

CCS HAU ACCOUNT CODE VOL-I

(Revised Edition Amended upto Dec, 2018)



Issued Under Authority
of the
VICE-CHANCELLOR



Preface

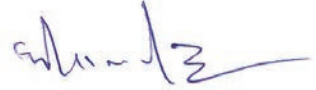
The previous edition of the CCS Haryana Agricultural University Account Code Vol. I was published in May, 2001 in which all the amendments issued upto March, 2001 were included. During the period of last 17 years more than 70 amendments have been issued. The Haryana State Govt. has also published its own Rule books in July, 2016 in which a number of rules and forms have been changed. New Pension Scheme has been introduced for Haryana Govt./University employees recruited on or after 01.01.2006. Therefore, a new chapter on NPS was required to be included. Similarly, a chapter on Goods and Services Tax was also required to be added. Many other changes like digitalization and cashless transactions were also needed to be made in the rules. Keeping all this in view, it was decided to review the HAU Account Code Vol. I and prepare an updated edition of the book.

The work of reviewing, updating and revising this book was entrusted to Sh. D.S. Gupta, Retd. Dy. Comptroller, under the overall supervision of Sh. Shyam Sunder Sharma, Dy. Comptroller and Dr. Atul Dhingra, Comptroller. The typing work of this voluminous book was assigned to Smt. Neelam Arora, Stenographer of Comptroller's Office.

In the present edition of this Account Code, all the amendments issued upto April, 2018 have been incorporated. New chapters on NPS, GST and EWF and Imprest Account have also been included. Many new forms for Pension Files, GPF, TA Bill Form and New Service Book, as revised by the State Govt., have been incorporated. A few chapters from the existing book have been deleted as these now pertain to the newly set up University of Veterinary and Animal Sciences, which was earlier a part of the CCS HAU.

The Revised (Fifth) Edition of the Account Code Volume-I, has been reviewed, updated and completely revised to meet with the present day requirements and functions of the concerned departments and will go a long way in increasing the work efficiency in various departments of the University. It will also add to the knowledge of all categories of employees and teachers and will also be useful as a reference book for Departmental Accounts Examinations.

I am happy to place on record my appreciation for the good work done in this behalf by Dr. Atul Dhingra, Comptroller, Sh. D.S. Gupta, Retired Dy. Comptroller, Sh. Shyam Sunder Sharma, Dy. Comptroller Sh. Shobhit Kapoor and Sh. R. S. Saini, Dy. Registrars, Smt. Neelam Arora, Stenographer and other team members.



(Prof. K. P. Singh)
Vice-Chancellor

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General Rules

- 1.1 These rules may be called “The CCS Haryana Agricultural University, Account Code Vol-1”.
- 1.2 In these rules, unless there is anything repugnant in the subject or the context, the following terms are used in the sense herein explained.
- (i) “Act” means “The CCS Haryana and Punjab Agricultural Universities, Hisar, Act, 1970”.
 - (ii) “Administrative Approval” is the formal acceptance by Vice-Chancellor of a proposal to incur expenditure on works initiated or connected with the requirements of the University.
 - (iii) “Appropriation” means the assignment to meet specified expenditure of funds at the disposal of the Drawing and Disbursing Officer, hereinafter indicated as D.D.O.
 - (iv) “Joint Director, Local Audit” includes an Audit Officer or a Senior Auditor performing the duties of Joint Director, Local Audit under the orders of the Director, Local Audit, Haryana.
 - (v) “Bank” means any branch of the State Bank of India, or any other bank approved by the University.
 - (vi) “Board” means the Board of Management of the University constituted under Section 13 (2) of the Act.
 - (vii) “Book Transfer” denotes the process whereby financial transactions which do not involve the giving or receiving of cash, or of stock materials, are brought to account. This also includes corrections and amendments made in cash, stock or book transactions previously taken to account.

- (viii) "Cash" includes legal tender coin, currency and bank notes, cheques/drafts payable on demand and also revenue stamps.

Note: Government securities, deposit receipts of banks, debentures and bonds accepted as security deposit are not treated as cash. Service stamps are not cash but revenue stamps are cash.

- (ix) "College" means a constituent College of the University as defined in Section 24 of the Act.
- (x) "Contract" means any kind of undertaking, written or verbal, express or implied, by a person not being a University employee or by a syndicate or firm for the construction, maintenance or repairs of one or more works, for the supply of materials or for the performance of any service in connection with the execution of work or the supply of materials.
- (xi) "Contractor" means a person, syndicate or firm that has made a contract, but the use of this term is often restricted to contractors for the execution of works or for services in connection therewith.
- (xii) "Controlling Officer" means Officers of the University, Head of a Department or other Officer who is entrusted with the responsibility of controlling the incurring of expenditure and /or the collection of revenue by the authorities subordinate to the Department.
- (xiii) Drawing and Disbursing Officer (hereinafter indicated as D.D.O) means any employee of the University not below the rank of Class-II officer designated as such by the Vice-Chancellor and authorized to draw and disburse funds under any Scheme or Head of Account.
- (xiv) "Employee" means an Officer, teacher and employee as classified in the Statutes, including a Government employee in foreign services under the University but does not include a Government employee doing work in the University under the Control of his departmental superior in Government service.
- (xv) "Financial Year" means the year beginning on the 1st of April and ending on the 31st March.
- (xvi) "Government" means the State Govt. of Haryana.

- (xvii) "Grant-in-aid" means any contribution or grant which may be made by the Government or any other Body to the University on such conditions which it may impose.
- (xviii) "Head of Department" means a teacher/employee of the University declared as such. The Officers of the University also exercise powers of Heads of Departments in respect of staff directly working under them.
- (xix) "Head of Account".
 - (a) "Major Head" means a main unit of classification of revenue and expenditure.
 - (b) "Minor Head" is a sub-division of a Major Head.
 - (c) "Sub-Head" is a sub-division of a Minor Head.
 - (d) "Detailed Head" is a further sub-division of a Sub-Head and includes a Scheme for a specified objective.
- (xx) "Non-Recurring/Capital Expenditure" means expenditure sanctioned as a lump sum charge whether the money be paid as a lump sum or by installments.
- (xxi) "Officer" means an officer of the University as defined in Section 11 of the Act.
- (xxii) "Standard Object of Expenditure" is a portion of supply under each detailed Head which is allotted to a prescribed sub-division of the Head as representing one of the Standard Objects of the supply.
- (xxiii) "Re-appropriation" means the transfer of funds from one Standard Object of Expenditure to another Standard Object of Expenditure or from one detailed Head to another detailed Head within the same Sub-head.
- (xxiv) "Recurring/Revenue Expenditure" means all expenditure which is not non-recurring/capital.
- (xxv) "Statute" means a statute framed under section 31 of the Act.
- (xxvi) "Technical Sanction" is the sanction of a competent authority to a properly detailed estimate of the cost of a work of construction or repair.

(xxvii) "University" means "The CCS Haryana Agricultural University, Hisar".

(xxviii) "University Account" means the Bank Account in which all the grants- in- aid and other revenues of the University are credited. It also includes the current and savings accounts maintained by the Engineering Unit for making payments in connection with University works. It does not include accounts maintained by Deans, Directors etc. in respect of Amalgamated Funds, Scholarships, Securities, accounts pertaining to Self Financing schemes, examination fund etc.

Note 1 : Other terms used in these rules, such as Academic Council, Finance Committee, Vice-Chancellor, Dean, Comptroller, Director etc. derive their meaning from the Act.

Note 2 : Wherever in these rules, any act or proceeding is directed or allowed to be done or taken on a certain day, then if the office is closed on that day, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the next day on which the office is open.

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| 1.3 Comptroller's powers in matters of detail. | In the matter of details connected with accounts not provided for in these rules, the employees of the University shall comply with the instructions and guidelines issued/to be issued by the Comptroller from time to time. |
| 1.4 Comptroller's powers in regard to forms | No forms other than those prescribed in these rules shall be used in relation to accounts without the sanction of the Comptroller. |
| 1.5 Manner of keeping accounts | <p>(i) Books of accounts, forms and registers shall be substantially bound and numbered before being brought into use.</p> <p>(ii) No eraser shall be used in any account book, register, forms, vouchers or cheque, and if any correction has to be made, it shall be made neatly in ink and attested by the dated initials of the employees concerned.</p> |
| 1.6 Destruction of records | Vouchers, registers and other forms prescribed in these rules shall not be weeded out or destroyed otherwise than in accordance with the directions as to the disposal of records issued by the Comptroller, with the approval of the Vice-Chancellor. |

Provided that no voucher, register or form, relating to an audit objection, shall be destroyed or weeded out until the audit objection has been settled.

1.7 Maintenance of court cases register

The Registrar shall maintain a central register of court cases in Form AU 1/1 in two volumes, one for court cases in which the University is the Plaintiff and the other for court cases in which the University is the Defendant. The Head of the office/department concerned shall also maintain a register of court cases in the same form and shall enter every case of the office/department in that register indicating brief particulars of the case. After entering the bill of Legal Advisor/Advocate's fee and other expenditure in the register of court cases, the Head of the office/department will get the bill pertaining to the case simultaneously entered in the central register of court cases by deputing the concerned official along with the bill and register of court cases of the department.

1.8 Audit of accounts

- (i) The accounts of the University (except where not required) shall be audited by the Joint Director or Resident Senior Auditor, Local Audit Department.
- (ii) The University shall pay to the Government an audit fee as determined by the Director, Local Audit, Haryana in accordance with the orders of the Govt.
- (iii) No amount or cheque thereof shall be drawn from the University Account or any other Account unless the Joint Director, Local Audit/Internal Audit appointed in this behalf has recorded pre-audit encasements on the relevant vouchers showing the amounts admitted by him for payment, except in cases where pre audit is not required.
- (iv) The Director, Local Audit, Haryana or the Joint Director, Local Audit empowered by him in this behalf shall issue such utilization certificates in respect of grants-in-aid received from sponsoring authorities of the schemes as may be required.
- (v) The University shall deal with the Audit Notes, if any, received from the Director, Local Audit, Haryana with due speed and have the objections removed without avoidable delay. Any objections which the Director, Local Audit refuses to withdraw, or which he may specially like to bring to the notice of the Board, shall be reported to the Finance Committee and the Board of Management whose decision shall be final and binding.

(vi) Notwithstanding anything contained in these rules, the Comptroller and Auditor General of India may also conduct a second audit of the University accounts under section 14 of CAG's (DPC) Act 1971 through the Accountant General, Haryana and the University shall deal with the audit notes if any received from the Accountant General Haryana and have the audit paras removed, without avoidable delay. Any para which the Accountant General, Haryana refuses to withdraw or which he may specially like to bring to the notice of the Board shall be reported to the Finance Committee and the Board of Management, whose decision shall be final and binding.

1.9 Inspection by Comptroller

Notwithstanding anything contained in these rules, the Comptroller shall have power to inspect himself or through his nominee the accounts of any University office and to conduct a physical verification of cash, property or stores in the charge of any office or institution of the University. Such inspections shall, however, not relieve the other employees of their responsibilities in this behalf.

1.10 Power to amend these rules

The power of interpreting, changing and relaxing the rules shall vest in the Vice-Chancellor.

Budget Estimates

- 2.1 Statutory requirements regarding Budget Estimates** Under clause (b) of sub-section (3) of section 34 of the Act, the powers and duties of the Finance Committee include the examination of the Budget Estimates and rendering advice to the Board thereon. Under sub-section (5) of section 16 of the Act, the Vice-Chancellor is responsible for the presentation of the Budget Estimates to the Board. Under Clause (d) of Sr. No.10 of the Statutes framed by the University regarding the designation, the manner of appointment, powers and duties of the Officers of the University, the Comptroller is responsible to the Vice-Chancellor to ensure that the budget of the University is prepared and submitted to him in time.
- 2.2 Classification** (i) The sources from which grants-in-aid are obtained by the University for the purpose of carrying out its objectives shall form the Major Heads of classification and include all the schemes for which such grants-in-aid are received. There shall be the following Minor Heads, Sub-Heads and Detailed Heads under various Major Heads.

| Sr. No. | Major Head | Minor Head | Sub-Heads | Detailed Heads |
|----------------|--|--|--|-----------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | 2415 Agricultural Research & Education | 01-Crop Husbandry 277 Education 004 Research | i. University Administration ii. Each College/ Directorate | Each Scheme |
| 2. | Schemes sanctioned by other departments of the State Govt. (The Major, Minor, Sub-Head's and Detailed Heads will be the same as under Government). | | | |
| 3. | ICAR | | | As per Scheme |
| 4. | Govt. of India | | | -do- |
| 5. | Other Agencies | | | -do- |

| Sr. No. | Major Head | Minor Head | Sub-Heads | Detailed Heads |
|----------------|-------------------|-------------------|------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| 6. | CCS HAU | | | As per each Self-Financing Scheme/Revolving Fund Scheme (RFS) |

Note: The Vice- Chancellor has complete freedom to re-appropriate funds from one Detailed Head to another within the same Sub-Head, except where restrictions are imposed by the State Govt./ Funding Agency. For this purpose, all constituent Colleges, Library, Extension & Research are treated as one Sub-Head. The Officers, teachers and other employees of the University shall, however, exercise the powers to the extent given in the Statutes regarding delegation of Administrative and Financial Powers by the Board of Management to the Officers /employees of the University.

