has been observed that the employees while making representations against adverse remarks make false allegations against the reporting authorities and allege that adverse remarks given by them were malafide but later on it is found that these allegations were wrong and were made without any base. Such a tendency is totally uncalled for and in future such employees would run the risk of disciplinary action against them by the University. A copy of such disciplinary action against them by the University, would be placed in their confidential/self assessment report. Accordingly the employee should be cautious while making the representation and avoid making such baseless allegations.
- (ii) After the adverse remarks are conveyed to the employee concerned, a note as to whether any representation against these remarks has been received, may be kept on the letter conveying the adverse remarks.
- (iii) Before passing final orders on a representation against the adverse remarks the comments of the reporting authority should invariably be obtained.
- (iv) When the representations are sent to the reporting authority/ authorities for their comments, these authorities intimate that the remarks were not adverse, rather were advisory. This position is not correct because the remarks cannot be advisory as the question of advice arises only when the reporting authority finds any defect in the working of the concerned employee. Besides, it is an obligation that when any adverse remarks are conveyed to an employee, he is also advised to remove those defects. It is, thus, obvious that such a statement that remarks were not adverse rather advisory in nature is contradictory and it should be avoided.
- (v) The comments of the reporting authority/authorities who has/have retired after recording his/their remarks as the reporting

authority/authorities can be called if the circumstances of the case so warrant. However, while doing so, the convenience of the reporting authority, expediency of such course of action and other relevant circumstances should be considered.

- (vi) It has been observed that reporting authority/authorities delay their comments considerably on the representation against the adverse remarks, which is not administratively desirable. Therefore the reporting authority/authorities must send their comments within one month from the date of receipt of the representation in their offices. In case, no comments are received within this period, the representation shall be decided on the verification of the record available and on merits.
- (vii) Representation against the adverse remarks shall be finally decided by the authorities as shown in Col. 7 of the appendix -VI. Information regarding expunction of remarks shall also be sent to the authority(ies) who have written the report.
- (viii) When representation is decided finally an indication of the decision (if it has been rejected) may be shown thereon. However, if it is decided to expunge any adverse remarks the letter conveying adverse remarks and the adverse remarks as well shall be removed from the report.
- (ix) Final orders on the representation will be conveyed to the employee concerned as far as possible within three months of the date of submission of the representation. The order so passed shall be final and a second representation against the adverse remarks will not be entertained.

12. TIME LIMIT FOR FILING REPRESENTATION AGAINST ADVERSE REMARKS AND THE AUTHORITIES TO WHOM THE REPRESENTATIONS ARE TO BE ADDRESSED

- (i) As provided in rule 11, the University does not encourage representations against adverse remarks. If the representation is made, it should be entertained only if it is received within 45 days from the date of receipt of the letter communicating adverse remarks to the employee concerned. However, the authority dealing with the representation may entertain the representation if he/she is satisfied that the employee had sufficient cause for not submitting the representation in time. However, no representation shall be entertained in any circumstances after one year of the communication of the adverse remarks.

- (ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.

Explanatory Note:

The letter conveying adverse remarks should be sent by registered post “acknowledgement due” so that the date on which it is received by the officer/official concerned does not admit of any doubt. If the officer/official to whom adverse remarks are to be communicated is posted at the same station, the letter should be delivered to him/her against an’ acknowledgement showing the date of receipt.

13. NATURE OF DOCUMENTS/ COMMUNICATIONS WHICH NEED TO BE PLACED ON PERSONAL FILES

- (i) Besides the ACRs/SARs on the work and conduct of an employee, copies of documents/communications specified below should also be placed on personal files:
 - (a) All orders imposing any of the penalties enumerated in the relevant statutes;
 - (b) All communications conveying adverse remarks;
 - (c) Those letters of appreciation which deal with the outstanding nature of performance of an employee on an overall assessment of his/her work and conduct during the year in the light of the remarks recorded in his/her ACR/SAR.
 - (d) Special reports recorded on the work and conduct of the employee on any particular occasion, e.g., reports recorded on the expiry of the period of probation etc.
 - (f) A Copy of notification/letter regarding Best Worker Award or medal to an employee/teacher in recognition of his/ her service.
- (ii) Warnings, which are not the direct outcome of the annual confidential/ Self-Assessment Report, will also be placed on the personal files, if the warning has been issued under the orders of any other authority, which is competent to impose a minor penalty on the employee concerned, and if it has been specifically directed by the authority issuing the warning that a copy of the warning is to be placed on the personal file;
- (iii) When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly, the final result of disciplinary proceedings should also be duly recorded therein. As during the period of suspension an official has no immediate superior, there tend to be gaps in personal files, and it is the

- responsibility of the authority maintaining the file to ensure that entries regarding such periods are invariably made;
- (iv) Whenever an officer has attended an approved course of study or training in India or abroad:
 - (a) The fact of his/her having done so should be entered in his/her CR/SAR file.
 - (b) The report received from the Head of the Institution of the aforesaid study or training should either be placed in original with the CR/SAR or the substance of it entered therein.
 - (c) An entry about the report submitted by the officer on his/her work should also find mention in the CR/SAR if it is outstandingly good, or of poor quality indicating that the officer/official had not made good use of his/her period of study or training.
 - (v) In regard to other communications of the nature of simple warning/ advice or conveying displeasure by the appointing authority, his/her orders on whether or not a copy should be placed in the personal file should be obtained in such individual case.

Explanatory Notes:

- (i) Approved courses of training may be defined to include courses sponsored by the Govt. or in which the cost or part of the cost is borne by Govt. as also courses attended with the permission of University or for which University grants study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the CR/SAR. For instance there are part time courses and refresher courses where an assessment of the candidate is not made. In such cases: however, entry in the CR/SAR of the fact of the officer having attended the course would nevertheless be useful in giving a more complete picture of the officer/official's experience and accomplishments.
- (ii) It is the responsibility of the authorities maintaining the personal files to ensure that all documents required under the instructions of the University to be placed on the personal files, are placed thereon;
- (iii) The term 'personal file' means in this context the collection of periodical or annual confidential SAR reports on the work and conduct of an employee and copies of orders of punishments and appreciation letters etc. that may, in accordance with the foregoing instructions, form a part of this collection.

14. DOCUMENTS WHICH ARE NOT TO BE PLACED ON PERSONAL FILES

The personal files should not be burdened with copies of personal letters or certificates issued by the superior officers to their subordinates in recognition of any special help that might have been rendered by the employee on a particular occasion, e.g. a local exhibition, visit of a VIP, etc.

Letters of appreciation issued by the various authorities or persons on any major event of work done or special contribution made by the employee towards the implementation of a particular scheme or successful conclusion of a special campaign will not, therefore, be placed on the personal files.

Explanatory Note:

Sometimes, enquiry reports of the State Vigilance Department are received in respect of some employees. These reports sometimes contain unsubstantiated allegations. In any case, these are in the nature of investigations and need not be placed on the personal files.

15. PROCEDURE TO BE FOLLOWED WHERE A REPORTING AUTHORITY IS RELATED TO THE EMPLOYEE TO BE REPORTED ON

- (i) When the reporting authority is the first reporting authority, he/she should be competent to record his/her remarks, but while doing so, he/she should clearly mention that he/she is related to the employee reported on and bring out the exact nature of relationship.
- (ii) When the reporting authority is not the original reporting authority he/she need not normally write any remarks. If however, he/she feels that for some reasons he/she must enter some remarks, he/she should while doing so, act as under (i) above.

16. SOLICITING OF REMARKS TO BE DISCOURAGED

An undesirable tendency has been noticed among the University employees to approach higher authorities to get the remarks out of the way on their personal files. The Confidential remarks on the work of the employees are recorded by the competent authority in normal course when due. The employees should, on no account solicit for remarks in personal files from their superiors.

17. CUSTODY OF PERSONAL FILES AND AUTHORITIES COMPETENT TO CONVEY ADVERSE REMARKS IN CONFIDENTIAL/SELF ASSESSMENT REPORTS

A chart showing authority which is to initiate the confidential reports, except for the teachers who have to initiate their SARs themselves, second reporting authority and the final accepting authority as well as the authority who is to

take the follow up action and the authority who is to maintain personal files is attached as Appendix VI.

Explanatory Notes

- (i) The personal files should be kept in safe custody of the authority to maintain them, under lock and key. They should, on relinquishing charge as a result of transfer, etc. not leave these files' with their personal staff and instead should handover the same to their successors or other appropriate authority so that there is no room of their leakage and/or for their being misplaced or loss by the interested persons.
- (ii) The confidential/Self-Assessment reports of retired employees should be kept for a period of 10 years after their retirement. In respect of those employees who resign their service or are discharged, terminated or dismissed from service or who die while in service, confidential/SARs files should be kept for a period of three years from the date of their resignation, termination, discharge or dismissal or death, as the case may be. The files may be destroyed after the aforesaid period provided no claim case is pending in respect of such employees.

*The above procedure will also be applicable in case of preservation/destruction of old Annual Property Return Files.

18. INDEX TO PERSONAL FILE

It has been observed that due importance is not attached to the proper maintenance of personal files, which are a very valuable service record of the employees. To remove this state of affairs, an index in the form of Appendix VII should form part of each personal file and entries' therein completed before any documents are filed.

19. SUMMARY OF PERSONAL FILE

A summary in the form given in Appendix VI should form part of each personal file to facilitate the judging of relative merits of the employees by the competent authorities at the time of making promotions, etc.

* As amended vide CCSHAU Registrars' Memo No. Admn.E.2/2013/4367-500 dated 10.07.2013.

APPENDIX-I
LALA LAJPAT RAI UNIVERSITY OF
VETERINARY AND ANIMAL SCIENCES, HISAR
SELF ASSESSMENT REPORT

Self Assessment Report for the period : _____

1. (a) Name (in Block letters) : _____
- (b) Designation : _____
- (c) Department : _____
- (d) Date of joining : _____
 - (i) in LUVAS (including CCSHAU) : _____
 - (ii) on the present post : _____
- (e) Period of absence from duty during the year in case the absence is more than a month (details to be specified)
 - i) On leave of the kind due for personal work : _____
 - ii) On leave of the kind due for study purpose : _____
 - iii) Study leave for doing Ph.D. : _____
 - iv) On leave for undergoing training etc. : _____
 - (f) Whether on probation. If yes, date from which Probation commenced. : _____

Note: 1. The purpose of this SAR and review is to summarize and evaluate the faculty member's achievements over the past 12 months and to assist him/her in making further improvement.

Note: 2. The SARs are written for the period from 1st July to 30th June. The teachers shall initiate their own SARs on time and ensure that these reach the reviewing authority by the end of July. The onus for not initiating the report on time will lie on the teacher himself. In cases of failure to initiate SAR disciplinary action shall be initiated by the competent authority. However, repeated failure of any teacher to do so, will be a sufficient cause to with-hold his/her increment(s) by the competent authority.

2. List of publications in relevant discipline/specialization/allotted field during the year, with details i.e., Name of authors, year, volume, number and name(s) of the journals along with NAAS rating, if available

Publications include research papers in referred journals, popular articles in leading farm magazines, practical manuals, research bulletins and monographs, book(s) and book chapter(s) actually published during the year.

Name_____

Designation_____

Year of SAR _____

Signatures of Assessee_____

3. Fill up the following columns briefly

What was planned to be accomplished during the year	Whether achieved	If not, give reasons and constraints	Activity output
---	------------------	--------------------------------------	-----------------

- i) **For teaching :** Semester wise teaching load indicating credit hours allotted to each course (UG and PG), number of classes and practical actually held, and number of students in each course, postgraduate students guided and membership of Advisory Committee Meeting attended, number of seminars given during the year with dates, participation in co-curricular activities.
- ii) **For research:** Details of projects/schemes in which associated work done and the progress achieved during the year (brief progress report should be attached)
- iii) **For extension:** Extension activities undertaken trainings (state, district, sub divisional and village levels) demonstrations, campaign /livestock competitions/shows, field visits, office calls, advisory correspondence, Gyan Divas, audiovisual aids and adaptive research trials actually conducted and KVK mandated activities.
- iv) Involvement in other two activities namely teaching/research/extension should also be indicated.

Name_____

Designation_____

Year of SAR _____

Signatures of Assessee_____

3 (a) Teaching activities(i) Semester wise courses taught/credit hours/
independent/shared with name.

(ii) No. of students guided (M.V.Sc/ M.Sc. & Ph.D.)

(iii) No. of seminars delivered (with dates)

(iv) No. of instructional material developed

3 (b) Research activities :

(i) Number of scheme(s)/Project(s) implemented :

(ii) Number of new scheme(s) submitted, if any

(iii) Number of scheme sanctioned:

Sr. No	Name of the scheme	Name of the scientist initiating the project	Funding agency	Present position
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3 (c) Extension activities

Name_____

Designation_____

Year of SAR _____

Signatures of Assessee_____

4. Indicate plan of work for the next 12 months, based on previous experience, in consultation with the HoD/Scheme in-charge/
Technical Programme approved

5. a) National/International Symposia/Seminar (s)/Workshop/
Trainings/Conference attended and paper(s) presented.

- b) Awards and Honors received

6. Any other work undertaken
(The faculty member may also show his participation/
assignment, if any, in extra curricular activities like NSS/NCC etc.)

Signature

Dated

Name_____

Designation_____

Year of SAR _____

Signatures of Assessee_____

Part-II**(Assessment by supervisory teacher/officer/committees)**

In case the supervisory teacher/officer/committee feels that there is a need of any clarification in the information furnished by the teacher on progress, he/she must have discussion with the concerned faculty member

Length of service put in by the officer being reported OR under the Assessing Officer

From..... to

- a) Assessment of his/her integrity : _____
- b) Dependability : _____
- c) Initiative : _____
- d) Punctuality : _____
- e) Whether the teacher/ officer remains at headquarter after office hours & on holiday or not?
- f) Any outstanding work or contribution
- g) Maintenance of discipline
- h) Relations with other staff members
- i) **Teaching Ability**
 - i) Power of expression (Ability to express himself/herself clearly and concisely).
 - ii) Knowledge of current advances in his/her subject.
- j) **Research Ability**

Originality, Capacity to produce new and good ideas.

k) **Extension Ability**

- l) If any adverse remarks have previously been communicated to the teacher/ officer or official concerned, it should be stated whether he/she has made an effort to overcome them and the extent of his/her success in this direction.

m) Any other remarks : _____

- n) **Overall Grading whether : Outstanding, Very Good, Good, Average or Below Average & poor.**

Dated:

Signature

Designation

Note:1 Whenever supervisory Head of the Deptt./Dean/Director is junior to the person whose assessment report is being written, the matter shall be referred to a committee comprising of DR, DEE, Dean PGS, Dean of College concerned and HoD concerned. The senior most faculty member may preside over the meeting of the committee. In case a member of the faculty, whose SAR is being assessed by the committee happens to be senior to all the members of the committee then the meeting of the committee will be held under the chairmanship of the Vice-Chancellor. If the Vice-Chancellor is not available due to resignation/retirement/death etc., the meeting of the committee shall be presided by the senior most member and the decision of the committee shall be treated as final.

Note:2 Where reviewing/accepting authorities differ with the grading as given by the initiating authority reasons therefor shall be given by them.

Note:3 Sectional Heads/Scheme in-charges can only forward the SAR.

Name_____

Designation_____

Year of SAR _____

Signatures of Assessee_____

PART-III

9. Remarks of the forwarding official(s)

Signature

Designation

Dated:

10. Remarks of the accepting authority

Signature

Designation

Dated:

APPENDIX-II

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR
FORM FOR ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF OFFICERS OF
THE UNIVERSITY AND GRADE 'A' EMPLOYEES**

Report for the year/period ending: _____ To _____

PART-I

1. Name of the Officer :
2. Date of birth :
3. Date of continuous appointment in the University :
4. Present post held and the date of appointment thereto :
5. Period of absence from duty during the year (on leave, training etc.) :

PART-II

ASSESSMENT BY THE REPORTING AUTHORITY

Note: Before writing the Annual Confidential Report the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of this form

1. State of health:

2. General Assessment :

(This should contain an overall assessment of the officer's personality, his good qualities and shortcomings and should in particular touch on the following points; viz. Quality of mind (originality and comprehension) knowledge of work, power of expression (on paper and in discussion) power of acquiring general information, industry and conscientiousness, judgments, speed of disposal, willingness to accept responsibility and take decisions; relations with subordinates and colleagues, public relations).

Name _____

Designation _____

Period of ACR _____

Signature of Forwarding Officer _____

1. Integrity:
(Please see instructions)
2. Whether the officer is available at head-quarter:
after working hours and on holidays
3. If the Officer has been reprimanded for indifferent work or for other reason during the period under review, brief particulars should be given. If the officer has done any outstanding notable work meriting commendation, brief mention should be made
4. Progress made in settlement of audit objections, temp. advances and provisional payments
5. Attitude towards Scheduled Castes/Weaker Sections of Society:
6. Grading:

(Whether Outstanding, Very Good,
Good, Average and Below Average & Poor)

Signature of Reporting Authority

Name in Block letters:

Designation

Date:

PART-III :

REMARKS OF THE REVIEWING AUTHORITY

Signature of Reviewing Authority

Name in Block Letters

Designation:

Date:

PART-IV:

REMARKS OF THE ACCEPTING AUTHORITY

Signature of Accepting Authority

Name in Block Letters

Designation:

Date:

Note: Where reviewing/accepting authorities differ with the grading as given by the initiating authorities reasons therefor shall be given by them.

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to :-
 - a) The Reporting Authority must write the report before 7th April;
 - b) The Reviewing Authority must record its comments before 20th April; and
 - c) The Accepting Authority must record its acceptance before 30th April.
2. Unless otherwise specified to the contrary the Reporting Authority should make use of one of the grading, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average'.
3. The Reporting Authority should use the prescribed terminology for each item.
4. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of the work and conduct.
5. The report should be a true and objective assessment of the employee's ability and character and reflected in his day to day official work during the period under report.
6. Signatures in full along with date be put up by the Reporting/Reviewing/Accepting Authority.
7. The following procedure should be followed in filling the column relating to integrity:-
8. If the Officer's integrity is beyond doubt, it may be so stated.
9. If there is any doubt or suspicion, the column should be left blank and action taken as under :-
 - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgments or that he has heard nothing against the officer, as the case may be.
 - b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly, in the Confidential Report.
 - c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
10. If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

APPENDIX- III

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR
FORM FOR ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF GRADE B&C EMPLOYEES

Period covered by the report from _____ to _____

- a) Name:
 b) Designation:
 c) Office:

Sr. No.	Aspect	Remarks of Initiating Authority	Remarks of 2 nd Reporting Authority
1.	Industry and conscientiousness		
2.	Neatness in work		
3.	Capacity and intelligence		
4.	Devotion to duty		
5.	Quickness in disposal of work		
6.	Manners and power of working with others		
	i) Amenability to discipline		
	ii) Attitude towards		
	a) Seniors		
	b) Equals		
	c) Juniors		
7.	Punctuality		
8.	Reputation for integrity		
9.	Whether he/she is available at headquarters after working hours/on holidays		
10.	Defects, if any		
11.	Fitness for promotion		
12.	Overall grading (whether outstanding, very good, good, average, below average)		
13.	Progress made in settlement of audit objections, temporary advances & provisional payments.		
14.	Whether the officer/official delivers the services or dispose of the case in a given time frame?		
(Reply in Yes or No)			

Signature of initiating authority

Signature of second Reporting Authority

Designation_____

Designation_____

Date_____

Date_____

Signature of Accepting Authority

Designation _____

Date _____

Note: Where reviewing/accepting authorities differ with the grading as given by the initiating authority reason therefor shall be given by them.

APPENDIX-IV

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS IV/GROUP 'D'
STAFF FOR THE PERIOD**

FROM _____ TO _____

1. Name
2. Post held
3. Date of birth
4. Scale of pay
5. Educational qualifications
6. Branch to which/officer to whom attached
7. Can he read and write Punjabi/Hindi/English?
8. Observations to
 - a. Intelligence
 - b. Amenability to discipline
 - c. Honesty and Integrity
 - d. Punctuality
 - e. Devotion to duty
9. If he / she is fit for promotion to the grade of Jamadar / Daftri / Record Lifter, etc.?
10. Are you prepared to retain him under you?
11. Any other remarks
12. Grading (whether outstanding, very good, good, average and below average & poor)

Signature of the Reporting Officer

Signature of the Accepting Authority

APPENDIX-IV

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR
FORM FOR CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF SCHOOL TEACHERS/
LECTURERS

Period covered by the report from _____ to _____

NOTE: Before writing the Annual Confidential Report, the Reporting/ Reviewing/ Accepting Authorities should read carefully the instructions given in the end of this form.

1. General Information

- (a) Name: _____
 (b) Father's Name _____
 (c) Post held _____
 (d) Name of Institution _____
 (e) Date of joining in School _____

2. Results of Examination conducted by the School/ Board

Name of exam.	Subjects taught	No. of examinees	No. of pass examinees	Pass percentage	Board/ School pass percentage	Difference

2(a) Result of last year examination

Name of exam.	Subjects taught	No. of examinees	No. of pass examinees	Pass percentage	Board/ School pass percentage	Difference

3. Details of academic & professional trainings

- (i) Details of trainings attended as in service

Name _____

Designation _____

Period of ACR _____

Signature of Forwarding Officer _____

(ii) Details of activities out of Class

a)	Details of self participation in sports, drama, discussions, speech, educational tour, hobbies etc. and guidance to students to participate in such activities	_____
b)	Details regarding cooperation given to the Principal and efforts made for beautification of school surroundings, accounts/stock, time-table	
c)	Details regarding efforts made in conduction of extra classes for weaker students:	_____

4. a) How far the teacher is responsible for examination results _____
- b) Whether the teacher has shown improvement in comparison to last year's result _____
5. a) Punctuality _____
- b) Industry _____
- c) Honesty _____
6. Assessment for out of Class activities
- a) Cooperation and relation amongst Principal & other teachers _____
- b) Cooperation and relation in General _____
- c) Behaviour with students _____
7. Cooperation extended for Improvement of School _____
8. Latest technology used in teaching: _____
9. What steps have been taken by the teacher for weaker or brilliant students _____
10. Whether teacher is available at headquarter after school hours or on holidays _____

Name _____

Designation _____

Period of ACR _____

Signature of Forwarding Officer _____

11. For Physical Education Teacher/Lecturers only:

- a) Contribution in morning assembly/ Mass P.T./ _____
 Evening games tournament/ receipt of prize Or any other activity

12. Defects, if any _____

13. Special Achievements, if any: _____

14. Fitness for promotion or higher scale _____
 (use term 'Fit' or 'Not yet fit' or 'Not fit')

15. Overall grading whether outstanding, very good

Good, average, below average & poor based on the assessment made from Sr. No. 2 to 13

Signature of Reporting Authority

Name in Block letters _____

Designation _____

Date _____

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING AUTHORITY

Signature of Reviewing Authority

Name in Block letters _____

Designation _____

Date _____

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY

Signature of Accepting Authority

Name in Block letters _____

Designation _____

Date _____

Note: Where reviewing/accepting authorities differ with the grading as given by the Initiating authorities reasons therefor shall be given by them.

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. Unless otherwise specified to the contrary the Reporting Authority should make use of one of the grading i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average & Poor'.
2. The Reporting Authority should use the prescribed terminology for each item.
3. While recording remarks on 'Integrity' instructions must be gone through carefully and non-committal remarks such as 'average' should not be given. Preferably the remarks should be given as – very good, good, doubtful etc.
4. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
5. The report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
6. Signatures in full alongwith date be put up by the Reporting/Reviewing/ Accepting Authorities.

APPENDIX-VI

Chart indicating the authority to initiate CR/SARs, 2nd and final accepting authority etc.

Sr. No.	Officer/Official	Authority to initiate the ACR / SAR	2 nd reporting authority	Final accepting authority	Authority to take follow up action & maintain personal file	Authority competent to entertain representation against confidential/SA reports
1.	2.	3.	4.	5.	6.	7.
1.	Officers of the University	V.C.	-	V.C.	S.V.C.	V.C.
2.	Professors & equivalent (See note ii)	HoD	Dean/Director & C.O.	V.C.	C.O.	V.C.
3.	Assoc. Prof. & equivalent	Prof. & Equiv./HoD	HoD/Deans/Directors/C.O.	V.C.	HoD	V.C.
4.	Asstt. Prof. & Equivalent or below	Assoc. Prof. / Prof.	HoD/Dean/C.O.	V.C.	HoD	V.C.
5.	Grade 'A' Employees	HoD/ Officer of the University	Officer of the University and also the Registrar for Grade 'A' ministerial staff (the Comptroller after recording the position regarding audit observations etc. will send the ACRs to the Registrar for recording his remarks)	V.C.	Officer of the University	V.C.

Grade 'B' employees					
6. i) Ministerial Staff	A&AO or equivalent/Grade-A employee/Head of Office/ HoD	Head of office/ HoD / Comptroller (for accounts staff dealing with inspection and Accounts). However, in case of A & A O , the Comptroller after recording the position regarding audit observations etc. will send the ACRs to the Registrar for recording his remarks.	V.C.	HoD/Dean/Director/C.O.	V.C.
ii) Other Grade-'B' employees	Class-I teacher/ Officer or equivalent	Head of office/ HoD/ Dean/ Director/C.O.	V.C.	HoD/Dean/Director/C.O.	V.C.
Grade 'C' employees					
7. i) Lab. & Field Staff	Class-II/I teacher & equivalent	HoD	HoD	HoD	Deans/ Directors/C.O.
ii) Ministerial Grade 'C' employees	Asstt. Registrar/ A&AO/ Supdt. & equivalent	Head of office/ HoD/C.O. Campus School for ministerial staff in Campus School	i) HoD/Head of Office for other than Asstt. & Dy. Supdt. ii) Registrar for Assistant and Deputy Supdt. iii) Comptroller for Asstt. and Deputy Supdt. dealing with accounts.	Head of Office/ HoD	Registrar

	iii) Other grade 'C' employees	Equivalent to Office Supdt. & above	Head of office/HoD	HoD	-do-	Deans/ Directors/C.O.
Grade 'D' employees						
8.	Lab./Field/other grade 'D' Employees	Grade B employees Equivalent to Supdt. & above	Head of office/HoD	HoD	Head of office/ HoD	Deans/ Directors/C.O.

Note: (i) Where reporting and accepting authority happens to be the same in the above appendix, the final accepting authority shall be the next higher authority in such cases except in cases covered under Serial No.1.

(ii) Wherever Supervisory/HOD/Dean/Director/C.O. is junior to a person whose assessment report is being written, the matter shall be referred to a committee as per explanatory note (ii) under rule 5 (1) of main instructions for writing of ACRs/SARs.

APPENDIX-VII

Index to Annual Confidential Report and other Documents placed in the Personal file (ACR/SAR) of _____

(Name & Designation)

Name of the Department _____

Sr. No.	Date on which placed on personal file	Nature of document placed showing period to which it relates	Page Nos. of the document filed	Signature, date & designation of attesting authority of the entry	Remarks
1.	2.	3.	4.	5.	6.

APPENDIX-VIII

(Summary of reports in the Personal File of ACRs/SARs)

1. Name of the Officer with an indication of the service to which he belongs

2. Date of entry into the service _____

Period covered by the report	Post (s) held	Name (s) with designation(s) of the reporting officer(s)	Whether the report is, on the whole, outstanding, very good, good, Average, below average & Poor			Reference to pages	Remarks
			Outstand- ing/ Very Good/ Good	Average	Below Average & poor		
1.	2.	3.	4.			5.	6.
			(a)	(b)	(c)		

Other Important Instructions issued from time to time

1. It has been noticed that there is a tendency of giving general remarks in the SARs which reflect on the working of a faculty member and where overall grading has been rated as good/very good/above etc. Such remarks do not have any adverse bearing on his work and conduct.

It is clarified that in such cases where overall grading has been given as good/above the other observations of general nature may not be treated as a part of the SAR. This may be brought to the notice of the concerned faculty so that there is no complication at a later stage.

(CCSHAU Registrars' Memo No. Admn.F.3/2005/V-20/1245-344 dated 09.03.2005)

2. **Subject: Shortcomings in maintenance of Annual Confidential Report Files.**

It has been noticed on scrutiny of the ACR files of the employees that there are following shortcomings in the maintenance of these files:-

- a. Unnecessary correspondence such as forwarding letters, internal correspondence etc. have been filed in the ACR Files which are not permissible. In the ACR files only following documents are to be kept:-
 - i. Index duly updated under signature of responsible Officer.
 - ii. Annual Confidential Reports
 - iii. Letters of conveying adverse remarks, if any.
 - iv. Punishment orders, if any, to be kept under the orders of competent authority.
- b. In most of the cases index has not been properly maintained or updated. It should be updated under the signature of the responsible Officer.
- c. In some of the cases Column of 'Integrity' has been left blank. Since the column of 'Integrity' is most important, it must be filled in as per the instructions given in the Booklet.
- d. In some cases, ACRs have been accepted by the initiating authority himself, which is not in order. It must be got accepted from the concerned "accepting authority" as per rules in the Booklet.
- e. In most of the cases, identity of initiating, second reporting and accepting authorities has not been shown by writing name as well as designation besides office stamp. Name and designation should be given in each case.
- f. Adverse remarks are not conveyed in some cases including remarks regarding unsatisfactory progress of audit objections in case of those officials handling audit work. It will be the responsibility of the Officer/

Official to convey adverse remarks in time.

All Officers/Officials handling ACRs may be instructed to be careful while handling ACRs of the officials and ensure that ACRs have been got written timely, all columns are properly filled in, identity of all concerned Officers is properly given under rubber stamp and adverse remarks recorded, if any, be conveyed in time. It will be the personal responsibility of the official concerned handling ACR files for any deficiency. On receipt of ACR files on transfer of an official, the official responsible for handling ACR must check the files carefully and in case any deficiency is noticed, the file should be sent back for compliance.

The above shortcomings/deficiencies in the ACR files may be removed from the date of issue of this letter i.e. 09.12.2009 and filing of earlier papers in the ACRs files if any, may not be disturbed.

(CCSHAU Registrars' Memo No. Admn. E.2/2009/10484-633 dated 09.12.2009 and subsequent Memo No. Admn. E.2/2011/S-37/17888-18010 dated 05.12.2011)

3. Subject: Non-filing the column of honesty and integrity in the ACRs/SARs.

1. Some proposals have been received for clarification regarding non-filling column of 'Honesty & Integrity' in the Annual Confidential Reports/Self Assessment Report of the employees of the University during the last few years. The column of 'Integrity & Honesty' is most important and is to be considered by the selection/promotion committee at the time of consideration of the cases of promotion/grant of ACP Scales. It must be filled as per instructions circulated.
2. The issue has been examined and it has been decided with the approval of Vice-Chancellor that since the initiating officers have skipped the most important column "Honesty & Integrity" while writing the ACRs during the last few years, the present HoDs/Sections/Office Incharge may go through the service record of the concerned officials/officers pertaining to the period under which the column "Honesty & Integrity" is missing/blank. If found nothing adverse, the Head of Department/Office concerned will certify that the "Honesty & Integrity" may be treated as beyond doubt considering service record of the official/officer and accepting authority may accept the same.
3. The above instructions may be brought to the notice of all the concerned employees working under their control for strict compliance.

(CCSHAU Registrars' Memo No. Admn.E.3/2015/2096-2216 dated 11.03.2015)

4. Subject: Clarification regarding supply of photocopies of the complete SARs to the concerned Government Institutions of the teachers

It is to inform you that, as and when any appointing authority i.e. Government Institutions/Universities ask for supply of record of the Self Assessment Reports of any teacher/scientist of this University, the Controlling Officer concerned may supply the Gist of the SARs i.e. grading given in the columns of "Integrity" and "Overall Grading" under Confidential Cover with Registered Post of the required period duly signed by the competent officer of their office. Adverse entries, if any, may also be conveyed to the concerned Government Institutions/Universities. However, in case the ICAR/Central Govt./State Govt./Universities specially ask for supply of photocopies of the Self Assessment Reports of any teacher/scientist, the Controlling Officer concerned may supply the same to the concerned authority.

(CCSHAU Registrars' Memo No. Admn.F.3/2017/16290-16409 dated 11.05.2017)

Rules, Regulations and Criteria for giving Best Teachers' Award to Faculty Staff for Outstanding Work in Teaching, Research and Extension Education

INTRODUCTION

In a University like Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar, there are always some outstanding Teachers, Researchers and Extension Work Specialists who, with their achievements, encourage and inspire others to do their best to become role model for others. Such outstanding faculty members are recognized by the University by giving them Best Teachers' Award in the shape of merit certificate, cash award, memento etc.

The LUVAS has taken an initiative in this regard and introduced a scheme for giving Best Teachers' Award to its faculty staff engaged in Teaching, Research and Extension Activities. Such awards are being given from the year 2014-15 on the eve of Foundation Day Ceremony of the University at Hisar every year.

The rules, regulations and criteria for giving these awards were approved by the Academic Council in its 25th meeting held on 18.11.2014 and these were circulated by the Dean, PGS in November, 2014. The rules are as under:

Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS) gives Best Teachers' Award for excellence in Teaching, Research and Extension and honours outstanding and innovative faculty members in all disciplines who:

- Instill in their students a love for learning,
- Possess deep knowledge of subject,
- Improve students' performance,
- Bring competitive research grants from funding agencies,
- Bring out publications from research,
- Write books, manuals and chapters,

- Organize/attend clinical camps,
- Motivate farmers to adopt innovative technology w.r.t. livestock poultry, dairy, fishery sector for upliftment of their socio-economic status and
- Utilize information and communications technology to equip the students with better soft skills.

Objective and incentive of the Award

These awards are instituted to promote quality teaching, research and extension work by recognizing outstanding Teacher, Researcher and Extension Specialist. An individual award will consist of Rs. 21,000 in cash, a citation and a certificate.

Number of Awards

Three Awards will be given every year, one each for best Teacher, Research worker and Extension Specialist. Faculty members who receive the award will not be eligible to apply for next three years in any of the category.

Eligibility Criteria: Best Teacher

All teachers involved in undergraduate and post-graduate teaching will be eligible for the award. Only one candidate should be nominated by a department in a year on the recommendation of DAC.

Eligibility Criteria: Best Extension Specialist

All teachers working under the Directorate of Extension Education. Up to three candidates can be nominated by the D.E.E.

Eligibility Criteria: Best Researcher

All researchers appointed on the research posts are eligible to apply. Only one candidate should be nominated by a department in a year on the recommendation of DAC. While recommending the name of the candidate, the Head of the Department will also forward the requisite proforma duly filled.

Presentation

The presentation of award will be made on the Foundation Day of LUVAS i.e. 1st December of the year.

Procedure:

For Best Teacher Award, the students will be provided the Teacher evaluation form by Head of the Department. The teacher (only one from each department), recommended by the DAC will be requested to submit his nomination on prescribed format.

(Annexure-I/II/III). The same, duly recommended by the Head of the

Department, will be forwarded to respective Dean in sealed cover. The Screening Committee, consisting of the following will shortlist five teachers in the order of merit.

1. Dean of the College concerned
2. Dean P.G.S.
3. Director of Research
4. Director Extension Education
5. Director Students Welfare

The senior most Officer will act as Chairman. Dean PGS will act as Secretary. The process of selection will be initiated by the HoDs during the first week of October of the year of the award. The nomination by the HoDs will be forwarded to the respective Deans latest by third week of October. The Selection Committee will assemble in the first week of November and shortlist the candidates and forward their name duly recommended to the VC latest by 15th November.

The Selection Committee will ensure that:

The eligibility criteria are being met. It should not recommend anyone from amongst themselves. There should be no disciplinary proceedings and no adverse remark in the SARs against a nominee during the last three years. Only those teachers can be nominated who have served as member of regular faculty of LUVAS for at least past three years. Selection committee will recommend two top scoring faculty members in each category in order of merit along with the required document clearly indicating score of the faculty member evaluated as per prescribed guidelines/criteria and ensure that nominee is not involved in plagiarism and scientific unethical practices. The summary of the scores of all the teachers evaluated will also be sent to VC, LUVAS.

Evaluation Criteria

- The focus will be on ability to teach, integrity, efforts made in using new education technology tools, support and guidance provided to students, and over all efforts made in institutional education improvement and the following efforts.
- Design and development of instructional programme.
- Design and development of individual courses to meet specified learning objectives and to impart specific competencies.
- Design, development and use of quality instructional materials required for effective teaching.

- Length of teaching and lectures taken annually (For the last 2 years).
- Development and use of appropriate and efficient teaching techniques.
- Feedback of teachers by UG/PG students.
- Part of the selection process involves visits by members of the Committee to classrooms/ labs/ place where extension work is being carried out.

Table.1 Weightage for evaluation of Best Teacher Award

S. No.	Activity Item / Contribution	Maximum Marks
1.	Subject Result	10
2.	Evaluation of faculty member by students	15
3.	Innovative Teaching methods/Technologies/ protocols/e-extension services, teaching aids developed	10
4.	Regimental duties	10
5.	Turn out	05
6.	Communication skills	10
7.	Motivation of the students	05
8.	Punctuality	05
9.	Dependability	05
10.	Discipline	05
11.	SARs	05
12.	Fellow/Member of Associations/Scientific Societies/ Journals	05
13.	Publications	05
14.	Extra curricular activities	05
	Total	100

Table. 2 Weightage for evaluation of Best Researcher Award

S. No.	Activity Item / Contribution	Maximum Marks
1.	Externally funded research projects sanctioned	10 (4 marks for PI, 2 marks for Co-PI)
2.	Evaluation of projects by the Funding Agency	10
3.	Evaluation of research project by D.R.	10
4.	Innovative technology developed/ patent granted	10
5.	Regimental duties	05

6.	Turn out	05
7.	Upkeep of the laboratory and the equipments	10
8.	Annual Report (presentation)	05
9.	Dependability	05
10.	Discipline	05
11.	SARs	05
12.	Fellow/Member of Associations/ Scientific Societies.	05
13.	Publications	10
14.	Extra curricular activities	05
	Total	100

Table.3 Weightage for evaluation of Best Extension Specialist

S. No.	Activity Item/Contribution	Maximum Marks
1.	Organization of Pashu Gyan Melas	10
2.	Vocational Trainings organized	10 (2 marks for each Training)
3.	Impact/success of the Mela/training organized	10
4.	Motivation of Farmers for adoption of new technologies	10
5.	Liaison with District officials and allied departments	05
6.	Creation of Self-Help groups in Villages	05
7.	Development of Extension awareness materials	10
8.	Annual Report (presentation)	05
9.	Adoption of a village and efforts made for making it as a Model Village.	10
10.	Efforts regarding empowerment of rural women	05
11.	Organization of clinical camps, Kisan Goshthis, and awareness camps etc.	05
12.	Popularization of the University literature and sale of LUVAS products	05
13.	Radio and TV talks	05 (1 mark for each talk)
14.	SARs	05
	Total	100

Photo

Photo

- | 1. Name of the Award | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>Photo</p> | | | | |
|---|--|-------------|-------------|------|--|
| 2. Faculty | | | | | |
| 3. Year | | | | | |
| 4. Name and designation | | | | | |
| 5. Date of birth | | | | | |
| 6. Postal address, & Bank A/C No with MICR & IFC code | | | | | |
| 7. Educational qualifications: | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%; text-align: left;">S.No.</th> <th style="width: 35%; text-align: left;">Degree</th> <th style="width: 35%; text-align: left;">Institution</th> <th style="width: 15%; text-align: left;">Year</th> </tr> </table> | S.No. | Degree | Institution | Year | |
| S.No. | Degree | Institution | Year | | |
| 8. Total length of teaching experience | | | | | |
| 9. List of courses taught independently /jointly | | | | | |
| 10. Number of Lectures actually taken per year in each course. | | | | | |
| 11. When was the Best Teacher Award by LUVAS received? | | | | | |
| 12. Specific efforts and innovations introduced to improve teaching | | | | | |
| 13. Design/development of individual courses to meet specific learning objectives and impart specific competencies. | | | | | |
| 14. Design, development and use of quality instructional materials, manuals/audio/e-learning. | | | | | |
| 15. Any other steps taken to improve the quality of teaching | | | | | |
| 16. Students guided at Master/Doctoral degree level | | | | | |
| 17. Publications arising out of student thesis (Give Impact factor/NAAS rating for the journals in which papers were published). | | | | | |
| 18. Award won by Masters/Ph.D. students guided. | | | | | |
| 19. Regimental/other duties performed | | | | | |
| 20. Fellowships/memberships of scientific associations. | | | | | |
| 21. Sports and Co-curricular activities. | | | | | |
| 22. Any Patent taken/Technology developed out of students'/own research work. In case no student has been allotted include your research publications in journals with Impact factor/NAAS rating. | | | | | |
| 23. Any training aimed at improving teaching/research undergone during last three years | | | | | |
| 24. Any Award received during last five years. | | | | | |

A concise statement (about 150 words) highlighting the most significant contributions made towards quality education.

Certified that the information furnished above is correct to my best knowledge.

Signature of candidate

Certificate by the Head of the Department that the information furnished is true as per the record in the Department. It is further certified that students' response has been taken into consideration while recommending nomination for the Best Teacher Award at the University level.

Signature and Seal

Annexure-II

Best Researcher Award: Application Form

1. Name of the Award
2. Year
3. Name & designation
4. Date of birth
5. Postal address, & Bank A/C No with MICR & IFC code
6. Educational qualifications
S. No. Degree Institution Year
7. Total length of research experience
8. List of research projects handled independently/jointly
9. When was the Best Researcher Award by HAU/LUVAS received?

Photo

Particulars of research work

10. Specific efforts and innovations introduced to improve research work
11. Any other steps taken to improve the quality of research
12. Students guided at master/doctoral degree level
13. Publications arising out of student thesis (Give Impact factor/NAAS rating for the journals in which papers were published)
14. Award won by Masters/Ph.D. students guided.
15. Any Patent taken/Technology developed out of students research work. In case no student was allotted include research publications in journals with Impact factor/NAAS rating.
16. Any training aimed at improving research capability undergone during last five years
17. Any Award/Fellowship received during last five years

A concise statement (about 150 words) highlighting the most significant contributions made towards quality research work.

Certified that the information furnished above is correct to my best knowledge.

Signature of candidate

Certificate by the Head of the Department that the information furnished is true as per the record in the Department.

Signature and Seal

Annexure-III**Best Extension Specialist Award: Application Form**

1.	Name of the Award:	Photo		
2.	Year			
3.	Name and designation			
4.	Date of birth			
5.	Postal address, & Bank A/C No with MICR & IFC code			
6.	Educational qualifications			
	S.No.	Degree	Institution	Year
7.	Total length of extension work experience			
8.	List of extension activities handled independently/ jointly			
9.	Number of extension activities actually undertaken per year.			
10.	When was the Best Extension Specialist Award by HAU/ LUVAS received?			
11.	Organization of Pashu Gyan Melas			
12.	Vocational Trainings organized			
13.	Impact/ success of the Mela/ training organized			
14.	Motivation of Farmers for adoption of new technologies			
15.	Liaison with District officials and allied departments			
16.	Creation of Self-Help groups in Villages			
17.	Development of Extension awareness materials			
18.	Annual Report (presentation)			
19.	Adoption of a village and efforts made for making it as a Model Village.			
20.	Efforts regarding empowerment of rural women			
21.	Organization of clinical camps, Kisan Goshthis, and awareness camps etc.			
22.	Popularization of the university literature and sale of LUVAS products			
23.	Radio and TV talks			
24.	Specific efforts and innovations introduced to improve extension work			
25.	Any other steps taken to improve the quality of extension work			
26.	Any training aimed at improving extension work capability undergone during last five years			
27.	Any Award/Fellowship received during last five years			
28.	Impact of the vocational training in self-employment.			
	A concise statement (about 150 words) highlighting the most significant contributions made towards quality extension education.			
	Certified that the information furnished above is correct to my best knowledge.			

Signature of candidate

Certificate by the Head of the Department that the information furnished is true as per the record in the Department.

Signature and Seal

Annexure-IV

Teacher Evaluation Form (To be filled by the students)

Course Title/Number _____

Name of Instructor _____

Department _____

Semester/Year _____

Photo

Use the scale to answer the following questions below (1-Strongly Disagree 2-Disagree 3-Somewhat Agree 4-Agree 5-Strongly Agree)

Instructor:		
1.	The teacher is prepared for each class	1 2 3 4 5
2.	The teacher demonstrates knowledge of the subject	1 2 3 4 5
3.	The teacher completed the whole course	1 2 3 4 5
4.	The teacher provides additional material apart from the textbook	1 2 3 4 5
5.	The teacher communicates the subject matter effectively	1 2 3 4 5
6.	The teacher shows concern towards students and encourages class participation	1 2 3 4 5
7.	The teacher maintains an environment that is conducive to learning	1 2 3 4 5
8.	The teacher arrives on time in class	1 2 3 4 5
9.	The teacher is fair in examination	1 2 3 4 5
10.	Teacher is available during office hours for after-class consultations.	1 2 3 4 5
11.	The teacher uses modern teaching methods	1 2 3 4 5
12.	The teacher observes and objectively comments on students professional skills	1 2 3 4 5
13.	The teacher gives constructive feedback on the work you do	1 2 3 4 5
14.	Teacher gives useful advice if the student is having difficulty with assignment(s)	1 2 3 4 5
15.	Teacher helps the students to develop overall personality	1 2 3 4 5
16.	Turn out of teacher in class is good	1 2 3 4 5

Rules, Regulations and Criteria for giving Best Worker Award to Non-Teaching Employees

INTRODUCTION

It is the privilege and prerogative of the University to take care of its employees and provide them incentives in the shape of merit certificates, mementos and cash awards for outstanding work done by them during the year. Such incentive boost their morale and liberate their will to work with devotion and dedication so as to improve their efficiency and they become role model for others. With this objective in view, the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar, has introduced a scheme to give Best Worker Award to its Non-teaching employees. The University has framed rules to give these awards annually. The award includes a plaque (memento), merit certificate and cash award.

The Vice-Chancellor has approved the rules, regulations and criteria for giving these awards. The rules have been circulated vide Registrars' Memo No. Admn./E-I/2018/987-1020 dated 11.05.2018. These rules are as under:

1. **Name of the Award :** Best Worker Award
2. **Aims and Objectives :** To strengthen the work culture of non-teaching employees and motivate them to improve their capability & efficiency, so that they can become role model for others.
3. **Duration:** Annual (April to March)
2nd time after completion of five years of previous award and not more than two in the entire service.
4. **Categories:** i) **Class-II & III :-** Ministerial/Stenography Staff:- (Clerk to Dy. Superintendent), Steno to PA)

- ii) **Lab. Staff :-** Lab. Attendant (Matriculate) to Lab. Technician
- iii) **Technical Staff/Farm Staff/Non-ministerial and Non-technical staff :-** (VLDA, Agriculture Inspector, Mechanic, DMA, X-Ray Technician, Driver etc.)
- iv) **Class-IV :-** {All categories (it includes non-matriculate Lab. Attendant also)}

5. Criteria: The employees with Good Performance, Behavior, Dedication and devotion to duty, Punctuality and no adverse remarks in the last Five Years ACRs will be considered for this award as under:

I ACR on the work and conduct of Class IV Staff Marks to be given

Outstanding	23
Very good	15
Good	08
Maximum marks during last five years	= 23 × 5 = 115
Minimum marks required for getting award (50%)	= 57.5
Personal Interaction and spoken reputation	= 05*

*** Marks for personal interaction will be given by the Vice-Chancellor.**

Criteria of marking for Best Worker Award for Class IV Staff :-

Confidential Report on the work and conduct of Class IV Staff	Marks to be given			
	Outstanding	Very Good	Good	Remarks
Can he/she read and write Punjabi/Hindi/English	2	0	0	
Observation to:				
i) Intelligence	3	2	1	
ii) Amenability to discipline	3	2	1	
iii) Honest & Integrity	3	2	1	
iv) Punctuality	3	2	1	
v) Devotion to duty	3	2	1	
vi) Overall Grading	6	4	2	
Total	23	14	7	

II ACR on the work and conduct of Class II & III Staff

	Marks to be given	Remarks
Outstanding	46	Yes =2
Very good	30	No =0
Good	16	

Maximum marks required during last five years = $46 \times 5 = 230$

Minimum marks required for getting award (50%) = 115

Personal Interaction and spoken reputation = 05*

*** Marks for personal interaction will be granted by the Vice-Chancellor.**

Criteria of marking for Best Worker Award for Class II & III

Confidential Report on the work and conduct of Class-II & III Staff	Marks to be given			
	Outstanding	Very Good	Good	Remarks
Industry and conscientiousness	3	2	1	
Neatness in work	3	2	1	
Capacity an intelligence	3	2	1	
Devotion to duty	3	2	1	
Quickness in disposal of work	3	2	1	
Manners and powers of working with others				
i) Amenability to discipline	3	2	1	
ii) Attitude towards				
a) Seniors	3	2	1	
b) Equals	3	2	1	
c) Juniors	3	2	1	
Punctuality	3	2	1	
Reputation for integrity	3	2	1	
Progress made in settlement of Audit objection, temporary advances	5	4	3	
Whether the officer/official delivers the services dispose of the case in a given time frame? (Whenever required)	2	0	0	Yes =2 No = 0
Overall grading	6	4	2	
Total	46	30	16	

Note: Equivalence to Outstanding/Very good/Good will be decided by the Committee, wherever required.

6. Search & Screening Committee

i) 1st Phase Departmental Search and Screening Committee :- The Committee will recommend the names keeping in view his/her day to day work, behavior, punctuality, sincerity, dedication, devotion etc. Assessment will not be based on ACR.

1st Phase Committee will be as under :-

- a) HOD - Chairman
- b) One Faculty member (nominated by Department Advisory Committee (DAC)
- c) At least two non-teaching employees (except the category for which nomination is to be recommended)

Presence of all the members of the above committee will be mandatory. For central offices, Committee will be decided by the concerned officers at their own level.

ii) 2nd phase Committee :-

- a) There will be a single committee in the Second Phase :- The Committee will be constituted by the Vice-Chancellor every year for the award.
- b) The Committee will recommend two members for each Award to the Worthy Vice-Chancellor.
- c) The Committee will award the marks as per criteria mentioned above.
- d) At least 50% marks will be required to get the award.
- e) The Vice-Chancellor will finalize/approve the name for the award (one for each category)

- 7. Shape of Award**
- i) Memento with certificate
 - ii) Rs. 7100/- (Amount of cash award will be reviewed by the Vice-Chancellor every two/three years).
- 8. Occasion** May be given at appropriate occasion decided by the Worthy Vice-Chancellor.

Guidelines and Procedure for Forwarding of Applications of Teaching and Non-Teaching employees for outside Jobs / Fellowships/Trainings etc.

INTRODUCTION

The Vice-Chancellor of Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar constituted a committee under the Chairmanship of Director, Human Resource Management, LUVAS to make recommendations for framing guidelines and procedure for forwarding of applications of teachers' and non-teaching employees for outside jobs within India and Abroad. The Committee in its meetings held on 09.02.2018, 19.02.2018 and 28.02.2018 considered the matter in detail and submitted its recommendations, which were put up before the Academic Council. The Academic Council in its 43rd meeting held on 06.07.2018 deferred the matter and constituted another Committee with Director, Human Resource Management as Chairman to reconsider and give fresh recommendations, keeping in view the regulations and instructions already prevailing in this regard.

The above Committee in its meeting held on 28.09.2018 deliberated upon the issue and made its recommendations. These recommendations were considered in the next (44th) meeting of the Academic Council held on 22.10.2018. It was decided in the meeting that another committee may be constituted to review the recommendations made by the earlier committee and submit its fresh recommendations. That committee was constituted by the Vice-Chancellor with Dr. Pardeep Singh, OSD to Vice-Chancellor as its Chairman. This Committee submitted its recommendations on 09.01.2019 and these were considered and approved by the Academic Council in its 45th meeting held on 02.02.2019. The guidelines/procedure approved by the Academic Council have been circulated vide Registrars' memo No. Admn./R-1/2019/367-92 dated 12.03.2019. These are as under:

I. FOR JOBS WITHIN INDIA AND ABROAD**i) Requirement of Service -**

Employee must have completed probation on the first appointment in the University.

ii) No. of Applications during the year - No restriction.**iii) Bond -**

The applications of employees for outside jobs may be forwarded by the University even if under bond subject to an undertaking to be given by the employee concerned that in the event of selection, employee will comply with the requirements of bond executed. However, while forwarding the applications it should be specifically mentioned that the employee would be relieved only after meeting the bond conditions.

iv) Retention of lien -

In deserving cases, Vice-Chancellor may allow retention of lien of the employee for a period not more than two years on extraordinary leave without pay. Employee will be permitted to retain lien on the post last held/equivalent post before proceeding on leave but must have remaining minimum five years service so that employee will serve three years on return.

v) Deputation -

The Vice-Chancellor may allow an employee to go on deputation to an outside agency in India 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 the period of approved deputation and fails to join back, the parent department will initiate action within a week of the expiry of deputation and the period of joining time and sanctioned leave, if any, the employee shall be liable for removal from service which shall not be a disqualification for future employment under the University and 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. This is as per provision given in Clause-21 of Chapter-VI of the LUVAS Statutes.

vi) Authority for forwarding applications -

- a. Applications of Non-teaching employees/Assistant Professors/ Associate Professors/ Professors equivalents for jobs within India shall

be forwarded by the Deans/Directors concerned if these are strictly covered under the rules.

- b. Applications of Deans/Directors/equivalents and Heads of Departments etc. for outside jobs within India shall be forwarded to the Registrar for obtaining approval of the Vice-Chancellor.
- c. Applications of Deans/Directors/equivalents and Heads of Departments etc./Professors/Associate Professors/Assistant Professors and equivalents for outside jobs in foreign countries will be sent to the office of Registrar for obtaining approval of the Vice-Chancellor. However, where it is decided by the Controlling Officers/ Deans/Directors concerned that the application of an employee is not to be forwarded then the same may be sent to the office of Registrar for examination and obtaining the orders of the Vice-Chancellor.

- NOTE:**
- i) No deputation/lien will be considered for those employees whose applications have not been forwarded through this University.
 - ii) Total period of lien for Job/Fellowship/Scholarship/Post Doctoral Fellowship/Post Doctoral Research Associateship shall not exceed beyond five years in the entire service, excluding study leave period.

II. FOR FELLOWSHIP/SCHOLARSHIP/POST-DOCTORAL FELLOWSHIP/ POST-DOCTORAL ASSOCIATESHIP/POST-DOCTORAL RESEARCH ASSOCIATESHIP WITHIN INDIA AND ABROAD

i) Requirement of Service –

The applications of those employees, who have joined the service in this University for the first time and have completed probation, will be forwarded for outside fellowship/scholarship/Post-Doctoral Fellowship /Post-Doctoral Associateship/Post-Doctoral Research Associateship. However, the applications of employees who joined the service on a post and are presently on higher post or promoted under CAS but are under probation shall also be forwarded for outside fellowship/scholarship/Post-Doctoral Associateship/Post-Doctoral Research Associateship.

ii) No. of Applications during the year –

No restriction.

iii) Bond –

Where employee is under bond, applications may be forwarded and while forwarding the applications, it is to be specifically mentioned that in case of selection, the employee would be relieved only after meeting the bond

conditions.

iv) Retention of lien –

- a. An employee who proceeds to avail fellowship/scholarship/Post-Doctoral Fellowship/Post-Doctoral Associateship/Post-Doctoral Research Associateship will be allowed to retain the lien on the post last held/equivalent post. If probation on the first post in the University has not been completed, the employee will have to resign and in the event of failing to resign and going away without permission to avail fellowship /scholarship/Post-Doctoral Fellowship/Post-Doctoral Associateship /Post-Doctoral Research Associateship, the employee will be deemed to have vacated the post held last; besides employee will be liable to disciplinary action as per University rules.
- b. If an employee who has completed probation before proceeding to avail the fellowship/scholarship/Post-Doctoral Fellowship/Post-Doctoral Associateship/Post-Doctoral Research Associateship will be allowed leave of the kind due, (earned leave, half pay leave, extraordinary leave (without pay) provided the employee executes a bond as per University rules. In case, employee goes away without executing bond or without resigning, he/she will be deemed to have vacated the post, which will be filled on regular basis. Besides, the employee will be liable to any other disciplinary action.

- NOTE:**
- i) No lien will be considered for those employees whose applications have not been forwarded through this University.
 - ii) Total period of lien for Job/Fellowship/Scholarship/Post-Doctoral Fellowship/Post-Doctoral Associateship/Post-Doctoral Research Associateship shall not exceed beyond five years in the entire service, excluding study leave period.

v) Priorities –

- (a) First priority will be given to those applicants whose applications have never been forwarded and have not availed study leave.
- (b) Those, whose names have been recommended by the University but not selected by the Agency, should be considered again till other eligible candidates are available.
- (c) The next category should include those who have availed an opportunity earlier to be recommended or selected or benefited otherwise, in the form of study leave. The cooling off period in this case should be 3 years.

- (d) Depending upon the nature of the programme, in final selection recommendations made earlier in the past two years should be examined department and college-wise and preference should be given to those departments/colleges from where no persons have been recommended.
- (e) No person on first probation should be recommended.
- (f) All things being equal, young persons should be encouraged.

vi) Authority for forwarding applications –

- (a) Applications of Assistant Professors/Associate Professors/Professor equivalents for fellowships/scholarships/Post-Doctoral Fellowship/Post-Doctoral Associateship/Post-Doctoral Research Associateship within India shall be forwarded by the Deans/Directors concerned if these are strictly covered under the rules.
- (b) Applications of Deans/Directors/equivalents and Heads of Departments etc. for outside fellowships/scholarship/Post-Doctoral Fellowship/Post-Doctoral Associateship/Post-Doctoral Research Associateship etc. within India shall be forwarded to the Registrar for obtaining approval of the Vice-Chancellor.
- (c) Applications of Deans/Directors/equivalents and Heads of Departments etc./Professors/Associate Professors/Assistant Professors and equivalents for outside fellowships/scholarships/Post-Doctoral Fellowship/Post-Doctoral Associateship/Post-Doctoral Research Associateship in foreign countries will be sent to the office of Registrar for obtaining approval of the Vice-Chancellor. However, where it is decided by the Controlling Officers/Deans/Directors concerned that the application of an employee is not to be forwarded then the same may be sent to the office of Registrar for examination and obtaining the orders of the Vice-Chancellor. Some of the agencies offering Fellowship/Scholarship/Post-doctoral Fellowship/Post-Doctoral Research Associateship stipulate that teacher, if selected, will have to be treated as on duty by the University. In such cases statutory provision of the University shall be followed.

Rules and guidelines for participation of teachers in National and International Conference/Symposium/Workshop/Seminar/Congress/Convention/training etc.

The Academic Council of Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar vide Item No. 31-A-13 of its 31st meeting held on 20.04.2016 approved the revised guidelines for participation of teachers in National and International Conference/Symposium/Workshop/Seminar/Congress/Convention/training etc. The Registrar vide his Memo No. Admn/F1/2016/4107-4138 dated 31.05.2016 circulated these revised guidelines. Thereafter, certain amendments/additions were made by the Academic Council vide Item No. 44A-6 of its 44th meeting held on 22.10.2018, vide Item No. 45A-3 of its 45th meeting held on 02.02.2019 and vide Item No. 46A-14 of its 46th meeting held on 18.03.2019. The decision of the Board of Management taken vide Item No. F6/B-13 in its meeting held on 11.08.2015 has also been included in the guidelines.

The Revised guidelines after incorporating the above decisions have been circulated by Director, HRM, LUVAS vide his office memo No. DHRM/Workshop/Conference etc./2019/960-990 dated 25th April, 2019. These are reproduced below for guidance and follow up meticulously and strictly as per the provisions.

REVISED GUIDELINES FOR PARTICIPATION OF TEACHERS IN NATIONAL AND INTERNATIONAL CONFERENCE/SYMPOSIUM/WORKSHOP/SEMINAR/ CONGRESS/CONVENTION/TRAINING ETC

A. Participation in National and International Conference/Symposium/Workshop/Seminar/Congress/Convention etc. to be held in India.

- i) Short listing for participation in the conference etc. will be guided by the following in order of priority.
 - a. Keynote speaker/Invited lecture/lead lecture/Panellist/Chairman/Co-Chairman/Reporters etc.

- b. Oral presentation
- c. Poster presentation
- d. Office bearers of the Society concerned.

Participation in the conference etc. without any of the activities listed from (a) to (d) above may not be considered/allowed.

The Head of the Department will not allow the faculty members for participation in the conference etc. The permission will require to be obtained from the Vice-Chancellor through Director, HRM (This addition has been made as per decision of Academic Council vide Item 45 A-3 held on 2.2.2019.). This provision has further been modified vide Item No 46A-14 of Academic Council meeting held on 18.03.2019: "The Head of the Department will not allow the faculty members for participation in the conference etc. The permission will require to be obtained from the Vice-Chancellor through Director, HRM where the registration fee is more than Rs. 6,000/- and number of participants in a particular conference is more than three, it will be optimized on the recommendation of the Committee consisting of Director of Research, Director Extension Education and Dean of College concerned with Director, HRM as Chairman/Chairperson before submission of case to the Vice-Chancellor for approval". (This modification has been approved by the Academic Council vide Item No. 46 A - 14 held on 18.3.2019).

Faculty members, if invited for any activity listed above, will be considered for a maximum of two chances only in a financial year and exceeding to that the controlling officer will allow them by granting duty leave without any financial liability whatsoever on the part of the University. The Director, HRM shall be informed accordingly by the Controlling Officer.

The funds will be provided in a financial year for participation in the conferences etc. in the manner as mentioned below:

- a) For 1st time participation, all the financial liability will be borne by the University from State/ICAR Development Assistance Fund.
- b) For 2nd time, the registration fee will not be reimbursed, but TA/DA will be provided by the University from State/ICAR Development Assistance Fund.
- c) For 3rd time, no financial liability of participation will be met by the University from State/ICAR Development Assistance Fund.
- d) The participation can be allowed for any number of chances in case the budget is available in the scheme funded by any outside agency to the concerned department. However, no fund will be provided from State/ICAR Development Assistance Fund.

Faculty Members who have availed two such chances earlier will not be considered for participation in one more national/International conference.

When the conference/symposium/seminar/congress/convention etc. is organized at the headquarter, the participants should be between 10–15 keeping in view the availability of University funds. However, in case, the teacher has funds in the scheme funded by outside agency, he may be considered.

- ii) As far as possible, faculty members will be allowed to attend, preferably one conference in a financial year related to his/her work/specialization. Faculty members, who have never attended any conference etc. will get priority over those who have availed one chance. This practice will not be applicable for the faculty members who have to receive award/recognition of the professional society/Congress/convention etc. of the subject. It should be endeavor that the teachers are sent to the conferences in a rational manner. Some teachers are not sent at all, whereas some are sent to a large number of conferences, though there is need to encourage participation of teachers in the conference etc. yet it should be within proper limits of one in a year. Funds will be provided for only two conferences depending upon the availability of funds.
- iii) The teachers under probation may be allowed to attend one conference etc. in a financial year during second year of their appointment.
- iv) The recommendation of the DAC is obligatory for faculty members. The faculty members posted at places other than the parent department at campus/outstations will first submit the proposal to the parent/technical Head of the Department, 'through proper channel', for recommendation of the DAC before submitting the proposal to the Controlling Officer.
- v) The STAs/TAs (with PG Degree)/RAs/SRFs/JRFs will be allowed to attend one conference etc. in a financial year provided the funds are available in the schemes in which they are working.
- vi) The lowest/early bird registration fee meant for members of the society for attending a conference etc. may be considered for approval.
- vii) In some conference etc. there is a cutoff date for the deposit of registration fee with early bird incentives, the proposals will be processed accordingly. If sufficient number of participants has already been approved in such cases, then the cases received afterwards, will not be entertained.
- viii) The cases pertaining to a particular conference etc. as far as possible, be submitted in one lot, the cases received from different controlling officers will be processed only once and that too, two weeks in advance of the date of

the conference etc. The cases for the same conference received afterwards will not be entertained except in exceptional circumstances.

HOD must certify that not more than three persons irrespective of the position of fund will be forwarded to Director, HRM for a particular conference.

- ix) If the number of participants in a particular conference etc. is up to three Director, HRM will directly submit the case to the Vice-Chancellor for approval at his/her level if the registration fee is more than Rs. 6000/-. However, if the number of participants in a particular conference is more than three, it will be optimized on the recommendation of the committee consisting of the Director of Research, Director Extension Education and Dean of the college concerned with Director, HRM as Chairman, before submission of the case to the Vice-Chancellor for approval.*

(*The Comptroller may prepare a scheme for keeping funds for the above mentioned purposes and proposal may be placed before the FC/BOM.)

- x) The prior permission of the competent authority is required to attend conference etc. in the field of specialization even by availing leave of the kind due without any financial liability on the University.
- xi) Once the permission for participation is granted by the Vice-Chancellor, the present practice of re-submitting such cases for minor changes in terms of change of date/or venue of the conference, name of scheme for financial support etc. to the Vice-Chancellor unnecessarily adds to the paper work. Therefore, the Controlling Officers are authorized to take appropriate action for such minor changes for already approved cases.
- xii) Director, HRM will be competent authority to approve cases for participation in Conference etc. where the registration fee is up to Rs. 6,000/- per participant and the total number of participants is up to three in the same conference on the recommendation of DAC/Controlling Officer. Director, HRM shall send information to the Vice-Chancellor about the participants in Conference etc. approved by him/her.

Note: These guidelines will not apply in the cases for participation in the workshops/Group meetings of AICRPs, Agriculture Officers/Animal Husbandry Officers Workshops, project related workshops/meetings and conferences etc. organized by LUVAS, Hisar.

B. Participation in National and International Training/Refresher Course /Winter School/Summer School etc. to be held in India.

- i) Faculty Members, in general, be allowed to attend one training in a financial

year, excluding induction training.

- a) The recommendation of the DAC is obligatory for faculty members. The faculty members posted at places other than the parent department at campus/Outstation will first submit the proposal to the parent/technical Head of the Department through proper channel for recommendation of the DAC before submitting the proposal to the Controlling Officer.
- b) The STAs/TAs (with PG degree)/RAs/SRFs/JRFs will be allowed to attend one training etc. in two financial years provided the funds are available in the schemes in which they are working.
- c) The cases pertaining to a particular training etc. as far as possible, be submitted in one lot, the cases received from different controlling officers will be processed only once and that too two weeks in advance of the date of the training etc. The cases for the same training etc. received afterwards will not be entertained except in exceptional circumstances.
- d) The prior permission of the competent authority is required to attend training etc. in the field of specialization even by availing leave of the kind due without any financial liability on the University.
- e) Once the permission for participation is granted by the Vice-Chancellor, the present practice of re-submitting such cases for minor changes in terms of change of date/or venue of the training etc. to the Vice-Chancellor, unnecessarily adds to the paper work. Therefore, the Controlling Officers are authorized to take appropriate action for such minor changes for already approved cases.
- f) Director, HRM will be the competent authority to approve cases for participations in training etc. where the registration fee is up to Rs. 6,000/- per participant and the total number of participant is up to three in the same training on the recommendation of DAC/Controlling Officer. The Director, HRM shall send information to the Vice-Chancellor about the participation in training etc. approved by him.

Note: These guidelines will not apply in the cases for participation in the AICRP and other project related training etc.

C. Participation of teachers in Conference/Symposium/Workshop/Seminar/Congress/Convention/Training etc. to be held abroad.

For participation in International Conference/Symposium/Workshop/Seminar/Congress/Convention/Training etc. to be held abroad, the

following instructions issued by the Registrar's office from time to time will continue to be operative.

1. Instructions issued by the Ministry of Finance, Govt. of India received from the ICAR and adopted by CCSHAU vide Endst. No Adm. F2/2001/H-1/3216-315 dated on 03.04.2001 provide as under:
 - i) If the invitation is received by the Govt. of India and the Govt. of India selects an officer to attend such a workshop/to present papers/to deliver lectures etc., the officer will be treated as on official deputation.
 - ii) In cases, where the invitation is received by the officer directly in his personal capacity, the officer should be treated as on a personal visit and he will be asked to proceed on leave.
2. Instructions issued by the Finance Department, Govt. of Haryana and adopted by CCSHAU vide Endst. No. Admn. F2/2010/V-37/8793-8943 dated 23.12.2010 provide as under:
 - i) No officer/Official shall be allowed to undertake more than two official visits in a financial year irrespective of which agency bears the cost.
 - ii) Further, private visits from own sources shall also be restricted to one visit in a financial year.
3. Provision of partial financial assistance for participation in International Conferences/Symposia/Workshops/Seminars/Trainings etc. to be held abroad.
 LUVAS shall provide partial financial assistance for attending International Conferences/Symposia/Workshops/Seminars/Congress/Convention/Training etc. held abroad as mentioned here under.
 - i) The cooling off period shall be three years.
 - ii) The partial financial assistance up to Rs. 75,000/- maximum will be provided.
 - iii) Such assistance is available to a maximum of Six participants in a year and two in a quarter from the plan sources under "Provision for Unforeseen Academic Requirements". The un-availed slots during a quarter would be carried over to the subsequent quarter(s). The slot during the year if amount is not spent then it will be rolled over to the next year.
 - iv) Preference will be given to those faculty Members who have never been abroad to attend any conference/Seminar/Symposia/Workshop /training etc. under AHRD/UNDP/ICAR or funding from other outside agencies.