(2) The Standard Objects of Expenditure under each scheme shall be as follows:

| Code | Description |
|-------------|---|
| 01 | Salaries including PP, SP, NPA, HRA, FMA, Bonus, CCA, cycle allowance and other allowances. |
| 01-A | Dearness Allowance |
| 01-B | Medical Reimbursement |
| 01-C | LTC |
| 03 | Wages |
| 04 | Sumptuary Allowance |
| 05 | Travel Expenses |
| 06 | TA/DA to non-official members |
| 07 | Office expenses |
| | a) Uniforms & Liveries |
| | b) Telephone |
| | c) Electricity |
| | d) Others |
| 08 | P.O.L. (including repairs/maintenance) |
| 09 | Rents, Rates & Taxes |
| 10 | Publications |
| 11 | Advertising & Publicity |
| 12 | Hospitality & Entertainment |
| 14 | Professional & Special Services |
| 20 | Payment out of Discretionary Grant |
| 21 | Secret Service Expenditure |
| 22 | Other Charges |
| 23 | Maintenance Works |
| 24 | Depreciation |
| 25 | Interest |

| Code | Description |
|-------------|---|
| 27 | Refund |
| 29 | Write off of losses |
| 51 | Lands |
| 52 | Buildings |
| 54 | Motor vehicle (Acquisition) |
| 55 | Tools & Plant |
| 56 | Machinery & Equipment |
| 56-A | Modernization-cum-Computer application |
| 57 | Material & Supplies |
| 60 | Minor Works |
| 61 | Major Works |
| 72 | Gratuities |
| 73 | Scholarships & Stipends |
| 75 | Contributory Provident Fund and Pension Fund Contribution |
| 88 | Loans |
| 95 | Suspense |
| 96 | Service Tax |
| 99 | Information Technology (I.T.) |

2.3 Contents of Budget Estimates

The Budget Estimate of the University referred to in rule 2.1 shall furnish the following information.

- (i) A summary of estimated receipts and expenditure which will show by Major Heads, the total estimated receipts from various sources and the total estimated expenditure under each Major Head.
- (ii) Summary of income and expenditure under various budget groups.
- (iii) Abstract schedules of the expenditure to be incurred on individual schemes shall be according to Standard Objects of Expenditure. The figure under each Standard Object of Expenditure for "Salaries" shall be supported by the details of the posts included therein and the figure for "Machinery and Equipment" shall indicate the details of requirement working upto that figure.
- (iv) Statement indicating non-lapsable money lying with the University.
- (v) Statement showing increase in recurring and non-recurring provisions as compared with the budget for last year.

- 2.4 Formulation proposal for Budget Estimates and preparation of detailed schedules.** Each Scheme comprising a Detailed Head of Expenditure shall be under the overall charge of a Director, Dean, Head of the Department or an Officer of the University. He/she shall obtain from all the D.D.Os concerned, by the first of July each year, such details of previous expenditure and other information in Form AU-2/1, 2/2 and 2/3 as may be necessary for the formulation of a correct estimate of expenditure during the next financial year. On the basis of the data so collected and in the light of any general or special instructions received from the Government, the Vice-Chancellor or the Comptroller, he shall prepare detailed schedules of anticipated expenditure and receipt in respect of each scheme. In the case of proposed new schemes, he shall indicate the authority for doing so and the consent of the body or authority who has agreed to provide funds for the purpose through necessary grant-in-aid. He shall also add a descriptive note to each such schedule explaining the aims and objects and programme of work. All these detailed schedules shall be passed on to the Comptroller so as to reach him not later than 25th of July or the date fixed by the Comptroller, whichever is earlier.
- 2.5 Scrutiny of detailed schemes** The Comptroller shall scrutinize all the detailed schedules received from the Deans, Directors, Heads of Departments and other Officers of the University in the light of such information as may be at his disposal e.g., any standing or special ceilings of overall expenditure prescribed by the body or authority who is to give the necessary grant-in-aid. In case of doubt, he will consult the Dean, Director, Head of Deptt. or other Officers of the University concerned for the purpose of modifying the detailed schedules received by him. After completing the scrutiny of the detailed schedules and their revision wherever necessary the Comptroller shall consolidate the figures of estimated receipts and expenditure in the form of abstracts to work out the estimated expenditure or income under each major Head.
- 2.6 Preliminary completion of budget estimates** The Comptroller shall complete the assignment referred to in Rule 2.5 by the middle of August and obtain the orders of the Vice-Chancellor thereon in order to be ready with complete information by the end of August.

- 2.7 Transmission of proposals & detailed schedules to Govt. etc.** The abstract and the detailed schedules in respect of schemes to be wholly or partially financed by the State Govt. shall be forwarded to the Departments of the Government concerned by 1st September. Such abstracts and detailed schedules shall also be furnished to any other body which has agreed to provide necessary funds for the schemes concerned if so required.
- 2.8 Final preparation of budget estimates for presentation to the Board.** In the month of February, when the budget session of the State Legislature is about to commence, the Comptroller shall ascertain unofficially (in case not informed officially by Govt.) figures of the grants-in-aid recommended for inclusion in the State Budget. On the basis of the information available with him as to the grants –in-aid and other receipts expected from the Government or other sources, the Comptroller shall revise the detailed schedules and abstracts where necessary and to the extent possible. He shall then prepare the summary of estimated receipts and expenditure for the next financial year along with other information referred to in Rule-2.3 and obtain the orders of the Vice-Chancellor for presenting the Estimates to the Finance Committee for examination and making a recommendation to the Board.
- 2.9 Excesses & surrenders** The Deans, Directors, Heads of Departments or other Officers of University in overall charge of various schemes shall, in the month of October, obtain the progress of expenditure from the D. D.Os. concerned and anticipated expenditure during the remaining months of the year, re-assess the position and send a list of Excesses and Surrenders in Form AU 2/4 to the Comptroller. The Comptroller shall scrutinize these proposals in the light of reasons explained and put up proposal to the Vice-Chancellor for the re-appropriation of funds from one Standard Object of Expenditure to another or between Detailed Heads within the same Major Head. The Comptroller may obtain a second list of Excesses and Surrenders (Form AU 2/5) in the month of February for similar action.
- 2.10 Regularization of excess** When it is found after the close of the financial year that budget provision under any Major Head has exceeded, the excess may be regularized with the consent of the Finance Committee and the sanction of the Board. Excess under Detailed Heads of Expenditure may be finally approved by the Vice-Chancellor.

- 2.11 Preparation of revised budget estimates** If unforeseen circumstances arise during the course of the year requiring large scale changes in the Budget Estimates approved by the Board, the Vice-Chancellor may direct the Comptroller to prepare Revised Budget Estimates to be laid before the Finance Committee for recommending the same to the Board for approval.
- 2.12 Allotments to D.D.Os** When the annual Budget Estimates are approved, the Comptroller shall work out in consultation with the Deans, Directors, Heads of Departments or Officers of the University who are in overall charge of the schemes, the allotment to be placed at the disposal of each D. D.O. in respect of each scheme with which he is concerned. Subject to the powers of incurring expenditure delegated to various employees of the University, the D.D.O. shall incur expenditure and will be responsible for ensuring that the allotments placed at their disposal are not exceeded. In case it becomes impossible to run the Scheme within the amount sanctioned, the Department concerned may approach the Comptroller who may consider the feasibility of making additional funds available if possible, by making re-appropriation from one S.O.E/Scheme to another with the sanction of competent authority, so as to meet the situation. However, until this is done, it shall be incumbent upon the D.D.O. and the concerned Heads of Departments/Controlling Officers, not to exceed the allotted budget.
- 2.13 Schedule of expenditure** The Departments shall prepare the annual schedule of expenditure in respect of ICAR and other Agencies schemes and submit it to the Controlling Officer by 15th Oct. each year. The Controlling Officer shall scrutinize and forward it to Comptroller office by the end of October.
- 2.14 Demand of funds for ICAR schemes** The Departments shall prepare annual demand of funds for ICAR schemes and submit the schemes to the Controlling Officers by 20th July of each year. The Controlling Officers shall scrutinize the same, countersign and forward to the Comptroller by 31st July positively so as to reach the ICAR in time. The demand of funds pertaining to A.I.C.R.P. schemes and adhoc schemes shall be submitted on Form Nos. AU 2/6 and AU 2/7, respectively.

University Account

- 3.1 The University Account** As laid down in section 34, Sub Section (1) of the Act, the University Account shall be a general fund to which the following shall be credited:
- (i) Income from fees, endowments, grants and properties of the University.
 - (ii) Contributions or grants from the State Government and the Central Government on such conditions as may be imposed by that Government, and
 - (iii) Other contributions, grants, donations and benefactions.
- 3.2 Manner of receipt of funds** Money may be received and credited to the University Account:
- (i) By direct payment into the bank account of Comptroller.
 - (ii) By payment direct to the University and its subsequent remittance to the Bank.
- 3.3 Record of grants-in-aid and contributions**
- (1) All the grants-in-aid received from Government and cheques/drafts for grants, contributions *etc.* received for credit to the University Account shall be credited direct to the University Account by the Comptroller who shall at the same time keep a note of the same in a register with full particulars for reference and record.
 - (2) In respect of schemes financed by the ICAR/other agencies, a separate register of demand raised, grant received and the balance, in Form AU-3/1(a), shall be maintained by the concerned Head of Department/D.D.O. In this Register the department will note down the demand raised, grant received and the balance.

The Register shall also be maintained by the office of Comptroller. The Controlling Officer may, however, get a quarterly return in regard to all amounts due for more than six months from the concerned department and review steps taken to recover the balance amount.

3.4 Issue of receipts of income

- (1) When money is received by an employee of the University authorized to do so, it shall be in the form of cash or cheque or bank draft or postal order or money order. Except in the case of payments by postal orders or where a special form of receipt has been prescribed in these rules, a receipt in Form AU 3/1 shall be given to the person making the payment. When the payment is received by cheque, the words "on realization" shall be added to the receipt. The original copy of the receipt shall be handed over to the person making the payment and the carbon copy retained for record. The power to receive money may be delegated to an employee with the permission of the University Officer/HOD concerned. That employee shall also be authorized to sign the receipts.
- (2) For the sale of agricultural produce against cash payment by the Director of Farms and the Heads of Departments whose Stores are located in the premises of University Farm, the receipt in Form AU 3/1 shall be issued in quadruplicate. Three copies shall be given to the purchaser and 4th copy will remain in the Receipt Book as office copy. Out of the three copies given to the purchaser, one copy shall be given by him to the Store Keeper for issuing the Stores. One copy will serve the purpose of gate pass and no separate gate pass shall be issued. Third copy will remain with the purchaser. Store keeper shall issue the stores and stamp all the three copies of the receipt with the word "issued" and initial the same to avoid double issue.

3.5 Control over receipt books

A record of all new and used receipt books shall be kept in Form AU 3/2. Before bringing a Receipt Book in use, a certificate as to the number of receipts contained therein should be recorded thereon by the Drawing and Disbursing Officer after verification. Similarly when the Receipt Book is completed, a certificate to the effect that the entire income has been credited to the University account should be recorded and the completion/return of receipt book also recorded in remarks column of Form AU 3/2.

- 3.6 Disposal of money received** All money received under rule 3.4 shall be immediately entered in a cash book in Form AU 3/3 on the receipt side in the Miscellaneous column. The money so received shall be credited into the University account on every Monday or as soon as it exceeds Rs. 5000, whichever is earlier. The bank pay-in-slip in support of the credits shall be carefully preserved.
- 3.7 Disposal of postal orders received** (1) In the case of money received by Postal Orders, the D.D.O. receiving the same shall enter these in a register of Postal Orders in Form AU 3/4(a). Where Postal Orders have not already been crossed, these will be crossed and thereafter all Postal Orders received during the week shall be sent to the bank on every Monday for collection.
- Receipt by money orders** (2) The money orders shall be received by the D.D.O. or by an employee to whom this power has been delegated under the authority of the University officer. The officer receiving the money orders will ensure that these are entered in the Money Order register to be maintained in Form AU 3/4 (b). Before closing the cash book of the day, it will also be ensured that the money orders entered in the Money Orders register have been duly accounted for in the cash book and a receipt in Form AU 3/1 has been issued to the payees.
- 3.8 Classified statement of income** At the end of the month, a scheme -wise classified statement of income realized shall be prepared in Form AU 3/5 by each employee authorized to receive money and forwarded to the Comptroller through D. D.O. as per provision under rule 4.12, who shall on receipt of the monthly bank statements, verify the credits thereof and investigate discrepancies, if any.
- 3.9 Withdrawal of money** (1) When money is to be withdrawn for payment through cheque from the University account, a cheque shall be prepared and signed by the Comptroller or an employee authorized on his behalf. Each such withdrawal shall be supported by one or more vouchers. Before signing the cheque, it may be ensured that the voucher has been pre-audited and enfacéd with a pre-audit stamp, for the amount which is proposed to be withdrawn unless the withdrawal represents a transfer from one bank to another. He shall at the same time record and sign a certificate indicating voucher number, cheque no. and date vide which payment is being made and that the expenditure has been duly classified.

Similar procedure for payments through RTGS/ NEFT or other bank transactions and also in cash, where required, shall be followed.

- (2) All cheque-books shall be kept in safe custody and a record thereof kept in Form AU 3/2. On receipt of cheque books from the bank, the number of cheques in each book shall be counted and certificate printed thereon signed by the employee authorized by the Comptroller on his behalf.

3.10 Numbering of vouchers All vouchers shall be serially numbered with a suitable letter prefixed to the numbers to indicate the name of the bank from which the cheque is to be issued. The number of the cheque should be clearly indicated on the voucher and the number of the vouchers on the counter-foil of the cheque.