The Board of Management in its meeting held on 11.08.2015 vide Item No. B-13 took the decision as under :-

“That 75% of expenses in respect of air fare of the applicants for attending International Conference/Symposia/Workshops/Seminars/Convention/Training etc. held abroad shall be paid subject to a maximum of Rs. 75,000/- (Rs. Seventy-five Thousand only) in each case subject to fulfillment of other proposed terms and conditions”. However, the faculty member will avail this facility only once in a year.

4. Instructions issued by the Home Secretary, Govt. of India, New Delhi, conveyed to CCSHAU by Political and Parliamentary Affairs Department, Haryana Govt. and circulated by CCSHAU vide No. Admn R-4/2013/M-300/8739-68 dated 08.10.2013 provide as under:

- i) As per Section 6 of the Foreign Contribution (Regulation) Act (FCRA), 2010 no member of a Legislature or office bearer of a political party or Judge or Government servant or employee of any Corporation or any other body owned or controlled by the Government, except with the prior permission of the Central Government, will avail any foreign hospitality.
- ii) Currently, the applications for grant of prior permission for accepting foreign hospitality have to be submitted in the form of hard copies along with the forwarding/recommendation letter of the concerned Ministry/Department, signed copy of the online FC-2 form and the invitation letter from the host or the host country.
- iii) To streamline the procedure, it has been decided that applications in respect of Government servants and employees of Corporations or any other body owned or controlled by the Government shall be accepted on the online system only. The online system is www.fcraonline.nic.in.
- iv) Therefore, along with filing the online application form (FC-2 Form), the following documents should be scanned and uploaded.
 - Invitation letter from the host organization or country.
 - Administrative clearance of the concerned Ministry or Department of the Government (clearly mentioning the date, venue and purpose of the visit along with nature of visit i.e. official or private).
 - The signed application (FC-2 form).

With the submission and uploading of these documents in the online system an acknowledgement would be generated and this will constitute a complete application.

Documents to be attached for attending the National/International Conference/Symposium/Workshop/Seminar/Congress/Convention/Training etc.

- i) Duly filled in prescribed proforma.
- ii) Brochure of the conference etc.
- iii) Abstract of the paper.
- iv) Acceptance letter from the organizers.
- v) No objection certificate from the Co- authors irrespective of the order of the authorship.
- vi) Recommendations of Departmental Advisory Committee (DAC) of the parent department.
- vii) Permission from Govt. of India if accepting foreign hospitality (in case of Conference, Training etc. abroad).

Note 1: The funds will be arranged and utilized in order of following preference:

- i) DHRM may raise a demand of funds under TA from CVU to meet out expenditure on attending meeting/conference/training.
- ii) PI and Co-PI should use the funds under TA from other Agencies Scheme other than State Scheme.
- iii) The funds available in SOE-TA in the Plan Scheme should be utilized.
- iv) Efforts should be made to use funds available in SOE TA of ICAR and outside scheme.

Note 2: The cases of approval for attending International Conferences/International Trainings will be dealt by Registrar with the recommendation of DHRM, for obtaining the orders of the Worthy Vice-Chancellor.

(As decided by Academic Council vide Item No. 44A-6 of its 44th meeting held on 22.10.2018)

ADDITIONAL ISSUES

D. Issue whether a teacher who is under bond or any court case is pending against him may be considered for participation in National/International conference/symposium/workshop/seminar/congress/convention/training etc.

Following recommendations were approved:

1. The faculty member on study leave may go on training etc. at his own level provided there is no financial liability on the part of University and essential requirements for completion of degree are not affected.

2. The persons against whom any criminal court case/vigilance enquiry etc. is pending may not be considered for training etc. in abroad.
3. The study leave period shall remain same and will not be extended on account of period spent for such training etc.
4. The teacher under bond may be considered for training etc. as per University Rules.

E. Grant of permission to the faculty members for attending International trainings/foreign assignments. Availing DAAD, Commonwealth and other Fellowships/Trainings/Assignments/PDF Training etc. advertised by Govt. of India

The teachers availing PDFs/Trainings etc. are granted leave of the kind due. The cooling off period after attending International training/foreign assignment availing DAAD, Commonwealth and other fellowships/trainings /assignments/PDF training etc. advertised by Govt. of India will be as under:

In case the period of training/fellowship etc. is less than or equal to 3 months.	No cooling off period. But can avail maximum 2 chances in entire service.
Exceeding three months but up to 6 months in a particular year.	One year cooling off period.
Exceeding 6 months but up to 1 year in a Particular year.	Two years cooling off period.
Exceeding one year.	Three years cooling off period.

F. Scientific visits under collaborative MoU research projects.

Scientists/teachers can visit under collaborative MoU research project for a maximum period of 90 days in a particular research project. This period will be treated as duty period and such visits will be regulated as per the terms and conditions of the MoU.

Total period spent in foreign assignments should not be more than 2 years in a single visit and 3 years in whole service period excluding period spent on study leave.

G. To permit faculty members to accept the membership of Board of Studies/Other Committees of private Institutions/Colleges etc.

Faculty members may not be permitted to accept any assignment relating to private College/Institution.

The Constitution and Terms of Reference for the Grievances Redressal Cell/ Grievances Committees for University Employees (Both Teachers and Non-Teachers)

- I The Haryana State Government vide its letter no. 4/1/2010-MC dated 9.06.2011 received through Deputy Commissioner, Hisar vide Endst. No. 5438-59 dated 30.06.2011, advised to take timely action for redressal of grievances of the employees and for this purpose, “Employees Grievances Redressal Cell” may be formed for redressing the grievances of the employees.

In compliance with the Govt. directive and subsequent demand from the University Employees, the Vice-Chancellor, LUVAS constituted “Employees Grievances Redressal Cell” as per orders issued by the Registrar vide No. R.1/2011/3055 dated 03.10.2011, as under:

1. Registrar	Chairman
2. Director of Research	Member
3. Comptroller	Member
4. Employees Welfare Officer	Member
5. President Teachers’ Association	Member
6. President, Non-Teaching Association	Member
7. Dean, COVS	Convener

- II Subsequently, the Vice-Chancellor also constituted Grievances Committees for redressal of grievances of the Teaching and Non-Teaching employees of the University as per orders issued by the Registrar vide No. Admn./E-1/2014/9120-62 dated 28.04.2014. The Committees are as under:

1. Grievance Committee for Teaching Staff :

- | | | |
|------|---|-----------------|
| i) | Dr. A.S. Yadav, Professor
Deptt. of AGB | Chairman |
| ii) | Dr. R.K Chandolia, Professor
Deptt. of VGO | Member |
| iii) | Dr. Gulshan Narang,
Associate Professor, Deptt. of VPHE | Member |
| iv) | Dr (Mrs.) Sushila Maan,
Associate Professor, Deptt. of ABT | Member |
| v) | President LUVASTA | Member |

2. Grievance Committee for Non-Teaching Staff :

- | | | |
|-------|--|-----------------|
| i) | Dr. K.K. Jakhar, Prof. & Head
Deptt. of Vety. Pathology | Chairman |
| ii) | Sh. Y.P. Manchanda, PA
o/o Dean, COVS | Member |
| iii) | Mrs. Asha, SSS
Deptt. of AGB | Member |
| iv) | Sh. Darshan Kharb, Clerk
o/o Dean, PGS | Member |
| vi) | Sh. Tej Pal, Messenger
Deptt. of Vety. Pharmacology | Member |
| vii) | Sh. Rajinder Tank, Sweeper
o/o Dean, COVS | Member |
| viii) | President, LUVASNTEA | Member |

Note:- The Tenure of the Grievances Committee will be two years and will be subject to change thereafter by the Vice-Chancellor.

3. The Vice-Chancellor has revised the constitution of the above Committees as per orders issued vide Registrar's no. Admn./E-II/2020/96-126 dated 27.01.2020. The revised Committees are as under:

1. Grievance Committee for Teaching Staff :-

- | | | |
|----|------------|-----------------|
| 1. | DSW-cum-EO | Chairman |
| 2. | HOD, VPHE | Member |
| 3. | HOD, AGB | Member |

- | | | |
|----|--|---------------------|
| 4. | One Female Assistant Professor
from CoDST nominated by V.C. | Member-cum-Convener |
| 5. | President LUVASTA | Member |

2. Grievance Committee for Non-Teaching Staff :-

- | | | |
|----|--|---------------------|
| 1. | Registrar | Chairman |
| 2. | Dy. Comptroller | Member |
| 3. | Dy. Registrar | Member |
| 4. | Superintendent/ Dy. Superintendent
O/o Dean, COVS | Member-cum-Convener |
| 5. | Superintendent/ Dy. Superintendent
O/o Director of Research | Member |
| 6. | President LUVASNTEA | Member |

III Terms of Reference for the Grievances Committee

1. The Committee will consider such individual grievances of the employees as are brought to its notice by the employees concerned. On receiving the grievance, the Chairman of the Committee will obtain the details of the case immediately from the concerned officers.
2. The Committee will deal with grievances of individual employees which relate to official matters only.
3. In case of doubt whether certain matter falls under the jurisdiction of the respective Committee or not, the Committee will consider the matter, in consultation with the Registrar, or Comptroller, if it is a finance matter. If there is a stalemate in the deliberations of the Committee, the case will be referred to the Vice-Chancellor whose decision will be final.
4. The members of the Committee are expected to express their views frankly, without any bias/prejudice, keeping in view the merit of the case and prevailing rules rather than quoting precedents. No disciplinary action can be initiated against any member for the views expressed by him in the Committee. However, decency and decorum has to be maintained.
5. The recommendations of the Committee would be made, as far as possible, by consensus. The recommendations of the Grievances Committees will be advisory in character. If the Committee feels necessary, the aggrieved person can be allowed to meet the Committee to explain his point of view personally.

6. The proceedings of the meeting would be recorded by the Secretary and got approved from the Chairman before these are circulated.
7. A copy of the proceedings would be sent to all the members of the Committee for information. If any member has any objection to the recording of the proceedings, he will send his views to the Chairman within seven days of circulation of the proceedings.
8. Individual cases, with the recommendations of the Committee, will be submitted to the Vice-Chancellor through the Registrar who will examine it and with his comments send to the Vice-Chancellor for his orders.
9. The Grievances Committee, would meet as often as required but at least once in a quarter. The quorum would be 50% of the strength, rounded off to the next higher figure.

Note: The above terms and conditions have also been approved by the Vice-Chancellor.

Rules Regarding Deputation/ Foreign Service

Clause 21 of Chapter VI of LUVAS Statutes reads as under:

“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.”

*The Standard Terms & Conditions of deputation of LUVAS Employees have been approved by the Board of Management in its 10th meeting held on 10.02.2015 and circulated vide Registrars’ Memo No. Admn./F-I/2019/1964-1993 dated 12.03.2015 which are as under:

1. The period of deputation would be in the first instance upto _____ commencing from the date the employee is relieved by this University to take up the assignment.
2. During the period of deputation Dr./Sh./Smt. _____ will receive such pay from his/her foreign employer as approved by the LUVAS but which will not be less than:
 - (i) Pay of the post held by him/her in the LUVAS immediately before this deputation plus deputation allowance at the rate of borrowing

*(These are as per the standard terms & conditions laid down by the Haryana Govt.)

Central/State Govt./ Body owned by them and further subject to the condition that his/her pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation.

OR

- (ii) The minimum pay in the scale of deputation post if Dr./Sh./ Smt._____ opts the pay scale of the deputation post.
3. In addition to pay he/she shall draw such pay as dearness pay and other compensatory allowances as are admissible to him/her under the foreign employer subject to the approval of the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar (LUVAS).
 4. The LUVAS shall take no liability for the period of deputation or anything as a consequence of this deputation arising in respect of medical treatment, travelling allowance, residential accommodation, leave travel concession etc.
 5. (a) During the period of deputation he/she will continue to be governed by the pension/contributory general provident fund rules of the LUVAS as per the option exercised by him/her. Similarly, he/she will continue to be governed by leave and gratuity fund rules of the LUVAS.
(b) If he/she retires on deputation/foreign service/ex-cadre service without joining back in the parent cadre then as per provision of Rule 38 of Haryana Civil Services (Pension) Rules, 2016, he/she will not be eligible to draw pension on the basis of emoluments drawn on such service, but will be eligible for pension on the basis of pay which he/she would have drawn under the University had he/she not been sent on foreign service/deputation/ex-cadre post etc.
 6. The foreign employer will be liable to pay the leave salary contributions to the LUVAS as laid down in Rule 128 of Haryana Civil Services (General) Rules, 2016.
 7. During the period of deputation he/she will be entitled to continue to subscribe to the Contributory Provident Fund scheme of the LUVAS according to rules of the University. The foreign employer will also contribute employer's share of CPF as per rules.
 8. The foreign employer will pay to the LUVAS contribution towards gratuity @ 1/4th of the emoluments for each completed six monthly period of qualifying service. However, fraction of six monthly period equal to three months and above shall be treated as a complete one half year and reckoned as qualifying service for determining the contribution of the gratuity.

Emoluments for calculation of gratuity contribution will be the maximum of the scale of the post in LUVAS or the presumptive pay received/have drawn had he/she not gone on deputation, whichever is higher. No gratuity contribution will be payable by the foreign employer in respect of the teacher/employees on deputation to Central/State Govt./ICAR, who have opted for GPF/pension scheme in LUVAS. The gratuity contribution in respect of teachers/employees who have opted for CPF and are on deputation to any institution including Central/State Govt. or ICAR is to be recovered from the foreign employer.

9. The payment of contribution for provident fund (his/her own subscription as well as employer's share) or the pension as opted by the employee including contributions for GPF/GSLIS/Employees Welfare Fund/leave salary and gratuity shall be remitted by the foreign employer to the Comptroller, LUVAS every month, regularly by 15th of next month failing which the foreign employer shall be liable to pay penal interest at the rate to be intimated by the Comptroller, LUVAS.
10. During the period of deputation, he/she will remain subject to disciplinary action by the LUVAS according to rules of the University.
11. The LUVAS can recall him/her from Foreign Service at any time.
12. During the period of deputation, he/she shall not apply for any post with any outside agency without prior permission of the LUVAS.
13. During the period of deputation, he/she shall not be a member of any pensionary or provident fund scheme of the foreign employer.
14. He/She shall be entitled to Leave Travel Concession during the period of deputation as per rules of LUVAS.
15. Other matters relating to the conditions of his/her service will be regulated in accordance with the rules applicable to him/her in the LUVAS.

Consultancy Rules

The Vice-Chancellor, CCSHAU approved the revised “Consultancy Service Rules” for University Employees. These were issued by the Comptroller vide order No. CAU/E.1/2010/4934 dated 13.4.2010. These rules are also applicable in the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar, as per provision under Section 39 (1) of LUVAS Act, 2010. Therefore, these are reproduced below for follow up and compliance in this University. Minor changes have been made where required.

Further changes may be made later on when final proposal is received from the Director of Research after consulting other Veterinary Universities and ICAR.

1. Title :

These rules and procedures may be called “Consultancy Service Rules”. These rules and procedures shall be deemed to have superseded all earlier rules and procedures on the subject.

2. Objectives of Consultancy Project :

The objectives of undertaking Consultancy Project by the faculty/staff members are to promote interaction between the University and industrial /commercial/Government agencies for design, development and transfer of technology with a view to make available the specialized facilities and expertise of the University and its faculty/staff members for industrial or Veterinary and Animal Sciences development of the nation and to provide an opportunity to the faculty/staff members to enrich their knowledge and experience in solving professional problems.

3. Terminology :

In these rules and procedures the terms defined are used in the sense as explained here:

- i) Consultancy Project is the professional service rendered by a consultant for Clients on a fee basis.

- ii) A consultant is a faculty/staff member of a Department who performs specified professional services for Clients on a fee basis.
- iii) A Client is any individual or organization needing professional service from the University. The organizations include various government agencies and autonomous undertakings and industrial, commercial and developmental organizations.
- iv) Consultancy fee is the sum of money paid to the University by the Client for professional services rendered. It is usually determined in advance by agreement between the Client and the University.
- v) A consultancy contract states the terms and conditions governing the Consultancy Project. It outlines the professional services to be performed, the fees to be paid and the conditions under which the work will be carried out. It may be formal contract prepared in legal form or a simple letter contract.
- vi) A retainership is an arrangement in which the University is ready to serve the Client upon call for a fixed payment either on a monthly or an annual basis.
- vii) University means the Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar
- viii) Department means a department/section of the constituent colleges (including outstations), Haryana Pashu Vigyan Kendras, Regional Research Stations, various Directorates, library and Engineering Unit of the University.

4. Scope of Consultancy work :

Normally request for consultancy should be considered keeping in view its importance and relevance to the work of the university and the consultant's area of specialization and experience. It should also be ensured that grant of such permission would not adversely affect work of the employee at this University.

The consultancy work that may be undertaken by the University may be in the following areas :

- i) Investigational, developmental testing using standard test procedures.
- ii) Non-standard developmental testing with special procedures to simulate service conditions, testing etc;
- iii) On site investigations and tests involving structural integrity, testing, design-vetting, trouble-shooting of material, product or equipment

failures, and environmental hygiene investigations.

- iv) Testing of equipment, apparatus or complete plants.
- v) Design of machines devices, or projects.
- vi) Development of new improved material & products or processes.
- vii) Advisory services to professional consultancy firms/organizations /NGOs in the area of expertise of the consultancies.
- viii) Analysis of records of performance of operating or newly completed projects; and
- ix) Other services including technical and feasibility surveys, preparing an industrial development project, technology transfer, health and safety at work, training, evaluation studies and state of art etc.

5. Acceptance of Consultancy work:

The activities of the consultancy services will be coordinated by the Director of Research (DR).

6. General:

- i) Normally, Consultancy Project may be undertaken by the consultant(s) in the respective field of his/her specializations after agreement is entered into with the Client, without detriment to the teaching, research and other work requirements of the Consultant(s).
- ii) Attempts may be made to associate research scholars, post-graduate and undergraduate students (of final and pre-final year classes) in Consultancy Project-to the extent as would not hamper their basic work.
- iii) The total remuneration received as fee by a Consultant in a financial year shall not exceed 50% of his gross annual salary from the University.
- iv) A consultant shall render faithfully professional services to the Client.
- v) A consultant shall not ordinarily be permitted to be away from the University for undertaking Consultancy Project for more than 45 days including holidays in a year and he will be treated on duty for this period.
- vi) The Consultant shall not accept any trade commissions, discounts, allowances or other indirect profit in connection with any work he performs.

- vii) The terms and conditions applicable to Clients for availing consultancy services are as given in Appendix-I

7. Procedure :

- a) A Consultancy Project may originate when a prospective Client contacts either of the following:
 - i) The Vice-Chancellor, Deans/Directors/officers of the University/ Heads of a Department
 - or
 - ii) A faculty/staff member
- b) When the prospective Client approaches (i) above they will refer the proposal to the DR who will identify the Department(s) that are considered capable of undertaking the work. The Head of a Department shall place the proposal before DAC, which in consultation with the faculty/staff concerned, shall recommend for nomination, to the Head, an individual Consultant, or a group of Consultants with a Consultant-in-Charge who may undertake the work.
- c) When a proposal is received by an individual faculty, the concerned faculty member will send the proposal to DR through HOD and Controlling Officer.
- d) The Head of the Department shall inform in prescribed format (Appendix II) the DR who will obtain formal approval of the Vice-Chancellor if required as per Clause 9 (Approval of Consultancy Project). The Director of Research shall indicate to the Client, the acceptance or otherwise of the Consultancy Project where the work can be accepted, he shall convey to the Client the extent of involvement of the University. The routine testing which does not require the service of a consultant will be carried out by the concerned department at rates fixed by the University as per existing procedure.

8. Basis of working out costs/charges :

- a) Consulting fee will be determined mutually between the Client and the University employees concerned and shall be subject to approval of the VC. As a norm, it shall not be less than Rs. 2000/- per consultant manday including days of journey. In addition, direct expenses shall be recovered as in (b) below. These rates shall be revised periodically.
- b) Direct expenses would include pay, DA and TA for visits of the whole time staff employed on the project. Travelling expenses admissible as on tour to the consultant shall also be included as direct expenses but

no separate charges would be levied on account of salary of the consultant.

- c) Institutional support will include use of equipment/instruments materials etc. and secretarial assistance including telephones, postage etc. if provided by the University.

Appendix III gives the format for the estimation of Consultancy fee. The consultancy fee must be carefully estimated based on correct appraisal of the estimated expenditure under the different heads, as given below:

a) Remuneration :

- i) Professional Consultancy Fee :

The Consultant shall set time charges based on man-hours, man-days or man-months of time expended for the various members of the staff involved. The time rate may be taken as about two times the hourly or daily salary of the faculty/staff members involved. Higher rates may be charged for expert advice and other work involving an extremely high level of knowledge and professional skill.

The Professional Consultancy Fee for consultancy may be calculated on a per-day basis as follows :

- i) Two to three times of gross salary per day of faculty/staff depending upon nature of work.
- ii) Payment of outside consultant(s) in case they are not on the faculty of the University. Their rates may be ascertained taking into account their equivalent position of the University scientist.
- iii) Remuneration to technical and supporting staff of the Department directly involved in the work.
- iv) Remuneration to students, if involved.

b) Cost of equipment and Materials :

- i) Cost of equipment/expendable spares/accessories to be purchased specifically for the Consultancy Project plus 5% for purchase expenses, where the same are not supplied by the Client at the place of work.
- ii) Cost of consumable materials that will be consumed from the Department.
- iii) Cost of consumable materials that will be brought from outside source(s) specifically for the Consultancy Project plus 10% where the same are not supplied by the Client at the place of work.
- iv) Cost of utilization of costly, specialized equipment in the University.

c) Other Expenses :

- i) Cost of secretarial services and preparation of reports: This may include the charges for typing, drafting, blueprinting, duplication and binding of the reports of the results of the Consultancy Project.
- ii) Miscellaneous costs: these may be taken at 5% of the total estimate expenditure, to meet unforeseen expenses in the operation of the Consultancy assignment.

d) Overhead Charges :

The overhead charges will be 10% of the gross Consultancy fee, if the individual Consultant or group of consultants use the University facilities/infrastructure for undertaking work.

9. Approval of Consultancy Project :

For projects upto Rs. 5.00 lacs, the Director of Research will approve on the recommendations of the HOD concerned and beyond that the Director of Research will obtain approval of the Vice-Chancellor on the recommendations of the HOD concerned.

The Director of Research will inform the Client about the acceptance of the University for taking up the Consultancy. In response to the letter from the Director of Research Client shall communicate, in writing, to him, acceptance of the stated terms and conditions.

- i) The Client shall enter into a formal consultancy Contract with the University, spelling out specific terms and conditions mutually agreed to earlier. Such an agreement shall be signed by the Consultant and countersigned by the DR.
- ii) The University/consultant Incharge/consultant shall not be responsible for any financial or otherwise losses incurred by the Client on account of the Consultancy Project during its operation or thereafter.
- iii) The Client may, thereafter, be in direct communication with the Consultant-in-charge/Consultant till the completion of the Consultancy Project.
- iv) In case of institutional consultancy, the Client shall be required to make an advance payment of 50% of the Consultancy fee to the University before the Consultancy Project is initiated, and 50% before the submission of the draft report.
- v) In case of individual consultancy, the consultant can receive the

consultancy fee from the client and deposit the University share as per rule 14 under intimation to DR and Comptroller.

10. Conduct of Consultancy work :

- i) The Consultancy Project shall normally become operative with effect from the date on which the advance payment of 50% of the Consultancy Fee is remitted by the Client to the University. All payments shall be received by the University under a separate budgetary head of "Consultancy Services"
- ii) The conduct of the Consultancy Project shall be the sole responsibility of the consultant-in-Charge/Consultant. He shall initiate, organize, develop, coordinate and complete the Consultancy Project.
- iii) The Consultant-Incharge/Consultant shall periodically provide reports on the progress of the work to the Client, as may be desired by the Client, or as provided in the agreement, with copies to the Director of Research. In case the information in the report(s) is considered classified by the Client/Consultant, a note to this effect shall be filed with the Head of the Department and the DR. The reports shall be made available as soon as they are declassified, or written permission from the Client is obtained.

11. Maintenance of Records :

- a) Copies of all reports submitted to the Client shall be filed in the Department in which the Consultancy Project has been undertaken as well as with Director of Research.
- b) The Director of Research shall maintain a bound register containing the following information :
 - i) Consultancy approval number
 - ii) Title, nature and type of Consultancy Project
 - iii) Name of the Client
 - iv) Terms of payment; and
 - v) Name of the Consultant-in-charge-consultantThe above records shall also be maintained in the concerned department:
- c) A record of expenditure incurred in the Consultancy Project by way of costs of equipment/expendable spares/accessories and consumable stores, TA and DA, computer charges, payment to external expert(s) staff on special employment, charges for using external facilities,

expenses for fabrication outside the University etc., shall be maintained by the Consultant-in-charge/Consultant with attached details of expenditure and supporting vouchers, receipts and Documents (where necessary). Consultant Incharge or Consultant shall enjoy the financial and administrative powers of the HOD with respect to Consultancy Project with him. The record of expenditure, with support documents shall be submitted by the Consultant-in-charge/Consultant to the Department Head alongwith the proposal for the distribution of consultancy earning who will send the same to the DR after scrutiny.

- d) Unconsumed expendable spares/accessories and materials, after the termination of the Consultancy Project shall become the property of the University and shall be entered in the Department Stock Register.

12. Contract Amendments :

- i) When, during the execution of a consultancy contract, conditions arise that require a change in the scope of the Consultancy Project in the schedule, in the consultancy fee, or in respect of the consultant-in-charge/consultant, the consultant-in-charge/consultant shall seek an appropriate amendment or modification of the contract and obtain from the Client a formal document or a letter of agreement to this effect.
- ii) In case the consultant-in-charge, after accepting the Consultancy Project, is unable to execute the same due to unavoidable circumstances, he shall inform the same, in writing to the Head of Deptt. In case a consultant or consultant-in-charge attains superannuation/avails long leave, his/her replacement shall be made from the area of specialization on the recommendation of the HOD and finally approved by the DR. The HOD, shall in consultation with DAC nominate another consultant-in-charge, and then inform the Client of the change with a copy to the DR. In case, it is not possible to entrust the Consultancy Project to another consultant, the department Head may inform the DR who may terminate the contract by written intimation to the Client with a copy to the head of concerned department.
- iii) In case of unavoidable circumstances (untimely demise, superannuation etc.) leading to finding a suitable subject matter specialist to replace the initial consultant, the University will inform the Client on termination of the agreement and funds not utilized till that date shall be refunded to the Client.
- iv) In case additional expenses, which could not be foreseen while estimating the consultancy fee, be incurred by the time the

Consultancy Project is completed, the consultant-in-charge/consultant shall obtain the approval, in writing of the Client to modify the original consultancy fee charge in consultation with the department Head and DR.

13. Termination of Consultancy Project :

- i) The consultant-in-charge/consultant shall ensure that the consultancy contract is executed on time, and that the results of the investigation are communicated to the Client.
- ii) In case, after the completion of a Consultancy Project, the work is to be continued further, fresh proposal shall have to be made by the Client and accepted by the University.
- iii) No data results, reports inventions etc. shall be published or disclosed, either directly or indirectly by the consultant-in-charge/consultant to any other party, either during or after the termination of the Consultancy Project, without obtaining the prior written permission of the Client. If a student is involved and data is desired to be a part of the PG thesis, then the client may be informed in advance in writing before including it in the synopsis and written permission of the client be obtained.

14. Mode of Sharing Consultancy Fee :

- a) The budgetary settlement should be between the individual consultant and the organization offering consultancy.

Pattern of distribution of honorarium amongst institutions/organizations and individuals

Item	Percentage of Share		
	Institutional Projects	Individual in project while on duty (institute facility not used)	Individual in project on personal leave (institute facility not used)
Consultant(s)	60%	70%	85%
University share	35%	25%	10%
Employee Welfare fund	5%	5%	5%

In case of group consultancy, the consultant(s) share shall be divided among consultants by the Principal Consultant in consultation with HOD by taking into account his/her work load and it shall be approved by the DR.

The University share so received will go as Endowment/Corpus fund and its utilization should be as follows:

10% going to the University as administrative cost.

40% earmarked for infrastructure development of concerned department and college.

50% for research in emerging areas of concerned discipline(s).

15. Patents :

Patent rights for any discovery or inventions originating from the Consultancy Project shall be negotiated with the Client for each individual case and processed by IPR Cell of the University and any income shall be governed by the rules in force at that time.

16. Consultancy Revolving Fund (CRF) :

The whole amount received from the Client as Consultancy Fee shall be credited to the Consultancy Revolving Fund (CRF). This fund will be utilized to meet all expenses in connection with providing Consultancy service and to meet the development priorities to be decided by the Vice-Chancellor. Any savings/unspent amount left after the conclusion/termination of a Consultancy Project, would be credited to Endowment Fund and utilized as per provisions contained therein.

APPENDIX- I**TERMS AND CONDITIONS APPLICABLE TO CLIENTS FOR AVAILING CONSULTANCY SERVICES**

The Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar (hereinafter referred to as the University) offers, through its faculty/staff of different departments, limited consultancy services for utilization by Clients who may be individuals, governmental agencies and autonomous undertakings, and industrial, commercial and development organization. The terms and conditions given hereunder form the basis for the acceptance of such Consultancy Project by the University.

Terms and conditions:

1. The University shall undertake Consultancy Project only on the written request of the Client, which may be sent to a faculty/staff member of the University, the Head of a Department/the DR or any other officer of the University. All Consultancy Projects shall be carried out at the discretion of the University.
2. The Consultancy Project shall be specific assignment to be spelt out in clear terms against the payment of a lump sum fee (Consultancy Fee).
3. In case the proposal of a Client is acceptable to the University, an estimate of the Consultancy Fee payable and the expected time of completion of the work shall be indicated to the Client. Such indication shall not have any legal binding or consequences.
4. A Consultancy Project shall be deemed to have been accepted by the University only after it has confirmed its acceptance in writing and received an acknowledgement thereto in writing by the Client.
5. A Consultancy proposal accepted by the University would clearly specify the scope and extent of involvement of the University and the Client (if necessary), the schedule of completion of the work, the type and frequency of reports to be submitted, and the Consultancy fee charged. Commission for errors, omissions, typographical or printing mistakes, if any, shall not be binding on the University.
6. The Client may enter into a Contract which may be prepared either in legal or as a simple letter contract which shall be signed by the Consultant-in-charge/consultant, Head of the Department and DR laying down specific terms and conditions mutually agreed to earlier.
7. The Client shall be required to make an advance payment of 50 per cent of the Consultancy Fee before the Project is initiated on the assignment through a

- Bank Draft payable to the Comptroller of the University after obtaining the Approval Number from the DR. The remaining 50 per cent of the fee, shall be payable before submission of the draft reports.
8. In the case of continuing long-term Consultancy Project the mode of payment of the Consultancy Fee at definite performance stages shall be specified by mutual agreement between the University and the Client.
 9. After the Consultancy Project is initiated at the University, the Client may directly communicate with the Consultant-in-charge/consultant till the completion of the work.
 10. The Client shall furnish all pertinent information, data, plans, records, specifications and drawing which may be of assistance to the consultant(s). In case of a trade secret provided by the Client to the consultants, the consultant/s will be duty bound to honor commitment of maintaining the secrecy and not disclosing to any third party.
 11. The Client may be required to make available to the University equipment, accessories, components, materials etc. as may be necessary and indicated from time to time, at the locations specified at the Client's own expense and risk. He may render assistance, when required, for procuring equipment, spares and other accessories from abroad, when necessary.
 12. The Client shall afford all facilities and cooperation that may be necessary for any work required to be undertaken at the Client's premises.
 13. The Client shall accept the Consultant as a Professional advisor and extend to him the respect and confidence warranted in such a relationship.
 14. The Client should inform the Consultant as early and as accurately as possible of any changes, which may affect the Consultancy Project.
 15. The Client shall not have any right or entitlement to witness the Consultancy Project under execution at the University, either directly by himself or indirectly by his agent(s). The Client may, however, nominate an Officer who may act as a Coordinator on behalf of the Client. All expenses incurred in connection with the travel and accommodation of such an officer shall be borne by the Client.
 16. The University shall not be legally bound to disclose to the Client the break up of the estimated fee indicated for a Consultancy Project.
 17. The Client shall bear all expenditure on travel, boarding and lodging of the consultant(s) according to terms that may be mutually settled between the Client and the Consultant/DR. The travel expenses borne by the Client need not be related to the University rates applicable to a person of the status of

the faculty/staff member concerned. Alternatively, in lieu of daily allowance, and outstation fee hospitality shall be paid by the Client. The travel expenses shall be directly payable to the faculty staff member by the Client or an estimated amount may be included alongwith the other charges for this purpose.

18. The University and its staff shall not be responsible for any damage that may be caused to the property/plant/materials etc. of the Client during the execution of the Consultancy Project.
19. The University disowns any liability whatsoever on account of failure of the Consultancy Project to achieve the desired results.
20. The University reserves the right to suitably amend or modify the original Consultancy contract when, during the execution of the contract unforeseen conditions arise that require a change in the scope of the Consultancy Project in the schedule, in the Consultancy Fee charged to the Client, or in respect of the consultant-in-charge/consultant.
21. The Client shall be responsible for the collection of loaned equipment, spares and accessories, etc. placed at the disposal of the Consultant-in-charge/consultant within a period of one month of the completion of the Consultancy Project. The collection of such material by the Client or its agent from the University premises shall be subject to the University administrative rules in force. The agent shall produce the necessary letter of authority from the Client for the collection of such material from the University. Expendable spares of the equipment, accessories materials, purchased from the Consultancy Fee shall be the property of the University.
22. In case, for any reason(s), which should be clearly specified, a consultancy contract requires to be terminated, both the parties shall give 30 days' notice, with a copy to the DR. All expenses incurred and commitments made before the notice of termination and paid by the client shall not be refunded on premature termination.
23. In case, after the completion of a Consultancy Project the work is to be continued further, fresh proposal shall have to be made by the Client and accepted by the University.
24. All data, results, reports, inventions etc. from the Consultancy Project shall be made available to the Client, and shall not be published or disclosed directly or indirectly, by the University or its staff to any other party, either during the contract period or thereafter, without the prior written permission of the Client.

25. Patent rights for any discovery or invention originating from the Consultancy Project shall be negotiated with the Client for each individual case and processed by IPR Cell of the University as per rules.
26. The consultancy report should not be filed as legal documents for use in court cases.
27. Any dispute or difference arising out of the Consultancy Project shall be mutually resolved between the consultants and Client.