3.11 Maintenance of bank ledgers

- (1) As soon as cheques are signed, these will be entered in bank ledgers in Form AU 3/6. Where it is necessary to issue duplicate cheques in lieu of cancelled or lost cheques, the entries in the ledger shall be made in red ink to distinguish such entries from those representing regular withdrawals. Bank charges, if any, shall be entered at the end of the month in the ledger.
- (2) At the end of the month, the entries in the ledger in red and ordinary inks shall be separately totalled. A reconciliation statement shall be drawn up in each ledger after tallying the entries with the bank statement in the following form:

| | |
|---|------------|
| Opening balance | Rs. |
| Add | |
| (1) Income as per Form AU 3/5 | |
| (2) Amount in respect of cancelled cheques. | |
| (3) Grants-in-aid, contributions <i>etc.</i> credited direct. | |
| (4) Money received by Bank transfer. | |
| (5) | |
| | Total..... |
| Deduct | |
| (1) Amount paid by Bank transfer. | |
| (2) Amount of duplicate cheques issued | |
| (3) Amount of other cheque issued. | |
| (4)..... | |
| | Total..... |

Closing balance to agree with Ledger balance.....
 Add income credited in the Bank
 but not included in Form AU 3/5.....
 Add amount of uncashed cheques
 detailed below

Gross balance

Balance as per Bank Statement.....

Difference to be investigated

- 3.12 Classification of payments** Before a cheque is signed, the Officer signing the cheque shall also ensure that the amount proposed to be withdrawn has been duly classified under the appropriate scheme. The classification shall be done in a classified abstract in Form AU 3/7.
- 3.13 Posting of classified abstract** Separate pages shall be set apart in the classified abstract for classifying the expenditure under different schemes. Book transfers shall also be reflected in the classified abstract.
- 3.14 Proving of the classified abstract** At the end of the month, the various columns of classified abstract (Form AU 3/7) for each scheme shall be totalled and a consolidated scheme-wise classification statement prepared and tallied with the total of the amount of cheques issued during the month.
- 3.15 Classification of income** On receipt of classified statement of income (Form AU 3/5) from the D.D.Os/creditors, the credits of the amounts shall be verified from the bank statements by the Comptroller’s office. The Comptroller’s office shall also consolidate the whole income, scheme wise in the bank ledgers.
- 3.16 Monthly accounts to be sent to Resident Audit Office** The consolidated scheme-wise monthly income and expenditure statements for the month shall be completed and tallied in all respects in Comptroller’s office by the end of the next month and passed on to the Joint Director, Local Audit for audit within a month.
- 3.17 Investment** The Comptroller, may, if the position of funds permits, subject to any policy laid down in this behalf, invest a portion of the balance in the current/saving account in such short-term deposits as may be feasible. In order to watch the recovery of the interest and the amount invested, an account of such deposits shall be kept in a register of investments in Form AU 3/8.

Chapter - 4

Drawing and Disbursing Officer

4.1 Responsibility of Drawing and Disbursing Officer

A Drawing and Disbursing Officer (hereinafter indicated as D. D.O.) shall be responsible for:

- (i) Timely preparation of bills and payment of claims in accordance with the procedure prescribed in these rules.
- (ii) Custody and proper accounting of all cash and cheques which he /she is required to handle.
- (iii) Arrangements for timely realization of all income for which he is responsible.

4.2 Responsibility of employees handling money

Every University employee is personally responsible for the money which passes through his hands and for the prompt record of receipts and payments in the relevant account as well as for the correctness of the account in every respect. The private cash or accounts of the employees should not be mixed up with the University cash. The D. D.O. shall ensure that only those employees handle money who have been duly authorized.

4.3 Cash book

All monetary transactions shall be entered in the cash book (Form AU 3/3) as soon as these occur and attested by the D.D.O. or, under his overall responsibility, by an employee, not below the rank of a Superintendent, to whom this power has been delegated under the authority of a University Officer. The pages of the cash book shall be machine numbered. Further, on the first page of the cash book, following certificate will be given;

“Certified that this cash book contains --- pages which have been machine numbered from page _____ to _____.”

D.D.O.

- 4.4 Fetching or carrying of money** The employment of messengers to *fetch* or carry money should be avoided. When unavoidable to employ such an official for this purpose, a man of reasonable length of service and proven integrity should only be deputed. In all cases when the amount to be handled is more than Rs. One lac, preferably security person/one or more staff should accompany the employee for this purpose.
- 4.5 Acknowledgement of money** Acknowledgement shall be prepared in Form AU 3/1 by carbon process from bound book, bearing book and page numbers (in duplicate) by machine or computer generated receipt. The original copy shall be given to the payer and the second copy shall be retained for office record.
- 4.6 Treatment of cheques in favour of D. D.O.** When a cheque in favour of the D.D.O is received, it should at once be entered as a receipt in the cash book in the appropriate column, without waiting for the receipt of money from the Bank.
- 4.7 Manner of entries in the cash book** Requisite details should be given in the cash book in the column 'particulars' to identify nature of the transaction. In the column for "classification' in the cash book name of the scheme to which the transaction pertains shall be entered.
- 4.8 Vouchers to be preserved** The concerned D.D.O./an employee authorized by him shall keep a careful record of all types of bills/paid vouchers and receipts.
- 4.9 Daily closing of cash book** The cash book in Form AU 3/3 shall be closed at the end of the day and completely checked. The D. D.O. shall verify the totalling of the cash book or have this done by some responsible subordinate other than the writer of the cash book and initial it as correct.
- 4.10 Verification of monthly balance** At the end of each month, the D. D.O. or the employee to whom functions/ responsibilities in regard to the cash book have been delegated under Rule 4.3, should verify the cash balance in the cash book and sign a dated certificate to this effect. If the D.D.O. is not on duty at headquarters at the end of the month, he may delegate the duty of verifying the cash balance to a responsible employee working under him and he may himself verify and check the cash book immediately on return to headquarter. Surprise checks of the cash in hand may also be done at least once in a month and dated certificate recorded to that effect.

4.11 Preparation and disposal of cheques

- (1) Whenever a bill for the drawal of money is prepared and signed by the D.D.O., it shall be got pre-audited from Internal Audit/Joint Director as applicable, and passed on to the Comptroller for the issue of one or more cheques or payment through Bank transactions like RTGS/NEFT *etc.* as the case may require. The bill shall indicate the person(s) or firms in whose favour the cheques are required to be issued/payment is to be made. On receipt of the cheques (if any) from the Comptroller's office, immediate arrangements should be made to deliver the cheques to the person(s) concerned. Where the cheques have been drawn in favour of the D.D.O., these shall be immediately entered on the receipt side of the cash book.

In order to watch the receipt of cheques from the Comptroller's office and the disposal of such cheques, a register of Receipt and Disposal of cheques in Form AU 4/1 shall be kept in the office of the D. D.O. This register should be put up monthly to the D.D.O. who shall satisfy himself that there are no unnecessary delays.

- (2) A cheque remains valid for three months from the date of its issue as per RBI instructions. The cheque which becomes time barred will be declared as such by the Comptroller under intimation to the department concerned. The expenditure already booked on account of such cheque will be treated as deduct entry if no fresh cheque is required in lieu of such cancelled cheque by the department and its amount will be shown on the debit side of the General Abstract in the Bank Ledger. In case a fresh cheque is required to be issued, the original booking of the expenditure will stand and a fresh cheque in lieu thereof will be issued by the Comptroller by giving cross reference on both the cheques. The amount of such cheque will be added in the total of other cheques of that month in the Ledger. The original cheque, if available, will be destroyed by the D.D.O. No fresh/duplicate bills will be required to be prepared and got audited in such cases.

Note: No fresh cheque would, however, be issued without specific approval of the Comptroller, if the old cheque declared time barred/cancelled was issued three year ago or more than three years.

4.12 Classification of income and expenditure

From the particulars recorded in the cash book (Form AU 3/3), register of Receipt and Disposal of cheques (Form AU 4/1), office copies of bills and any advices of book transfers carried out by the Comptroller, the D. D.O. shall prepare the following statements at the end of the month:

- (i) Scheme wise classified statement of income in Form AU 3/5.
- (ii) Classified abstracts of expenditure in Form AU 3/7.

The classified abstracts of expenditure prepared by the office of Comptroller should be compared by the departments with their record i.e. Budget Register/cash book/register of Receipt and Disposal of cheques/office copies of bills and advice(s) of book transfers *etc.*

After the expenditure as per the classified abstract is compared with the Budget Register and other record *etc.*

- (a) The HoD/D.D.O. will furnish the following certificate to the Dean/Director/Controlling Officer by 25th of each month.

“The expenditure figures shown in the expenditure statement in respect of the following scheme (s) with Code No. for the month of have been reconciled with the Budget Registers. There is no discrepancy. Thus the figures of expenditure statements be treated as final.

OR

The expenditure for the month of..... in respect of the following schemes with Code No. has been reconciled. The following discrepancies are to be rectified from the Comptroller. Rest of the figures are correct and may be treated as final.

- (b) The Dean/Directors/Controlling Officers concerned will thereafter furnish similar consolidated certificates to the Comptroller by 30th of each month
- (c) In so far as joint schemes controlled by Dean/ Director of Extension/Director of Research *etc.* are concerned, such expenditure statements shall be prepared and reconciled by the Controlling Officer in respect of these schemes as a whole.

- (d) On receipt of the above certificate from all the Deans/Directors/Controlling Officers concerned, the Comptroller/authorized officer will certify on all the classified abstracts of expenditure that the expenditure of all the schemes has been reconciled and forward the abstracts of expenditure to J.D. (Audit) for verification.

Note 1: It shall be the responsibility of the Dean/Director/Controlling Officer concerned to make available the hard/soft copy of the expenditure statement in respect of all teaching/ research/extension schemes relating to all the depts./offices working under him to the Comptroller.

Note 2: The Controlling Officer must furnish consolidated certificate on receipt of certificate from all the HOD's working in the College/Directorate to the Comptroller by the last day of each month failing which the expenditure figures booked in the classified abstract of expenditure shall be treated as final and thereafter no change will be allowed.

4.13 Clearance of advances

- (i) In the case of bills for temporary advances, the D.D.O. shall maintain a register of Clearance of Advances in Form AU 4/2. Every such bill shall be entered in the register at the time of its submission for pre-audit.
- (ii) When an advance is adjusted by production of account supported by sub-vouchers and /or by refund of unspent balance, the entries in the relevant columns of the register shall be completed.
- (iii) The unspent balance refunded shall not be treated as income of the scheme concerned if it is refunded during the same financial year.
- (iv) At the end of each quarter, the D. D.O. shall send a statement of amounts representing refunds of advances classified as income of various schemes during the financial year to the Comptroller and request him to adjust the same by transfer entry, reducing both the income and expenditure of the scheme concerned.
- (v) A portion of the register of Clearance of Advances (Form AU 4/2) shall be set apart to watch recoveries of advances of salary and advances for car, scooters, cycles, wheat, marriages & travelling allowance etc.
- (vi) At the close of the year, the register (Form AU 4/2) shall be closed and balances carried forward in the register for the next year. The D. D.O. shall record a certificate to that effect.

(vii) In order to record various miscellaneous demands and recoveries due from officials/ Departments and other agencies and also to watch the collection of such dues, a register in Form AU 4/3 shall be maintained by every D. D.O. The demand for recovery on account of leave salary, Contributory Provident Fund and Death-cum-Retirement Gratuity contributions in respect of each University teacher/employee, sent on deputation or foreign service is also to be raised on a separate page in this register. The register will be closed at the end of each year and balances carried forward to the next year.

4.14 Embezzlements

Whenever a D.D.O. or HoD / office comes across a case of actual or suspected embezzlement, defalcation or fraud, he shall forthwith investigate the matter and immediately send a report to the Comptroller and the University Officer concerned. The University Officer concerned will immediately forward the same with his comments/recommendations to the Comptroller, who shall forward it to the Vice-Chancellor with such observations as may be necessary. The Comptroller may, if necessary, conduct a further investigation before sending the report to the Vice-Chancellor. However, in case of theft, D.D.O. or Head of Department or officer concerned will immediately inform the Security Officer who will forthwith investigate the matter and send a report to the Vice-Chancellor within two days, besides, if necessary, lodging FIR with the police.

4.15 Security deposits

- (1) Where an employee is required to furnish a security, the D.D.O. shall see that this has been done and accounted for in a register of Security Deposits in Form AU 4/4. Such securities shall, if not in cash, be in the form of pledged securities, fixed deposits or saving bank accounts.
- (2) In all such cases, the employee shall have to furnish a security bond on a non-judicial stamp of requisite value in a form prescribed in consultation with the Legal Advisor of the University.
- (3) All pledged securities, fixed deposits or bank pass books shall remain in the custody of the office cashier and all security bonds in the custody of the D.D.O.

Chapter - 5

Pay and Allowances

- 5.1 Service books to be kept**
- (1) For each employee, there shall be a service book in Form AU 5/1. The service book will contain the following details :-
 - (i) Complete Biodata,
 - (ii) Details of Certificates, nominations and detail of family members.
 - (iii) Previous qualifying service and foreign service details if any,
 - (iv) History of service events,
 - (v) Record of verification of service,
 - (vi) Record of entries of LTC,
 - (vii) Record of loans and advances taken by the employee,
 - (viii) Comments of internal audit,
 - (ix) Leave account in respect of earned leave, half pay leave, maternity leave and child adoption leave or paternity leave, child care leave, extra ordinary leave, or any other kind of leave.

The service book shall be prepared immediately after the first appointment and in any case before the first increment is drawn. The service book of an employee must be kept in the custody of a responsible employee nominated by the D.D.O and it may be transferred with the employee from one D.D.O to another but should not be given to the employee. It should also not be returned to the employee on his retirement, resignation or discharge from the service.

A certified copy of the service book may be supplied to the University employee, who asks for it, on quitting University service by retirement, discharge or resignation, on payment of fee of Rs.200/-. During service also he can have a photocopy of his service book for his personal record on payment of a fee of Rs.5/- per page once in a year.

5.2 Posting of entries in service book

- (2) The date of birth recorded in the service-book of an employee shall be verified by the D.D.O from relevant Board/University Certificate or in the case of an employee who has not passed any examination of an Indian or Foreign University, from his School Leaving Certificate provided that in the case of an altogether illiterate employee, any other reasonable evidence like birth certificate may be relied upon.
- (1) Every relevant occurrence in an employee's official life must be recorded in the service book and each entry attested by the D.D.O./HOD or an employee not below the rank of Supdt. authorized by him in this behalf. However, the cases of D. D.O./Head of Department shall be referred to the Controlling Officer for scrutiny and attestation of such entries in their service book by them or any other Officer not below the rank of Supdt. of his office, if authorized by them. Cases of Controlling Officers shall be referred to Comptroller for scrutiny and attestation of such entries in their service book by the Assistant Comptroller/A&AO authorized by the Comptroller.
- (2) The service book is a contemporary record in minute details of an employee's official career. Every period of suspension from employment and other interruption in service should be noted with full details (of duration *etc.*), by entry written across the page and attested by the D.D.O. or an employee not below the rank of Supdt. authorized in this behalf.
- (3) Personal certificates of character may not be entered in the service book, but if an employee is reduced to a lower post, the cause of the reduction should always briefly be stated thus: "reduction for inefficiency", "reduction owing to revision of establishment", *etc.* in the service book.
- (4) The D.D.O. should permit an employee to examine his service book if he, at any time, desires to do so.

- (5) If any conditions are attached to the appointment, these should be entered on a separate page in half margin leaving the other half margin for indicating compliance of those conditions in due course.
- (6) When an employee proceeds on leave, suitable entries of leave showing the nature of leave should be made in the prescribed columns and entries in the leave account completed.

Note: HOD or Controlling Officer, as the case may be, is required to record a certificate in the service book of the employee after every three years during the month of April/at the time of transfer to another deptt. that all kinds of leave availed by the employee during his stay in that department upto that date, have been duly recorded in the service book and accounted for in the leave account maintained therein.

- (7) In case of an employee/Officer, if there is a broken period or revision of pay on grounds of revision of pay scales, grant of annual/biennial increments or any other reason, the D.D.O concerned shall attest the entry of revised fixation of pay in the service book.
- (8) In all the Controlling offices or other offices/ departments where the posts of Dy. Registrar/Dy. Comptroller/Asstt. Registrar/ A & AO/Supdt. exist, they will approve and verify all the cases of pay fixation of teachers/non-teaching employees on account of revision of pay scale, promotions, grant of ACP scales and stepping up of pay irrespective of the scheme (teaching/ research/extension) in which the employee is working. However, where the pay fixation approved by them is contested by the official/teacher concerned or objected to by the Audit or where any doubt is felt, such cases will be referred to the Comptroller. Further, where there is no such post/incumbent of Supdt./AAO/Asstt. Registrar/Dy. Comptroller/Dy. Registrar, the pay fixation cases will be sent to the Comptroller's office for approval.

5.3 Preparation of pay bills

- (1) The pay bills shall be prepared in Form AU 5/2 and signed by the D.D.O. concerned O/o Controlling Officer.

- (2) The pay bills shall be prepared on Form AU 5/2 for all categories of employees, whose pay is to be disbursed by crediting to their bank accounts with SBI HAU or any other bank approved by the Vice-Chancellor. Separate scheme-wise pay bills will be prepared and supported with bank-wise scrolls to be prepared in Form AU 5/2 (a) in triplicate for the amount relating to the concerned bank. Total amount of the pay bills will be bifurcated and mentioned on the pay bill in respect of each bank. However, only one payment order will be made on such pay bills. Two copies of the bank scrolls (bank-wise) as well as TDS Challans along with the pre-audited pay bills will be sent to the concerned branch of the Comptroller office by the fixed date and the third copy will be kept by the D.D.O. The amount of each scroll may also be totalled. For all pay bills supported with bank scrolls received upto fixed date, the Comptroller will issue A/C payee cheques in favour of the concerned banks for crediting the pay to the bank accounts of the employees by the amounts shown against each Account in the enclosed bank scrolls. The Comptroller will send a soft copy with one hard copy of bank scroll along with a cheque to the bank. One hard copy will be retained by the Comptroller's office for record.

On receipt of pre-audited and passed vouchers relating to outstations from the Audit, the cheques relating to outstation offices will be issued in favour of concerned D.D.O for petty/emergent payments of that station to be made in cash. However, payments in respect of outstation firms *etc.* will be made direct to them through Bank transactions. The salary of the outstation employees will be processed by the Controlling Office at Hisar and pre-audited bills will be sent to the Comptroller for making payment of salary of such employees by credit into their bank accounts at the bank approved by the University.

Note-1: Apart from salary, all other payments viz, leave encashment, gratuity, TA, medical reimbursement etc. will also be deposited into the bank accounts of the employees. These payments will not be made in cash by the University.

Note- 2: In case any payment has not been credited to the bank account of the concerned employee, such employee should file a complaint to the respective Head of the Department/office and Controlling Officer within two months. In case no complaint is filed within the stipulated period, it will be presumed that the employee has received the payment.

(3) The wage bills of daily-paid labourers (if any) shall be prepared on a Daily Attendance Roll of Labour on Form AU 5/3 by the office under whom such labour directly works and shall be passed on to the Disbursing Officer for necessary action. Such bills are usually paid from the allotment of contingencies and drawn on contingent bills in Form AU 6/4.

5.4 Establishment Check Register

(1) In order to facilitate the check of establishment bills and to ensure that no charge is paid twice, an Establishment Check Register (ECR) in Form AU 5/4 (manually/computerized) shall be maintained. The names of the employees on the establishment, with which a D.D.O is concerned shall be recorded therein. Every fresh appointment, abolition or revision of establishment shall be entered as soon as made. Each entry shall be attested by the D.D.O. or an employee authorised in this behalf.

(2) Separate space in the ECR shall be set apart for each employee. For each section of the Establishment for which a separate bill is prepared, a separate page or set of pages shall be allotted.

(3) When the pay of an employee is increased on account of grant of an increment or allowance or due to revision of scale, the new pay shall be entered in the column "Subsequent changes, with date, if any," on the left side of the ECR (Form AU 5/4).

(4) In the case of temporary establishment or appointments for a fixed term, the period for which the appointments are tenable, shall be distinctly specified and to prevent inadvertent admission of the claim beyond that period, a red ink horizontal line shall be placed in the cages of the months in which the appointments are to end.

5.5 Pay bills how prepared

The following provisions govern the preparation of establishment bills:

- (1) Salary bills in Form AU 5/2 shall be prepared scheme-wise for all the employees relating to the establishment under the D.D.O. The number of sanctioned posts in each scale shall be entered in red ink across the bills followed by full details or names of the incumbents of those posts, the pay and leave salary being shown separately. Held over amounts shall be entered in the appropriate columns 3,4,5 or 6 in red ink and ignored in totalling. In the 'Remarks' column all unusual and permanent events such as death, retirement, permanent transfer, first appointment *etc.* should be recorded.
 - (2) Except in the case of employees who have been dismissed or transferred or have resigned, the pay of an employee shall not be drawn before the first working day of the month following that in respect of which the pay has been earned. However, the Comptroller, with the approval of the Vice-Chancellor, may direct the payment of the salaries even before the first of the following month as and when the State Government takes a decision to this effect for its own employees.
 - (3) An absentee statement in Form AU 5/5 shall be attached to each establishment bill in which there is a case of leave, suspension or deputation and the officiating arrangement made, if any, shown therein. The absentee statement shall be signed by the DDO or an employee not below the rank of Superintendent authorized for this purpose.
 - (4) Arrear pay shall not be drawn on monthly establishment bills but on separate bills in which reference shall be given to the bills from which the charge was omitted or withheld or in which it was refunded by deduction or to any special orders, granting new allowances or additions to pay.
- (1) When an establishment bill is prepared by the bill clerk, it shall be checked by another employee nominated by the D.D.O., particular attention being given to the absentee statement in Form AU 5/5 so that no inadmissible charge may be included in consequence of any absence or leave *etc.*

5.6 Checking of establishment bills

- (2) From the bill thus checked, the ECR in Form AU 5/4 shall be posted showing the amounts drawn in ordinary ink and the amounts withheld in red ink in the appropriate monthly cage of the ECR. The D.D.O. or an employee authorized in this behalf shall satisfy himself as to the accuracy of the entries, initial the entries in the monthly cage of the ECR and sign the bills.
- (3) The establishment bill along with ECR shall then be got pre-audited. After the pre-audit encasement has been recorded, the bill shall be passed on to Accounts Branch of the Comptroller's office for making payment by credit of salary into bank accounts of the employees.
- (4) Pay orders recorded by the Audit shall be valid for 15 days (excluding the date of passing), except in the case of re-drawal bills on which the pay orders shall be valid for 20 days for issue of cheques and shall require revalidation from audit thereafter.

- 5.7 Arrear claims** When an arrear claim is more than a year old from the date of its sanction, it shall not be entertained without the prior sanction of the Comptroller.
- 5.8** Pay and allowances can be drawn for the day of a person's death; the hour at which death takes place has no effect on the claim.
- 5.9** Arrears of pay and allowances, payment relating to encashment of earned leave and gratuity claimed on behalf of deceased employee, in the event of University employee expiring before receiving these payments, may be paid to the nominee specified by him for the purpose of Contributory Provident Fund/General Provident Fund without the production of usual legal authority.
- 5.10 Last pay certificate** When an employee is transferred from the jurisdiction of one D. D.O. to another, a Last Pay Certificate in Form AU 5/6 shall be prepared and got countersigned from the Audit. It will then be forwarded to the new D.D.O. along with his service book and personal file after adjusting the outstanding advances, if any, standing against him, in Form AU 4/2 on the basis of entries made in the last pay certificate.
- 5.11 Redrawal of deductions**
- (1) As pay bills are checked in the office of the D. D.O. entries of deductions made in such bills which are to be redrawn, shall be made in bills on prescribed forms which shall (at convenient or prescribed intervals) be totalled, signed by the D. D.O and sent for pre-audit.

- (2) The deductions on account of Income Tax, Employees Welfare Fund, C.T.D., Electricity charges, Community Centre/Faculty Club membership, Life Insurance, attachments by Court *etc.* shall be drawn on redrawing bill in Form AU 5/7. The deductions on account of Contributory Provident Fund shall, however, be redrawn on the special bill form prescribed in these rules.

A single voucher may be prepared for deductions made from pay bills on account of deductions made from NPS/CPF/GPF/EWF, Faculty Club, Community Centre, Income Tax, C.T.D., Electricity Charges, LIC *etc.* The redrawing vouchers on account of deductions shall be clubbed in a single voucher to reduce the number of vouchers. Cheques in such cases shall not be drawn in favour of the D.D.O. but payment be made through Bank transactions to the concerned Officers to whom payments are required to be actually made.

- 5.12 Form of TA bills** All Travelling allowance bills for staff, experts/examiners, for members of BOM/Finance Committee *etc.* shall be preferred in Forms AU 5/8 (A, B & C) as the case may be and countersigned by the HOD/Controlling Officer before submission for pre-audit. The DDO concerned will pass the bills. Payment of TA bills of all the employees shall be made through their bank accounts.
- 5.13 TA check register** A Travelling allowance check register in Form AU 5/9 shall be maintained by each D.D.O. in which separate pages shall be set apart for the employee who has to be on tour very often. In other cases, the same page can be used for each section of establishment or category of persons.
- 5.14 Reimbursement (A) of medical charges** (1) When under the rules, an employee is entitled to claim reimbursement of medical charges incurred by him on his own treatment or that of his family members, he shall submit a claim in Form AU 5/10, to his/her office /deptt. After the claim has been scrutinized in all respects and found in order, financial eligibility of the claim shall be checked by the dealing Assistant/Dy. Supdt. of the department /office keeping in view the instructions issued by the Haryana Govt./CCS HAU, Hisar from time to time. Subsequently the medical reimbursement bill will be forwarded to the CMO/SMO, University hospital for scrutinizing the medical bills in order to ascertain the admissibility of medicines and rates of different laboratory tests, operation fee or of implants *etc.* as prescribed by the State Govt. from

time to time and adopted by the University, before signing the requisite certificates. Further, for the medical bill, where approval of the Vice-Chancellor is required in addition to the scrutiny made by the Deptt./Office as well as CMO/SMO, and received through the Controlling Officer will also be checked /scrutinized by the Comptroller office.

- (2) On receipt of the medical claim, the D. D.O. shall get it checked in his office and sanction the claim or obtain the sanction of the competent authority as per the rules.
- (3) When the claim for reimbursement has been sanctioned, the D.D.O. shall prepare a reimbursement bill in Form AU 5/11. The D.D.O. shall have an entry made in Medical Reimbursement Check Register {Form AU 5/11 (a)}, initial it and forward the bill for pre-audit.

Note: In case of treatment taken from a Govt. Hospital/Medical College of Haryana Govt. functioning at the headquarter of the employee at stations other than Hisar, the certificate given by the Medical Officer of the Hospital/Medical College will suffice.

**5.14 Fixed Medical
(B) Allowance**

- (1) The Fixed Medical Allowance is paid to the employees of the University who opt for it, as per State Govt. rules followed by the University. The FMA is drawn and paid to the employees through their salary bills.
- (2) The Fixed Medical Allowance to all the Pensioners and Family Pensioners (who have opted for it) of the University will be paid along with their pension/family pension on monthly basis. The amount of FMA to be paid will also be mentioned in the Pension Payment Order/Family Pension Payment Order to be issued in future. The payment will be made through Bank Accounts of the retirees on monthly basis by the Accounts Branch of Comptroller's Office.