APPENDIX- II**APPROVAL FOR CONSULTANCY PROJECT**

(To be sent to the DR in triplicate alongwith the original request from the Client

Dated:

1. Title of the Consultancy Project :
2. Name of the Client :
3. Name of Consultant-in-charge/ consultant :
4. Nature of Consultancy Project (Please submit as an Annexure) :
5. Type of Client : Govt. Agency/ Autonomous Agency/ Industry/ Commerce/ Development organization/ individual
6. Total Consultancy Fee to be charged :
7. Probable dates of commencement and completion of the Project :
8. Name(s) of other consultant(s): if any, with designation(s) :
9. Whether the necessary expertise and facilities available are : Inter-departmental/Intra-departmental
10. If interdepartmental, name(s) of other Department(s) :
11. Whether the approval of the prescribed committee has been obtained : Yes/ No

Consultant-in-Charge

Head of Department

APPENDIX-III**ESTIMATION OF CONSULTANCY FEE**

(to be sent to the DR (in duplicate))

Dated:

1. Title of the Consultancy Project :
2. Name of the Client :
3. Remuneration :
 - 3.1 Professional consultancy fee :
 - 3.2 Remuneration to technical/ support staff directly involved :
 - 3.3 Remuneration to external expert(s) staff, if involved :
 - 3.4 Remuneration to students, if involved :
- Total Remuneration
4. Cost of Equipment & Material :
 - 4.1 Equipment/ spares/ accessories to be purchased :
 - 4.2 Consumable materials from Deptt. Stocks :
 - 4.3 Consumable materials bought from outside :
 - 4.4 Utilization of costly equipment :
5. Computational Charges :
6. Other expenses :
 - 6.1 Travel expenses :
 - 6.2 Cost of secretarial services and preparation of reports :
 - 6.3 Miscellaneous costs :
7. Total estimated Expenditure (4+5+6) :
8. Gross Consultancy Fee (3+7) :

Consultant-in-charge/Consultant

Head of Department

Rules for Grant of Permission for improving qualifications by faculty members/non-teaching employees

The employees of the University had been making request for granting them permission for appearing in examinations privately and/ or through evening classes/distance education programme from recognized universities for improving their qualifications. The matter has been examined and it has been decided with the approval of the Vice-Chancellor that permission for improving qualifications may be granted by the Deans/Directors/Controlling Officers at their own level to the employees working under their control subject to the following conditions:

- i) a No faculty member/non-teaching employee shall be permitted to appear in any examination unless and until he/she has completed probationary period. In case the faculty member/employee has already completed the probationary period on the lower post, this condition will not be applicable in his/her case.
- b However, if an employee before joining the service has passed any part of the degree/diploma course before joining, he/she may be allowed to complete the remaining part of that degree/diploma by granting Extra Ordinary Leave during the period of probation and his/her probationary period will be extended accordingly. The EOL for this purpose may be allowed for a maximum limit of six months and that too with the approval of the Vice-Chancellor.
- ii) The faculty member/non-teaching employee may be allowed to attend evening classes and may be encouraged to improve qualifications through distance mode of education from recognized universities. However, such employees will be granted leave of the kind due only for examination days.

- iii) The permission will be granted only when the competent authority is satisfied that the qualifications being improved/acquired during service are in relevant field/nature of duties and will add to his/her efficiency in the discharge of official duties.
- iv) The permission will be granted only in the interest of the University work.
- v) Persons seeking permission for the purpose shall be required to certify that his/her office work will not suffer on account of leave taken by him/ her for such purpose.
- vi) The permission can be withdrawn at any time without notice in the interest of University work.
- vii) He/she can be transferred to any place notwithstanding the permission granted to him/her to improve qualifications/appear in the examination as a private candidate or to pass the examination through correspondence.

Note: The above conditions will also be applicable in the case of employees working on deputation in LUVAS.

(Circulated by Registrar LUVAS vide memo No. Admn./E-I/2019/580-614 dated 01.05.2019.)

Rates of Remuneration for Departmental Examinations, Stenographic Tests, Written Test for Recruitments/Entrance Test and For Outside Experts

The Vice-Chancellor, LUVAS has approved the rates of remuneration/honorarium for the teaching/non-teaching staff performing various duties in conducting Entrance Test for admission in various degree and diploma courses, recruitment of various non-teaching posts, conducting various Departmental Examinations and for outside experts etc. in the University.

The orders of the competent authority issued in this regard from time to time are as under:

1. Rates of Remuneration for various categories :

(Comptrollers' orders issued vide No. CVU/LUVAS/ASSTT/IF/2020/7582-7627 dated 25.02.2020).

a) Remuneration/honorarium rates for entrance test, recruitment etc.

Sr. No.	Categories	Rates Approved	Remarks
1.	Chairman (Vice-Chancellor)	Nil	
2.	Overall In-charge (concerned) for entrance tests UG, PG, diploma etc.	Nil	
3.	Coordinator for conduct and evaluation	Nil for CET/DET	Rs. 6000/- for recruitment, Rs. 5000/- for recruitment if the No. of applicants are less than 2000.

Sr. No.	Categories	Rates Approved	Remarks
4.	Chief Superintendent (Conduct/Evaluation/Control Room)	Rs. 5000/-	Rs. 4000/- if applicants are less than 2000
5.	Advisor (Conduct/Evaluation/Control Room)	Rs. 5000/-	Rs. 4000/- if applicants are less than 2000
6.	Deputy Superintendent (Conduct/Evaluation/ Control Room)	Rs. 4000/-	Rs. 3000/- if applicants are less than 2000
7.	Officer(s) handling secrecy work	Rs. 4000/- each + TA/DA + Vehicle Charges, etc.	
8.	Paper setting by External Paper setters for all subjects (along with keys)	Rs. 80/- per question Rs. 100/- per question if question paper is bilingual	
9.	Official handling cash (writing cash book, drawing and adjustment of temporary advance etc.) Chief cashier	Rs. 2500/-	Rs. 1500/- if applicants are less than 1000
10.	Official handling store/contingent duties	Rs. 1600/-	
11.	Member for Monitoring Team	Rs.1500/- per person	
12.	Photography Downloading Personnel	Rs. 1200/- per person	
13.	Centre Observer	Rs. 2200/- per person per day	
14.	Centre Superintendent	Rs.2000/- per person per day	
15.	Centre Deputy Superintendent	Rs.1500/- per person per day	
16.	Invigilator (including gate duties)/UMC Team/ Member of Photography Team	Rs. 1200/- per person per day	

Sr. No.	Categories	Rates Approved	Remarks
17.	Computer work/office help by office staff/typist/others for preparation of examination material etc. by the Coordinator	Rs. 6000/-	To be divided among the persons involved
18.	Office help and messenger/attendant for coordinator	Rs. 500/- per person per day	Maximum for 10 days
19.	In-charge Security/CSO	Rs.1200/- per person per day	
20.	Assistant Security Officer	Rs. 900/- per person per day	
21.	Security Guard	Rs. 500/- per person per day	
22.	Security Guard with Gun	Rs. 600/- per person per day	
23.	Photographer	Rs. 800/- per person	
24.	Office Staff on duty at examination centres	Rs. 800/- per day	
25.	Messenger/Attendants and others	Rs. 500/- per person per day	
26.	Sweepers	Rs. 500/- per person per day	
27.	Manual evaluation of answer (OMR) sheets	Rs. 1200/- per person per day	
28.	Moderation of questions	Rs. 70/- per question with a minimum of Rs. 1000/-	
29.	Preparation of lists for counseling (category-wise) as well as final list of admitted candidates	Rs.1500/-	
30.	Driver/Generator Operator/Electrician/ Telephone Helper etc.	Rs. 600/- per person per day	

Sr. No.	Categories	Rates Approved	Remarks
31.	J.E. (Electrical)	Rs. 800/- per person per day	
32.	Audit staff	Rs. 5000/-	Rs. 3000/- if applicants are less than 1000
33.	Policeman (if deployed)	Rs. 600/- per person per day	
34.	Refreshment	Rs. 35/- per person per day	

b) Remuneration/honorarium rates for departmental examination/type Test/SETC etc.

Sr. No.	Categories	Rates Approved	Remarks
1.	Centre Superintendent (LS/HS Exam)	Rs. 4000/-	For all papers
2.	Centre Superintendent (Type test Recruitment)	Rs. 2000/-	
3.	Course Coordinator (SETC/Training/Courses)	Rs. 2000/-	
4.	Supervisor/Superintendent	Rs. 500/- per day	
5.	Invigilator	Rs. 400/- per day	
6.	Messenger	Rs. 200/- per day	
7.	For setting question paper	Rs. 1200/- including typing charges	
8.	For evaluating answer books	Rs. 40/- each with a minimum of Rs. 500/-	
9.	Refreshment	Rs. 35/- per person per day	

c) Remuneration/honorarium rates for conducting the stenographic test etc.

Sr. No.	Categories	Rates Approved	Remarks
1.	SSS/JSS/Steno-typist/Typist	Rs. 150/- for dictation (per piece)	
2.	For setting question paper (complete set of dictation piece)	Rs. 700/- including typing charges	
3.	For evaluating answer book	Rs. 40/- each with a minimum of Rs. 500/-	
4.	Refreshment	Rs. 35/- per person per day	

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

Sr. No.	Categories	Rates Approved	Remarks
1.	Resource person from LUVAS	Rs. 1000/-	Except rates fixed by funding agency
2.	Resource person from outside institute	Rs. 1500/-	Except rates fixed by funding agency

1. Rates of Remuneration for Outside Experts:

(Registrars' orders issued vide No. Admn.F-2/2018/171-72 dated 10.01.2018).

In pursuance of the decision taken by FC/Board of Management vide Agenda item No. F-6/B-7 of their 17th/20th meetings respectively held on 27.12.2017, Vice-Chancellor, LUVAS has approved to enhance payment of honorarium/remuneration to outside experts invited as members of Screening/Assessment Committee(s) under the Career Advancement Scheme and for interview for direct recruitment as member of the Selection Committee from Rs. 1000/- to Rs. 3000/-. The Outside Experts invited for the Selection Committee meeting of higher level position i.e. Head of the

Department/Deans/Directors/Officers of the University will be paid Rs. 5000/-.

In case there are two or more sittings of the Screening/Assessment/Selection Committee(s) in a day, the rates of honorarium shall remain the same. However, if the meeting(s) is/are also required to be conducted next day, the amount of honorarium/remuneration will be paid @ Rs. 4000/- instead of Rs. 3000/- and Rs. 7000/- instead of Rs. 5000/- respectively for both the days.

Travelling Allowances Rules

The Travelling Allowance Rules of Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar were prepared and published in November, 2013, after approval of the Board of Management of the University. In July 2016, The Haryana Government revised the Travelling Allowance Rules and published its own book as Haryana Civil Services (T.A.) Rules, 2016. Many important changes were made in these rules including that in lieu of transfer T.A., the lump sum payment of Composite Transfer Grant was introduced. All these changes necessitated revision of University T.A. Rules to incorporate there in the changes made by the Haryana Government. Keeping that in view, revised edition of University T.A. Rules was prepared and published in which all amendments made up to July, 2017 were included.

The Haryana Government revised the pay scales of the employees on the basis of 7th Central Pay Commission Pay Scales, in October, 2016 to be effective from 01.01.2016. As a consequence thereof the TA/DA rates in the TA Rules have been revised by State Government in June, 2018. The amount of Composite Transfer Grant has also been increased. The revised rates have been adopted by the University and amendments have also been made in the University T.A. Rules. The revised edition of the University T.A. Rules has been brought out and all changes made upto December, 2020 have been incorporated in the revised edition. This will be a part of LUVAS Calendar Vol.- III as Chapter-20 but it has been published as a separate book entitled ***“LUVAS T.A. Rules, 2020”*** and not repeated in this book (Calendar Vol. III) to avoid duplication.

Rules for Employees Welfare Fund

1. Aims and Objectives :

The Employees Welfare Fund was established by the CCSHAU in 1980 for the benefit of the employees of the University. The Fund has been continuing since then. On the establishment of LUVAS in December, 2010 the amount of this Fund pertaining to the employees transferred to the new University was transferred to LUVAS and the Employees Welfare Fund has been continuing in this University.

The objective of this Fund is to provide financial aid to the family of deceased employee in case of his death or to him and his family in case of permanent disability of the employee resulting into discharge from service. This is compulsory for all the Employees of the University.

2. Source of the Fund :

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

At present, the rate of contribution by the employees towards EWF is as under :

Sr. No.	Category of employees	Rate of monthly contribution
1.	The employees whose grade pay in the pre-revised pay scales is upto Rs. 2500/- p.m. (further revised to pay scale upto Level-5 in the pay scales revised from 01.01.2016) (Category-D)	Rs. 20/-
2.	The employees whose grade pay in the pre-revised pay scales exceeds Rs. 2500/- p.m. (further revised to pay scale Level-6 onwards in the pay scales revised from 01.01.2016) (Category-C)	Rs. 40/-
3.	The employees who have opted to subscribe at higher rate irrespective of their pay scale (Category-B)	Rs. 60/-

4.	The employees who have opted to subscribe at higher rate irrespective of their pay scale (Category-A)	Rs. 90/-
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3. Amount of Financial Aid from the Fund :

- (1) The amount of financial aid from the EWF for different categories of employees shall be as under:

Sr. No.	Category of employees	Quantum of financial aid
1.	Category-D employees	Rs. 50000/-
2.	Category-C employees	Rs. 80000/-
3.	Category-B employees	Rs. 140000/-
4.	Category-A employees	Rs. 200000/-

- (2) In case of grave hardship where the employee dies at an early date or where there is no adult member eligible for service in the University, the EWF Committee may recommend enhancement for additional aid upto the following extent with the approval of the Vice-Chancellor on merits of each case and on the recommendations of concerned HOD/Controlling Officer:-

Employees contributing Rs. 20/- p.m. Rs. 10000/-
falling under **Category-D**

Employees contributing Rs. 40/- p.m. Rs. 20000/-
falling under **Category-C**

- (2) In case of chronic diseases like cancer, heart surgery, brain hemorrhage, kidney dialysis, kidney transplantation and risks involving operation and consequently huge expenditure, the EWF Committee may recommend additional financial aid from Rs. 25000/- to Rs. 35000/- which may be allowed by the Vice-Chancellor on the recommendations of the CMO and Sr. Welfare Officer of the University.
- (3) An amount of Rs. 10000/- is given immediately within 15 days of occurrence of the date of death of the employee out of this fund on the request of the legal heir/nominee and the amount is reduced from the quantum of financial assistance admissible.

4. Fund Operation Committee :

The Fund Operation Committee for EWF will consist of:

- | | |
|---|-----------------|
| 1. Vice-Chancellor | Chairman |
| 2. Presidents of recognized Associations of Teaching & Non-teaching Employees | Member |

- | | | |
|----|--|--------|
| 3. | Comptroller | Member |
| 4. | Registrar | Member |
| 5. | Two persons among Deans/
Directors to be nominated by the V.C. and
they will be rotated every year | Member |

The Comptroller will act as convener of the Committee.

5. Meetings of the Fund Operations Committee :

The Comptroller as Convener of the Committee will call meetings of the Committee as and when required but one such meeting will be held in April every year to review the position of the Fund vis-à-vis the realization into and assistance given out of the Fund. The decision of the Committee will be conveyed by the Convener to all concerned for implementation.

6. Accounts of the Fund :

The Accounts of the Fund will be maintained in the Comptroller's office and these will be subject to Audit as per rules of the University. The amount of the Fund will be kept in the Saving Bank Account with the Empanelled Bank as approved by the State Government. A part of the Fund will be invested in long term deposits so as to earn more interest. Policy of investments will be decided by the Fund Operations Committee with the approval of the Vice-Chancellor. The procedure for deduction of the contribution from the employees and its realization and deposit in to the Fund will be monitored by the Comptroller.

7. Nomination for getting financial aid from the Fund :

The employee is required to give a separate nomination in the form as prescribed for GSLIS benefits in regard to the family members to whom he would like the payment admissible from the EWF to be made.

8. Application for release of financial aid :

For getting financial aid from the Fund, the eligible family member of the deceased employee or the employee himself, as the case may be, an application in the prescribed form will be required to be given to the Comptroller with the recommendations of the Head of the Department and the Controlling Officer. After scrutiny of the case and on the basis of the recommendations of the HOD/Controlling Officer, the Comptroller will release the amount of financial aid to the eligible family member/employee after getting it approved by the competent authority.

9. Miscellaneous :

For incurring expenditure out of EWF on any other welfare activities of employees, not covered by the above rules, the matter will be considered by the Fund Operation Committee of the EWF and orders of the Vice-Chancellor thereon shall be obtained which will be final and binding.

Rules for Operation of the Group Saving Linked Insurance Scheme (GSLIS)

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|--|---|
| 1. Salient features of GSLIS Scheme | GROUP SAVING LINKED INSURANCE SCHEME (GSLIS)

1. Salient features of GSLIS Scheme The GROUP SAVING LINKED INSURANCE SCHEME (GSLIS) was started in the CCS HAU on the pattern of Haryana Government Scheme and it has been continuing in the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS) as such. The salient features of GSLIS scheme for the University employees are as under :

1. The premium (contribution) towards the GSLIS is to be deducted from the pay of the employee from the month of July onwards every year. The employees who are recruited during the year preceding to July will become members of the GSLIS from coming month of July.

2. A portion of the premium charged is set aside for insurance cover (payable in the event of the employee's death) and the balance is put into a Saving Bank Account of each member employee alongwith interest earned thereon.

3. Premium for Life Insurance Risk Cover of the employee and the amount to be credited into his saving account will be on 50:50 basis of the monthly contribution paid by the employee.

The monthly contribution payable by the employee and the amount of insurance cover will be as under : |
| 2. Rate of monthly Contribution (Premium) payable | |

Sr. No.	Category of the Employee	Monthly Contribution	Maximum Insurance Cover
1.	Class-I	Rs. 180/-	Rs. 100,000/-
2.	Class-II	Rs. 108/-	Rs. 60,000/-
3.	Class-III	Rs. 54/-	Rs. 30,000/-
4.	Class-IV	Rs. 27/-	Rs. 15,000/-

Notes:-

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

3. Benefits

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

4. Payment of Premium to LIC

The premium of the employees who are covered by the scheme but whose salaries are not drawn due to one reason or the other viz. Extra-ordinary leave/deputation/non-issue of LPC, withholding of pay on any account etc; may be paid out of Employees Welfare Fund for a period of six months and the Fund should be replenished after the salaries of such employees are drawn. The risk cover of employee whose premium is

- not received for more than six months would be no longer continued.
- 5. Maintenance of Accounts of the GSLIS Scheme** The accounts of the Scheme will be maintained in the Comptroller's office as per procedure laid in Chapter-18 of LUVAS Account Code Vol.-I, which is briefly given as under:
- (1) Allotment of Account numbers for GSLIS** An employee who becomes a member of the Group Saving Linked Insurance Scheme shall be allotted an account number. This number is always to be referred to in all transactions or correspondence relating to the accounts of the subscriber. This account number shall be allotted on receipt of the information from the Department, in Form VU-18/1. This shall be prepared in triplicate and two copies of the same shall be sent to the office of Comptroller out of which one copy shall be returned to the Department after allotment of account number, which shall be pasted in the service book.
- (2) Nominations by subscriber** All declarations of nominations made by the subscribers in Form VU-18/2 and VU-18/3 shall be kept by the Head of Department in safe custody in the personal file of the employee.
- 3) Membership Register** Immediately after the receipt of information in Form VU-18/1, the names of the employees will be entered separately in the register of subscribers to be maintained in Form VU-18/4. For this purpose, separate registers will be maintained for each category i.e. A, B, C & D for deduction of the premium amount of Rs. 180, 108, 54 and 27 respectively.
- 5 (4) Maintenance of cash book** Cash Book in Form VU-3/3 shall be maintained in which all the cheques received from Accounts Branch in favour of L.I.C, individual employees, E.W.F or any other source relating to GSLIS shall be entered on receipt side and when remitted to L.I.C. or to any other party, these shall be debited on payment side. Similarly, death claims received from L.I.C. & payments made to the departments shall be entered in the cash book.

- (5) Deduction bills for subscription** Before a cheque is drawn from the University account for payment of subscription towards Group Saving Linked Insurance Scheme, a bill shall be prepared in Form VU-18/5 and got audited and then sent to the Comptroller, alongwith the relevant salary and establishment bill.
- (6) Posting of subscription** The Comptroller shall maintain the account of the Group Saving Linked Insurance Scheme in Form VU-18/6 showing all transactions of the subscriptions received and shall reconcile the monthly balances with the amount sent to the LIC in this behalf. A list of defaulters will be prepared in the demand & collection register to be maintained in Form VU-18/7. As required under the rules, this amount of defaulters may be taken on loan from Employees Welfare Fund (EWF) through pre-audit and sent to the LIC. However, complete account will be maintained for the refund of this loan to the EWF through pre-audit.
- (7) Remittances to LIC** The contribution received from the employees towards Group Saving Linked Insurance Scheme will be sent to the LIC. As per existing terms & conditions, the LIC will deposit a part of the amount towards premium and the remaining amount in the Saving Bank account of the employee. The account of the remittances made to the LIC will be maintained in Form VU-18/8.
- (8) Discontinuation from the Scheme** The Details of the employees (members) who discontinue from this scheme on account of death, resignation, termination, dismissal, retirement and non-payment of premium continuously for six months etc. will be kept and maintained in Form VU-18/9.
- (9) New membership** The new membership will be effective from the salary for the month of July paid in August of every year i.e. anniversary of the Scheme. The employees who are recruited during the preceding year will become its member from coming month of July. The information in respect of such employees will be supplied by the HOD in Form VU-18/1 by 15th July each year. This information will be prepared in triplicate out of which

two copies will be supplied to the Comptroller on which further action will be taken by the office of Comptroller.

(10) Change from one category to another

The information in respect of the employees, whose category is changed from one category to another i.e. who become entitled for the higher/lower category, the information will be supplied by the HoD in Form VU-18/10 in duplicate by 15th July each year. After giving fresh account number, the second copy of this form will be returned to the Department by the Comptroller Office and membership register in Form VU-18/4 will be corrected accordingly.

(11) Amount when payable

The amount of the Group Saving Linked Insurance Scheme shall become payable on death, retirement, resignation, termination/ dismissal or when the scheme is dis-continued. On the happening of such occasion, the HoD shall inform the Comptroller's office immediately so that LIC is informed accordingly and the subscription in respect of the employee may not be sent in future. However, the HoD will submit the claim in the Form prescribed by the LIC, complete in all respects, to the Comptroller for lodging it and getting the payment of LIC policy and savings released from them for disbursement to the employees or the beneficiary, as the case may be.

Rules regarding publication of Research Papers, Books, Monographs and Laboratory Manuals etc. by the Faculty staff

The Vice-Chancellor, Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar vide Registrar's Office letter No. Admn./F-I/2015/7459-96 dated 29.12.2015, constituted "Publication Advisory Board" for framing rules regarding publication of Research Papers, Books, Monographs and Laboratory Manuals etc., as under :

- | | | | |
|----|------------------------------|-----------------|---------------------|
| 1. | Director Extension Education | Chairman | |
| 2. | All Deans | Members | |
| 3. | Dean, PGS | Member | |
| 4. | Director of Research | Member | |
| 5. | Dr. P. K. Kapoor | Member | } Nominated by V.C. |
| 6. | Dr. N. K. Mahajan | Member | |

The Publication Advisory Board in its meetings held on 14.12.2016 and 22.12.2016 considered the matter and prepared the draft of the rules for consideration of the Academic Council. The Academic Council in its 35th meeting held on 27.01.2017 approved these rules.

The following rules regarding publication of Research Papers, Books, Monographs and Laboratory Manuals etc. framed with the approval of the Academic Council under the Chairmanship of the Vice-Chancellor, have been issued vide Registrar's Letter No. Admn./F-1 / 2017 /537-566 dated 06.02.2017.

I Rules regarding publication of Books, Monographs and Laboratory Manuals etc.

1. A University teacher, who wishes to write or edit a text book, monograph or laboratory manual and proposes it to be published by LUVAS, must obtain permission from the competent authority after obtaining recommendations

from the concerned Department Advisory Committee, Controlling Officer and the Publication Advisory Board. The competent authority in such cases will be the Vice-Chancellor.

2. Any body interested to write or edit a book or monograph for publication through a private publisher must obtain permission from the competent authority after obtaining recommendations from the concerned Department Advisory Committee and Controlling Officer. The competent authority in such cases will be the Vice-Chancellor. The recommendations of the Publication Advisory Board are not required in such cases.
3. A University Teacher, who wishes to write, edit or compile a laboratory manual for an undergraduate course and its publication through private publisher must obtain permission from the Dean of the concerned college after obtaining recommendations of the Departmental Advisory Committee and Head of Department.
4. A University teacher, who wishes to write, edit or compile a laboratory manual for a postgraduate course and its publication through private publisher must obtain permission from the Dean, Postgraduate Studies after obtaining recommendations of the Departmental Advisory Committee and Head of Department.
5. A University teacher, who wishes to write and contribute a chapter in some publication, must send it under intimation to the concerned Head of Department or Administrative Head of Office (in case of faculty working in the University administrative offices.)
6. The first or sole author of the proposed book, monograph or laboratory manual should have minimum 5 years of professional experience in the concerned field. Other co-authors (if any) should have minimum 3 years of professional experience.
7. No relaxation in teaching, research or extension activities shall be given to the authors.
8. The expenditure on stenography, cartography, photography and art work etc. shall be borne by the author(s).
9. The authors, whose proposal are approved by the Publication Advisory Board for publication by LUVAS, will submit the final manuscript of the text book/monograph/laboratory manual within the stipulated time.
10. The Publication Advisory Board while recommending the publication of a text book, monograph or laboratory manual by LUVAS will take into consideration the utility of such publication to the students of the University and the financial implications in publishing the manuscript.

11. The author(s) shall revise the text book/monograph/laboratory manual and bring it upto date as and when the University decides to bring out a revised edition. In the event of the author being not available/not interested to revise, the right to get such publication revised by some body else shall rest with the University.
12. No teacher will be allowed to write a help book or guide book except for a Question Bank for various competitive examinations.
13. The sale price of the publication will be fixed by the University as per University rules.
14. Not more than 1000 copies will be published at a time.
15. The University shall pay to the author(s) a uniform royalty of 15% on the published price of the publication on all copies sold in India and other countries. In case there is more than one author, 50% of the royalty amount will be paid to the first author while the remaining amount will be divided equally among the other co-authors. The royalty amount and payment will be subject to the University rules prevailing at that time.
16. Ten complimentary copies will be given to the authors.
17. No other proposal by the concerned authors to write a text book/monograph/laboratory manual will be considered by the Publication Advisory Board until the previous proposal has been submitted for publication by them and finally approved.

II Rules regarding publication of research papers, review papers and popular articles etc.

1. A University teacher or a postgraduate student, who wishes to contribute a research paper to a scientific journal, must submit it through the concerned Head of Department or Administrative Head of Office. The recommendations of the Departmental Advisory Committee (in case of departments) or the Administrative Head of Office) must be obtained in respect of the authorship and contents of the paper before submitting a paper.
2. A University teacher or a postgraduate student, who wishes to contribute a review paper, must submit it under intimation to the concerned Head of Department or Administrative Head of Office.
3. A University teacher or a postgraduate student, who wishes to contribute a popular article or a scientific article of general nature, must submit it under intimation to the concerned Head of Department or Administrative Head of Office.

Rules regarding Sports Council of LUVAS

In pursuance of the decision taken in the 40th meeting of Academic Council held on 13.03.2018 and in the 21st meeting of *Board of Management held on 28.03.2018, the Vice-Chancellor has constituted the Sports Council of the University and has also prescribed the rates of sports kits for Equestrian game, Track suit for participating in Inter-University Sports Tournament Youth Festival, Cash incentives to the sports person, Free meals facility, incentives to officials accompanying the University teams, Track suits to faculty members and Equivalence of Equestrian events for benefits.

The constitution of the Sports Council and the details of other rules are given below:

I A Constitution of Sports Council

1. Vice-Chancellor	Chairman
2. Dean, COVS	Member
3. Dean, PGS	Member
4. Dean, CODS&T	Member
5. Director, IPVS	Member
6. Registrar	Member
7. Comptroller	Member
8. ADSW (Sports)	Member
9. ADSW (Cultural Activities)	Member
10. Sports Coordinators of the Colleges	Member
11. One Teacher of Physical Education	Member
12. One Teacher of Cultural Activities	Member
13. President, LUVAS Teachers' Assoc.	Member

- | | |
|---------------------------------------|-----------|
| 14. Dean of any other College, if any | Member |
| 15. Director Students' Welfare | Secretary |

Note: Depending upon the topics for discussion, additional members may be co-opted as deemed fit by the Chairman

B Aim

To help promote sports/games and cultural activities in a proper and regulated manner in the LUVAS.

C Functions

1. To arrange tournaments, like inter-University, State Championship, National Championship and other sports tournaments and cultural activities/festivals.
2. To help run the sports/ cultural programme of the constituent colleges and also recommend incentives to the upcoming sports/cultural activity students of the University.
3. To help maintain coordination with Sports Council/Sports Department, Haryana.
4. To undertake sports/cultural activities projects, like organization of State Sports Congress, Sports Clinics, Workshop/Seminar.
5. To decide honoring sports persons/ cultural activity students.
6. To recommend sports/ cultural activity tours for University teams.
7. To arrange for visiting professor/guest/lecturers and outstanding sportsperson.

D Powers of the Sports Council

1. To Frame rules for organization, conduct and control of the LUVAS sports/ cultural tournaments.
2. To interpret and enforce the rules and to have discussion and give ruling on any point not covered by these rules.
3. To frame by-laws consistent with these rules, to appoint Sub-committee if and when necessary and define their term of reference.
4. The sources of income for the annual budget will be the portion of Amalgamated Fund available with the Director Students' Welfare and other funds provided for by the University from its regular budget for sports/cultural activities and the Tournament Funds earmarked for conducting open tournaments and such other funds raised from time to time for various sports/cultural activities, with the permission of the competent authority in the University.

5. To take such other actions as may be necessary for the furtherance and achievement of the aim indicated above.

E Duties and Powers of the Office Bearers

The Chairman

1. The Chairman will preside over all the meetings of the Sports Council and, if necessary, of special Sub-Committees, as constituted by the Sports Council, unless otherwise provided for by the Sports Council. In case of tie in voting, the Chairman will have a casting vote.
2. In emergency, the Chairman shall take decision at his own level in anticipation of the approval of the Council, but such decisions be placed before the next meeting of the Sports Council for approval.

Secretary

The Secretary shall

1. Carry on the correspondence on behalf of the Sports Council and implement the resolutions of the Council or its Sub-Committees.
2. Issue notices for meetings and record the minutes and be responsible for the records and property of the Council.
3. Carry out duties entrusted to him by the Chairman on behalf of the Sports Council.

F General

1. The LUVAS Sports Council shall meet as many times as desired but at least once in a year. In case of emergency, the LUVAS Sports Council may meet at twenty four hours notice; otherwise for calling the meeting, it will be necessary to give atleast one week's notice alongwith proposed Agenda.
2. During Sports Council meetings/Sub-Committee meetings it is incumbent for the Secretary to be present as ex-officio and help in the proceedings.
3. New rules, if any or by-laws, if necessary, will be considered by the Sports Council and recommended for approval by the Academic Council.
4. The quorum for the meeting of the Sports Council shall be 50% (percent) of its members.

II Rates of Sports Kits

As 'Equestrian' events have been included in Sports, so 'Equestrian' may be treated in all manners equivalent to other sports which have been approved

by the University Sports Council regarding provision of rates of Sports Kit were approved for Inter-University competitions @ Rs. 2200/- per player as per the list of sports kit items.

Existing		Revised	
1. Athletics	10. Kabaddi	1. Athletics	10. Kabaddi
2. Badminton	11. Volleyball	2. Badminton	11. Volleyball
3. Basketball	12. Swimming	3. Basketball	12. Swimming
4. Football	13. Table-tennis	4. Football	13. Table-tennis
5. Hockey	14. Squash	5. Hockey	14. Squash
6. Cricket	15. Boxing	6. Cricket	15. Boxing
7. Handball	16. Gymnastics	7. Handball	16. Gymnastics
8. Tennis	17. Yoga	8. Tennis	17. Yoga
9. Wrestling	18. Cross Country	9. Wrestling	18. Cross Country
		19. Equestrian	

III Track suits for participating in Inter-University Sports Tournaments/ Youth Festivals

Existing	Revised
<p>Track suits for participating in Inter University Sports Tournaments/ Youth Festivals.</p> <p>The Track suit not exceeding Rs. 900/- to the students for participating in the Inter University Sports Tournaments including dance and drama once in an academic year. The Committee constituted for the purchase of sports kits for Inter-University competition will also affect the purchase of track suits.</p>	<p>Track suits for participating in Inter University Sports Tournaments/ Youth Festivals/RDC Equestrian Competitions</p> <p>The Track suit not exceeding Rs. 900/- to the students for participating in the Inter University Sports Tournaments including dance and drama/RDC Equestrian Competitions once in an academic year. The Committee constituted for the purchase of sports kits for Inter-University competition will also affect the purchase of track suits.</p>

IV Cash Incentives to the sports persons

Existing			Revised		
Sr. No.	Level of participation	Incentive (Rs. Per head)	Sr. No.	Level of participation	Incentive (Rs. Per head)
1.	Position in recognized inter-national competitions such as Olympics, World-Cup, World Universities	1 st 40000 2 nd 30000 3 rd 20000	1.	Position in recognized inter-national competitions such as Olympics, World-Cup, World Universities	1 st 40000 2 nd 30000 3 rd 20000
2.	Participation in the recognized Inter-national competitions as above	20000	2.	Participation in the recognized Inter-national competitions as above	20000
3.	Position in National Championship/ All India Inter-State Championship organized under the auspices of National Sports Federation/ Association	1 st 16000 2 nd 14000 3 rd 12000	3.	Position in National Championship/ All India Inter- State Championship organized under the auspices of National Sports Federation/ Association	1 st 16000 2 nd 14000 3 rd 12000
4.	Participation in National Championship / All India Inter-State Championship organized under the auspices of National Sports Federation/ Association	10000	4.	Participation in National Championship / All India Inter-State Championship organized under the auspices of National Sports Federation/ Association	10000
5.	First three positions in All India Inter-University Championship	1 st 15000 2 nd 13000 3 rd 11000	5.	First three positions in All India Inter-University Championship	1 st 15000 2 nd 13000 3 rd 11000
6.	First three positions in Zonal Inter-University Championship and All India Inter-Agricultural University Sports Meet	1 st 10000 2 nd 8000 3 rd 6000	6.	First three positions in Zonal Inter-University Championship and All India Inter-Agricultural University Sports Meet	1 st 10000 2 nd 8000 3 rd 6000
7.*	Best Athlete in All India Inter-University Athletic Meet in addition to his individual positions	11000	7.*	Best Athlete in All India Inter-University Athletic Meet in addition to his individual positions	11000

Existing			Revised		
Sr. No.	Level of participation	Incentive (Rs. Per head)	Sr. No.	Level of participation	Incentive (Rs. Per head)
8.*	Best Athlete in All India Inter-Agricultural University Sports and Games Meet in addition to his individual positions	10000	8.*	Best Athlete in All India Inter-Agricultural University Sports and Games Meet in addition to his individual positions	11000
			9.	First three positions in RDC Equestrian competitions	1 st 10000 2 nd 8000 3 rd 6000
			10.	Best rider in RDC Equestrian competition in addition to his individual positions.	10,000/-
			11.	Best rider (Runner up) in RDC Equestrian competition in addition to his individual positions	8000/-

*The cash prize for being athlete will be in addition to the cash incentive admissible for individual medal/achievement.