Fixed Medical Allowance to the retirees who retired under CPF scheme will be paid by the Comptroller's office through Bank Accounts. The budget for this purpose will be provided to the Pay Cell and the Cell will generate monthly FMA bills and pass on these to the Pension Branch for further necessary action.

The reimbursement of medical bills in respect of chronic patient retirees/indoor treatment will be made by the concerned departments. The retirees can change option from FMA to 'chronic patient' or vice versa as per rules with the approval of the HOD concerned who will intimate to the Comptroller about the change of option immediately, failing which he will be held responsible for any excess payment made to the retiree on this account.

5.15 Honoraria and overtime allowance

Claims for honoraria or overtime allowance shall be prepared in bill Form AU 5/2. Entries of such payments shall be made in the Office of the D. D.O. in the monthly payment cages of the ECR (Form AU 5/4) with brief indication of the nature, which shall be initiated by the D.D.O. or an employee empowered in this behalf before sending the bills to audit. However, where payment of honoraria is to be made to the employees of other departments, department of such employee shall be informed to make entries in the monthly payment cages of ECR and D.D.O. of the concerned department shall ensure that such honorarium/remuneration is included in the salary statement of the employee which is prepared for the purpose of calculation of income tax.

Chapter - 6

Contingencies

6.1 Definition of contingencies

Contingencies shall include:

- (1) "Recurring contingencies" viz.
 - (a) Contract contingencies- Those expenses for which lump sum amount is placed annually at the disposal of a D.D.O. for expenditure as and when required. These generally consist of charges the annual incidence of which can be governed with reasonable accuracy.
 - (b) Supplies and services i.e. expenditure in connection with the special activities of the department or scheme including variable labour, purchase of consumable stores and other expenditure such as scholarships, stipends, fees, rewards and uniforms *etc.* not classified as non-recurring expenditure.
- (2) "Non-recurring expenditure" i.e. expenditure required for the setting up of an office, laboratory, farm, *etc.* and for its periodic expansion and improvement.

Note: Expenditure on works, will not be classified as contingencies.

6.2 Drawal of money for contingencies

Subject to the sanction of the competent authority for incurring expenditure and to the provisions of these rules, a D.D.O. or an employee not below the rank of Superintendent authorised by him in this behalf, may draw money for contingent expenditure within the amount allotted to him in the Budget Estimates or otherwise, unless there is something novel, doubtful or irregular in the character of expenditure. In such cases the D.D.O. may resubmit the case to the competent authority for necessary action.

Note: The delegation will not relieve the D.D.O of the responsibility of seeing that the grants placed at his disposal are disbursed in a proper manner and under due authority.

6.3 Principles of financial propriety

Every University employee incurring or sanctioning expenditure should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following:

- (i) Every employee is expected to exercise the same vigilance in respect of expenditure incurred from the University account or other funds controlled by the University as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
- (ii) The expenditure should not be prima facie more than the occasion demands.
- (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (iv) No authority should sanction any expenditure which is likely to involve at later date expenditure beyond its own powers of sanction.
- (v) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not, on the whole, a source of profit to the recipients.

6.4 Additional guiding principles

A D.D.O., while preparing a bill, should also see:

- (i) That special or general sanction of the competent authority exists.
- (ii) That necessary funds to cover the charge exist, and that expenditure in anticipation of funds is incurred only in authorised cases.
- (iii) That all charges incurred are drawn and paid at once, that money indisputably should not as far as possible be left unpaid and that all inevitable payments are ascertained and liquidated at the earliest date.
- (iv) That money actually paid is in no circumstances kept out of account a day longer than is absolutely necessary.

- (v) That no money is withdrawn unless it is required for immediate disbursement or has already been paid out of the permanent advance.
- 6.5 Contingent register to be maintained** A.D.D.O. shall maintain a contingent register in Form AU 6/1. The Standard Objects of Expenditure (SOE) shall be noted in the relevant column of the contingent register along with provision made. It will be entered in red ink.
- 6.6 Posting of contingent register** As soon as each payment is made, entries must be made in the contingent register. The date of payment, the name of the payee, the number of sub-vouchers, its classification and the amount may be entered in proper columns against relevant SOEs.
- 6.7 Permanent Advance** Permanent Advance (Imprest Account) has been sanctioned for various departments/offices, KVKs and Regional Research Stations, for their day to day contingent expenditure.

Operation of the Permanent Advance for all the Deans/Directors/HODs/Sections/Principal, COA, Kaul and Bawal, Sr. Coordinator of KVKs and Regional Directors of RRS will be regulated as per the following terms & conditions :-

- (i) A separate Bank Account will be opened in the name of the concerned Officer which will be named as Permanent Advance/ Temporary Advance account and that Officer will be responsible for the maintenance of Permanent Advance (Imprest Account) and its operation and safe custody of the amount. Separate Cash Book will be maintained for this purpose.
- (ii) No income or grant will be deposited in this Account (except grant sanctioned by the University).
- (iii) The concerned Officer will discourage/minimize the drawal of Temporary Advances. Unspent amount of Temporary Advance, if any, drawn will be refunded immediately after organization of Training *etc.*
- (iv) The interest earned on this account, if any, shall be deposited in the account of Comptroller on yearly basis in the month of April.
- (v) Permanent Imprest will be sanctioned out of income of Revolving Fund Schemes available with the Comptroller. The expenditure incurred

will be recouped under respective SOE. No expenditure will be incurred without obtaining financial sanction of the competent authority.

- (vi) The concerned Officer will not authorize the operation of this Account by any other Officer/employee without the permission of Competent Authority.
- (vii) The Controlling Officers will get ATM Card issued against their Permanent Advance (Imprest Account) to avoid/minimize cash transactions.
- (viii) The amount from the Imprest Account can be utilized for all purposes like purchases, POL, Labour and PSS *etc.* upto the limit of Permanent Imprest sanctioned irrespective of the scheme and SOE. The recouplement of expenditure incurred out of Permanent Imprest will be made strictly from the SOE/scheme sanctioned by the competent authority. The payment will be made through Bank transfer except in emergent situation. Bill/vouchers will be put up to the Audit for verification for payment before recouplement is made as per existing rules.

6.8 Payment out of Permanent Advance and its Recouplement

- (1) When payment is to be made from Permanent Advance (Imprest Account), a payment order shall be made on the sub-voucher relating to the charge by means of rubber stamp in Form AU 6/2 and the amount of payment and classification of the charge may be inserted in ink. After making a payment order on the sub-voucher, the amount of the charge shall be paid to the payee and his receipt shall be taken. The sub-voucher shall then be stamped with a rubber stamp as in Form AU 6/2 and details of the expenditure noted in the cash book and the contingent register.
- (2) When the balance of Permanent Advance is running low and on the last working day of the month, the Permanent Advance column of the cash book may be totaled up and the totals posted in contingent register and a bill prepared in Form AU 6/3, duly classified with reference to the scheme concerned. This bill supported by relevant sub-vouchers would be put up before the D.D.O, who after comparing the entries in the bill, with the cash book and verifying the classification, shall sign the bill and forward it for pre-audit. On receipt of payment of the bill, the date of receipt shall be noted against the amount.

- 6.9 Procedure in case of Permanent Advance held by an employee who is not D.D.O.** When a Permanent Advance is given to an employee who is not declared as a D.D.O, he shall also maintain contingent register in Form AU 6/1 in accordance with the rules prescribed in this chapter, but it will not be necessary for him to keep a cash book. When the Permanent Advance is to be recouped, entries shall be totalled and a bill in Form AU 6/3 shall be prepared and forwarded to the D.D.O concerned who will in-corporate the totals of the contingent abstract in his contingent register, sign the bill and forward it for pre-audit.
- 6.10 Direct payment to suppliers etc.** When money is to be withdrawn for direct payment to a supplier or a person who has incurred expenditure or who is to incur expenditure, entries shall be appropriately made in the contingent register, bill prepared and got pre-audited in the same manner as a bill for recoupment of permanent advance. The payment to the Suppliers and others shall be made through Bank transactions. In exceptional cases, if cheque is to be issued in favour of suppliers *etc.* it shall be crossed and non-negotiable.
- 6.11 Expenditure by book transfer** If any expenditure is debited to the allotment placed at the disposal of a D.D.O by the Comptroller by means of book transfer, necessary entries shall be made in the relevant columns of the contingent register in red ink giving reference to the transfer entry order.
- 6.12 Expenditure on purchases through centralized agency** (1) When purchases are made by a centralized agency of the University i.e. Director (Store & Purchase) for the use of various departments of the University, the expenditure thereon shall be incurred by the Director (Store & Purchase) from his contingent budget allotment. A contingent register shall be maintained for this purpose and the expenditure incurred by the Director (Store & Purchase) shall be classified according to its nature.
- There shall be no need to keep a suspense account by Store Purchase Organization. Budget under recurring contingencies shall be allotted by the Comptroller to the Director (Store & Purchase) on the basis of previous year's expenditure for making purchases of centralized items of stores for supply to the departments and a corresponding reduction in budget allotment of indenting departments shall be made by the Comptroller. The budget will be earmarked department-wise to enable the Director (S&P) to supply the material to the departments upto the limit of earmarked budget.

- (2) When purchases are made by a centralized agency of the University for the exclusive use of a department the bills and sub-vouchers after proper authentication shall be passed on to the D.D.O of the concerned deptt. for direct payment to the suppliers after observing the formalities prescribed in these rules.

6.13 Drawal of temporary advance and adjustment

In case a temporary advance is drawn for a specified purpose under the orders of the competent authority, an entry shall also be made in the Register of Clearance of advances in Form AU 4/2. It will be the duty of the D. D.O to ensure that account is rendered as early as possible and unspent balance, if any, refunded immediately after the occasion/finalization of the purchase *etc.* for which the temporary advance was drawn. The adjustment account shall be got audited from the Audit. All advances should be got adjusted within a month of their drawal. A Consolidated Temporary Advance Register for all the departments working under him will also be maintained in the O/o Controlling Officer concerned.

6.14 Stock entries

In all cases where consumable, perishable or durable articles are purchased, entries in appropriate stock, property or instrument registers, as prescribed in the rules, shall be made immediately on receipt of the material and before the payment is made or an advance is adjusted or recouped. Transfer of articles from one office to another shall be done through a delivery challan in Form AU 6/6. The delivery challan will be prepared in triplicate by the officer transferring the articles. One copy of the delivery challan will be retained in the office transferring the articles and acknowledgement of the person receiving the articles will be obtained on the spot. Two copies of this challan along with articles will be sent to the officer to whom the articles are being transferred. That officer will acknowledge the same and return the original copy of the delivery challan to the officer transferring the articles, after showing stock entries to the Audit, within a month positively.

6.15 Control over recurring payments

In case of recurring charges paid out of contingencies e.g. rents of hired buildings, electricity bills, continuing variable labour *etc.*, the payments shall be recorded in a section of the ECR (Form AU 5/4) as a precaution against admission of duplicate claims.

6.16 Register of permanent advances, revolving funds & permanent securities

- (1) All permanent advances and revolving funds given to the University departments/offices and permanent securities deposited with the State Electricity Board or other agencies, except temporary securities for temporary connections which are to be drawn on temporary advance bills and entries recorded in temporary advance register, shall be accounted for in a register of permanent advances, revolving funds and permanent securities in Form AU 6/4 to be maintained by the office of the Comptroller. When a D.D.O. has to draw a permanent advance, keep a revolving fund or deposit permanent security under proper sanction, he shall process the bill like other contingent bills, but before putting up the bill for pre-audit, he shall cause an entry to be made in the register of permanent securities maintained by the Comptroller. In the first week of April each year, all D.D.Os shall send to the Comptroller a list of permanent advances/revolving funds and permanent securities accountable by them.
- (2) A separate register will, however, also be maintained by the department concerned in Form AU 6/4 (a) so as to keep record of permanent advance/revolving funds and permanent securities as also to watch the recoveries of interest on the permanent securities, as may be admissible, and refund of the securities on maturity thereof.

Before putting up the bill for such permanent advances/revolving funds/permanent securities for pre-audit, an entry to this effect will also be made by the D.D.O. in this register.

6.17 Temporary security/earnest money

- (1) Temporary security/earnest money means some token amount got deposited from the persons/parties who enter into contract/agreement/auctions/bids/tenders and other business transactions with the University in one form or the other, for execution of work/supply or purchase of materials *etc.* as a safeguard/guarantee towards the discharge of their commitments.

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| Mode and manner of deposit | (2) The details of all such security/earnest money deposits, other than those pertaining to the Engineering Unit, on their receipt in the shape of cash/bank draft (but not cheques), deposit at Call Receipts of scheduled banks and Post Office Saving Bank Pass Books duly hypothecated in favour of the D.D.O. of the concerned office/department shall be recorded in Form AU 6/5. Earnest money/security received in cash prior to the date fixed for opening of tenders/quotations/ auctions <i>etc.</i> should be brought to account in the cash book. |
| Classification for accounting | (3) The Heads of Departments/ offices shall deposit the amount of such security/earnest money deposits received in the form of cash/bank drafts in the current account of the University under the classification "CAU-Suspense' temporary security/earnest money deposits", so that it may not affect the University budget. Such transactions shall be treated as neither income nor expenditure at the time of finalization of Grant Utilization Certificate (GUC). Such deposits shall be shown in the income statement by showing 'Temporary Security' under the column 'Nature of Receipt' in Form AU 3/5. |
| Procedure for refund | (4) Procedure for refund will be as under: <ol style="list-style-type: none"> (i) Deposits in the shape of cash or bank drafts of the parties concerned (successful parties), shall be refunded after due pre-audit. However, security/ earnest money to unsuccessful bidders may be returned by the D.D.O. concerned without pre-audit on the day the tenders/quotations are opened, auctions/bids <i>etc.</i> held. (ii) Deposits in the shape of hypothecated documents in respect of successful tenderers/bidders/parties <i>etc.</i> shall be refunded after pre-audit. (iii) However, deposits of unsuccessful parties in the shape of hypothecated documents will be returned by the D.D.O. concerned without pre-audit, but against acknowledgement in the prescribed register. (iv) In case where earnest money is adjusted towards security, the fact should be specifically mentioned in the register maintained in Form AU 6/5 and the entries got ticked from the Audit. |

- (v) Such deposits will be refunded in accordance with the terms and conditions settled with the parties. However, such deposits will lapse after three years of the due date of refund and thereafter such lapsed deposits will be treated as University income. In case such lapsed deposits are credited to the University income and later on, after investigation by the Comptroller, are to be refunded, the amount on this account will then be debited to the miscellaneous income correspondingly.
- Annual return and reconciliation**
- (5) At the end of each financial year, latest by 15th April each, the HoD/office shall send details of un-refunded temporary securities referred to in sub para (3), to the Comptroller who will have the same reconciled with reference to classified abstract which will be maintained in a separate bound register to make it a permanent record.
- 6.18 Proformae for obtaining financial sanction**
- (1) For obtaining financial sanctions for effecting the purchases, consumable stores are classified in two categories. First category may consist of the stores required for regular use almost throughout the year. The second category may be of the type as required once a while. The proposal for obtaining financial sanction should be accompanied with the information in Form AU 6/7.
- (2) The request for obtaining financial sanction in respect of the expenditure proposed to be incurred on various types of functions, prize distributions, miscellaneous shows, trainings *etc.* should be accompanied with the information in the following proforma:
- (i) Expenditure on last such occasion, function or show *etc.*
 - (ii) Amount proposed for the occasion in question
 - (iii) Reasons for variation, if any.
 - (iv) Whether the funds are duly provided in the budget and are available.
- (3) The request for obtaining financial sanction for the purchase of machinery & equipment *etc.* should be accompanied with the information in Form AU 6/8. The Form is to be signed by the HoD concerned and counter-signed by the Controlling Officer. Even where, the financial sanctions are to be accorded by various HoDs/Controlling Officer at their own level, they should also get such information before according sanction in each case.

6.19 Purchase procedure

Purchases in the University are made through Central Purchase Committee (CPC) and other Departmental Committees constituted for this purpose. The CPC is constituted by the Vice-Chancellor. This committee shall function on behalf of the Vice-Chancellor and shall have powers to make purchases of all centralized and non-centralized items of stores required in the University. College & Directorate level Purchase Committees shall have powers to purchase non centralized items upto the prescribed limit mentioned in the Store Purchase procedure, at a time. This committee can also purchase centralized items after obtaining NA from Director (Store & Purchase) subject to prescribed limit. The Departmental Purchase Committee shall have powers to make purchase of above items upto monetary limit as prescribed in the Store Purchase procedure at a time.

The purchases may be affected as per the detailed Purchase Procedure prescribed by the University, as amended from time to time.

Chapter - 7

University Examination Expenditure Rules and Entrance Test/ External Examinations Rules

Part A University Examination Expenditure Rules

- 7.1 Examination expenditure control and check register** In the beginning of each academic year the Registrar shall prepare an academic calendar and a list of examinations to be conducted by the University during that academic year, indicating therein probable dates of such examinations. This list shall serve as an index for the register of examination expenditure to be maintained in Form AU 7/1. For each examination, a separate page shall be allotted in the examination expenditure control and check register.
- 7.2 Nature of payments made** Payments pertaining to examinations broadly fall under the following categories:
- (i) Printing/typing of question papers and secrecy work.
 - (ii) Remuneration to Paper-Setters.
 - (iii) Reimbursement to Paper Setters and Evaluation/ Re-evaluation work along with contingency charges.
 - (iv) Remuneration to Examiners and Sub-Examiners for evaluation work and for external practical/viva-voce examinations.
 - (v) Remuneration to Examiners for oral examinations.
 - (vi) Remuneration to Supervisory staff i.e. Superintendents, Dy. Superintendents, Assistant Superintendents, Supervisors, Invigilators and others detailed on examination duty.

- (vii) Contingent expenditure incurred by the supervisory staff, paper setters and examiners and other expenditure for the conduct of examinations.
- (viii) Travelling allowance to examiner, supervisory staff and others in connection with work related to examinations.
- (ix) Remuneration to faculty members, COE, staff of COE office and other non-teaching staff associated with external theory and practical examinations including supplementary examinations.

7.3 TA claims

The claims for travelling allowance of the staff detailed on examination duty shall be verified by the Registrar/ Controller of Examinations or any other officer authorized by them and processed in the manner laid down in Rule 5.12.

7.4 Expenditure on secrecy work

- (1) Expenditure on following payments related to examination shall be considered as secrecy payments.
 - (i) Payment for printing of question papers to the printer.
 - (ii) Payment for typing work to the officials who attend to the typing of question paper work under the entire responsibility and supervision of Controller of Examinations in case of emergency or when the no. of question papers required is very less.
 - (iii) Payment for paper setting, evaluation and re-evaluation along with contingency charges to the examiners.
 - (iv) Payment of TA bills to the examiners called for practical/oral examinations.
 - (v) Payment of TA bills to the Controller of Examinations and other staff attending to secrecy work.
- (2) For meeting expenditure on items listed above, the Registrar/Controller of Examinations may draw temporary advance from time to time which shall be dealt with in a manner prescribed in rule 4.13. However, for the purpose of adjustment it will not be necessary to furnish details. The certificate furnished by the Registrar/Controller of Examinations will be deemed sufficient.

- (3) The Registrar/Controller of Examinations shall, however, keep detailed subsidiary accounts of such payments. These accounts shall not be auditable by the Joint Director (Audit), but may be verified by the Comptroller on specific orders of the Vice-Chancellor.
- (4) TA bills of the officials attending to secrecy work, however, be verified by the Comptroller or his representative not below the rank of A&AO, as authorized by him.

7.5 Other payments

All payments other than those referred to in rule 7.3 and 7.4 arising out of conduct of examinations, as and when made by the Registrar/Controller of Examinations, shall be entered in the register of examination expenditure in Form AU 7/1. The following procedure shall be observed for making such payments;

- (i) Payment to examiner including contingent expenditure, if any, payable to him shall be made by cash/bank transfer or bank draft/cheque, as soon as the assignment is completed and submitted. Bills for the same shall be prepared in Form AU 7/2 for payment to concerned examiner by the Registrar/Controller of Examinations or any officer authorized by them, after due scrutiny.
- (ii) Normally there shall be only one bill and there shall be no occasion for additional or supplementary payments. In case there is a supplementary claim on account of admission of disallowed items, omissions or any other reason, it shall be carefully investigated and, if admitted, entered in the appropriate cage of the register of examination expenditure in Form AU 7/1 with suitable details.

7.6 Expenditure by Dean PGS for examinations of Post-Graduate students.

For meeting expenditure on examinations of Post-Graduate students e.g. Preliminary Oral Examination of Ph.D /Evaluation of thesis and MBA/M.Tech/M.Sc/Ph.D Oral Examinations, the Dean, PGS may draw temporary advance from time to time out of budget allotted for the purpose. After incurring the expenditure required for the examinations his office may get the advance adjusted in the manner prescribed in rule 4.13 of Account Code Volume 1. For payment to the examiners for the above examinations/evaluation of thesis, the bills shall be prepared in Form AU 7/3 and got audited as per procedure.

Part B Entrance Test/External Examinations Fund Rules

- 7.7 Establishment and operation of the entrance test and external exam. fund** The Entrance Test and External Examination Fund shall be established for conducting the entrance test and external examinations. This fund shall be operated by Controller of Examinations, who will act as Controlling Officer of this fund and utilize the funds exercising all the powers of HoD.
- 7.8 Source of funds** Entrance test, external examination, supplementary examination fees and re-checking fees of answer sheets being realized from students studying under external pattern of examinations shall be the sources of the fund.
- 7.9 Procedure of realization and deposit** All external examination fees after being realized from students by Dean's office will be deposited direct in the bank in the Entrance Test-cum-External Examination Funds Account of Registrar operated by Controller of Examinations as soon as possible but not later than the next Monday of the week. Monthly statement of such deposits will be sent by the Dean's office to the office of Controller of Examinations for necessary reconciliation.
- 7.10 Utilization of funds** This fund will be utilized for the following purpose:
- (i) All expenditure related to entrance tests and external examination work.
 - (ii) Expenditure relating to all items in respect of secrecy work as mentioned in Rule 7.4 (1) of this chapter.
 - (iii) Stationery items and other recurring and non-recurring items for use by the office of Controller of Examinations/Registrar.
 - (iv) Expenditure on telephone bills provided to COE's office and residence/postage/courier/speed post for correspondence with external examiners and postage/other charges incurred by examiners.
 - (v) Cost of items/other expenditure relating to external examinations or entrance test with the approval of Vice-Chancellor.
 - (vi) Conveyance charges/transport charges to be paid to the transport office, and the expenditure towards hired taxi, own vehicle charges and T.A. charges incurred in connection with the external examinations/entrance test.
 - (vii) Expenditure on items for creating infrastructure facilities in the office of Controller of Examinations/examination centres *etc.*

(viii) The expenditure on refreshments, subject to limit sanctioned by the Vice-Chancellor, per semester, for the faculty and staff deputed on duty for conducting the examinations.

(ix) Any other expenditure with the approval of the Vice-Chancellor.

Note : The payments relating to secrecy jobs and expenditure related with entrance test shall be made through cash/cheque/bank transfers.

7.11 Investment

In case the deposit of these funds are excessive than the requirements, a major portion of it may be kept in the fixed deposits by reviewing it yearly, with the approval of the Registrar.

Fellowships, Scholarships and Stipends

- 8.1 Categorization of fellowships, scholarships, merit stipends and stipends** Fellowships, scholarships and stipends may be divided into two categories:-
- (i) Those paid by the University from the University account against funds provided in the sanctioned budget estimates.
 - (ii) Those paid out of sums received from “other sources’ viz. other Governments ; Govt. agencies such as ICAR, UGC, local authorities, autonomous bodies, Foundations and other individuals.
- 8.2 Payments to be watched through fellowship/ scholarship/ merit stipend/ stipend check register** In the case of fellowships, scholarships, merit stipends and stipends paid out of the University account, the names of merit stipend, scholarship holders and stipendiaries shall be noted in the fellowship/scholarships/stipend check register in Form AU 8/4 giving a reference to orders of sanction and names of schemes, showing in each case, the period for which the fellowship, scholarship, merit stipend or stipend is tenable.
- 8.3 Drawal and disbursement** (1) At the end of each month, bills for fellowship, scholarship, merit stipends and other stipends chargeable to different schemes shall be prepared by the D.D.O. concerned in Form AU 8/1. The certificates prescribed thereon shall be signed by the Dean or other employee empowered in this behalf and bills (along with a list of students and their bank account numbers) shall be forwarded to the Comptroller after making entries in the fellowship/scholarship/ stipends check register in Form AU 8/4 after getting the same pre-audited in the normal way. One copy

of the bill will be retained in the office of Dean for his record. The Comptroller shall make payment to the concerned students through their bank accounts.

- (2) If a fellowship, scholarship, merit stipend or stipend is payable in respect of any portion of the month to a fellowship/merit stipend, scholarship holder or a stipendiary who, at the time of the preparation of the bill, has left the institution or is absent owing to illness or any other cause and is not likely to return before the end of the month in which the bill is paid, such amount and the period for which it is payable and the name shall be entered in red ink but excluded from the total of the bill. The amount to be withheld may be paid subsequently on a separate bill in which reference shall be made to the bills from which amounts were withheld and necessary entries made in the fellowship/scholarship/stipend check register in Form AU 8/4.

8.4 Cash book and bank account for fellowships/scholarships or stipends paid from other sources

The Dean or other employee empowered in this behalf shall maintain a separate current account in the bank in respect of amounts received from other sources. All cheques/bank drafts on this account sent by the granting agencies/sources will be received by the Comptroller. Thereafter the Comptroller shall credit the amounts to the current account (to be operated by the concerned Dean) of the Dean. The Dean shall make payment through Bank Account to the students from this account and account for the same in a cash book for sundry deposits in Form AU 8/2.

8.5 Procedure in respect of fellowship, scholarship or stipend paid from other sources

- (1) In case of fellowships, scholarships and stipends paid from sources other than University account, the names of the fellowship holders, scholarship holders and stipendiaries shall be maintained in the fellowships/scholarships/stipends check register in Form AU 8/4 giving a reference to the orders of the sanction and names of the schemes, showing in each case, the period for which the fellowship, scholarship or stipend is tenable.
- (2) The bills of the amounts to be disbursed to fellowship and scholarship holders/stipendiaries, shall be pre-audited as per University rules but these shall not be forwarded to the Comptroller for payment. Instead, payments to the concerned students shall be made by the Dean by credit into their bank accounts and accounted for in the cash book of sundry deposits by making entries on payment side of the cash book.

8.6 Procedure for the institution of medals

- (3) At the end of each month, the cash book for sundry deposits in Form AU 8/2 shall be balanced and reconciled with the bank statements by drawing up a reconciliation statement. A break up of the cash book balance showing the amounts pertaining to various sources included therein shall also be worked out and entered in the cash book before the accounts of the month are closed and signed.
- (1) Where any individual, firm or institution *etc.* remits the amount for investment in the fixed term deposit so as to earn adequate interest to meet cost of grant of approved medal(s) therefrom to student(s), it shall be invested in fixed term deposits with the appropriate bank as approved by the authorities for such period as Vice-Chancellor may decide keeping in view the desire of the donor. The Dean of the concerned college or Registrar should take necessary action for the preparation of medal and its award to the candidate concerned. The Dean, concerned, should also maintain account of receipt of interest on the investment in Form AU 8/3.
- (2) Bank concerned, where the amount stand invested will be required to give credit of six-monthly interest to the "Students Aid Fund Account" of the college concerned maintained by the Dean. At the time of getting the medal prepared by the Dean concerned or the Registrar, as the case may be, the Dean will withdraw amount by getting the bill pre-audited or draw temporary advance therefor so as not to exceed the yearly interest received on the investment.