V Free Meals Facility

Existing	Revised
<p>Free meals facility for one academic year except on strike day/term breaks in addition to the cash incentives for the following achievements:</p> <p>First three positions in recognized Inter-National competitions such as Olympics, World-Cups, World Universidad</p> <p style="text-align: center;">OR</p>	<p>Free meals facility for one academic year except on strike day/term breaks in addition to the cash incentives for the following achievements:</p> <p>First three positions in recognized Inter-National competitions such as Olympics, World-Cups, World Universidad</p> <p style="text-align: center;">OR</p>

Existing	Revised
<p>Participation in the recognized International competitions as above</p> <p>OR</p> <p>First three positions in National Championship organized under the auspices of National Sports Federation/Association</p> <p>OR</p> <p>Participation in National Championship/All India Inter-state Championship organized under the auspices of National Sports Federation/Association</p> <p>OR</p> <p>First three positions in All India Inter-University Championships organized under the auspices of AIU.</p> <p>OR</p> <p>First two positions in All India Inter-Agricultural University Sports Meet organized under the auspices of ICAR/North Zone Inter-University Tournaments organized by AIU.</p> <p>In addition to free meals, these sports persons will also get the following for one academic year or till the completion of degree whichever is earlier except on strike day/term breaks:</p> <p>a. One kg milk per day as per the University rate. The University mess/messes will provide the meals to the sports persons and the office of DSW will</p>	<p>Participation in the recognized International competitions as above</p> <p>OR</p> <p>First three positions in National Championship organized under the auspices of National Sports Federation/Association</p> <p>OR</p> <p>Participation in National Championship/All India Inter-state Championship organized under the auspices of National Sports Federation/Association</p> <p>OR</p> <p>First three positions in All India Inter-University Championships organized under the auspices of AIU.</p> <p>OR</p> <p>First two positions in All India Inter-Agricultural University Sports Meet organized under the auspices of ICAR/North Zone Inter-University Tournaments organized by AIU/RDC Equestrian Competitions.</p> <p>In addition to free meals, these sports persons will also get the following for one academic year or till the completion of degree whichever is earlier except on strike day/term breaks:</p> <p>a. One kg milk per day as per the University rate. The University mess/ messes will provide the meals to the sports persons and the office of</p>

Existing	Revised
<p>make the payment to the concerned mess. For the non-hosteller students, a sum of Rs. 2000/- month in lieu of free mess facility and Rs.1200/- month for milk be provided by the office of DSW.</p> <p>Note: The students bringing achievements in cultural activities in the above mentioned competitions will only be provided one kg milk in the mess or Rs. 1200/- per month, if the student is non-hostler.</p>	<p>DSW will make the payment to the concerned mess. For the non-hosteller students, a sum of Rs. 2000/- month in lieu of free mess facility and Rs.1200/- month for milk be provided by the office of DSW.</p> <p>Note: The students bringing achievements in cultural activities in the above mentioned competitions will only be provided one kg milk in the mess or Rs. 1200/- per month, if the student is non-hostler.</p>

VI Incentives to officials accompanying the University Teams

Existing	Revised
<p>The officials accompanying the LUVAS teams in the Inter-University tournaments/All India Inter-Agril. University games and sports meets/ All India Veterinary University competitions be given track suits worth Rs. 1500/- once in an academic year in addition to TA/DA as per LUVAS rules. In case the same person accompanies the team next year will not be given the track suit.</p>	<p>The officials accompanying the LUVAS teams in the Inter-University tournaments/All India Inter-Agril. University games and sports meets/ All India Veterinary University competitions/Equestrian competitions be given track suits worth Rs. 1500/- once in an academic year in addition to TA/DA as per LUVAS rules. In case the same person accompanies the team next year will not be given the track suit.</p>

VII Track suits to faculty members

Existing	Revised
<p>A track suit amounting Rs. 1500/- be given to the Vice-Chancellor, Registrar, Deans, DSW-cum-EO, Director IPVS, ADSW (Sports), ADSW</p>	<p>A track suit amounting Rs. 1500/- be given to the Vice-Chancellor, Registrar, Deans, DSW-cum-EO, Director IPVS, ADSW (Sports), ADSW</p>

Existing	Revised
(Cultural Activities), Sports Coordinators and sports faculty once in two academic sessions starting from the session 2015-16.	(Cultural Activities), Sports Coordinators/'Equestrian Coordinators (ANOs)' and sports faculty once in two academic sessions starting from the session 2015-16.

VIII Equivalence of 'Equestrian' events for benefits:

As 'Equestrian' events have been included in Sports so 'Equestrian' may be treated in all manners equivalent to other sports which have been approved by the University Sports Council regarding provisions of TA/DA, Track Suits and other financial incentives given to other categories of Sports.

IX KITS ITEMS

ATHLETICS

1. Shoes
2. Socks
3. Shorts
4. Vests
5. Spikes
6. T-Shirt (only for girls)
7. Skirt with slack/shorts (only for girls)

BADMINTON/TENNIS/TABLE

TENNIS/SQUASH RACKETS/ HANDBALL/VOLLEY BALL

1. Shoes
2. Socks
3. Shorts
4. T-Shirt
5. Skirts with slacks/ shorts (only for girls)

BASKETBALL/KORFBALL

1. Shoes

2. Socks
3. Shorts
4. Vests
5. T-Shirt (only for girls)
6. Skirts with slacks/shorts (only for girls)

BOXING

1. Shoes (Boxing)
2. Socks
3. Shorts
4. Vests
5. Towel (standard size)

CRICKET

1. Shoes (Cricket)
2. Sleeveless pullover
3. Socks
4. Cap
5. T-Shirt
6. Pant

FOOTBALL

1. Shoes (Football)
2. Stockings
3. T-shirt
4. Shorts

HOCKEY

1. Shoes (Hockey)
2. Stockings
3. T-shirt
4. Shorts
5. Skirt with slack/shorts (only for girls)

SWIMMING

1. Swimming Costume
2. Towel (standard size)
3. Bath-room sleepers
4. Gown
5. Rubber cap

WRESTLING

1. Shoes (Wrestling)
2. Socks
3. Costume (Reversible)
4. Towel (standard size)

KHO-KHO/KABADDI

1. Shoes
2. Socks

3. Shorts
4. Vest/T-shirt
5. Skirt with slacks/shorts (only for girls)

YOGA

1. Shoes
2. Socks
3. Shorts
4. Vest
5. Yoga slacks (only for girls)
6. T-Shirt (only for girls)

GYMNASTICS

1. Shoes (Gymnastics)
2. Socks
3. Short/ Slacks
4. Vest
5. T-Shirt (only for girls)

JUDO

1. Judoka

EQUESTRIAN

1. Riding Shoes - 01 Pair
2. Stocks - 02 Pair
3. T-Shirts - 02
4. Riding Breeches - 02
5. Riding Helmet - 01

Rules regarding Grant of Loans and Advances for Marriage of Children/ Dependent Sisters of employee and also for their own Marriage

INTRODUCTION

Loans for purchase of Plots, House Building, Vehicles and Computers are not being given by the Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar to its employees as the State Government is not providing funds for this purpose to the University. Therefore, the University is granting only Marriage Loan/ Advance to its regular employees for the celebration of marriage of their sons/daughters or legally adopted children and dependent sisters and also for their own marriage.

1. MARRIAGE LOAN –Title

The Vice-Chancellor of LUVAS approved the creation of a Scheme for the grant of loan to the regular employees of University for celebration of marriage of their son/daughter, dependent sister and also for their own marriage on the State Govt. pattern. This Scheme has been continuing in the University since Financial Year 2012-13. The terms and conditions regarding the grant of Marriage Loan are according to the instructions issued by the State Govt. from time to time. The funds are provided on need basis and to the extent these are available and provided for in the University Budget by the State Govt.

2. General terms and conditions regarding advance for celebration of marriage of Son/Daughter:-

- (i) The marriage advance will be admissible to employees for such daughters who attained the age of 18 years and sons who attained the age of 21 years.

- (ii) For the proof of the age of the children, the applicant will submit one of the documents provided in rule 4(i) of this chapter.

3. General terms and conditions regarding advance for celebration of marriage of Dependent Sister: -

- (i) The loan for the marriage of sister will only be granted if the applicant (University Employee) is eldest earning child of his parents in the family and the girl is wholly solely dependent upon him.
- (ii) The employee shall have to give an affidavit in form Annexure-IV alongwith application form on non-judicial paper to the effect that he is the eldest Govt./University employee in the family and the sister for whose marriage loan is being obtained is wholly solely dependent upon him.
- (iii) The applicant will submit the proof of actual date of birth of his sister. For the proof of the age of dependent sister, one of the documents provided in rule 4(i) of this chapter may invariably be submitted alongwith the prescribed application form.
- (iv) To make sure that the sister of the employee is wholly solely dependent on the employee, the Head of Department should furnish a certificate to this effect after satisfying himself in this behalf.
- (v) The marriage advance will be admissible to employee for such dependent sister who attained the age of 18 years.

4. Other terms and conditions

- (i) For the proof of the age of sons/daughter and dependent sister one of the following documents only will be accepted for the purpose: -
 - (a) Attested copy of certificate issued by University/Board or School Leaving Certificate (in case of certificate from a private school, the certificate should be countersigned by BEO/DEO concerned).
 - (b) Birth Certificate from Registrar Birth and Death/competent authority.
 - (c) Age certificate issued by the Civil Surgeon on the basis of physical appearance.
- (ii) Eligibility – The regular University employees of Class-I, II, III and IV who have rendered at least five years' service and are likely to continue till the period normally expected for repayment of loan, alongwith interest will be eligible for grant of marriage advance.
- (iii) Application for grant of Marriage Loan – An application for the loan will

be made together with an agreement bond in the prescribed form (Annexure – I & II) through proper channel. The employees getting the loan will also be required to give an Undertaking in the prescribed form (Annexure – III) that in the event of non-payment of loan alongwith interest, due to any reason; recovery may be made out of his/her death cum retirement gratuity/leave encashment and other dues payable to him/the legal heir of the employee.

The Head of the Department will also give the following Certificate on the application of the employees: -

“The Department is satisfied about the bonafides of the loan sanctioned and drawn and a certificate about the Utilization would be obtained from the loanee and placed in the concerned loan file for scrutiny as and when required.”

- (iv) The agreement/bond will be accepted by the following: -
 - i) In case of applicant is Grade C and D employee, the agreement bond will be accepted by the HOD.
 - ii) In case of applicant is Grade A and B employee, the agreement bond will be accepted by the Controlling Officer.
 - iii) In case of applicant is itself Controlling Officer, the agreement bond will be accepted by the Worthy Vice-Chancellor, LUVAS, Hisar.
- (v) If husband and wife both are Govt./University employees, the loan shall be admissible to one of them only.
- (vi) No application shall be entertained from University employee under suspension and no loan shall be sanctioned or disbursed to an employee under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from service.
- (vii) The loan will be drawn/dispursed within three months preceding the date of marriage.
- (viii) Utilization Certificate – The Utilization certificate is to be furnished by the employee to the Head of Department within one month of celebration of marriage. The head of deptt. will ensure compliance of these instructions.
- (ix) The Monitory Limit and other terms and conditions for grant of Marriage Loan -

The Monetary Limit of amount to be granted as Loan for celebration of marriage and other conditions as per State Govt. letter No. 2/2/2004-WM(3) dated 18th July, 2018 and approved by the Vice-Chancellor as per Comptroller's, LUVAS Notification No. CVU/B-1/2018/2219-60 dated 06.08.2018 are given as under:

- (a) The Marriage loan will be available for two times only during the entire service.
- (b) The Marriage Loan will be given equal to 10 months pay in the revised pay scale/level, subject to the ceiling of Rs. 3.00 lacs (Rupees Three Lacs only), whichever is less, for the marriage of employee's son/daughter/dependent sisters and his/her own marriage.

Second marriage advance will be granted subject to the condition that the balance of the first advance including interest and the advance sanctioned for the second child's marriage does not exceed the maximum admissible amount of advance.
- (c) The rate of interest will be decided on State Govt. pattern.
- (x) If the loan received is not utilized for the purpose for which it has been sanctioned within three months from the date of drawal it shall be refunded in lump-sum together with the interest due thereon. No extension of time for utilization of the loan will be granted.

5. Sanction of Marriage Loan:-

After the earmarking of funds by the Comptroller with the approval of Worthy Vice-Chancellor, the sanction to the drawal of advance shall be accorded by the Head of department concerned. Thereafter, the application alongwith all relevant documents will be submitted through concerned controlling officer in the O/o Comptroller, LUVAS, Hisar for disbursement of loan.

6. Recovery of marriage loan and interest thereon:-

- (i) The advance including interest thereon will be recovered in 100 monthly installments in all cases. The recovery shall be regulated in such a manner that the loan, together with the interest thereon, is fully recovered from the pay of the employee before his/her retirement. The recovery shall be effected from the pay or leave salary bill of the employee by compulsory deduction, irrespective of the fact whether the employee is on duty or on leave. The recovery shall be started with effect from the 1st issue of pay after advance is drawn.

- (ii) In case of mis-utilization of any loan, penal rate of interest decided by the State Govt. from time to time will be charged from the applicant over and above normal rate of interest. At present penal rate of interest is @10% p.a. (vide State Govt. letter no. 34/2/94-WM(3)/336 dated 04.05.2021)
 - (iii) In case an employee, who has been given the loan, retires/dies/leave the service on any ground before the repayment is completed, the outstanding balance and the interest due shall be first recovered from the Death-cum-retirement-Gratuity/Leave encashment and other dues payable to him/the legal heir of the borrower as stipulated in the agreement respectively.
 - (iv) Waiving of recoveries – In the case of death of any class-III and Class – IV employee while in service, the outstanding principal amount of Marriage loan and recovery of outstanding interest on that loan will be waived off by the competent authority i.e. Vice-Chancellor, in accordance with the rules and regulations laid down by the University. However, before passing orders of writing off, the competent authority will satisfy himself that the amount of loan was not rendered irrecoverable on account of lapse of the concerned employee/Deptt.
- 7. Where the rules are silent, the instructions issued by the State Govt. from time to time shall be followed.**

ANNEXURE -I
APPLICATION FORM FOR MARRIAGE LOAN

1. Name of the applicant _____
(in Block Letters)
2. Father's/Husband's name _____
3. Name of Parent Deptt. & Designation _____
4. Name of the Deptt. where working _____
5. Emoluments on which the loan
is admissible Total Rs. _____
(i) Basic Pay _____
(ii) Special pay _____
6. No. of installments _____
7. Purpose of advance for the marriage of
(With proof of date of birth) _____
8. Amount of advance required _____
9. Date of joining in University service _____
10. Date of birth of Employee _____
11. Date of Superannuation _____
12. Exact date of marriage _____
13. Whether advance for the same purpose
has already been obtained previously, if so
Name _____
Date of Birth _____
(i) Date of drawal of the first advance _____
(ii) Date of drawal of Second advance _____
(iii) The amount of advance 1st/2nd
Including interest thereon still
Outstanding, if any _____
14. Whether Husband/Wife is in Govt.
Service/University service _____

Signature of the Applicant _____

Dated _____

Designation _____

Department _____

Certified that my spouse is/is not a Govt./University employee and he/she has not applied/obtained Marriage loan for the same purpose.

Dated _____

Signature and Designation of the Applicant

CERTIFICATE FROM THE DEPARTMENT

It is certified that the loan of Rs. _____ (Rupees _____) applied for is admissible according to the instructions issued from time to time and the information given by the applicant is correct.

It has been verified that the Daughter/Son/Sister of the employee is really dependent upon him and applicant had not drawn marriage loan earlier for the same purpose from Loan and Advances, Scheme.

It is also certified that the employee is neither under suspension nor serious charges are pending against the official which are likely to result in his removal, dismissal or compulsory retirement from service.

Signature of the HOD/DDO

CERTIFICATE FROM THE CONTROLLING OFFICER

The information as furnished above has been checked with reference to the record and found correct. So, the case is recommended for grant of advance of Rs. _____ (Rupees _____) to the applicant for celebration of marriage as above.

Controlling Officer

ANNEXURE -II

(Form of agreement to be executed while applying for a loan for the celebration of the marriage in the family of a University employee)

An agreement made this day oftwo thousand and.....between
Shri.....S/o Sh.....

(hereinafter called the Borrower, which expression shall include his/her administrators, executors and legal representatives) of the one part and the Vice-Chancellor of LUVAS of the other part.

Whereas the Borrower has completedyear's service under the LUVAS on and is not an adhoc employee. Whereas the Borrower has, under the instructions for the grant of loan to University employee of LUVAS, applied to the Vice-Chancellor for a loan of Rs. for the celebration of the marriage of his/her..... on the terms and conditions hereinafter contained and whereas the application of the Borrower for the said loan is being considered by the University.

Now it is hereby agreed between the parties thereto that in consideration of sum of Rs. to be paid by the University to the Borrower as and when the University sanction the said loan, the Borrower hereby agrees:-

1. To pay the University the said loan with interest calculated according to the rules by monthly deductions from his salary as provided, hereby authorizes the University to make such deductions.
2. To expend, within three months from the date of drawl of the loan, the full amount of the said loan in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the loan, to repay the difference alongwith interest to the University forthwith.
3. To refund forthwith the amount of loan together with interest in one lump sum if the aforesaid marriage could not be celebrated or the amount of the loan could not be utilized for the purpose for which it was sanctioned.
4. If the borrower within the period already fixed for recovery of the principal and interest thereon, becomes insolvent or quits the service of the University or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable. The recovery may be made out of his/her death cum retirement gratuity/leave encashment.

It is hereby also agreed and declared that if the borrower dies before the loan is repaid, to have the balance outstanding together with interest due, recovered from the Death-cum-Retirement Gratuity payable by the University to the legal heirs of the borrower.

In witness where of the Borrower and for and on behalf of the Vice-Chancellor of LUVAS have hereunto set their hands on the date aforementioned.

Signed by the said in the presence of
(Signature of the witness)

(Signature and Designation of the borrower)

Signed by (Name and Designation)

For and on behalf of the Vice-Chancellor in the presence of

(Signature and Designation of the Officer)

ANNEXURE -III**UNDERTAKING**

I, _____ do hereby authorize the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar, to recover the amount which would become due to me on the date of retirement/leaving service on any grounds, the balance of outstanding marriage loan with interest from the Death-cum-Retirement Gratuity/Leave encashment and other dues in terms of the penultimate paragraph of the agreement dated _____

Dated: _____

Signature _____

Name of the Employee _____

Designation _____

ANNEXURE -IV**AFFIDAVIT**

I, _____ S/o _____ resident of _____ presently working in the office/deptt. of _____ as _____ do hereby solemnly affirm and declare as under:

1. That my sister Km. _____ D/o _____ wholly & solely is dependent upon me.
2. That my sister's date of birth is _____.
3. That the marriage of my sister has been fixed on _____.
4. That I am the eldest Govt./University employee of my family and the sister for whose marriage loan is being obtained is wholly and solely dependent upon me and financial condition of my parents is not sound to perform marriage themselves.

Place: _____

DEPONENT

Dated: _____

Verification:

It is verified that the above statement of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place: _____

DEPONENT

Dated: _____

Store Purchase Rules and Procedure

The Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar has framed exhaustive rules for the purchase of equipments, furniture and other consumable items of stores including stationary for use in various departments of the University. The rules have been framed in such a way that these facilitate timely procurement of required equipments/ stores without any procedural hurdles and smooth working of laboratories and other research projects.

The objective of the Purchase Policy is to simplify the procedure for the purchases in such a way so as to ensure that:-

- The purchase is processed transparently.
- The procedure is self contained so as to check and rule out ambiguous purchases automatically.
- There is minimum requirement of centralized decision making.
- Purchases are made in the best interest of the University.
- Best quality products are procured at the most competitive prices.
- The procedure of purchase is simple, affordable and applicable vis-à-vis human resource and administrative structure provided to the indenter.

The Purchase Policy and Store Purchase Procedure & Rules, 2015 duly approved by the Vice-Chancellor, have been published in a booklet form titled as “Store Purchase Procedure”. This book will be taken as Chapter – 26 of the University Calendar Vol.-III but its text will not be repeated in Calendar Vol.-III to avoid duplication. However, these rules have been updated and all the amendments (No. 1 to 6) issued by the Store Purchase Organization so far have been included in the revised edition, 2020 of the booklet being published separately.

Policy rules and Instructions for prescribing useful life, maintenance and disposal of old used IT Products, Tele-communication and Computing Products, Electronics Items, Mobiles and Software etc.

- A** The Central Purchase Committee (CPC) of Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar in its 39th meeting held on 09.10.2014 approved to adopt the policy and rules of Haryana Govt. as circulated vide Haryana Govt. Secretariat for Information Technology No. 3/20/2000/3SIT/2242 dated 28.04.2011, in regard to Policy rules and Instructions for prescribing useful life, maintenance and disposal of old used IT Products, Tele-communication and Computing Products, Electronics Items, Mobiles and Software etc. For purchase of above items, the rules of LUVAS regarding purchase and repair will remain applicable for these items also. These policy rules, guidelines and instructions were further revised by the State Govt. vide their letter no. 3/20/2000/3SIT/2769-70 dated 06.10.2015. The revised instructions have been adopted by the University and circulated vide no. CVU/LUVAS/Asstt./IF/2019/3424-70 dated 30.07.2019. These are as under:-

B Useful life of various items and replacement

Depending upon the nature, usage, maintenance cost, obsolescence in terms of technology, up gradation of technology etc., the related items are classified in following categories for the purpose of disposal of these items:-

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/ use and throw products	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries	As per usage. No residual value determined. However, Proper inventories of purchase, issue and final use/disposal etc. would be maintained in order to keep an accounting system.
II	Low life/Fast obsolescence Products	Mobile Phones Laptops /Note-book/Ultra-book / chrome-book/convertible /Notepad/tablets/phablet, Pen Drive, External Hard Disk Drive (HDD) etc.	Two years Three years in case of Laptops/ Note-book/Ultra-book/chrome-book/convertible/Notepad/ tablets/phablet, Pen Drive, HDD etc. for replacement. Residual values determined separately.
III	Medium obsolescence/ Medium life products	Desktops, Printers, Multi functional Devices (MFDs), Scanners, Multi-media Projectors, UPS Systems etc.	Five years for replacement.
IV	Slow obsolescence/ long life products	Fax, EPABX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	Seven years
V	Software	Software like MS office, Oracle, MS-SQL, MS-Windows, Antivirus etc.	As per the norms and explanation given under para 2 (v) below.

Note: The above mentioned items can be used beyond the mentioned/specified life till such time these items continue to serve the purpose for which HOD/Officer himself shall be competent to decide.

2. Explanatory Notes on the items, as mentioned in the above table, are given below:

- i) **Category-I: Use and Throw Products:** These products have no fixed life and can be used till these are consumed or are under replacement warranty (like SMF batteries are covered under 1 year replacement

warranty from the manufacturer). However, the user departments must maintain proper inventory of purchase, issue and disposal thereof so as to ensure prudent official use of these items.

- ii) **Low Life Products:** The general useful/productive life in the case of products/items in this category would be two years in the case of a Mobile Phone Instrument and three years in the case of laptops and other items mentioned therein for replacement purposes. However, one may use the same for longer period so long as the item/equipment serves the purpose.
- iii) **Medium Life Products:** The useful/productive life of products in this category is fixed at 5 years even though the products can be continued to be used for longer period in an Organization/Department, being a multiple level of usage in terms of level of works to be done like software development/testing, data processing, information searching, word processing etc. Accordingly, the life of these products is fixed as five years for replacement purposes. However, one can use the equipment for longer period so long as it fulfils the user requirements.
- iv) **Long Life Products:** It has been observed that these products can be used for more than 5 years due to comparative stability in specifications /services. Accordingly, the replacement life of these products is fixed as 7 years. However, one can use the same for longer periods so long as these products serve the user requirements.
- v) **Software:** Purchase of software can be booked as one-time office expenditure. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/principal Company. In the alternative, latest software can be purchased and in that case the residual value of the old software can be treated as NIL. The old software can be donated to the State/Central recognized service Organizations and the adoption of revised rules shall be taken care by the SPO.

C. Rates of Depreciation and the Residual Value:

1. The rates of depreciation and the method of working out the residual value of these store-items is explained in the following sub-para:
 - i) No residual value is being assigned for **Category-I** items. However, the non-consumable items can be transferred to HARTRON at zero value for electronic waste management purposes.

ii) Category-II Items

- a) The Bill Value and the illustrative depreciation rates/amount for Mobile Phones, and Laptops & other items in this category are given in the following table:

Sr. No.	Items	On Completions of				
		Year-1	Year-2	Year-3	Year-4	Year-5
II	Mobile Phones	60%	60%	75%	100%	
	Bill Value	Illustrative Residual value				
	Rs. 25,000/-	10,000/-	4,000/-	1,000/-	Nil	
	Rs. 20,000/-	8,000/-	3,200/-	800/-	Nil	
	Rs. 12,000/-	4,800/-	1,920/-	480/-	Nil	
	Rs. 8,000/-	3,200/-	1,280/-	320/-	Nil	
	Laptops/ Note-books/ HDD/ Pen-drives	40%	50%	70%	80%	100%
	Bill Value	Illustrative Residual value				
	Rs. 1,00,000/-	60,000/-	30,000/-	9,000/-	1,800/-	Nil
	Rs. 70,000/-	42,000/-	21,000/-	6,300/-	1,260/-	Nil
	Rs. 50,000/-	30,000/-	15,000/-	4,500/-	900/-	Nil

- b) The Government policy permits the entitled class of users to purchase the equipments in the above categories at prices higher than the permissible limits subject to the re-imbursement restricted to the prescribed limits. While calculating the residual value of the equipment, only the amount of permissible limits shall be taken into account and the amount spent by an user in excess thereof at the time of purchase shall not be considered.
- c) The entitled users can seek the replacement of a Mobile Phone on completion of two years period from the date of purchase of the equipment and on completion of three years period after the date of purchase in the case of a laptop/note-book.
- d) Whenever an entitled user seeks to replace his item in this category on completion of the prescribed period, he has the option to either return the used/old equipment to the Department or retain the same for his personal use at the residual value calculated in accordance with the above matrix. This option would also be available in the case of retiring officers/entitled users and any other category to be decided by the Vice-Chancellor from time to time.

- e) In cases where the entitled users in the category of retiring officers opt to retain the said equipment for their personal use before completion of the prescribed period, the residual value of the equipment would be worked out as per the following table (powers of applicability vest with the Vice-Chancellor):

Sr. No.	Bill Value in Rs.	Period	Method of working out the Residual Value
a)	Rs. 25,000/- (Mobile Phone)	09 months from the date of purchase	Depreciation amount for the first year is Rs. 15,000/-. The depreciation amount of the Mobile Phone will be Rs. $15000/9 =$ Rs. 11,250/-. Hence the residual value after 09 months will be taken as Rs. 13,750/- on completion of 9 months period.
		15 months	Residual value at the end of 12 months is Rs. 10,000/- Hence, on completion of 15 months period, the residual value of the equipment will be Rs. 7,500/-
b)	Rs. 70,000/- in case of a Laptops /Note-book/ Ultra-book/ chrome-book/ convertible/ Note pad / tablets/phablet	One year and six months	The calculation for the period after completion of the year will be equal to the amount derived on monthly basis by dividing the amount of depreciation during the corresponding year. For instance, the depreciated value of a laptop at the end of year-1 is Rs. 42,000/-. The depreciation in this case after completion of six months in year-2 will be Rs. 10,500/-. Hence, the depreciated value of the laptop on completion of 18 months will be Rs. 31,500/-.

- f) In case a laptop is used for 4 years by an entitled user without seeking a replacement with a new laptop, there would be no need to return/deposit the same in the store and it would be written off from the books as the value of the said item would be negligible. However, in case the laptop is replaced with a new laptop after 3 years but before completion of 4 years, the residual value of the old laptop will be calculated as per the depreciation rates given in the matrix.

iii) Category-III (Medium life products):

- a) The depreciation rates for IT products in this category of items would be as under:

Sr. No.	Items	Rate of Depreciation on completion of Year					
		1	2	3	4	5	6
i)	Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS Systems etc.	40%	45%	50%	60%	70%	90%

- b) To illustrate, year wise Depreciated Value of the products in this category under WDV method is as follows:

Sr. No.	Description	Bill Amt. (in Rs.)	Depreciated Value on completion of Year					
			1	2	3	4	5	6
i)	Desk-top	60000	36000	19800	9900	3960	1188	119
		35000	21000	11550	5775	2310	693	69
ii)	Laser Printer	10000	6000	3300	1750	580	174	17
iii)	UPS System	5000	3000	1650	825	330	99	10

- c) In case an item in this category has been used for a period of 5 years, it may be allowed to be retained by the officers/officials at the residual value of the products for their personal use or transferred to the HARTRON at zero value. On completion of 6 years life of the product, it may be allowed by the Controlling Officer/HOD to be given to the Officers/Officials at 'zero' price or transferred to a cell under the establishment of Comptroller at 'nil' value for electronics waste management as the residual value at the end of 6 years period is negligible. However, a proper inventory would be maintained for the purpose.

iv) Category-IV (Long life products):

- a) These products can be disposed of after 7 years or more as per the table given below. The depreciation rate for these products with WDV method is as under:

Sr. No.	Items	Rate of Depreciation on completion of number of years						
		1	2	3	4	5	6	7
i)	FAX/ EPABX/ Electronics items etc.	15%	20%	30%	40%	50%	65%	80%
	Illustrative depreciated value							
ii)	Invoice Amt. Rs. 20,000/-	17000	13600	9520	5712	2856	1000	200

- b) The items in this category on completion of 7 years will be disposed off by the following Committee:
 - i. Incharge, College Computer Laboratory
 - ii. Comptroller/Rep. not below Class-II
 - iii. SPO/ASPO

(Department concerned shall coordinate the Committee.)

v) Category-V-Software:

Purchase of software can be booked as one time office expense. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/principal Company, otherwise latest software can be purchased and the value of the old software can be treated as NIL. The old software can be donated to the State/Central recognized service Organizations. (Changes with SPO as mentioned above)

D. Method of condemnation:

- i) All the Telecommunication/IT/Electronics equipments covered under these instructions are procured with a prescribed warranty/replacement period and the AMC period, where the purchase order is so designed. No replacement of any of the IT Products/equipments would be permissible so long as it is within the stipulated replacement or repair warranty period or the AMC period built in upfront at the time of purchase order.
- ii) The minimum life for condemnation of the equipment would be followed as defined for each category separately. However, in case any product gives frequent problems before attaining its minimum recommended life or goes badly out of order and repair/maintenance cost is not economically viable (i.e. where the repair costs exceed the depreciated residual/value of the item), such items can be condemned with the recommendation of a Technical Committee to be constituted for the purpose;
- iii) A Technical Committee for condemnation of these store items shall be got constituted by the respective Department of the University from the Comptroller with Incharge College Computer Lab as technical expert.
- iv) Further, Laser printers are now available with better speed at lower price having less running cost with 1 year/3 years warranty. The old laser printer can be replaced with new laser printers in case repair cost plus cost of toner, drum and estimated AMC cost are equivalent or even 80% of the cost of new laser printers of the equivalent or better specifications. The approach suggested for replacement of laser printers can also be adopted for other items of similar nature like Scanner, Photocopier and Fax etc.

- v) In addition to the above, all the Departments would have the discretion to purchase new products in lieu of old/obsolete items under buy-back options to be got offered with the approval of the committee as spelled out above.

E. Disposal of condemned items:

1. The items covered under these instructions, once condemned, may be disposed off in the following manner:
 - i) Wherever the items have completed their minimum prescribed replacement period, or the retention period in case of retiring officers, the same may be allowed by the concerned officer as the case be to be retained by the concerned officers at the depreciated value.
 - ii) The items, once declared fit for condemnation or declared unfit for continued use in the LUVAS offices, may be offered to the employees working in the LUVAS at the depreciated value or 'zero' price as applicable in each category. In case more than one person are interested for the same item, it may be allotted by holding a draw of lots;
2. Wherever no LUVAS employees come forward to purchase/take such items, these would be disposed off as under:
 - i) A Central Store within the establishment of Comptroller shall operate the activities for the disposal of condemned/old stores and would dispose off the items on yearly basis at the rates to be invited through Press Tenders or from empanelled as the Reserve Price, unless fixed lower by the Technical Committee for reasons to be recorded in writing under the Chairmanship of Dean, COVS.
 - ii) The concerned Departments would maintain the inventory of all purchases and disposal of all these items;
 - iii) The concerned Departments shall be required to submit the details of its condemned stores to Cell of the Comptroller as mentioned above in the prescribed proforma.

Sr. No.	Description of the Item	Invoice date	Invoice value (in Rs.)	Qty.	No. of years from the date of invoice	Depreciated Value (in Rs.)

- iv) In cases where bids are not received for disposal of the items at reserve price, the old items, which may still be usable, can also be considered for donation to State/Central Govt. recognized services organizations/ NGOs/Pvt. Public welfare organizations and a certificate shall be issued

in this behalf with the approval of the competent authority.

3. Treatment of Sales Tax:

Wherever any item is allowed to be retained by an entitled officer/ official or so allotted to them gratis on completion of the useful life or transferred to HARTRON gratis in terms of these guidelines, it does not amount to sale and no sales tax would be payable thereon. In cases where an item is sold/ transferred to an Officer/Official/at the depreciated value, it amounts to 'sale' and attracts payment of sales tax by the concerned department. The depreciated amount payable by officer/ official in such cases in accordance with these instructions would be inclusive of the sales tax and the concerned owner Department would be required to deposit the applicable amount of sales tax with the Department of Commercial Taxes.

Rules for Preservation/ Destruction of Old Records, Files, Academic Records, Engineering Works Accounts and Records relating to RTI applications etc.