Chapter - 9

Contributory Provident Fund and General Provident Fund

- 9.1 Scope of chapter** This chapter deals with the manner in which the accounts of the Contributory Provident Fund (CPF) and General Provident Fund (GPF) are to be maintained. Separate accounts are to be maintained for CPF and GPF in the manner prescribed as under:
- 9.2 Account nos. of subscribers** An employee who is required or permitted to subscribe to the Fund shall send an application in Form AU 9/1 and AU 9/2 in respect of CPF and GPF respectively along with nomination Form AU 9/8, in duplicate, to the Comptroller for the allotment of a permanent number to him. This number shall always be referred to in all transactions or correspondence relating to the account of the subscriber.
- 9.3 Ledger & liability account of subscribers** The accounts of individual subscribers shall always be in whole rupees. The Comptroller shall maintain a monthly Provident Fund Ledger in Form AU 9/3 in which entry of recovery of advance, subscription received, the amount of University contribution (in case of CPF), withdrawals and the monthly balance on which interest is to be calculated, shall be entered. After the end of each financial year, the Comptroller shall prepare an Annual Statement in Form AU 9/6 showing opening balance at the start of the year, subscription received, recovery of advance, amount of contribution, withdrawals in each month, yearly interest accrued and closing balance at the end of year for each subscriber.
- 9.4 Bills for subscription / contribution** Before a cheque is drawn from the University account for payment of subscription and contribution into the CPF account and GPF/Pension Fund account, a bill shall be prepared in Form AU 9/4 by the D.D.O. and submitted along with the relevant salary and establishment bills for pre-audit.

- 9.5 Account of the fund** The Comptroller shall maintain separate CPF account and GPF account in Form AU 9/5 showing all transactions of the Fund and shall reconcile the monthly balance with the bank balance in the saving bank account.
- 9.6 Withdrawals from the fund** When a sum is to be withdrawn from the GPF account for payment to a subscriber or his nominees or heirs, under Rule 48 and/or Rule 54 of Haryana Civil Services (General Provident Fund) Rules 2016 for withdrawal upto 90% from GPF within one year prior to the date of retirement and for final payment on retirement or quitting service, an application in Form AU 9/9 and AU 9/10, as the case may be, complete in all respects as per rules shall be submitted by the employee through his HoD/Controlling Officer to the Comptroller for payment. The Comptroller office shall process the case and release payment. The payment order shall be affixed in each case, on the office note as under:
- “Passed for payment of Rs. out of CCS HAU GPF Account”.
- Assistant Comptroller
- These payments will then be got pre-audited in the same way as claims payable out of the University account. The vouchers shall be serially numbered for the month and kept in a separate file.
- 9.7 Accounting of advances**
- (1) When a withdrawal represents an advance allowed to a subscriber in accordance with the provisions of the Statutes governing the Provident Fund, the D.D.O. shall watch the repayments through the register of clearance of advances in Form AU 4/2 and ensure at the time of initialing entries in the ECR (Form AU 5/4) that recoveries of repayments are made regularly in the prescribed monthly installments.
 - (2) The interest shall be realized at the same rates as the University pays to the subscribers on the principle amount of advance and shall be calculated as per prescribed formula in the Statutes. The principle amount of advance plus interest shall be recovered in equated monthly installments by rounding off to the nearest whole rupee.
 - (3) Recoveries on account of principle and interest as they are made shall be credited to the account of the subscriber in the Fund.

- 9.8 Payment of interest** (1) In accordance with the Statutes governing the Fund, the University shall pay interest at the rate determined from time to time by the V.C. on the recommendations of the Employees Welfare Fund Operation Committee and the amount of such interest shall be placed to the credit of each subscriber yearly. Paise shall be eliminated altogether each time from the interest at the time of calculation of yearly interest payable to the subscriber. The balance thus remaining unpaid shall be added to the interest earned in the next year and the process repeated.
- (2) The interest payable shall be calculated on the least monthly balance of a subscriber between the 10th and the last day of the month.
- 9.9 Yearly closing of subscribers accounts** At the end of each year, the accounts of individual subscribers shall be closed after addition of interest to which the subscribers are entitled.
- 9.10 Issue of yearly CPF/GPF statements** At the end of each financial year, the Comptroller may supply to each subscriber a statement in Form AU 9/6 or the employee may download the statement from the University website as & when required. The statement will show the opening balance to the credit of a subscriber, monthly subscription received during the year, the amount added thereto by way of contribution (in case of those employees who have not opted for pension), interest accrued yearly and closing balance at the end of the year.
- 9.11 Investment from the fund** Investment of Provident Fund amounts shall be made by the Comptroller as per investment policy laid down from time to time by the Vice-Chancellor/BOM. The interest accrued, shall be immediately credited into the saving bank account and brought to account in the CPF/GPF account in Form AU 9/5. The Comptroller shall maintain a register of investment in Form AU 3/8 to watch the maturity of investments and recovery of interest. The investments may be re-invested in fixed deposits on maturity.
- There shall be an Investment Committee constituted by the Vice-Chancellor for making recommendations for investment.

- 9.12 Extra interest to be placed in reserve fund** A statement shall be drawn up at the end of each year, of the amount held on behalf of the subscribers as disclosed by the total of Form AU 9/3 including interest paid/credited to the accounts of subscribers and of the amounts available in the fixed deposits including accrual of interest thereon and in the saving bank accounts. Further details of net interest earned and given to the subscribers at the end of each year will also be worked out and net surplus/deficit interest including of previous years will be chalked out and got audited. However, surplus interest will be allowed lying in the Saving Bank Accounts and invested along with other deposits so that maximum interest on such surplus interest is earned which may be utilized to adjust future losses, if any. In case a loss/deficit is indicated, the position shall be reported at the time of fixation of interest rates on yearly basis to the Employees Welfare Fund Operation Committee of which Vice-Chancellor is the Chairman.
- 9.13 Nomination by subscribers** All declarations of nominations made by subscribers shall be kept by the Comptroller in safe custody and a record thereof kept in a register of nominations in Form AU 9/7. The nominations shall be in Form AU 9/8. Such nomination shall be serially numbered and the number of nomination quoted in the account of the subscriber in the Provident Fund Ledger (Form AU 9/2).
- 9.14 Contributory/General Provident Fund from previous employer** If an employee, before joining the service, has his GPF or CPF in Haryana Govt. departments/ICAR/Universities in Haryana, the amount in his account with his previous employer may, on his request, be credited to his CPF/GPF account in the University.

Chapter - 10

Pension Rules

Part-A: Pension Scheme

(Applicable to the employees appointed in the University upto Dec., 2005 i.e. before implementation of New Pension Scheme)

- 10.1 Introductory**
- (1) All matters pertaining to grant of pension to the retirees of the University, who have joined University service up to 31.12.2005 and opted and/or entitled for Old Pension Scheme, (except those which have been specifically provided for in the Pension Statutes) would be regulated in accordance with the provisions of Punjab CSR Vol. II (as applicable to Haryana Government employees)/Haryana Civil Services (Pension) Rules, 2016, as amended from time to time and adopted by CCS Haryana Agricultural University under its Act & Statutes.
 - (2) The employees joining service in the University from 1.1.2006 onwards shall be governed by the defined Contributory Pension Scheme, known as New Pension Scheme 2008 introduced by Haryana State Government for its employees, w.e.f. 1.01.2006 and followed by the University for its employees as such.

Rules for implementation of the New Pension Scheme are given in part B of this Chapter.

Part-A

For payment of pension under the Pension Scheme to the employees who joined service on regular basis up to 31.12.2005, the following procedure is prescribed and may be followed :-

- 10.2 Pension fund** A Pension fund shall be maintained by the University as follows:

- (i) Total accumulated amount of CPF contributions made by the University in respect of the employees, who have opted for Pension Scheme, along with interest and also the CPF contributions equivalent to 10% of the pay to be made by the University shall be deposited in the Pension fund.
- (ii) The University contributions along with interest at CPF/GPF rates in cases of EOL granted for study purpose and for work charged/ ad hoc service followed by regular appointment shall be deposited in the Pension fund.
- (iii) The terminal benefits like Pension Contribution/ Gratuity *etc.* along with interest deposited by an employee/previous employer for counting of past service of an employee shall also be credited to the Pension fund.
- (iv) Pension contributions received in respect of University employees on deputation/foreign service with outside agencies shall also be credited to this fund.
- (v) Grants in aid given by the State Government and provided for in the annual budget of the University for Pension fund.

- 10.3 Bank account for Pension fund** A separate bank account shall be maintained by the Comptroller for Pension fund. All amounts belonging to the fund shall be deposited in the said account. The account of the fund shall be audited by the Statutory auditors of the University.
- 10.4 Investment of surplus funds** The Comptroller, if the position of funds warrants, will invest a portion of amount available in pension fund, in short/long term deposits to earn maximum interest as per recommendations of the Investment Committee with the approval of the Vice-Chancellor. In order to watch the receipt of the interest and the amount invested on account of such deposits, account shall be kept in a separate register of investment in Form AU 3/8.
- 10.5 Cash book**
- (1) A separate cash book in Form AU 10/1 shall be maintained for pension fund and reconciled at the end of the each month with the bank statement and signed by an Officer of the Comptroller's office.
 - (2) The reconciliation statement for the month of March shall be supported by a certificate showing balance at the credit of the fund signed by the Manager of the bank.

- 10.6 Pension papers** Head of Department/office shall obtain particulars of the retiring University employee in Form AU 10/2 one year before the date on which he is due to retire on superannuation and shall undertake the preparation of pension papers as per Form AU 10/2 (a).
- 10.7** Head of Department/office shall complete Form AU 10/2 (a) not later than 8 months before the retirement of the employee and shall forward the same to the Comptroller through his Controlling Officer duly completed, with a covering letter in Form AU 10/3 along with service book of the employee duly completed up-to-date and any other related documents relied upon for verification of service.
- 10.8 Document required for pension papers**
- (1) Some of the important documents to be sent with the pension papers are as under:
 - (i) Medical certificate of incapacity (if the claim is for invalid pension.)
 - (ii) Service book duly completed in all respects with up-to-date entries of pay, service verification *etc.* indicating the date of retirement duly verified by the HoD/office.
 - (iii) Two specimen signatures duly attested by the Head of Department/office and in case the pensioner cannot sign his name, two impressions of his left thumb duly attested in the above manner. In case of female employees, impression of right thumb is to be obtained.
 - (iv) Three copies of passport size joint photograph with spouse and two passport size photographs of the retiree, duly attested
 - (v) Two slips showing particulars of height, identification marks duly attested by the Head of Department/office.
 - (vi) Particulars about suspension/re-instatement of University employee and details of penalties awarded.
 - (vii) Details of family indicating name, age and marital status with particulars of employment, if any.
 - (2) A copy of each of the documents/forms sent to the Comptroller shall be retained by the Head of Department/office for his office record.

10.9 Family pension and death-cum-retirement gratuity

- (1) As soon as the Head of Department/office receives intimation regarding death of any employee while in service, he shall initiate action for obtaining application/necessary documents for family pension and death gratuity from the beneficiary or beneficiaries as provided in the Pension Statutes by sending a letter in Form AU 10/4 (a) for family pension and Form AU 10/4 for death-cum-retirement gratuity.

The information duly filled in the prescribed proforma in respect of death-cum-retirement gratuity shall be called for immediately after the death of the employee. However, information in respect of family pension shall be called six months before the completion of the period of payment of Compassionate Financial Assistance to the family.

- (2) On receipt of above mentioned information along with necessary documents i.e. (a) death certificate, (b) two copies of passport size photograph duly attested by a Gazetted Officer, (c) guardianship certificate where pension is admissible to minor children, (d) two copies of the details of family members, (e) application for family pension in Form AU 10/5 and (f) application for death-cum-retirement gratuity in Form AU 10/6, the Head of Department/office will forward the case in Form AU 10/8 through the Controlling Officer to the Comptroller for sanction of death-cum-retirement gratuity and/or family pension as the case may be, along with service book or service record duly completed up-to-date and any other documents relied upon for verification of service claimed. This shall be done within one month of the receipt of information by the Head of the Department/office.

The Comptroller office shall issue Family Pension Payment Order in respect of family pension payable to the eligible member of the family.

10.10 Extra-ordinary pension and disability awards

Deleted. (not being followed in Govt. also and no such case occurs in the University).

10.11 Commutation of pension

- (1) Application for commutation of pension without medical examination as per provisions in the statutes shall be made in Form AU 10/10 to the Head of Department/office who will forward the same through controlling Officer to the Comptroller for arranging payment.

- (2) Application for commutation of pension after medical examination in cases covered by the statutes shall be made by the employee/pensioner in Form AU 10/11 and submitted to the Head of Department/office. The latter shall forward the application to the Chief Medical Officer of the University in Form AU 10/12 for arranging medical examination of the applicant. He shall also inform the applicant and also send to him one copy of Form AU 10/13 requesting him to complete part 1 of the form (excepting his signatures on the declaration) before presenting himself for medical examination. The examining medical authority shall record its report in part III of Form AU 10/13.