1. Preservation and Destruction of Office Records:

In pursuance of the provision contained in Rule 1.6 of LUVAS Account Code Vol.-I, the Vice-Chancellor of Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar has approved the periods of preservation and destruction for the various types of Office Records as per the instructions issued by the Comptroller vide Memo No. CVU/Insp.2015/3180-3230 dated 24.09.2015. The list of such records and its preservation period and destruction thereafter is enclosed at ***Annexure-I*** at the end of this chapter.

2. Procedure for Preservation of Office Files:

The Dean/Director/Head of Department concerned will prescribe the period of preservation for the various office and correspondence files keeping in view the importance of each file. Before issuing orders for destruction of files, it may be ensured that:

- (a) The file has been lying closed for the last 3 years.
- (b) Reasons against its further preservation are recorded in writing by the office.
- (c) No Audit objection is pending and a certificate to this effect is given by the A&AO/ Incharge.
- (d) Files connected with registers/ record for preservation of which a period of more than three years has been prescribed shall be retained till the register/ record itself is required to be preserved.

As stated above the powers for destruction of old records have already been

given to the Deans/Directors/Officers/HODs concerned. The Vice-Chancellor has further ordered that the complete record of the files of an office/branch/deptt. be kept in a register which should be preserved permanently. It is further emphasized that the old records, no more required, be reviewed/inspected and action for disposal thereof be taken keeping in view the standing instructions/rules. This is necessary so that the old files no more required or preservation life thereof stand expired may not continue to occupy the space in the almirah and offices unnecessarily. The old record be disposed of by keeping the proper list thereof, after recording the following certificates:

- that no Audit Objection/Temporary Advance etc. is pending.
- That no disciplinary action against any official is pending.
- That no court case/vigilance/enquiry is pending.

The complete lists of all the records so disposed of alongwith the above certificates be kept in permanent and safe custody so that suitable reply, if required, may be sent to the person seeking any information under Right to Information, Act.

(Taken from Comptroller HAU letter/No. CAUH.E.1/2007/131/10604-750 dated: 07.09.2007, read with earlier office order No. CAUH.P.1(131)-73/12936-51 dated 20.07.1973)

3. Preservation/Destruction of Personal Files:

The following provision regarding preservation of personal files have been made:-

A.	Personal file of the office establishment other than leave papers	5 years after retirement, dismissal, death, resignation etc.
B.	Personal file of the Officer	3 years after retirement, dismissal, death, resignation etc.

The Vice-Chancellor has further ordered that the personal files of the officers/officials to be maintained at the level of Appointing Authority may be preserved for 10 years after their retirement, dismissal, death, resignation etc. and thereafter these may be destroyed by shredder machine subject to furnishing a certificate to the effect that no court case/disciplinary procedure or audit objection is pending against such ex-officers/officials.

(Taken from Comptroller HAU letter No. CAUH.E.1/2003/3097-3296 dated: 27.02.2003.)

4. **Preservation/ Destruction of Academic Records:**

Keeping in view the recommendations made by the Deans Committee, the Vice-Chancellor has ordered that all the Academic records irrespective of the nature must be preserved for 20 years, as per details given below:

- (i) Registration cards, grades files, attendance reports, students answer sheets and routine academic personal files of students.
- (ii) Academic record which is of important nature.
- (iii) Original admission forms, PDCs and detailed mark sheets of the students are required to be preserved for an indefinite period. Further, as recommended by the Dean's Committee, before destroying the academic records, a hard copy digital form viz. CD may be retained as permanent record and any matter under litigation should not be destroyed until and unless Court decides the case.

The Vice-Chancellor has further approved that the Students' Answer Sheets may be preserved for one year after declaration of result and thereafter same may be disposed of as per provision made under **Rule 14A of Chapter-2 of the LUVAS University Calendar Vol.-II** subject to the condition that before the record is disposed of, proper lists will have to be prepared/maintained with the following certificates which will help with regard to queries made under the RTI Act:-

- (i) That no request/representation of any student is pending. That no court case/enquiry is pending.
- (ii) That no case (like copying/impersonation etc.) against any student is pending.

The above certificates are to be recorded by the Officer Incharge concerned before allowing the disposal of answer sheets. The complete list of all such records alongwith above certificates are to be kept in permanent record in safe custody.

(Taken from Comptroller HAU letter No. CAUH.E.1/2007/131/1551-1700 dated: 07.02.2007, and letter No. CAUH/E.1/2007/131/10000-10150 dated 23.08.2007).

5. **Preservation/Destruction of Records relating to Engineering Works Accounts:**

On the recommendations of the Estate Officer-cum-Superintending Engineer, the Vice-Chancellor has prescribed the period for preservation of records relating to finally settled accounts and monthly accounts of

Engineering Unit as under keeping in view the period prescribed for Measurement Books:

Sr. No.	Details of Record	Period for which to be preserved
1.	Record relating to final accounts of the completed works (duly settled by the Joint Director, Local Audit)	15 Years
2.	Monthly accounts of Engineering Unit (relating to the final accounts of works)	15 Years

This is subject to the condition that before the aforesaid record is disposed of /destroyed, proper lists of the record may be prepared and the same may be kept in permanent record in safe custody with the following certificates with regard to queries made under the RTI Act.

(a) That no Audit Objection/Temporary Advance etc.is pending.

(b) That no disciplinary action against any official is pending.

(c) That no court case/vigilance/enquiry is pending.

(Taken from Comptroller HAU letter No. CAUH/E.1/ 2015/131/294-384 dated 15.01.2015).

6. Preservation/Destruction of Records relating to RTI applications/queries

(i) Haryana State Govt. has prescribed the retention period for weeding out of records pertaining to RTI applications and other cases relating to RTI which is as under:

Sr. No.	Description of Record	Retention Period	Remarks
1.	RTI Cases disposed without attracting any first appeal	3 Years	
2.	RTI cases attracting first appeal	3 Years	Since they attract second appeal so require a fair retention period
3.	RTI cases attracting second appeal (without any remarkable decision)	3 Years or till the compliance of State Information Commission's orders whichever is later	

4.	RTI cases attracting Second appeal involving a remarkable decision	5 Years	Judgement / Commission ruling 'B'
5.	First appeal cases file	3 Years	As they may attract second appeal
6.	Second appeal cases file	3 Years or till the compliance of State Information Commission's orders	
7.	File relating to the administrative aspects or RTI Act, 2005 i.e. implementation, suggestion, guidelines etc.	3 Years	
8.	File register of RTI applications i.e. other than file	'B' keep	

Note: 'B' keep- This category will cover file required for permanent preservation for administrative purpose.

The Vice-Chancellor has approved the adoption of the above instructions issued by the State Govt. in the University mutatis mutandis. The above instructions are, therefore, to be followed in the University.

(Taken from Haryana Govt. Chief Secretary's Letter No. 1/1/2015-2AR dated 24th May, 2016 and circulated vide Comptroller HAU Endst. No. CAUH/E.1/131/2019/45240-360 dated 25.02.2019).

Annexure-I***(LUVAS Comptroller's Memo No. CVU/Insp./2015/3180-3230 dated 24.09.2015)***

Sr. No.	Description of records	Period after which to be destroyed
1	Excess and Surrenders Statement	2 years
2	Cash receipts counterfoils	20 years
3	Register of Receipt/Cheque books	5 years
4	Cash Book	20 years
5	Register of postal orders	2 years
6	Scheme wise classified statement of income	5 years
7	Bank ledger	5 years
8	Classified abstract of Expenditure	5 years
9	Register of Investments	5 years
10	Register of Receipt & disposal of cheque	5 years
11	Register of clearance of advance	5 years
12	Service Books	Preserved till the death of the employee and his/her spouse or till the death of the claimant of family pension, if any.
13	Daily Attendance roll of labour (Muster Roll)	Such period as may be prescribed in this behalf as per the department regulations subject to minimum of three account years excluding the year of payment. (As per PFR)
14	Establishment Check Register	35 years
15	Absentee statement	2 years
16	Last Pay Certificate	2 years
17	Deduction/Redrawal Bills	5 years
18	TA Check Register	3 years
19	Acquaintance Roll	10 years

Sr. No.	Description of records	Period after which to be destroyed
20	Register of Security deposit	5 years after completion of work
21	Contingent Register	5 years
22	Register of Examination expenditure	5 years
23	Bills for remuneration to examiners, sub-examiners & checkers	5 years
24	Cash book for Sundry Deposits	10 years
25	CPF record	45 years
26	T.A. Bills and acquaintance rolls relating thereto	5 years (T.A. Bills and acquaintance rolls relating thereto) As per PFR
27	Pay bills and acquaintance Roll	35 Years as per PFR (Page-72)
28	Scholarship/Fellowship/Stipend bills, Medical	5 years
29	Re-imburement bills, any kind of allowance	-do-
30	Bills, Contingent bills of all kinds	-do-
31	Counter foils of cheques	5 years
32	Registers for cheques issued to deptts.	5 years
33	Cases of advance out of CPF	5 years
34	Cases of refund of CPF	5 years
35	Withdrawal vouchers alongwith APR's in respect of advance of refund of CPF	5 years
36	Letters of Competent Authority authorizing payment of General Payment Fund and other Funds (Final Payment)	6 years
37	General Provident Fund and other Funds (Temporary advances and insurance premium)	3 years
38	Counterfoils of cheques and pass book of banks	5 years
39	Correspondence files with the subscriber/ except files which contains policy decision	5 years

Sr. No.	Description of records	Period after which to be destroyed
40	Correspondence file containing correspondence with the banks on account of interest, FDRs and discrepancies	5 years
41	CDS record	5 years
42	Crop Register	5 years after closed
43	Register of produce	5 years after closed
44	Register of green fodder	5 years after closed
45	Picking and disposal register	5 years after closed
46	Bill book-counterfoils	5 years after closed
47	Cash receipt book	3 years
48	Livestock register	20 years
49	Stock ledger	10 years after closed
50	Register of unconsumable Stores	10 years
51	Register of Trees/Plants	10 years
52	Register of credit sales	5 years
53	Order and Evaluation Register	5 years
54	Statements of Materials Register	5 years
55	Register of completed jobs	5 years
56	Annual statement of Depreciation of Machinery and Plant	10 years
57	Order Forms	5 years
58	Job order Register	5 years
59	Job Cards	5 years
60	Job Sheet Register	5 years
61	Daily work Register	5 years
62	Job Indent	5 years
63	Return slip	5 years
64	Job delivery register	5 years
65	Gate passes	5 years

Sr. No.	Description of records	Period after which to be destroyed
66	Bill-cum-Invoice	3 years
67	Profit and loss Accounts	12 years
68	Log Book	5 years
69	Tractor Log Book	5 years
70	Particular of Vehicles etc.	Till the vehicle remains with the University
71	Particular of Changing oil filter etc.	-do-
72	Particular of replacement of tyres	-do-
73	Particular of consumption of fuel, oil and lubricants	-do-
74	Requisitions	2 years
75	Duty Register	5 years
76	Transfer Entry O/Cs	5 years
77	Register of Transfer entries	5 years
78	Register of young stock	3 years
79	Register of patients	3 Years
80	Register of Adults male/Female stock	5 Years
81	Daily milk record register	3 Years
82	Milk receipt and disposal register	5 Years
83	Milk feeding register	3 Years
84	Dairy product book	5 Years
85	Skimmed Milk disposal register	5 Years
86	Coupon record register	2 years
87	Register of eggs	5 Years
88	Incubator record	5 Years
89	Daily register of birds	3 Years
90	Custom Hatching, counterfoils	3 Years
91	Register of Custom Hatching	3 Years
92	Register of application for appointments	3 years

Sr. No.	Description of records	Period after which to be destroyed
93	Register of Medical Certificates issued	3 years
94	Register of Daily sales	5 years
95	Register of Degrees to be issued in absentia	Permanent
96	Register of Duplicate & other certificate	-do-
97	Daily fee collection register	6 years
98	Demand and collection register	6 years
99	Register of Students Deposits	6 years
100	Funds cash book	Permanent
101	Register of buildings	-do-
102	Indents for supply of consumable stores	3 years
103	Stationery Register	3 years
104	Stamp register	3 years
105	Priced store ledgers	Permanent
106	Indents on Central Purchase Organization O/Ocs	5 years
107	Accession register	Permanent
108	Shelf list card	Permanent
109	Withdrawal register	5 years
110	Acquisition record for Ephemeral literature	5 years
111	Periodicals Check record	5 years
112	Overdue and fines register	5 years
113	Register of License Fees of buildings and lands	Permanent
114	Statements of license fee recoverable in cash or by deduction from pay bill.	12 years
115	Agreement relating to supply of building material/construction work	10 years after the final bill is passed
116	@ Measurement Books	15 years
117	Personal files of office Establishment other than leave papers	5 years after retirement, dismissal, death, resignation etc.

Sr. No.	Description of records	Period after which to be destroyed
118	Personal files of Gazetted officers	3 years after retirement, dismissal, death, resignation etc.
119	Register of Railway receipts	3 years
120	Register of rent statements	3 years
121	Attendance registers	2 years
122	Casual leave register & application files	1 years
123	Office copies of telegrams	1 year
124	Dak books of peons	2 years
125	Dispatch registers	5 years
126	Used Stencils	3 years
127	Applications of the candidates who applied for various posts but are not selected	1 year after the meeting of the Selection Committee
128	Replies received from the referees in respect of candidates not selected	-do-
129	Receipt Registers	10 years
130	Answer-books of various departmental examinations and recruitments tests	3 years
131	Files regarding sending of postal orders to the Comptroller	3 years
132	Files of application received from the candidates for supply of application forms	1 year
133	Advertisement Files	5 years
134	Application forms of the candidates not selected for admission to various programmes	2 years
135	Requests for obtaining prospectus and admission forms	1 year

Item:2 *Decision regarding Policy & Procedure for procurement, replacement and disposal of Obsolete Telecommunication & Computing/I.T. Products/Electronics Items etc.*

- i) The procedure regarding procurement/replacement and disposal of old obsolete telecommunications and Computing/I.T. Products/Electronics items etc. was also discussed by the Committee. The Committee was of the view that the instructions, issued by the Store Purchase Officer, LUVAS, Hisar vide his memo. No. LUVAS/SPO/14/1158-87 dated 17.10.14 (on the basis of Govt. of Haryana instructions dated 28.4.11) may be continued as such except para C (iii) (c) which may be revised as under:

C (iii) (c) In case an item in this category has been used for a period of five years, it may be allowed to be retained by the Officers/Officials at the residual value of the products. On completion of six years life of the product, it may be allowed to be given to the Officers/Officials at “zero” price as the residual value at the end of six years period is negligible. However, a proper inventory would be maintained for the purpose.

- ii) A Committee for declaring the I.T. products disposable may be constituted at University level and as mentioned in policy adopted by LUVAS, one faculty members may be substituted with an I.T. expert from HARTRON/NIC as Committee Member.
- iii) For declaring the Audio-Visual products and other equipments/articles not entertained by the Instrumentation Cell of the University for disposal /auction, a committee may be constituted at University level for declaring these as obsolete/not working/uneconomical to repair.

Rules for Stay in Faculty House/ Rest Houses and Hiring Charges of Auditorium, Committee Room and Lecture Hall of Colleges

1. Introduction

The Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar was established in December, 2010 and since then it has been functioning from the campus of CCSHAU, Hisar. The University's own buildings are under construction and when fully developed, the University will have its own Faculty House and College Buildings. The rules framed by the CCSHAU for its Faculty House and Auditorium etc. will be needed to serve as guidelines for framing LUVAS own rules for its Faculty House.

Therefore, the rules of CCSHAU Faculty House etc. are given below. These rules may be followed in LUVAS for its Faculty House when its construction is completed and the Faculty House is ready for occupation. Further changes and modifications, as may be required depending upon the prevailing situation and market rates at that time, may be made later on at the time of framing its own rules by this University.

2. (1) The rates and rules for stay in Faculty House Complex

The prevailing rates and rules for stay in the Faculty House Complex in CCS HAU are as per details in Annexure-A & B given at the end of this Chapter.

(Taken from Comptroller HAU Memo No. CAUH/E.1/102/ 2017/32306-425 dated 27.09.2017 and further revised from Comptroller HAU Memo No. CAUH/E.1/ 102/ 2019/13615-734 dated 28.08.2019)

(2) The rates and rules for stay in Kisan Ashram and Farmer's Hostel

The prevailing rates and rules for stay in the Kisan Ashram and Farmer's Hostel in CCS HAU are as per details in Annexure-C given at the end of this Chapter.

(Taken from Comptroller HAU Memo No. CAUH/E.1/102/2017/8325-8448 dated 04.03.2017)

(3) The rates of hiring charges of Auditorium, Committee Rooms and Lecture Halls etc.

The prevailing rates of hiring charges of Auditorium, Committee Rooms and Lecture Halls etc. in the CCS HAU are as per details in Annexure-D given at the end of this chapter.

(Taken from Comptroller HAU Memo No. CAUH/E.1/102/ 2012/7291-7421 dated 19.07.2012)

(4) The rates of hiring charges of Auditorium, Committee Rooms and Lecture Halls in Veterinary College.

The prevailing rates of hiring charges of Auditorium, Committee Rooms and Lecture Halls etc. in the Veterinary College are as per details in Annexure-E given at the end of this chapter.

(Taken from Comptroller LUVAS Memo No. CVU/LUVAS/IF/2016/1516 dated 22.12.2016)

ANNEXURE- A

Revised rate & rules for stay in the Faculty House Complex (in rupees) per day.

Sr. No.	Particulars	Types of room & rates			
		VVIP	VIP	AC	DC
1	Officers (not below Class-II) of Central Govt./State Govt./Autonomous Organization /Govt. Institutes/Public Undertaking/ PSUs,/Aid Granting Agencies/Ex or present Ministers, Speakers, MPs, MLA and other VVIPs/VIPs while on:- (i) Official visit (ii) Private visit	800 1000	600 800	400 600	300 400
2	(i) Officers/Teachers/Faculty/ Retired /eligible employee and their blood relatives of CCSHAU not below Class-II on Official visit or private visit. (ii) Members of QRT/Monitoring Team, Examiners/Experts on official invitation from CCSHAU for examination work/trainings and delivering talk etc. (iii) Ex. and present Members of Board of Management of CCSHAU. (iv) Participants of various conferences /trainings/seminars/workshops/ meetings etc. organized at CCS HAU. Hisar (v) Personal Guest of Officers/ Teachers /Faculty/Retired and eligible employees of CCSHAU not below Class-II.	500 1000	400 800	300 600	200 400
3	(i) Private Visitors other than CCSHAU, Central or State Govt. etc. (ii) Progressive Farmers invited and recommended by DEE/Depts. of CCSHAU.	3000 ---	2000 600	1000 400	500 300

	(iii) Press Reporters/News Channel Reporters/ Executives visit on duty to their profession	---	600	400	300
4	(i) Foreign visitors (SAARC Countries)	3500	3000	2500	---
	(ii) Foreign visitors (other than SAARC Countries)	5000	4000	3200	---
5	Use of Committee Room/Dining Hall for meetings/functions/private party/retirement party/any other function, if permitted by the Registrar/VC @ 2000/- per meeting/function.				
6	GST @18% will be included in room rent above Rs. 1000/-				

Notes:-

1. The requisitions for reservation of rooms in Faculty House in respect of categories other than CCS HAU employees (on official duty)/examiners /experts/members of Board of Management of CCS HAU should be accompanied with the payment on account of room rent (non-refundable), if room allowed.
2. As far as possible, five to eight rooms shall be kept reserved in the Faculty House for outstation scientists/expert/examiners invited by CCS HAU during workshop/conference/seminar etc.
3. Teaching Associates/STAs/RAs/SRFs of CCS HAU posted at outstations will be allowed to stay in the Faculty House while on duty and shall be charged at the rates prescribed for the employees under category 2 (i) of the rate list.
4. Members attending meeting of CCS HAU Alumni will be charged as applicable to the officers under category 2 (i).
5. Experts from various companies/firms visiting CCS HAU for Campus Interview of students through the DSW/ADSW (C & P cell) and Experts of Selection Committee/Assessment Committee invited by CCS HAU shall be treated as University guests (Rent free accommodation to them). Mess charges will be borne by the related department.
6. Ordinarily no person should be permitted to occupy room for a period exceeding 10 days. However, in case of CCS HAU employees not below Class II/teachers joining on first appointment or on transfer to Hisar from outstation, rent will be charged as per Catg. 1 (i) & 2 (i). In both cases, if stay exceeds 10 days/one month respectively, they will be charged double rent, if permitted by the Registrar/Vice Chancellor.
7. Officers/teachers/RAs/SRFs attending summer/winter course/training/project research work etc. beyond 10 days sponsored by CCS HAU/ICAR and

its institutions/UGC/Govt. of Haryana/Centre, will be charged normal rent as under category 2 (iv).

8. Only one room will be allowed to the Officers/Teachers/Faculty and other eligible employee of CCSHAU not below Class-II for their blood relatives under category 2 (i).
9. No reservation will be made for marriages or other similar social functions in the Faculty House Complex. Eligible University employees/teachers/retired teacher/officer may book 10 rooms at the rate applicable to eligible University employees under category 2 (i) subject to availability of rooms for stay of their guests come to attend the marriage of children/wards of the teacher/employees verified from the service record by the HOD before forwarding the request to the Registrar. Beyond 10 rooms, charges of room rent will be applicable under category 2 (v).
10. No reservation will be made for marriages and other similar social function in the Faculty House Complex. However, eligible non-teaching University employees may book five Desert Cooler rooms under Category 2 (i) subject to availability of rooms for stay of their guests for the family functions/social ceremony in the Faculty House. The eligibility of non-teaching employees be verified from the HOD before forwarding the request to the Registrar.
11. If occupant observes any damages or defects in any property or finds anything missing at the time he occupies the room, he is expected to bring it to the notice of Assistant Manager (Hospitality) of Faculty House, failing which it will be presumed that everything was in order at the time of his occupation. The occupant will be liable/responsible to pay full charges for any shortage, damage by him to building, furniture or other property of the University damaged by him in the Faculty House complex.
12. If a person is unable to hand over the key of room at the time of his departure beyond the booking, he will be responsible to pay room rent up to the date he hands over the key in the office of the Faculty House beyond the booking of room. The Registrar shall have the authority to order the opening/breaking up of the lock of the room and its vacation/shifting of the belongings of such person, if any, to the store room of the Faculty House. In such eventualities responsibility of loss or damage shall be that of the person who had locked the room without authority.
13. Employees of outstation of CCS HAU while on official duties/tours, will be allowed to take meals in the Mess of Faculty House against cash payment with prior intimation at Faculty House.

14. Teachers/officers/eligible employees of CCSHAU not below class –II/retired eligible employee may book up to four rooms in Faculty House at private rate under category 2 (v) for stay of their guests. Any private booking of five or more rooms would be treated as block booking and tariff for block booking would be doubled of the single private tariff rates under category 2 (v). Block booking in the name of in-service eligible employees/officers or retired officers/ teachers of CCS HAU will not be entertained.
15. Soap/tissue paper etc. in VVIP/VIP rooms will be provided by the Faculty House, However, in AC/DC rooms it will be chargeable from the visitors, if demanded.
16. AC room will be allowed to the teacher/officer of CCS HAU and officers of Central and State Govt. (not below class II) who are in pay band of Rs 15600-39100+ 5400 GP and above.
17. In exceptional circumstances the Vice Chancellor may relax any or all of the rules.
18. The rates for CCS HAU Guest House located at various outstations may be equal to DC/AC room rates of Faculty House for the similar categories.
19. Registered NGO/Trusts and other similar organizations may book upto four rooms in Faculty House at private rates under category 3 (i) for stay of their officers/officials.
20. Recommendations of Incharge, International Desk O/o DHRM, CCS HAU, Hisar will be required to book rooms for stay of foreigners in Faculty House allowed under category 3 (i)
21. Officers of the CCSHAU entitled for rent free accommodation have not occupied the house due to valid reason may book rent free room in faculty house with the approval of Vice chancellor.
22. The dignitaries as per the protocol of the Universities/ICAR/UGC, Haryana Govt./Central and other States Govt. etc. will be treated as VVIP/VIP for stay in the Faculty House.

ANNEXURE-B

FACULTY HOUSE

Chaudhary Charan Singh, Haryana Agril. University Hisar
Contact Ph: 01662-284325; EPBAX- 5422, Fax: 01662-284358,
Email:- facultyhousehau@gmail.com

1. Name of the Visitor (s) : _____
Designation & Pay Scale : _____
Full official address : _____
Mobile No./Email : _____
2. Purpose of Visit (Please mention) : Official_____ Private_____
3. Arrival Date & Time : _____
4. Departure Date & Time : _____
5. Types & No. of rooms required : VVIP_____ VIP_____
- AC _____ DC _____

(AC/VIP room allowed only for officers in pay scale of Rs. 15600-39100 + 5400/- GP & above)

6. Details of Dining arrangement:-

Particulars of Meals	From	To	No. of Persons
Breakfast+Lunch+Dinner			
Breakfast only			
Lunch only			
Dinner only			

7. Bill to be settled by (Please tick) :
Visitor_____ Indenter _____ Department_____ Institute_____
(Indenter would be responsible for settling/resolving unpaid bills/dispute, if any.)

Signature of Indenter

Full Name _____
Designation _____
Deptt/Address_____

Mobile No. _____

For Office Use Only.		
Approved as per Catg._____	Room Rent @ _____	
Advance deposited_____	Name/Sign of Receiver_____	
Asstt. Manager (H)	Officer Incharge (H)	SVC/SPS

ANNEXURE-C**RATE LIST FOR STAY IN KISAN ASHRAM AND FARMERS' HOSTEL****KISAN ASHRAM**

Sr. No.	Particulars	Existing rates (Rs.) per day/ per bed.	Revised rates (Rs.) per day/ per bed.
1	For providing single niwar cot	10	20
2	Single bed furnished	20	40
3	Marriage or any social functions of CCS HAU employees, their wards (including retired employees)		
	a) Furnished beds (single)	30	50
	b) Providing Hall and ground	300	600

FARMERS' HOSTEL

Sr. No.	Particulars	Existing rate (Rs.) per day / per room	Revised rate (Rs.) per day / per room
1.	University employee/Farmers		
	a) While on duty	40	60
	b) While not on duty	60	100
2.	Employee of ICAR, other States, Corporations, Boards, Banks and other		
	a) While on duty	80	120
	b) While not on duty	150	220
3.	Employee of private firms	200	300
4.	Use of Farmers' Hostel for marriage of University employees or their children only (including retired employees of CCS HAU)	80	150
5.	Use of Farmers' Hostel Common Hall/outside lawns for marriages (if electricity, water and other facilities of Farmers' Hostel are used) for non-official work and marriages, if permitted by the DEE/ADT/Incharge, Farmers Hostel	200	500

Note:

1. Ordinarily, no person would be permitted to occupy accommodation for a period exceeding 10 days, except in the case of CCS HAU employees joining on first appointment or on transfer. Rent will be charged double after 10 days in such cases. In case of CCS HAU employees on fresh appointment/transfer, the charges will be doubled, if stay exceeds one month.
2. Where a person is covered in two categories, lower rates will be applicable.
3. Trainees of Institute of Agricultural Technology, Training & Education and Farmers staying for Farm Darshan & Kisan Mela will be free in Kisan Ashram with ordinary cot only.
4. The reservation of rooms in Farmers' Hostel for marriage purpose will be made on the basis of "first come first serve" basis. The rent for reserved rooms will have to be deposited in Farmers' Hostel at least one week in advance, which is not refundable. In case of cancellation of reserved accommodation by the University authorities, rent will be refunded as per University provisions. In addition to reserved accommodation, refundable security of Rs. 1000/- (Rs. One thousand only) will also have to be deposited with the Receptionist of Farmers' Hostel.

ANNEXURE-D**Revised Rate List of Hiring Charges of I.G. Auditorium, Committee Rooms, Auditoriums and Lecture Halls of various Colleges etc. in HAU.**

I)	INDIRA GANDHI AUDITORIUM	
	Description of Accommodation	Rates to be charged (Rs.)
1	Main Hall including area of Balcony and Foyer.	
i)	For use by private Undertakings/ institutions etc.	1,00,000 per day for normal functions +30,000 extra for one day rehearsal.
ii)	For Universities Institutions of Engineering's/Med. Scs, Board and Corporations/Lions & Rotary Clubs/IFFCO, KRIBHCO	40,000 per day
iii)	Functions arranged by the State/ Central Govt.	No rent and security may be charged in connection with official functions by the State Govt. departments viz. Agriculture, Horticulture etc. as well as by the ICAR/Central Govt. and from the departments of CCS HAU. However, 20% of the rates prescribed for private institutions/ undertakings will be charged to meet the expenditure on electric consumption and manpower deployment except from the user departments of this University for official functions.
iv)	Functions by the CCS HAU Departments	
	a) Normal function	
	b) Cultural programme arranged by the University.	
	c) Cultural programme arranged by the State Govt.	
Note: In addition to above, security of Rs. 30,000/- is to be taken for the main hall against any damage/loss.		
2. Additional charges for Committee Rooms of I.G. Auditorium		
ii)	A.C.Committee Room at Basement	Rate per day
a)	Private Institutions/ Undertakings/Universities	15,000
b)	For Universities Institutions of Engineering's/Med. Scs, Board and Corporations/Lions & Rotary Clubs/IFFCO, KRIBHCO	15,000

c)	State Govt./Central Govt.	No rent and security may be charged in connection with official functions by the State Govt. departments viz. Agriculture, Horticulture etc. as well as by the ICAR/Central Govt. and from the departments of CCS HAU. However, 20% of the rates prescribed for private institutions/undertakings will be charged to meet the expenditure on electric consumption and manpower deployment except from the user departments of this University for official functions.
d)	University departments/Institutions financed by State Govt./Scientific Institutions	
ii) A.C. Committee Room at Balcony		
a)	Private Institutions / Undertakings	5,000
b)	For Universities Institutions of Engineering's /Med. Scs, Board and Corporations /Lions & Rotary Clubs/IFFCO, KRIBHCO	5,000
c)	State Govt./Central Govt.	No rent and security may be charged in connection with official functions by the State Govt. departments viz. Agriculture, Horticulture etc. as well as by the ICAR/Central Govt. and from the departments of CCS HAU. However, 20% of the rates prescribed for private institutions/undertakings will be charged to meet the expenditure on electric consumption and manpower deployment except from the user departments of this University for official functions.
d)	University departments /Institutions financed by State Govt./Scientific Institutions	
Note: Security of Rs. 5000/- for the committee rooms will have to be deposited. In addition to it, if the multimedia is required to be used, a rent of Rs. 3000/- will be charged except from the CCS HAU Departments.		

II)	COLLEGE AUDITORIUM OF CCS HAU		
Description of Accommodation	Rates to be charged (Rs.)		University department (Rs.)
	Private undertaking/ Institution (Rs.)		
College Auditorium	COA	50,000 per day	No rent and security may be charged in connection with official functions by the State Govt. departments viz. Agriculture, Horticulture etc. as well as by the ICAR/ Central Govt. and from the departments of CCS HAU. However, 20% of the rates prescribed for private institutions/ undertakings will be charged to meet the expenditure on electric consumption and manpower deployment except from the user departments of this University for official functions.
	COHS/COBS & H and of Directorates	30,000 per day	
Note: There will be Security of Rs.20,000/- to adjust/effect recovery of loss, if any.			
Description of Accommodation	Rates to be charged (Rs.)		
III) Committee Rooms of various Colleges/ Directorates of CCS HAU	i) AC Committee Room	10,000 per day	No rent and security may be charged in connection with official functions by the State Govt. departments viz. Agriculture, Horticulture etc. as well as by the ICAR/ Central Govt. and from the departments of CCS HAU. However, 20% of the rates prescribed for private institutions/ undertakings will be charged to meet the expenditure on electric consumption and manpower deployment except from the user departments of this University for official functions.
	ii) Ordinary Committee Room	5,000 per day	
IV) Lecture Halls of various Colleges/ Directorates of CCS HAU	i) Cushioned Chairs Hall	5,000 per day	No rent and security may be charged in connection with official functions by the State Govt. departments viz. Agriculture, Horticulture etc. as well as by the ICAR/ Central Govt. and from the departments of CCS HAU. However, 20% of the rates prescribed for private institutions/
	ii) Ordinary Chairs Hall	2,000 per day	

		undertakings will be charged to meet the expenditure on electric consumption and manpower deployment except from the user departments of this University for official functions.
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Note: Security of Rs.5000/- in addition to the above rates will be charged for any damage/loss for Committee Rooms and Lecture halls.

V) PLAY GROUNDS/ SYNTHETIC TRACK AND LEVYING CHARGES FOR USE OF CORRIDORS /LOBBIES AND LAWNS	i) Installation of tents in lawns covering area (15x15 Mtrs)	10,000 Per day
	ii) Lecture Room for Exhibition	10,000 Per day
	iii) Crush Hall for Exhibition	10,000 Per day
	iv) Lobby/ Corridors for Exhibition	10,000 Per day
	v) Stalls near Shopping Centre	For Khadi Board 2,500 weekly For Commercial companies 10,000 weekly
	vi) Synthetic Track	15,000 Per day
	vii) Badminton Hall	3,000 Per day per court
	viii) Squash Hall	3,000 Per day
	ix) Playgrounds for Football, Hockey games etc.	3,000 Per day

Notes:

1. Security of Rs. 10,000/- be obtained in each case. However, damage or loss of any kind will be recovered from the security amount. Cleaning of lawns will be the responsibility of users and in case of their failure, it will be got done by the University and amount will be recovered from the security amount.
2. No rent and security may be charged in connection with official functions organized by the State Govt. departments viz. Agriculture, Horticulture etc. as well as by the ICAR/Central Govt. and from the departments of CCS

HAU. However, 20% of the rates prescribed for private institutions/undertakings will be charged to meet the expenditure on electric consumption and manpower deployment, except from the user departments of this University for official functions.

GENERAL NOTES

1. If permission for use of Auditorium is granted by the Deans to any outside Institution/Agency, prior intimation be sent to the Registrar-cum-Controlling Officer (Security) as well as Security Organization from security point of view. For use of lawns, the Head, Landscaping Unit must be informed. Further, the rates prescribed by the University are subject to the following conditions:
 - (i) Service of meals/tea/snacks etc. shall not be permitted in the Auditorium.
 - (ii) Parking at proper place is to be ensured by the users. There shall be no parking in lawns.
 - (iii) The other terms & conditions for Khadi Board and Private Commercial Companies for stalls, as circulated by the DEO shall remain the same.
 - (iv) Income accrued on account of rent, as per above details shall be retained upto 50% by the College/Directorate/EO-cum-SE for the purpose of maintenance of College/Directorate, Auditorium, Lecture Halls, Play Grounds & Synthetic Track/I.G. Auditorium, respectively and 50% shall be deposited in the University Account.
2. No rent may be charged from recognized/registered professional/scientific societies for organizing seminar, symposia, workshop, Conference etc. at IG Auditorium, Committee Rooms, Auditoriums and Lecture Halls of various Colleges in CCS HAU. This may be done with the approval of the Vice-Chancellor.
3. It has often been observed that outside Agencies such as Banks/Public Sector undertakings insist the University for providing the infrastructure in connection with conduct of recruitment/entrance test either at concessional rates or free of cost taking the rational of larger public interest. This tendency causes direct financial loss to the University which needs to be discouraged henceforth. Therefore, the University infrastructure to be used on whatsoever purpose may be provided strictly at the prescribed rates without any relaxation to the outside Agencies in future. However, in exceptional circumstances, the facility

may be provided free of cost after seeking prior approval of the Vice-Chancellor on the recommendations of the officer concerned. However, when hiring charges are exempted even then 20% of the rates prescribed will be charged in addition to deposit of security to meet the expenditure on electric consumption and man-power deployment for each category wherever electricity is used.

4. Hiring charges for one day means use of above infrastructure for 6½ hours in a day.

ANNEXURE-E**Rate List of Hiring Charges of Vety. Auditorium, Committee Rooms and Lecture Halls etc.**

(Vide Comptroller Office Order Endst. No. CVU/LUVAS/IF/2016/1516-60 dated 22.12.2016)

The Vice-Chancellor, LUVAS has approved the following rates of hiring charges of Vety. Auditorium, Committee Rooms and Lecture Halls of the University as under. These rates will be applicable w.e.f. 01.01.2017.

Sr. No.	Description of accommodation	Revised Rates	
		Private Undertaking/ Institution(Rs.)	University Deptt. Except LUVAS(Rs.)
1.	College Auditorium	40,000/-	20,000/-
2.	Installation of tents in launge covering area (15X15 mts.)	15,000/- per day	750/- per day
3.	Conference Hall (VAHEE)	15,000/-	-
Security of Rs.. 10,000/- in addition to the above rates will be charged for any damage/ loss			
4.	A.C. Committee room (Dean, COVS, Animal Sciences Block, Vice-Chancellor's Office)	15,000/- per day	7,500/- per day
5.	Other Committee Rooms	7,500/- per day	3,000/- per day
6.	Cushioned Chairs Hall	7,500/- per day	3,000/- per day
7.	Ordinary Chairs Lecture Hall	3,000/- per day	1,500/- per day
8.	Examination Hall (DFS AH)	6,000/- per day	-
Security of Rs. 2,500/- in addition to the above rates will be charged for any damage/ loss.			

Rules for Faculty Club

(I) Introduction:

The Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar, was established in December, 2010 and since then it has been functioning from the Campus of CCSHAU, Hisar. The University's own buildings are under construction and when fully developed, it will have its own Faculty Club for providing re-creational and other indoor games facilities for the Officers, Teachers and Other Employees of the University. The rules framed by the HAU will be needed to serve as guidelines for framing LUVAS own rules for the Faculty Club.

The updated prevailing rules of HAU's Faculty Club are given in Annexure-I. These Rules may be followed by LUVAS for its Faculty Club when it is ready for providing the above facilities. Further changes and modifications as may be required depending upon the prevailing situation and market rates at that time, may be made later on at the time of framing its own rules by LUVAS.

ANNEXURE-I**CCSHAU Faculty Club Rules notified by the Registrar of HAU, Hisar**

- | | |
|--------------------------|---|
| Name and Location | <p>1.1 The name of the Club is 'Haryana Agricultural University Faculty Club' hereinafter called as 'Club' located at the Haryana Agricultural University Campus, Hisar.</p> <p>1.2 Definition :-</p> <p>(i) Member : A 'subscriber' to the club will for all intents and purposes be referred to as 'member' of the club for the purpose of these rules.</p> <p>(ii) Membership fee : The 'subscription fee' paid by a subscriber for being entitled to the use of the club shall be referred here-in-after as 'membership fee'.</p> <p>(iii) University Authority : The words 'University Authority' wherever referred to in these rules will mean the Vice-Chancellor, CCS HAU Hisar</p> <p>(iv) University : The word 'University' wherever referred to in these rules will mean Haryana Agricultural University, Hisar.</p> |
| Objectives | <p>2. The objectives of the club will be to provide :-</p> <p>2.1 Social and recreation facilities to the employees of the Haryana Agricultural University and others who under the provisions of the rules of club are enrolled as members.</p> <p>2.2 Extra-academic opportunities for intellectual exchanges and recreation amongst members.</p> <p>2.3 Opportunities for physical development of members through indoor and outdoor sports & games.</p> |
| Ownership | <p>3.1 The ownership of the club shall vest with the University:-</p> |

- 3.2 It shall be the duty and responsibility of the Vice-Chancellor to ensure proper utilization of the building of the Club and facilities provided therein and attached thereto, and for this purpose, he may issue any instruction/directive, which shall be binding on all the members of the Club.
- 3.3 The University is expected to provide necessary facilities for running of the Club and shall be responsible for the maintenance and repair of the Faculty Club and its premises and such other works as may be necessary to preserve the same.
- 3.4 The Vice-Chancellor may, by special order, authorize any person to use the Faculty Club premises or facilities provided therein.
- 3.5 Any instruction/directive given by the Vice-Chancellor or contained in the University Statutes/Act shall be binding on all the members and Advisory Committee notwithstanding anything to the contrary contained in the rules/regulations framed by the Advisory Committee.

**Management
of the Club**

- 4.1 The Club shall be administered by an Advisory Committee:-
- 4.2 The Advisory Committee may from time to time recommend changes/additions/altearnations in the rules of the club to the Vice-Chancellor which shall become effective on his written concurrence.
- 4.3 The rules shall be binding on all the members.
- 4.4 The Advisory Committee may from time to time modify, alter, revoke or add to the rules/bye-laws and such alternation, revocations or additions in the rules/bye-laws shall be binging on the members. The amendments of the rules shall be carried out by the Advisory Committee by the majority of its members and shall be

- subject to the concurrence of the Vice-Chancellor.
- Advisory Committee**
- 5.1 The club shall be an Advisory Committee to be known as Faculty Club Advisory Committee to aid and advise the Vice-Chancellor regarding matters connected with club.
 - 5.2 The Vice-Chancellor shall be the Chairman of the Advisory Committee and the Comptroller and Estate Officer-cum-Chief Engineer shall be ex-officio members. Other members to be nominated by the Chairman. Shall be as follows:-
 - (i) Two from amongst the officers of the University who are members.
 - (ii) One from amongst the teacher members of the rank of Professor or equivalent other than the officers of the University.
 - (iii) Three from amongst the Lady members/ wives of the members provided that at least one of the three shall be either non-faculty member or wife of a non-faculty member.
 - (iv) Three from amongst the teacher members of the rank of Associate Professor and equivalent or below provided atleast one is from either category.
 - (v) One from amongst the non-teaching members of the club.

The term of the above members falling under categories (i) to (v) shall be one year but they shall be eligible for re-nomination. However, no member shall be eligible for nomination for more than two consecutive terms.
 - 5.3 The Advisory Committee shall have the power and responsibility of making recommendations regarding all matters connected with the club.
 - 5.4 The Vice-Chancellor shall have the power either to accept or reject or modify the recommendations

- of the Advisory Committee.
- 5.5 The Advisory Committee shall frame rules regarding membership fee to be paid by the members, use of various facilities provided in the club, conduct of members while in the club, service conditions of the employees of the club and such other matters as deemed necessary for proper utilization and running of the club facilities.
 - 5.6 The rules proposed by the Advisory Committee shall be subject to the approval of the Vice-Chancellor, who may either accept or reject or modify these rules.
 - 5.7 The Vice-Chancellor, in consultation with the Advisory Committee, may nominate an honorary Secretary and an honorary Joint Secretary of the Advisory Committee, who shall respectively be known as Secretary and joint Secretary, Faculty Club.
 - 5.8 Ordinarily, the Secretary and Joint Secretary shall hold their offices for one year but their services may be terminated at any time by the Vice-Chancellor without any notice or reasons to be assigned thereof. Their term may be extended by the Vice-Chancellor on the recommendations of the Advisory Committee.
 - 5.9 The Advisory Committee may constitute sub-committees for smooth running of the various activities of the club. All the sub-committees of the Advisory Committee will be reconstituted every year by the Advisory Committee. The term of the office of these committees will be for one year. Secretary/Joint Secretary, Faculty Club will be the convenor for each of the Sub-Committees.
 - 5.10 Any vacancy, permanent or temporary accruing will be filled up by the Chairman. Such nominated member/members will hold office till the end of the term of that Advisory Committee.

Advisory Committee

- 6.1 The club will be open to the persons admitted to it as members by the Advisory Committee with the approval of the Vice-Chancellor in the manner prescribed under the rules framed in this behalf.
- 6.2 There shall be following categories of members:-
- (a) **Regular members**: They will include :-
- University employees :-**
- (i) Teachers of the University
 - (ii) Employees other than teachers who are at least Class II officers and above.
 - (iii) Govt. officials of gazetted status Class-I (Central or state) and Senior Commissioned officers.
- (b) **Casual members** : Those, whose stay on the campus is not less than one week and not more than a month, may be admitted as casual members by the Secretary, Faculty Club on an application proposed and seconded by a member of the Club.
- (c) **Temporary members** : Those who stay on the campus for more than a month but not more than 3 months may be admitted as temporary members by the Secretary, Faculty Club on an application proposed and seconded by a member of the Club.
- (d) **Associate members** : A dependent member who ceases to be dependent on his/her parents but continues to live with them and is not entitled to the club membership on his/her own, may be admitted as associate member subject to the following :-
- (i) The parent continues to be University employee and club member.
 - (ii) His/Her application is duly certified by member parent.

- (iii) The member parent undertakes to pay club dues and meet all other liabilities as per club rules.
- (iv) The associate membership will be automatically terminated when the person is posted outside Hisar and the provision of 'suspended membership' cannot be availed by him/her.
- (v) This privilege cannot be passed on to the progeny of the associate member, and will not be a matter of right.

6.3 There will be no honorary membership.

6.4 Local residents of local guests of members cannot be enrolled as casual or temporary members.

6.5 Relation of members having their stay extending over a week can be enrolled by the Secretary as casual/temporary members, as the case may be, on a request by the member to the Faculty Club.

Note:- In case a University employee, while being a member of the Faculty Club, expires and his/her spouse is already University employee or is employed by the University as a consequence of the death of member, the spouse, subject to approval by the Advisory Committee, shall be allowed to continue to be a member of the club as any other University employee.

Fee and subscription

7.1 The member shall be entitled to use the Faculty Club and facilities provided therein on payment of such fees/subscription as prescribed in the rules and in the manner laid down.

7.2 The fee/subscription for the various categories of members will be as under:-

- (a) Employee of the University Rs. 100 per month (one year Rs. 1200/-) and retired

employee Rs. 50 per month (one year Rs. 600/-) in advance.

(b) Govt. officials of gazetted status Class-I (Central or State) and Commissioned Officers so long they are in service :Rs.500/- per month (Rs. 6000/- per year in advance) alongwith refundable security fee Rs.5000/-.

(c) Membership fee for private existing members : Rs.12000/- per year membership fee will be charged yearly in advance.

New Membership fee for private members :- Membership will be on annual basis Rs. 75,000/- per year membership fee will be charged yearly in advance and it includes all the games facilities.

Admission of Members

7.3 The subscription from married members includes subscription for their spouse/family as qualified in these rules.

8 The following rules are prescribed for admission:-

8.1 The membership to club will not be a matter of right.

8.2 A person wishing to become member will have to make an application in the prescribed form. Every application must be proposed and seconded by a member of the Faculty Club.

8.3 All the applications will be put at the next meeting of the Advisory Committee of the club and the applicant and his/her spouse will be required to present themselves before the committee, if need be.

8.4 The Advisory Committee may reject any application without assigning any reason for it.

8.5 Any person whose application for admission has been rejected once, cannot apply again for admission for minimum period of six months.

8.6 As soon as the admission is accepted by the

Advisory Committee the applicant will be informed and he/she will be required to pay the subscription and games fee etc. within one month from the date of intimation. The membership will commence from the date the dues are paid or as otherwise indicated. The subscriptions are payable for the full month at the time of admission and resignation.

8.7 Special admission to the club can be made with the permission of the Chairman in anticipation of the approval of the Advisory Committee.

8.8 Government officials on deputation with semi-government organizations will be considered as government officials for the operation of the rules for admission.

Membership Card

9. As soon as the admission is approved by the Advisory Committee and the membership fee is paid, member will collect membership card from the Secretary of the Club on payment. Members may be required to produce their card on entry in the club premises by the Club Staff.

Re-admission

10. If a member who has resigned from the club wishes to be re-admitted, he/she will have to submit a fresh application and, if re-admitted, will be required to pay a re-admission fee of Rs. 500/- except retired persons.

Resignation

11. If a member wishes to resign from the club, he/she will be required to communicate his/her intention to the Club Secretary. He/she will cease to be entitled to use club facilities from the effective date of resignation.

Payment of Dues

12.1 University employees will be billed every month and bills sent to their respective department/office for payment out of their pay through Comptroller, Haryana Agricultural University.

12.2 Outside members will pay their dues in cash/cheque payable at Hisar direct to the Club within three weeks of the issue of the monthly

bills.

- 12.3 A member who has not made payment by the due date shall be served with a registered notice addressed to his/her last known address as per record of the club for payment of dues within 15 days of the issue of that letter.
- 12.4 If the member fails to pay dues even after a period of three months from the date of notice, he/she will automatically cease to be a member of the Faculty Club.
- 12.5 The dues payable shall be recoverable upto the date from which membership ceases.
- 12.6 All the incidental expenditure incurred in this connection and in the recovery of dues will be debited to the account of the member concerned.

Club Notification and Circulars

- 13.1 Though club shall endeavour to reach every member regarding notice of club events, it shall be sufficient if such events are notified on the club notice board.
- 13.2 Non-club notices intended for the notice board of the club must be sent to the Secretary and initialled by him before being placed on the notice board. A notice will not ordinarily be left on the board for more than 15 days. Notice will be posted free but those from non-members will be charged Rs. 2/- each.

Infraction of Rules or Bye-laws

14. Advisory Committee will be empowered to suspend a member for infraction of rules or by-laws and disqualify him for using the club for any purpose.

Conduct of Members

15. In case the conduct of a member/dependent, either in the club building or within its premises, is in violation of the club rules or conventions, the Secretary will issue a letter to the member requesting strict observance of club rules. A maximum of three such letters shall be

addressed to such member after which the membership of the club will be liable to termination.

16. Members or their dependents shall not abuse any of the club officials and servants or use violence whatsoever. If a member or dependent has any complaint against any official or servant of the club, he or she will report the matter, in writing, to the Secretary who will, if competent, deal with the case himself or refer the complaint to the Chairman, Advisory Committee, as may be found necessary.
17. Club servants may not be sent on messages or otherwise withdrawn from the general service of the club or called upon to work at the houses of members.
18. No member should create any noise or play a radiogram, radio, T.V or any musical instrument or behave in such a manner so as to cause any nuisance or annoyance to other members. Violations shall be dealt with as per rules.
19. No member shall give any money by way of wages or gratuity to any club servant. All club servants are forbidden to solicit or accept gratuities. A member wishing to give a gratuity may send it to the Secretary, Faculty Club to be credited to staff gratuity fund.
20. Dogs and other pets are not allowed to be brought/carried within the club buildings.
21. Complaints and suggestions by members can ordinarily be made in a book which is kept for this purpose and which may be obtained from the Receptionist by any member. For others, suggestion can be communicated to the Secretary in writing.
22. The club will not be responsible for any payment made in cash unless such payments are made to the Secretary/Receptionist and an official

receipt obtained.

23. No member shall take away or mutilate any book, papers, news-paper, magazines or periodicals. A member infringing this rule shall be fined on each occasion a minimum of Rs. 15/-. He shall also be liable for any other punishment which the Advisory Committee may deem fit.
24. No article of the club furniture or equipment may be shifted from one room to another by any member/dependent of guest. Neither may any member borrow any club furniture or equipment, including crockery and cutlery for private use on any occasion whatsoever.
25. The club stationery is not to be removed from the public rooms of the club.
- 26.1 Member's unmarried children and/or relatives living with and wholly dependent on the member are considered as dependents for the purpose of these rules.
- 26.2 Each dependent above the age of 18 years, interested for using club facilities will have to enroll as dependent member and pay dependent subscription charges of Rs. 10/- per month.
- 26.3 No child/dependent other than girls of 18 years and above is permitted to remain in any part of the premises after 7 PM except on the occasion of club functions/other functions permitted by the Secretary.
- 26.4 Dependents using the club must be in possession of an identification card obtainable from the Secretary. This card will be issued on written authority from the member concerned. This card should be produced when requested to do so by any club official. In case the card is lost, a duplicate can be obtained on payment of Rs. 1/-

**Use of Club by the
Dependents of the
Club Member**

Use of Club by the Children

- 26.5 Dependents are not allowed to bring any guest to the Faculty Club.
- 27.1 Children below the age of 12 years may not use the club except for Swimming/Table Tennis and that too only during children's time.
- 27.2 Children above 12 years, may use the Swimming Pool, Badminton, Table tennis and squash facilities only.
- 27.3 Subject to the exception in rule 26.3, they are not permitted to enter the lounge and dining room or loiter about in passages. As soon as a child above 12 years has finished his game, he/she will be expected to go home.

Bringing of Guest/Visitors

- 28.1. Guests/visitors to the club shall be allowed only when accompanied by the member of the club.
- 28.2 If the guest/visitor is only shown round the club, no guest charges will be levied. However, if the guest/visitor rests/utilizes any of the facilities of the club including refreshment, the host member will pay the guest charges as per rules.
- 28.3 The guest charges will be Rs. 2/- per head per day and this charge is levied in addition to other charges of game etc. provided against respective bye-laws of various games.
- 28.4 A member or his spouse, but no dependent, may bring guests to the club strictly in accordance with this rule. Casual/temporary/ associate members cannot bring guests into the club.
- 28.5 Any member or his spouse, who brings a guest or guests to the club, shall enter his/their names and other particulars in the guest book maintained at the reception desk.
- 28.6 A resident of Hisar may not be brought to the Club as a guest by a member/members on more than two occasions in any calendar month, and a non-resident on not more than four occasions in any calendar month.

Note: Cooperation of members is necessary for the enforcement of this rule and they are requested to ascertain from the guest book or otherwise that any such resident whom they propose to invite has not been brought to the club as a guest of any member earlier in the month on more than two occasions.

28.7 Every member bringing guest (s) to the club shall ensure that dress regulations and other rules of the club are observed.

28.8 Private servants or personal attendants are not allowed in the club.

Club hours

29. The club hours for public rooms and games are indicated in the Table given below:

Club Hours

Games	Season	Working Hours
		Male/Female
Yoga Hall	Summer	6.00 to 12.00 AM
		4.00 to 09.00 PM
	Winter	9.00 AM to 12 Noon
		4.00 to 9.00 PM
Squash & Badminton courts	Summer	7.00 to 9.30 PM
Table Tennis	Winter	6.00 AM to 9.00 PM
Billiards	Summer	4.30 to 10.00 PM
	Winter	
Swimming Pool		As per revised time table

Holidays = Full day 15th August, 2nd October, Dipawali, 26th January, Every Tuesday = Half day Dussehra, Holi (Evening time)

Game charges

30. Members who declare their intention to play a game or games will be required to pay a monthly subscription as per the bye-laws of each game.

Parties and Get-together

- 31.1 The members will pay a guest charge of Rs. 2/- per head for every non-member attending parties hosted by them or in the get-together of the club. This shall be in addition to such charges as may be prescribed for the party.
- 31.2 Student will not be charged any guest fee but can come only accompanied by club member who shall be fully responsible for the observance of dress, conduct and other rules of the club by the guest student. The rule 28.6 shall be applicable to students also.
- 31.3 No guest/capitation charges will be levied on special farewell and welcome functions arranged by the colleges/ organizations /offices of the University.
- 31.4 Organisations/offices other than those of University can use the club only with the written permission of the Chairman. A capitation fee (as indicated below) will be charged depending upon the participation in these functions.
- State/Central Govt. – Rs. 5/- per head subject to a minimum of Rs. 100/-. Non-Govt. officers/ Organisations – Rs. 5/- per head subject to a minimum of Rs.300/-
- In addition, charges for hosting lunch/dinner/ tea party etc. shall be at rates as prescribed by the Advisory Committee from time to time.
- 31.5 No member shall provide a cover for a non-member or for a function which should normally fall under sub-rule 4 above. If any such case comes to notice he shall be liable to pay double the charges prescribed in sub-clause 4 ibid, in addition to such action as may be deemed proper by the Advisory Committee.

Charges for Breakages/ Damages

- 31.6 All the charges will be payable in advance.
32. Full value i.e. replacement cost will be charged for all breakages and damages of club property

Dress Regulations
Catering

by members, their dependents, guests or their servants; but if in the opinion of the Advisory Committee, the breakages or damages were wilful, upto six times the above value may be charged.

33. Decent and appropriate dress must be worn by members, dependents and guests.
- 34.1 The club shall undertake special catering for lunch, dinner and tea parties.
- 34.2 Lunch, tea and dinner parties will have to be booked in advance and payment will have to be made in advance to the Secretary of the Club.
- 34.3 All requests for tea, lunch and dinner parties will have to be booked and payment made in full at least 48 hours ahead. Payments made will not be refunded, unless the order is cancelled 24 hours before the party.
- 34.4 Meal will be served only between the hours given below :-
Lunch : 1 to 2.30 PM
Dinner : 8 to 10.30 PM
- 34.5 Lunch and dinner will not be served after 2.30 PM and 10.30 PM, respectively except on special occasions, which will be notified well in advance.
- 34.6 Proper dress will be worn in the club dining room and at official functions held in the club.
- 34.7 Under no circumstances shall members bring or provide or partake meals or other eatables brought or supplied from outside the club except when specifically permitted by the Secretary.

Club cafeteria

35. Tea, cold drinks and snacks will be provided through Cafeteria service managed on 'No-profit No loss' basis.

Accounts and Audit

- 36.1 The money obtained by way of subscription/ fees to be paid by the members and other incomes, which accrue in the course of running the club, shall be kept in an account to be maintained in a Bank or Post Office approved by the Vice-Chancellor and the account shall be in the name of the Faculty Club, CCS HAU Hisar. The account shall be operated by the Secretary who shall exercise such financial powers as may be delegated to him by the Vice-Chancellor. The Advisory Committee may be apprised of the cash position of the club once every six months for information and such advice as may be deemed necessary.
- 36.2 The Advisory Committee shall cause true accounts to be kept of the money received and expended by the club, and of all the months in respect of which such receipts and expenditure take place.
- 36.3 The accounts of the club shall be got audited by the University authorities at least once every year. The statement of annual audited accounts may be placed before the Advisory Committee within 3 months of the expiry of the year.

SWIMMING BYE-LAWS

- Fees

1.

The Swimming pool will be opened for use from Baisakhi day every year to October 2.

2.

University Employee	Rs.	Other Members
Members	400	Rs. 500
Dependents	300	400
Spouse	200	300
Guest :-		
Per hour	-	50
For 15 days	-	800
Monthly	-	1500
- Dependents

3.

There will be no Swimming on Tuesday.

4.

Children between the age of 5-12 years will not be allowed to use the Swimming pool until and unless they are accompanied by their parents or guardians. They will be allowed to use the Swimming pool only on Monday, Wednesday, Friday, Sunday and Holidays.

5.

Dependent children knowing swimming and above the age of 12 can, however, use the swimming pool, between 4.00 to 5.00 PM and 6.00 to 7.00 PM.

6.

Dependents will only be permitted to use the swimming pool on production of their identity cards which can be had from the club receptionist at the time of registering.
- Guests

7.

Members can bring a local guest twice a month and outstation guest four times a month. The members will be required to enter the names of their guests in register available at the reception counter.

8.

Dependents and casual/temporary members are not allowed to bring guests.
- Dress

9.

Nobody can use the swimming pool except in proper costume as approved by the club.

10. All the ladies and gentlemen who wear their hair long are required to wear water-proof swimming cap while using the pool.
11. All the members are required to take a shower bath before entering the swimming pool. Those intending to swim will change into the approved kit in the dressing room and enter the pool from the pool door of the dressing room. They will also return to the dressing room by the same door and change into normal clothes before entering other parts of the club.
12. Private servants are not allowed within the premises of the club/swimming pool.
13. The club does not assume any responsibility with regard to safety of articles brought by members and kept in the change room. Lockers when available could, however, be hired for safe custody of articles and clothes of members. The responsibility of safe-custody of articles left with the club staff on duty is entirely that of the owner though all precautions will be taken by the club staff for the safety of member's property.
14. Members will be completely responsible for their own safety or of their wards/dependents while swimming and the club does not assume any responsibility what so ever with regard to safety.
15. The swimming members should ensure their own fitness of health for swimming and hygienic conditions in the pool. No member suffering from communicable disease should use the pool.

BILLIARDS BYE-LAWS**Fees**

1.	University Employee	Rs.	Other Members
	Members	150	Rs. 250
	Guest :-		
	Per hour	-	50
	For 15 days	-	600
	Monthly	-	1000

Blood relation (Children Independent above 25 years, Grandchildren (Unmarried), Brother, Sister, Nephew, and Niece) charges will be half of the Guest Charges.

Reservation

2. A table may not be reserved for any sort of game for more than 30 minutes.
3. Table may be got booked in advance for not more than half hour by intimating the club.
4. No member may start again with the game when other members are waiting for a table.
5. When the table is occupied, members desirous of playing shall put down their names on the board provided and must be present on completion of the previous game or forfeit their standing.

Play entry

6. Before the start of every game, time entry must be made in the billiards register.

Damage

7. In case a player plays in a manner which is likely to cause damage to the table, the marker/club official is empowered to stop the same and not to permit that particular player to play any further.
8. Members are not permitted to sit or lie on the table or to smoke over or place glasses or cigarettes on the table.
9. If the cloth be cut or the table otherwise damaged by a member or his guest, the member will be responsible and will be charged the cost of repairs. If the damage to the cloth or table is serious, he will be charged such further amount as the committee may decide.

SQUASH BYE-LAWS

Members will buy their own rackets.

Fees

1.	University Employee	Rs.	Other Members
	Members	100	Rs. 150
	Dependents	50	80
	Guest :-		
	Per hour	-	50
	For 15 days	-	600
	Monthly	-	1000

Blood relation (Children Independent above 25 years, Grandchildren (Unmarried), Brother, Sister, Nephew, and Niece) charges will be half of the Guest Charges.

Dependents

- 2. Children/Dependents above 12, can play squash between 4.30 to 6.00 PM in winter and between 4.30 to 7.00 PM in summer.
- 3. Dependents below the age of 12, are not permitted to use the squash courts.

Guests

- 4. The charges for guests intending to play the game casually will be Rs. 2/- per head per day payable in advance with entries in relevant register.

Dress

- 5. Members should play the game in proper kit (white shirt, white shorts/pants, canvass shoes)

BADMINTON BYE-LAWS**Fees**

1. They will bring their own shuttle and rackets.

University Employee	Rs.	Other Members
Members	100	Rs. 150
Dependents	50	80
Guest :-		
Per hour	-	50
For 15 days	-	600
Monthly	-	1000

Blood relation (Children Independent above 25 years, Grandchildren (Unmarried), Brother, Sister, Nephew, and Niece) charges will be half of the Guest Charges.

Timing**Dependents**

2. Timings will be as per rule 29 of Club Hours.
3. Only children/dependents above 12 years of age, can play badminton between 4.30 to 6.00 PM in winter and between 4.30 to 7.00 PM in summer.

Guests

4. Charges for guests intending to play the game casually will be Rs. 2/- per head per day payable in advance with entries in relevant register.

Dress

5. Members are to play the game only in proper dress (canvass shoes are necessary).

TABLE TENNIS BYE-LAWS

Fees

1. They will bring their own ball and rackets.

University Employee	Rs.	Other Members
Members	100	Rs. 150
Dependents	50	80
Guest :-		
Per hour	-	50
For 15 days	-	600
Monthly	-	1000

Blood relation (Children Independent above 25 years, Grandchildren (Unmarried), Brother, Sister, Nephew, and Niece) charges will be half of the Guest Charges.

Timing
Dependents

2. Timings will be as per rule 29 of Club Hours.
3. Only children/dependents above 12 years of age, can play badminton between 4.30 to 6.00 PM in winter and between 4.30 to 7.00 PM in summer.

Guests

4. Charges for guests intending to play the game casually will be Rs. 2/- per head per day payable in advance with entries in relevant register.

Dress

5. Members are to play the game only in proper dress (canvass shoes are necessary).

GYMNASIUM BYE-LAWS**Fees**

1.	University Employee	Rs.	Other Members
	Members	200	Rs. 300
	Dependents	50	80
	Guest :-		
	Per hour	-	50
	For 15 days	-	600
	Monthly	-	1000

Blood relation (Children Independent above 25 years, Grandchildren (Unmarried), Brother, Sister, Nephew, and Niece) charges will be half of the Guest Charges.

Timing

2. Timings will be as per rule 29 of Club Hours.

Dependents

3. Only children/dependents above 12 years of age, can play badminton between 4.30 to 6.00 PM in winter and between 4.30 to 7.00 PM in summer.

Guests

4. Charges for guests intending to play the game casually will be Rs. 2/- per head per day payable in advance with entries in relevant register.

Dress

5. Members are to play the game only in proper dress (cavass shoes are necessary).

ANNEXURE 'A'

A. The Board of Management of CCS HAU has approved the following rules for the use of the Faculty Club and facilities attached thereto :-

1. It shall be the duty and responsibility of the Vice-Chancellor to ensure proper utilization of the building of the Club and facilities provided therein and attached thereto and for this purpose, he may issue any instruction/directive, which shall be binding on all the subscribers of the Club.
2. The Club shall be open to the persons admitted to it as subscribers by the Advisory Committee with the approval of the Vice-Chancellor in the manner prescribed under the rules framed in this behalf.
3. The subscriber shall be entitled to use the Faculty Club and facilities provided therein on payment of such fees/subscription as prescribed by the rules and in the manner laid down.
4. The Vice-Chancellor may, by special order, authorize any person to use the Faculty Club premises or facilities provided therein.

Advisory Committee:

5. There shall be an Advisory Committee to be known as Faculty Club Advisory Committee to aid and advise the Vice-Chancellor regarding matters connected with the Club.
6. The Vice-Chancellor shall be the Chairman of the Advisory Committee and other members shall be as follows :-
 - (i) Four from amongst the officers of the University to be nominated by the Vice-Chancellor, one out of whom should be Comptroller.
 - (ii) One from amongst the teachers of the rank of Professor or equivalent other than the officers of the University to be nominated by the Vice-Chancellor.
 - (iii) Three from amongst the Lady subscribers/wives of the subscribers to be nominated by the Vice-Chancellor provided that at least one of the three shall be either non-faculty subscriber or wife of a non-faculty subscriber.
 - (iv) Two from amongst the teacher subscribers of the rank of Associate Professor and equivalent or below.

- (v) One from amongst the non-teaching subscribers of the Club.
The term of the above members falling under categories (i) to (v) shall be one year but they shall be eligible for re-appointment.
- 7. The Advisory Committee shall have the power and responsibility of making recommendations regarding all matters connected with the Club.
- 8. The Vice-Chancellor shall have the power either to accept or reject or modify the recommendations of the Advisory Committee.
- 9. The Advisory Committee shall frame rules regarding subscription to be paid by the subscribers, use of various facilities provided in the Club, conduct of the subscribers while in the Club, service conditions of the employees of the Club and such other matters as they deem necessary for proper utilization and running of the Club facilities.
- 10. The rules proposed by the Advisory Committee shall be subject to the approval of the Vice-Chancellor, who may either accept or reject or modify these rules.
- 11. The Vice-Chancellor, on recommendations of the Advisory Committee, may appoint either a part-time or full time Secretary of the Advisory Committee, who shall be known as Secretary, Faculty Club.
- 12. Ordinarily, the Secretary shall hold his office for one year but his services may be terminated at any time by the Vice-Chancellor without any notice or reasons to be assigned there for, or may be extended for such period or periods as the Vice-Chancellor may deem necessary.

MONEY/FINANCE

- 13. The money obtained by way of subscription/fees to be paid by the subscribers and other incomes, which accrue in course of running the Club shall be kept in an account to be maintained in a Bank or Post-Office approved by the Vice-Chancellor and the account shall be in the name of Faculty Club, HAU Hisar. This account shall be operated jointly by the Secretary of the Advisory Committee and one other member nominated by the Vice-Chancellor.
- 14. Any instruction/directive given by the Board of Management or Vice-Chancellor or contained in the Statutes/Act shall be binding on all the subscribers and Advisory Committee notwithstanding anything to the contrary contained in the rules/regulations framed by the Advisory Committee.

Rules for Employee's Community Centre

(I) Introduction

The Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar was established in December, 2010 and since then it has been functioning from the Campus of CCSHAU, Hisar. The University's own buildings are under construction and when fully developed, it will have its own Community Centre for providing re-creational facilities for the employees of the University. The rules framed by the HAU will be needed to serve as guidelines for framing LUVAS own rules for the Community Centre.

Keeping in view the above position, the Rules for Employee's Community Centre of LUVAS have been framed on the pattern of HAU Rules. Modifications and changes, if any required may be made later on when the Employee's Community Centre starts functioning. These rules are as under:

1. EMPLOYEES' COMMUNITY CENTRE

There shall be a Community Centre for the employees of Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar and it will be known as the Employee's Community Centre. It will be located in the University Campus at Hisar.

2. AIMS & OBJECTIVES

1. To arouse and foster love & friendship, inculcate fellow feeling, promote social contacts and instill sports-man ship among the University Employees.
2. To promote recreational, indoor and outdoor activities.
3. To organize such functions within and outside the University Campus as would promote social contacts.
4. To collect money by membership, subscription, donations, etc. in order to promote the social, cultural and developmental activities of the Community Centre.

5. To perform all such activities as may be necessary for the attainment of the objectives of the Community Centre.
6. To extend physical facilities and to provide financial help to the members of the Community Centre, if the funds are available. The financial help may be given in the shape of small short term loans and/or petty monetary aid. The Community Centre shall be a non-profit making unit and the savings from the Fund shall be utilized for the welfare of the employees.

3. MEMBERSHIP

Membership of the Community Centre shall consist of three classes of members viz;

(a) Active members, (b) Casual members and (c) Optional members.

(a) Active Members

An employee of the University as defined in the LUVAS, Statutes, on payment of prescribed membership fee and admission fee (if prescribed), can become an active member of the Community Centre. An active member shall enjoy all rights and privileges of membership.

(b) Casual Members

All the relatives of the active members residing with and/or dependent upon them will be eligible for enrolment as casual members of the Community Centre. However, all such casual members except the members of family of active members shall be required to pay the subscription of the Community Centre. They shall only be eligible to enjoy the recreational facilities provided by the Community Centre and shall not be eligible to participate in any general body meeting or hold any executive office.

Note: *The family will include wife/husband and their children and dependent parents.*

(c) Optional Members

Any other person may be admitted to the Community Centre as optional member with the approval of the Executive Committee of the Community Centre after paying the membership fees and admission fee as provided in these rules. An optional member shall only enjoy the recreational facilities provided by the Community Centre. He shall not be entitled to vote or hold an executive office.

4. Membership fee and Subscription

(1) The membership fee and subscription are as under:-

- (a) Monthly membership fee for active, casual or optional members shall be as prescribed by the Executive Committee with the approval of the Vice-Chancellor.
- (b) Monthly rates of subscription/admission fee for various games shall be as decided by the Executive Committee from time to time.

(2) Payment of fee and subscriptions

The monthly membership fee of active members shall be deducted from their salaries. Membership fee of casual/optional members shall have to be paid by 10th of every month. Subscriptions for various games will be collected through the Games Secretary who should deposit the same by 10th of every month alongwith a list of payees/defaulters. In case of default in payment for two months, his membership will be liable to cancellation at the discretion of Executive Committee.

5. General Body and Executive Committee**(1) General Body**

The General Body of the Community Centre shall consist of Active Members. The rules, regulations and resolutions passed by the General Body, shall govern the affairs of the Community Centre.

(2) Executive Committee

The Executive Committee shall consist of the following:

- 1. President
- 2. Vice-President
- 3. General Secretary
- 4. Cultural Secretary
- 5. Joint Secretary
- 6. Treasurer
- 7. Auditor
- 8. Five elected members:
 - (a) 2 from ministerial employees:
 - (b) 1 from teachers: and
 - (c) 2 from technical employees.

(3) Election of Executive Committee

- (i) Vice-Chancellor, LUVAS, Hisar shall be the Ex-officio President of the Executive Committee.
- (ii) The Executive Committee shall be elected from the active members of the Community Centre.
- (iii) The office of the Auditor shall be from amongst the University Employees well versed in Accounts and Audit.
- (iv) The nomination of the persons for election of office bearers and members of the Executive Committee shall be proposed by any active member and duly supported by another two active members. The concurrence of the person proposed will also be necessary. The nomination will be on prescribed form. The voting will be by ballot system. The detailed procedure for holding the election will be decided by the Executive Committee with the approval of Vice-Chancellor.
- (v) The term of the office for all office bearers and members of the Executive Committee shall be for a period of two years Or till the assumption of office by their successors, whichever is later.
- (vi) A member of Executive Committee may resign from his office by sending his/her resignation addressed to the General Secretary of the Executive Committee and on its acceptance by the Committee, but till then, he/she shall continue to be a member of the Executive Committee.
- (vii) In the event of vacancy arising in the Executive Committee between the two meetings of the General Body, the Vice-President with the approval of the Executive Committee shall have the powers to fill up the vacancy from amongst the active members till such time as the vacancy is filled in accordance with the prescribed procedure. However, the election for such a vacancy will not be held if it falls vacant two months before the annual General Body meeting.

(4) Powers of the Executive Committee and Office Bearers

- (i) The Executive Committee shall implement the policies of the Community Centre and direct its affairs to promote its best interests.
- (ii) The Executive Committee shall exercise general control over the finances of the Community Centre within the budget provision.

- (iii) The Executive Committee shall manage the property of the Community Centre and may make part-time and full time appointments within the budget provision, necessary for maintaining the property and in pursuance of the aims and objectives of the Community Centre with the approval of Vice-Chancellor.
- (iv) The Executive Committee may remove any Casual or Optional member from membership of the Community Centre on grounds of gross indiscipline and mis-conduct or acts contrary to the rules and regulations of the Community Centre. If an active member also indulges in such acts, his entry may be debarred for a period to be specified by the Executive Committee in each case.
- (v) The Executive Committee may accept the resignation tendered by any office bearer and fill up such casual vacancies on adhoc basis till such a vacancy is filled up on regular basis in accordance with the rules of the Community Centre.
- (vi) The Executive Committee may frame rules and regulations in accordance with the instructions laid down by the Vice-Chancellor for proper conduct of the work of the Community Centre and lay down procedure for incurring day to day expenditure.
- (vii) The Executive Committee shall have the power to appoint such other special committee, not provided for in these rules as may be necessary for proper conduct of business of the Community Centre. However, only members of the Community Centre shall serve on such committees.
- (viii) The Vice-President can sanction expenditure upto Rs. 2000/-, General Secretary up to Rs. 1000/-, and the Cultural Secretary upto Rs. 500/-. Beyond these limits, the approval of the Executive Committee shall be necessary, which shall have powers to sanction expenditure within the budget provision. The Committee shall also have full power to write off losses and regularize payments made out of subscription funds or order recoveries from individuals held responsible for losses sustained by the Community Centre.
- (ix) If any member of the Community Centre indulges in indiscipline or misconduct or acts in a way contrary to the rules and regulations of the Community Centre, the Cultural Secretary may bar the entry of such a person into the Community Centre and

participation in cultural and social functions organized by the Community Centre, upto a period of seven days. In case of recurrence of such indiscipline the Cultural Secretary shall report to the Executive Committee of the Community Centre to take final decision in the matter.

(5) Responsibilities and duties of the Office Bearers of Executive Committee

- (i) **Vice-President :** The Vice-President shall be the working officer of the Community Centre. In the absence of the President, the meeting of the General Body and the Executive Committee shall be presided over by him. He shall maintain liaison with the University authorities.
- (ii) **General Secretary:** The General Secretary shall be responsible for the maintenance of the record of the Community Centre and conduct all correspondence on its behalf. He shall prepare agenda, make arrangements for meeting and send notices to the members. He shall keep record of proceedings of meetings of the General Body and the Executive Committee. He shall be responsible for faithful implementation of the decisions taken by the General Body and the Executive Committee.
- (iii) **Cultural Secretary:** The Cultural Secretary shall be Incharge of the Community Centre Building, maintain all accounts of various stock and store articles and supervise the property of the Community Centre. He shall be responsible for regulating the entry of members, enforcing all rules and maintaining dignity and decorum of the Community Centre. In case of any incident he shall take necessary action as provided in the rules of the Community Centre. He shall be responsible for organizing various cultural and social functions.
- (iv) **Joint Secretary:** The Joint Secretary will deputize for General Secretary, wherever necessary. He will, generally assist the General Secretary in performance of his duties and also perform all such duties as may be assigned to him by the Executive Committee. He shall look after the duties of the General Secretary or the Treasurer in the absence of either of them.
- (v) **Treasurer:** The Treasurer shall keep accounts of the funds, make disbursements and submit statements of accounts at the Annual General Body Meeting of the Community Centre.

- (vi) **Auditor :** He shall be responsible for audit of the accounts of the Community Centre. The audit of all the accounts of Community Centre shall be conducted by him once in a month and at the end of each financial year. He shall submit the certificate of having conducted the audit for every month within first week of next month and submit quarterly audit reports in the month of April, July, October and January, alongwith his observations to the Executive Committee for consideration.

6. Meetings of General Body and Executive Committee:

(1) Annual Meeting:

The annual meeting of the General Body of the Community Centre shall be held in the month of April. It shall be called by the General Secretary and shall undertake the following business:-

- (i) Review the annual report of the Community Centre for the preceding year.
- (ii) Review of Statements of accounts duly audited for the preceding year.
- (iii) Passing of budget for the following year.
- (iv) Holding of annual elections to the Executive Committee.
- (v) Any other business with the permission of the President/Vice-President.

(2) Special Meeting

A special business meeting of the General Body of the Community Centre may be called at the discretion of the Executive Committee, or by the General Secretary of the Executive Committee on a written request from at least 50 active members of the Community Centre.

(3) Notice of the Meeting

The calls for the annual meeting, special meeting, and a meeting reconvened for want of quorum shall be issued 7 days, 3 days and 8 days respectively, prior to the date for such meetings. All the members shall be informed through a general notification or through the Head of Department/Controlling officer.

(4) Agenda for reconvened meeting

The business to be conducted and the agenda for discussion in a reconvened meeting shall be the same as that of the previous meeting adjourned for want of quorum.

(5) Quorum

The quorum at all meetings shall be 50% of the total strength of active members except at a meeting where amendments to the rules are to be voted. In the later case the quorum shall be 60% of total strength of the active members.

There shall be no quorum for a reconvened meeting which has been previously adjourned for want of quorum.

(6) Voting

All issues except amendments in the rules shall be decided by the majority of the votes by show of hands. Amendments in the rules shall be with the approval of Vice Chancellor. The President of the meeting shall have a casting vote in the case of a tie. Voting by proxy shall not be allowed.

7. Meeting of the Executive Committee

- (i) Meeting of the Executive Committee shall be called by the General Secretary in consultation with the President/Vice-President once in two months. Emergency meeting may, however, be called as and when necessary.
- (ii) The call for any meeting of Executive Committee shall be issued at least 3 days before the date set for it, to each member of the Executive Committee.

8. Physical Facilities for the Community Centre

New physical facilities such as fixtures, fittings and furniture for the Community Centre shall be provided by the University subject to the following:-

- (i) Where certain furniture/equipment is declared as unserviceable by the competent University authority, its replacement shall be done at the expenses of the University.
- (ii) Maintenance of physical facilities shall be done by the Community Centre at its expenses except that the maintenance work of the building shall be attended to by the University.
- (iii) The replacement of curtains, where required, shall be done by the Community Centre.

Rules for Shop Allotment Committee

1. Introduction

The Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar was established in December, 2010 and since then it has been functioning from the Campus of CCSHAU, Hisar. The University's own buildings are under construction and when fully developed, it will have its own Shopping Complex, Canteens and other commercial units like State Bank of India/ other Bank Branches. The rules framed by the HAU will be needed to serve as guidelines for framing LUVAS's own rules for Shopping Complex, Canteens etc.

Therefore the rules for HAU's Shop Allotment Committee, with suitable modifications required for LUVAS are given below. These rules may be followed in LUVAS when its Shopping Complex and other buildings are ready. Further changes and modifications as may be required depending upon prevailing situation and market rates at that time, may be made later on.

2. Rules for the Shop Allotment Committee

1. Constitution

The Vice Chancellor has constituted the Shop Allotment Committee for the purpose of allotment of Shops, Canteens and other commercial units like Bank Branches/Post Office in the University Campus. The following are the members of the Shop Allotment Committee:

Vice Chancellor	Chairman
Registrar	Member
Comptroller	Member
All Deans of the Constituent Colleges	Members
Director Students Welfare cum Estate Officer	Member and Secretary

2. Jurisdiction/Scope of the Shop Allotment Committee

The Shop Allotment Committee exercises its powers/jurisdiction/

scope on all the matters concerning allotment, cancellation, disciplinary action, realization of license fee/dues etc. and all other relevant matters concerning shops, booths, canteens, commercial units like Bank Branches/Post Office functioning on the University Campus and issue of gate passes to Vendors allowed entry into the University campus.

All orders passed and decisions taken by the Shop Allotment Committee are executed by the office of the Estate Officer after taking the approval of the Chairman of the Shop Allotment Committee.

The Vice-Chancellor has approved the rules and terms and conditions for the allotment of shops, booths and canteens etc in the University. These are at Annexure-I.

3. Periodicity of holding meetings of the Shop Allotment Committee

Calling of meetings of the Shops Allotment Committee (SAC) is not a regular feature. The meetings are called as and when sufficient agenda is available. Meetings adjourned for want of quorum may be held at any time when required, with the permission of the Chairman. Emergency meetings may be called when required, on the directions of the Chairman.

4. Preparation and approval of agenda:

Agenda is prepared by the Estate Officer and circulated well in time for holding the meetings.

5. Notice by members for getting specific items considered:

Any specific item which is to be considered by the SAC, is put up before the Committee after taking the approval of the Chairman and all members are informed accordingly. The Chairman exercises the powers to consider the items which are not otherwise in the agenda. These items are considered under the head "Any other item".

6. Preparation and approval of proceedings:

The proceedings are prepared by the Estate Officer and got approved by the Chairman of the Committee and circulated accordingly. Where specific orders of the Vice-Chancellor are needed, the cases are sent to the Vice-Chancellor through the Chairman.

7. Confirmation of proceedings in the next meeting:

The confirmation of proceedings is necessary. Therefore the very first item of the agenda in each meeting is of confirmation of the Proceedings of its preceding meeting and the proceedings are confirmed in that meeting.

ANNEXURE- I**TERMS AND CONDITIONS FOR ALLOTMENT OF SHOPS/BOOTHS AND CANTEENS IN THE UNIVERSITY CAMPUS**

The Vice-Chancellor, Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar has prescribed the following terms and conditions for the allotment of Shops/Booths and Canteens in the University Campus.

A. Terms and Conditions for allotment of Shops/Booths and Canteens

1. All Shops/Booths and canteens will be allotted on license basis only.
License in each case will be for a period of three years unless revoked earlier by the competent authority.
2. The license shall be deemed to be a bare license only and nothing herein contained shall be construed as a demise at law of the said Shop/Booth or Canteen or any part thereof so as to give the licensee any interest therein. The overall control and superintendence of the said Shop/Booth/Canteen shall remain vested in the licensor and an officer/official authorized by him shall be entitled to inspect the said Shop/Booth/Canteen about its bonafide use.
3. That the licensee shall not use the Shop/Booth/Canteen for any purpose other than one for which it has been licensed without the written permission of the licensor.
4. The licensee shall not be entitled to allow any other person to occupy the Shop/Booth/Canteen or to use any part thereof. The licensee shall not admit any person into partnership or become partner or to let or sub-let it.
5. That the monthly license fee as prescribed shall be payable every month latest by end of the month to which it pertains beyond which penalty for late payment of license fee shall be charged at the rates prescribed/to be prescribed by the Shop Allotment Committee from time to time.

In case the license fee is not paid by the end of next month the Shop/Booth/Canteen will be locked by the Estate Officer/concerned controlling officer without any further notice.
6. The licensee shall have to observe all the bye laws/rules of the State/LUVAS fixed from time to time.
7. All breakages and/or damage to University property shall be made good by the licensee.

8. The licensee will also have to execute the license deed in the prescribed form before taking over the possession and after the receipt of orders.
9. The payment of electric and water charges will be borne by the licensee and paid regularly to the quarter concerned.
10. The security equal to Six month's license fee in respect of each Shop/Booth/Canteen shall be deposited by the licensee in the office of licensor/controlling officer in shape of post office pass book pledged in favour of licensor/controlling officer. The said Pass book will be returned by the Licensor to the Licensee on the termination/revocation of the license. The said pass book will remain in the custody of licensor.
11. Except where otherwise provided in the license deed all questions and disputes relating to instructions herein before mentioned in any way arising out of or relating to the license deed whether arising during the occupation or after vacation of the Shop/Booth/Canteen or termination of the license deed shall be referred to the concerned controlling officer and his decision, as to whether a breach of the terms agreed upon warranting action under the above has taken place, shall be binding and final. However, final appeal against the orders shall lie before the Vice-Chancellor if licensee wishes to go in appeal.

B. Additional Terms and Conditions for the Canteens:

1. The licensee shall display the rates of all the eatables/items sold by him and approved by the canteen committee from time to time. The committee may exclude/include any eatable/item from the list at any time by giving specific notice to the licensee.
The rates of all the eatables to be sold by the licensee shall be fixed by the canteen committee in consultation with the licensee and licensee shall not be competent to increase the rates without the written permission of the licensor.
2. The contract/license for the Canteen will be for a period of three years. In case of unsatisfactory service or misbehavior by the licensee or his employees, it may be terminated at any time by the licensor with the approval of the canteen committee after giving one month's notice. However, the licensor shall also be competent to impose fine on the licensee upto the limit of one month's license fee in the event of breach of any clause by the licensee. However, the licensee shall have the right of appeal to the Vice-Chancellor against the orders of the licensor which shall be final and binding on both the parties.

3. The items served by the licensee shall be of a good quality. The canteen committee will ensure maintenance of proper hygienic conditions and quality of the items sold by the licensee.
4. The licensee shall provide adequate number of servants and see that they are clean and neatly dressed and ensure that they are civil, sober and honest in their dealings with the students and staff. The licensee shall be responsible for the conduct and behavior of servants under his employment.
5. All the items displayed at the canteen should be properly kept to prevent contamination by flies and dust.
6. Wherever available the licensee shall be provided furniture by the licensor, otherwise the licensee shall have to make its own arrangements. Where the furniture is provided by the licensor, its maintenance and repair etc. shall be the responsibility of the licensee and he shall return the same to the licensor in perfect condition on the termination of the license. In the event of breach of this clause, the licensor shall be competent to make the loss good out of the security deposited by the licensee.
7. The licensee shall have to observe all the bye laws of Pure Food Act. All items displayed at the canteen will be properly covered by the licensee to prevent contamination of flies and dust.
8. The Dean of the College and Controlling Officer of the Building in which canteens are situated, shall be the controlling officer of the canteen running in the College/Building. However, they will be competent to constitute a canteen committee for complete control on the functioning of the canteen. Other than the colleges/hostels/Library, the remaining canteens shall be under the control of Estate Officer who will also constitute a similar Canteen Committee as for Colleges, for control of the canteen falling under his jurisdiction.
9. Estate Officer shall be the Ex-officio member of all the Canteen Committees.

ANNEXURE-II**TERMS AND CONDITIONS FOR THE ISSUE OF GATE PASS TO VENDORS**

1. The gate pass shall be issued to the vendors after taking approval of the Estate Officer.
2. The vendor applying for the gate pass shall be required to give the addresses of two responsible persons of Lala Lajpat Rai University of Veterinary and Animal Sciences, (LUVAS), Hisar for reference purposes or two shop-keepers of Shopping Centre.
3. The Security Organization may be asked by the Estate Officer for verifying the antecedents of the vendors, if required.
4. The vendors so allowed will be required to pay the license fee as well as security money as may be fixed by the Shop Allotment Committee of the University from time to time, in the office of Estate Officer.
5. The vendor will be required to submit 3 photographs (Pass port size) in the Estate Officer if permission is given to him by the authorities. (This will not be applicable to the Hawkers of Horticulture Deptt./Vegetable Deptt. of the University).
6. The permission so given can be withdrawn at any time without giving any notice or assigning any reason by the office of the Estate Officer after taking approval of the Estate Officer.
7. The appeal by vendors will rest within the powers of Estate Officer/Shop Allotment Committee.
8. The gate pass so issued shall be non transferrable and can be impounded by the Security Organization/Estate Officer at any time, if found being misused.
9. The license fee will be payable by the vendors on yearly basis and date of expiry of all the licenses shall be 31st December of a calendar year.
10. All vendors will be required to apply for renewal within 30 days of the date of expiry.
11. Any request for renewal if received after the date of expiry of grace period of one month i.e. after January every year, penalty of Rs. 50/- per month or part thereof shall be charged upto three months i.e. upto 30th April of the year. Applications received after 30th April will not be entertained and concerned vendor will loose the right for the gate pass for that year.
12. The gate pass shall be issued by the Estate Officer according to the specimen at Annexure-III along with the terms & conditions mentioned therein.

Annexure -III**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR****GATE PASS****GATE PASS FOR VENDORS ENTRY IN LUVAS PREMISES FOR SALE/PURCHASE OF COMMODITIES ETC.**

Valid Upto 1.

2.

3.

1. Name of the pass holder(Vendor) : _____

2. Father's Name : _____

3. Age : _____

4. Address : _____

5. Purpose of visit with details of items
to be sold/purchased : _____

6. Date of issue of Pass : _____

7. Amount of Security money deposited and
date of deposition & Receipt No. : _____

8. Amount of renewal fee paid per year :

Year	Amount
------	--------

9. Two references with full address : 1.

2.

10. Terms & conditions for Gate Pass Holders and for the supply of commodities:

(a) This Gate Pass is non transferrable and is to be used by the bonafide only.

(b) The pass Holder must carry this pass with him while visiting the campus & must show the same to the checking authority on demand.

(c) No other business will be carried out except for which it has been issued.

(d) The materials will be supplied on shops/booth/canteens, messes, Faculty House/Club/Residence only.

(e) This gate pass can be cancelled with 10 days notice on breach of any of the terms & conditions or misconduct.

ISSUE OFFICE

CC: The Security Officer, LUVAS, Hisar for information, please.

Annexure – IV**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES,
HISAR****LICENCE DEED**

1. Whereas I,S/o Sh. am desirous of being allowed the privilege of using space of Shop/Booth No. in the shopping centre of the Lala Lappet Rai University of Veterinary and Animal Sciences, Hisar for the trade of for a period of three years w.e.f. on the terms and conditions prescribed by the LUVAS, Hisar and under the said rules and as amended from time to time by the said University of which notice will be given to the licensee of the space of Shop/Booth No.....aforesaid, as per area and location shown in the site plan.
2. Now hereby it is agreed between the said..... (hereinafter called the licensee) and the Lala Lappet Rai University of Veterinary and Animal Sciences, Hisar (hereinafter called the licensor University), acting through the Estate Officer cum Secretary SAC duly authorized in this behalf that in consideration of the payment of Rs..... (Rupees...) per month as license fee including water charges, sewerage charges, fan charges and 10% (Ten Percent) increase of License Fee after every Three Years for the privilege of the use of shop/booth No.....in the said shopping centre, the licensor grants upto the licensee and authorizes him to use the said shop/booth for a period of three years commencing from for the purpose of carrying on business as dealer in provided always that the licensee shall be bound to quit the premises within one week of the notice of revocation of this license by the licensor in the event of breach of any of the terms, conditions of the license or rules pertaining thereto as aforesaid or in the event of the licensee being in arrears for a period of three months in respect of the fees payable as herein prescribed.
3. The licensee shall be deemed to be a bare licensee only of the said shop and nothing herein contained shall be construed as a demise at law of the said shop or any part thereof so as to give the licensee any interest therein. The overall control and superintendence of the said shop shall remain vested in the licensor whose official shall at all reasonable hours be entitled to inspect the said shop about its bonafide use.
4. That the licensee shall not use the shop for any purpose other than for which it has been licensed without the written permission of the licensor.
5. The licensee shall not be entitled to allow any other person to occupy the

shop or to use any part thereof. The licensee shall not admit any person into partnership or become partner or to-let or sublet the shop.

6. That the monthly license fee as prescribed shall be payable every month latest by end of the month to which it pertains beyond which penalty for late payment of license fee shall be charged at the rate prescribed/ to be prescribed by the Shop Allotment Committee from time to time.

In Case the license fee is not paid by the end of the next month, the shop/booth/canteen will be locked by the Estate Officer/Controlling Officer/Shop Allotment Committee without any further notice.

7. The licensee shall not cause or permit to be caused any damage to the shop. Under no circumstances the licensee shall make any alteration/additions to the allotted shop without the previous written permission of the licensor.
8. The licensee shall be liable to compensate the licensor for any damage caused to the shop as may be determined by the licensor.
9. The verandah as in front of shop do not form part of the shop. The licensee accordingly shall not make any encroachment on the said verandah by placing chairs, tables or any other goods or articles of any kind. It shall be the duty of the licensee to see that the verandah always remain open and accessible to the public.
10. That the licensee shall not cook, manufacture or prepare any food in or outside the allotted shop or in the verandah outside the shop nor shall he allow any other person to do so. Preparation of food articles will be strictly on gas.
11. That the licensee shall faithfully follow and abide by all the provisions of the Punjab/Haryana Municipal Act, bye-laws or rules and regulations made there under and the provisions of the Haryana Shops and Establishment Act and those of any other law enforce from time to time.
12. The licensee shall keep the shop neat and clean and shall not employ or permit to be employed or allow to enter into or remain in the said shop any person suffering from any contagious, loath-some or infectious disease.
13. The licensee undertake to supply all items of stores at competitive rates. The licensee shall always display prominently price list of all articles kept for sale in the shop and will also submit a copy of the same to the licensor by 10th of every month.
14. That the licensee shall not do anything in or outside the shop which may cause nuisance or annoyance to the neighbors or to the passersby. The

- licensee shall with reference to the said shop in his occupation bear all charges for electricity and water consumption.
15. The licensee shall obtain Government/Municipal license, if any required for running the licensee's business and to abide by all the terms and conditions of the required license.
 16. The licensee shall bear and pay the cost, charges and expenses for the preparation and execution of this deed in duplicate.
 17. The licensee shall obtain electrical connection in the said shop direct from the H. S. E. B./DHBVNL.
 18. The licensor shall retain the original license deed and licensee shall keep the duplicate of the license deed.
 19. That the name of the shop will only be written by the licensee over the specific place outside the shop verandah. All fittings of furniture and shop window will be provided by the licensee. All electric fixture like tube light, bulbs and lamps are to be provided by the licensee. No additional wiring will be done by the Licensor.
 20. No bills to be stuck on any part of the building from outside and inside the space allotted to Licensee.
 21. Employment of a common chowkidar and a Sweeper for public toilet is compulsory by all the licensees. In case University decides to employ such staff the licensee will pay necessary charges as decided by the Dy. Estate Officer-cum-Secretary, Shop Allotment Committee.
 22. Any employee of the licensee who is considered undesirable by the licensor will have to be removed by the licensee immediately.
 23. At night sleeping outside the shop will not be permitted.
 24. The licensee shall not change the trade of the shop without the prior permission of the licensor.
 25. Except where otherwise provided in the license deed, all questions and disputes relating to instructions herein before mentioned in any way arising out of or relating to the license deed whether arising during the occupation or after vacation of the shop or determination of the license deed shall be referred to the Vice-Chancellor, LUVAS, Hisar and his decision as to whether a breach of the terms agreed upon warranting action under the above has taken place, shall be binding and final.
 26. On the expiry of the period fixed in the license deed or the revocation thereof under the terms and conditions fixed in the license deed or under the rules prescribed thereof or on non-user of the shop for a period of 30 days or on

breach of any of the terms and conditions set for the above, the licensor will be entitled to assure exclusive and absolute possession of the said shop and deal with it in such manner as it may deem fit. Any belongings to the licensee, if found in such shop shall be liable to be auctioned unless claimed within one month of the assumption of such possession by the licensor. The licensor shall be further entitled to appropriate out of the proceeds of such sale, the money due to the licensor, from the licensee.

27. The licensee has also deposited a sum of Rs . (Rupees)..... as security vide Receipt No dated for fulfillment of the terms and conditions of the license and in the event of breach of any of the terms and conditions, the same shall stand forfeited. This will be without prejudice to the right on the revocation of license to claim of damage.
28. In case the licensee intends to surrender the shop/booth or the licensor University wants to get the shop/booth vacated from the licensee, before the expiry of the term of license deed, either party will be required to give one month's notice in writing in advance of its intention to do so. This will, however, be without prejudice to the provisions of condition No.2 of the license deed which lays down that the licensee shall be bound to quit the premises within one week in the event of breach of any term or condition of the license deed.
29. The licensee shall have to pay the license fee fixed by the licensor from time to time.
30. That in case the licensee is not given further extension of license to run his business after three years, the licensee will have no claim on the shop in which he has carried out any addition/alteration and it will remain property of the University.
31. That the University will not be responsible for the realization of any credit given by the licensee to customers and it will be entirely at his risk and cost.
32. That the licensee shall obtain electrical connection in the said space direct from the HSEB/DHBVNL. However, the licensee shall continue to pay the electricity charges to them regularly and in case he intends to leave the premises he will have to disconnect the supply of electricity and produce "No Dues Certificate" from the HSEB/DHBVNL after making all the dues to them.
33. The Deputy Estate Officer-cum-Secretary, SAC reserves the right to impose fine on the licensee upto the limit of one month's license fee in the event of breach of any clause of the license deed. However, the shop keeper/booth keeper has the right of appeal to the Estate Officer/Vice-Chancellor against the order of the Deputy Estate Officer-cum-Secretary, Shop Allotment Committee.

Norms/Scales for issue of Furniture/ Stationery and other articles for use by Officers/ Teachers /Other Employees of the University

It has been felt that norms/scales for issue of furniture/ stationary and other articles used by Officers/Teachers/ Other employees of the University may be laid down. Sh. D.S. Gupta who has been assigned the work of preparing the book “Calendar Volume-III” for LUVAS has proposed norms/scales for issue of Furniture items such as tables, chairs, sofa set and sofa chair etc., provision of Air Conditioners, Desert Coolers and entitlement of Staff cars for Officers as per the norms prescribed by the Haryana Government. The Vice-Chancellor constituted the following Committee to look into the norms proposed by Sh. D.S. Gupta, Dy. Comptroller (Retd.), and give its recommendations for consideration:

Dean, COVS	Chairman
DSW-cum-E.O.	Member
S.P.O.	Member
Deputy Comptroller	Member
Deputy Registrar	Member

The above Committee met on 23.10.2020 to look into and finalize the norms for issue of furniture/ stationary and other articles used by Officers/Teachers/ Other employees of the University and submitted its recommendations as at Annexure- 'A'.

The Vice-Chancellor has accepted the recommendations of the Committee and approved the norms/scales finalized by the Committee. The norms/scales are given at Annexure- 'A'.

Annexure -A
NORMS/ LAYING DOWN SCALES FOR ISSUE OF VARIOUS ARTICLES AND STATIONERY ITEMS ETC. FOR USE IN UNIVERSITY OFFICES AND OTHER FACILITIES FOR OFFICERS/TEACHERS ETC.

1.	Name of Articles	Officers of the University	Professor & Head /Deputy Registrar/Equiv.	Associate Professor and Assistant Registrar /Equiv.	Assistant Professor/ equiv. and A&AO/ Equiv. and Supdt.	Group 'C'
Furniture Items						
	(a) Sofa Set	One	-	-	-	-
	(b) Visitor Chair	Six	Four	Four	Three	One
	(c) Executive Chair	To be provided to Deans/ Directors/Officers of the University.				
	(d) Revolving Chair	One	One	One	One	-
	(e) Computer table/ Chair	As Per requirement				
	(f) Officers' Table with Full Glass top	One	One	One	-	-
	(g) Table 6 X 4 with Glass top not more than 8MM	-	One	One	-	-
	(h) Table with 5 X 3 Glass Top not more than 8MM	-	-	-	One	-
	(i) Tables for Office Staff	-	-	-	-	One
	(j) Steel Almiraah with Glass Panes	One	-	-	-	-
	(k) Steel Almiraah / Racks for Offices	As per requirements				
	(l) Coffee Table	One	-	-	-	-
	(m) Foot Rest	One	One	One	One	One

2. Staff Cars/ Other Vehicles	To be regulated as per State Govt. Policy issued from time to time.	
3. (a) Air Conditioner	The Air Conditioners to be issued are proposed as under:	
	1.	Air Conditioners may be provided to Deans/ Directors/ Other Officers of the University and also HoDs/ equiv., Group 'A' employees of Non-teaching in their office rooms.
	2.	In the E-Gov. Cell, Server Room, Scientific and Research Labs.
	3.	In Committee Room of the Deans/Directors/Officers/Departments of the University.
	4.	In other rooms where it is necessary keeping in view the nature of Research and Other work, with the approval of Worthy Vice-Chancellor.
(b) Desert Coolers		No restriction need to be imposed. Desert Coolers may be provided where necessary keeping in view the climatic conditions with the approval of the Controlling Officer.
4. Misc. Articles		
(a) Wall Clock	1.	These may be provided for Labs, Common Rooms, Committee Rooms, Library and Hospital
	2.	These may be provided in the Officers' Rooms who are provided independent rooms for their work.
	3.	In the other Rooms/ Places where considered necessary from Punctuality/ Efficiency point of view by the HoD/ Controlling Officer.
(b) Tea Set/ Lemon Set	1.	For Officers/ HoDs of the University
	2.	For Incharge (not below the rank of Professor) of Research Stations and Pashu Vigyan Kendras at outstations.
(c) Towels	1.	For Deans, Directors, Officers and HoDs of the University.
	2.	For Professor /equiv. and Group 'A' employees of Non-teaching.
	3.	Faculty Members who perform and do research and experimental work in the laboratory and field operations and need towel to wash their hands.
	4.	On necessity i.e. in Veterinary Clinics, Dispensary, Workshops and Press etc.

	(d) New Year Diary	1.	Deluxe/ Executive diary for class 1 officers and teachers of the rank of Associate Professor and above including Group 'A' employees of Non-teaching.
		2.	Simple Junior diary for the office staff of the rank of Assistant and above upto A&AO/ Assistant Professor and equivalent.
	(e) Name Plates	1.	Name plates of Officers, HoDs and Head of Sections may be fixed on the wall outside his/her room.
		2.	Teacher of the rank of Professor/equivalent and Associate Professor/equivalent who is allotted/ occupying independent room, Incharge of the office (not below the rank of Superintendent) may also be allowed to fix name plate on the wall outside his/her room.
		3.	In other cases where it is necessary to indicate identity of the Official occupying a room for his/her office work e.g. Store-Keeper, Cashier, Lab. Incharge etc., name of the official may not be written above the designation.
5.	Stationary Articles		
	(a) Ball Pen/ Gel Pen		One Ball Pen/ Gel Pen may be issued to the Staff from Clerk upwards for use in office work for a period of six months i.e. not more than two in a year. The cost should not be more than Rs. 25/- for each pen.
	(b) All kind of Pencil		As per requirements.
	(c) Shorthand Notebook		As per requirements.
	(d) DO Papers/DO Envelops		As per the requirement of the concerned officer, to his Personal Secretary and Personal Assistant/ Stenos.
	(e) Paper Reams (A4 & A6)		As per the requirement but utmost economy may be exercised in the use of the Paper.
	(f) Paper Weight		As per requirements.
	(g) High Lighter /Paper Clip/ Stapler/ Flag (Page Marker/ Stamp Pad)		As per requirements.

	(h) Gum Bottle	As per requirements.
	(i) Pen Drive/ Hard Disk	As per requirements.
	(j) Torch	A torch (three cells) may be issued for watch and ward (Chowkidar) staff who is a University employee, where necessary with the approval of the HoD/ Outstations Incharge. Life of the torch will be two years. The battery cells may, however, be replaced when old cell become useless.
6.	Cycle and limit for its repair	The Cycle may be provided to Class-IV staff for distribution of files and other dak. The expenditure on its minor repair may be fixed at Rs. 500/- yearly. Life of tyre and tube may be fixed one year; except in extra ordinary circumstances to be explained and justified before one year.
7.	Soap, Duster, Malesia Cloth, Palli, Broom Jharoo, Naphthalene Balls and phenyl	May be provided as per requirement on the recommendations of Store Incharge.
8.	Hand Wash Liquid	Officers of the University.
9.	Room Freshener	Officers of the University.
10.	Hit, Mosquito Killer (All out, good night etc.)	As per requirements.
Any Other Article(s) not mentioned in the list may be provided to the staff with the approval of Vice-Chancellor.		



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