In cases where the application for commutation of a portion of pension is submitted after one year from the date of retirement it shall not be admissible without medical examination. For this purpose also an application shall be submitted in Form AU 10/11 and further necessary action taken as per Form AU 10/12 and AU 10/13.

- (3) On receipt of Complete information in Form AU 10/11 and AU 10/13 along with a forwarding letter in Form AU 10/13 (a) from the HOD/Controlling Officer the Comptroller shall arrange to pay the lump sum amount to the applicant as soon as possible and also take appropriate action for corresponding reduction in the amount of pension.

10.12 Issue of pension payment order

- (1) As soon as the applications for pension and gratuity are received in the office of Comptroller, these should be noted in the register of applications for pension in Form AU 10/14. In this register date of receipt and final disposal of each application may be noted.
- (2) For each application a new file shall be opened for proper identification. For instance File No. HAU-P/B-3- 2013-14 will indicate the year of retirement or death of the employee as 2013-14 and file will be found at Sr. No. 3 of files beginning with first alphabet 'B' of the name of pensioner.
- (3) On receipt of pension application under rules 10.7 and 10.9 the Office of Comptroller shall apply the requisite checks and assess the amount of gratuity and pension and send the case to the Joint Director (Audit) for verification.

- (4) After verification by the Audit, pension payment order (PPO) in Form AU 10/15 (both portions) will be prepared and after keeping a record of the same in the register of pension payment orders in Form AU 10/16 and pension payment register in Form AU 10/17 will be sent to the Manager, SBI, HAU branch with a forwarding letter in Form AU 10/18(a) or AU 10/18(b), as the case may be, under intimation to the pensioner and Head of Department/office.

As per provisions in the Haryana Govt. Pension Rules (Rule 91 of Haryana Civil Services Pension Rules 2016) a Family Pension Payment Order may be issued in Form AU 10/15 (a) and sent to SBI, HAU, Hisar with forwarding letter in Form AU 10/18 (b) under intimation to the family pensioner and Head of the Department/Office.

- (5) All changes in the rate of pension/family pension after verification from the J.D. Audit will be authorized in Form AU 10/19 and record thereof shall be kept in the register of pension payment orders in Form AU 10/16 and pension payment register (Form AU 10/17).

10.13 Reconciliation of discrepancies with the bank

- (1) The scrolls and other records received from the bank under rule 10.19 and 10.23 will be checked with reference to entries in the pension payment register and payment on the basis of information supplied by the bank will be recorded in the relevant month of the year in the register and discrepancies noticed will be referred to the bank for clarification/correction.
- (2) Statement of pension fund received from the bank will also be checked on the basis of pay-in-slips/income and record received from the bank under sub rule(1) relating to payment of pension.
- (3) On receipt of intimation of death of the pensioner under rule 10.24 a note will be kept in the register of pension payment orders and account shall be checked and tallied to take steps to recover the over payment, if any from the dues payable to the deceased pensioner and a note of death will also be kept in the relevant file of the pensioner.

10.14 Gratuity payment register

A gratuity payment register in Form AU 10/20 shall be maintained by the office of Comptroller. All sanctions of gratuity shall be entered in this register. The payment of gratuity shall be made by the concerned HOD/office on the authority of payment of gratuity issued by the Comptroller. The gratuity payment orders shall remain

valid for one year. If the payment is not made within one year, fresh authorization from the Comptroller shall be necessary.

10.15 Payment of pension through bank

The following procedure will be followed in regard to payment of pension to the pensioners of the CCS Haryana Agricultural University at the State Bank of India, HAU Campus Branch at Hisar.

- (i) Pension payment will be automatic. No bill will be required to be submitted. The amount of monthly pension including dearness relief as intimated by the Comptroller in PPO/revision intimation issued from time to time will be credited to pensioner's/ individual's Bank account at the commencement of the following month. Every pensioner availing of this facility will open Bank account in his/her name.
- (ii) The account of pensioner to which his/her pension is credited should not be allowed to be operated by any other person by virtue of power of Attorney executed in his/her favour. Pension will not be paid in cash.

Note : The word "Pensioner" includes family pensioner and the word "Family Pensioner" also wherever it occurs in the rules.

10.16 Safeguards against wrong payments

- (1) State Bank of India, Hisar will indemnify the University against any wrong payment or excess payment made to the pensioners by executing an indemnity bond in Form AU 10/21.
- (2) Comptroller shall send a copy under special seal of the University with his specimen signature to the Manager of the bank.
- (3) Comptroller shall send the disburser's portion of the PPO as well as pensioner's portion to the bank under his special seal. The pensioner will be asked to approach the bank for receiving pension.
- (4) The bank will maintain a register in Form AU 10/22 to serve as index of pension payment authorized to be made by the Comptroller of the University.
- (5) On receipt of documents from the Comptroller as mentioned at (3) above the Bank will verify the special seal and specimen signatures of the Comptroller received under serial No.(2) above and on record with the bank.

- 10.17 Identification of pensioner by the bank** On receipt of documents from the Comptroller as indicated above, before commencing of pension, the bank will:
- (i) Advise the pensioner to be present at the bank for his/her identification.
 - (ii) Obtain an undertaking on plain paper from the pensioner that the excess payment to his/her account due to delay in receipt of any material information or any bona fide error can be recovered by the bank.
 - (iii) Obtain specimen signatures or thumb impression as the case may be, in case of new pensioners, in the space provided for the purpose in the disburser's portion of the PPO and hand over the pensioner's portion of the PPO to him/her.
 - (iv) Bank will credit the Pension amount in pensioner's account on the first working day of the following month; if in exceptional cases the pension payment could not be credited on the first day, it must be ensured that it is credited as soon as possible thereafter and in any case not later than 7th of the following month for which pension is due.

Note: Pension amount may be credited to Pensioner's account by the bank on the last working day of the month to which it related in case first working day of the following month happens to be Gazetted holiday or Sunday except for the month of march which will be credited at the commencement of the following month. e .A p il.

- 10.18 Income Tax deduction** The Bank will be responsible for deduction of income tax at source from the pension payments in accordance with the rates prescribed from time to time. Where such deductions are made, the Bank will issue Form-16 A as per Rules of Income Tax Department to the pensioners in April-May each year.

- 10.19 Bank scrolls** **Maintenance of detailed record of pension payments and preparation of scrolls.**

The bank will maintain a detailed record of pension payments being made by it from time to time in Form AU 10/23. The bank will also prepare scrolls in duplicate and send the advice of the pension along with scrolls to the Comptroller by 10th of each month, the certificate of payment being recorded on the advice itself. The total amount will be debited to the Pension Fund Account of the University maintained by the bank.

10.20 Bank statement for reconciliation

The office of Comptroller will check the correctness of payments made on the basis of record maintained in his office and reconcile the accounts of pension fund with reference to the bank statement of the fund to be received from the bank at the end of each month.

10.21 Certificates to be furnished by the pensioner

- (1) Life certificate: The pensioner would be required to furnish a life certificate once a year in the month of November in a Form as prescribed by the bank.

The Manager of any State Bank of India branch is authorized to give Life certificate for this purpose. In case of its non-receipt, the payment of pension from November onwards may be withheld till such certificate is received.

- (2) Non-employment certificate:

- (i) All University pensioners who retired as officers of the University/Teachers/Grade A employees or equivalent, are required to furnish a declaration/certificate in November each year, in a Form prescribed by the bank about acceptance/non-acceptance of commercial employment in India/outside India upto two years from the date of their retirement.
- (ii) In case where the pensioner takes up commercial employment under a Govt. organization outside India within two years from the date of retirement without obtaining University authority's approval, the bank shall seek orders from the Comptroller before making further pension.
- (iii) Every pensioner will give an undertaking to the bank that he/she would report the event of his/her employment in a Govt. establishment or an establishment paid from Local Fund or University as soon as it occurs.
- (iv) Every pensioner will also give an undertaking to the bank in the month of November in a Form prescribed by the Bank about his/her non-employment or facts about his/her status of being re-employed. Until the said certificate is furnished by the pensioner/family pensioner concerned, pension for the month of November onwards shall not be disbursed.

- (3) Non-marriage/remarriage certificate: In the case of a widow recipient of family pension, a certificate of remarriage will not be necessary (an undertaking will be obtained from the widow that she will report such an event to the pension disbursing officer promptly). In the case of other recipient of family pension (a widower or an unmarried daughter) the certificate of marriage/non-marriage in a form prescribed by the bank is required to be furnished by the recipient once a year in the month of November to the bank.

10.22 Dearness relief

- (1) Whenever any additional dearness relief on pension is sanctioned by the University, a copy of the order sanctioning the relief will be sent by the Comptroller to the bank with a copy under special seal with his signature. On receipt of the orders, the bank will calculate the additional amount of dearness relief payable and its effective date and commence payment at the enhanced rates to the pensioners, together with arrears on this account, if any. In case of any doubt, the bank will seek necessary clarification from the Comptroller before commencing payment.
- (2) The enhanced entitlement on account of sanctioned dearness relief, adhoc relief and its effective dates may be entered by the bank on the pensioner's payment order.

10.23 Payment of Commuted portion of pension

On receipt of commutation authority from the Comptroller, sanctioning commutation and indicating the revised rate of pension payable after commutation, the bank will:

- (i) Arrange immediate payment of commuted portion of pension and indicate in the related payment scroll against this item of payment on the Comptroller's letter of authority.
- (ii) Commence payment of reduced pension and simultaneously arrange recovery of excess payment made, if any, to the pensioner; and advise the Comptroller the date on which payment of commuted portion of pension was made and the date from which payment of reduced portion of pension has commenced.

- 10.24 Arrears of pension on the death of pensioner** Pension shall be drawn upto the date of pensioner's death irrespective of the time of death. On the death of the pensioner, the bank will receive death certificate of the pensioner and work out arrears, if any, due to the deceased. For payment of arrears to the heir(s) of the deceased pensioner, the bank will seek instructions from the Comptroller and take action accordingly. In case of over-payment, if any, made to him/her, the Bank will immediately take action to recover the over-payment from the account of the deceased as provided in rule 17(ii) regarding payment of pension.
- 10.25 Family pension**
- (1) The pension payment order issued by the Comptroller indicates the entitlement in respect of family pension to the widow/widower, consequent upon the death of the pensioner. On receipt of death certificate of the pensioner and the application for the grant of family pension to her/him in Form AU 10/5, the Comptroller will issue Family Pension Payment Order in Form AU 10/15 (a) and send the same to the authorized bank for making payment to the family pensioner. The bank will enter the date of death of the pensioner in the disburser's portion of the FPPO and also make entries in the family pensioner's portion and in the register in Form AU 10/22.
 - (2) Payment of family pension will be made by credit to Bank account of the recipient (not a joint or either or survivor account) which may be opened if the recipient does not already have one. Additionally, an undertaking similar to the one referred to in rule 10.17 (ii) regarding payment of pension will be obtained/taken by the bank from the recipient before the family pension is paid. The bank will also intimate to the Comptroller the date of the pensioner's death and commencement of payment of family pension for keeping record in Form AU 10/24.
- 10.26 Payment to pensioners residing outside Hisar** In case any pensioner residing outside Hisar wants to draw pension at any other place, the bank will arrange to make payment by transfer to the State Bank of India branch nearest to the residence of the pensioner at its cost. However, if the pensioner desires pension through other bank or by other means that will be done by the bank and the cost of such transfer will be recoverable out of pension of the pensioner, as per rules of the Bank.

- 10.27 Miscellaneous**
- (1) The accounts, records and registers maintained by the bank relating to pension scheme shall be open to inspection by the Comptroller or any person deputed by him on his behalf.
 - (2) When pension ceases to be payable to pensioner/ recipient of family pension on death *etc.*, the bank will make necessary entries in the PPO/FPPO in both disburser's portion and pensioner's portion of the PPO/FPPO in the records and return it to the Comptroller to amend the relevant record of the University.

Part- B: New Pension Scheme

New Pension Scheme 2008 (applicable w.e.f. 01.01.2006)

- 10 B. 1 NPS – Applicability of the scheme**
- The New Pension Scheme (NPS) 2008 is applicable to the University employees joining University service on regular basis on or after 1.01.2006. Rules relating to pension and other retiral benefits as per provisions contained in Punjab CSR Volume (as applicable to Haryana State)/Haryana Civil Services (Pension) Rules, 2016 and followed by the University for pre 01.01.2006 employees are not applicable to the University employees joining service on or after 1.01.2006.

The guidelines for implementation of the defined Contributory Pension Scheme called as the New Pension Scheme 2008 were circulated by the Haryana Government vide letter No. 1/1/2004/1/pension dated 4.12.2008. Clarifications and further instructions have been issued by the State Government from time to time and are being followed by the University.

- 10 B. 2 Salient features**
- Salient features of the New Pension Scheme, its functionality and working procedure for implementation of this scheme are briefly given as under:
- (i) The New Pension Scheme shall work on defined contribution basis and shall have two Tiers vis- a-vis Tier 1& 2. Contribution to Tier 1 is mandatory for all University employees joining service on or after first January 2006.

- (ii) In Tier 1 University employee shall have to make a contribution of 10% of his basic pay + dearness pay+ N.P.A.+ dearness allowance and it shall be deducted from his salary bill every month by the D.D.O. A matching contribution shall be made by the University for each University employee who contributes to the scheme.
- (iii) Tier 2 of the New Pension Scheme shall be optional at the discretion of the employee. However, it shall not be operational for the present and no recoveries shall be made from the salary of the University employees on this account.
- (iv) No deduction shall be made towards General Provident Fund from the University employees joining University service on or after 1st January 2006 as the General Provident Fund Scheme is not applicable to them.
- (v) The deductions towards New Pension Scheme will start from the month following the month of joining service. No deductions will be made for the month in which the University employee joins service.
- (vi) No withdrawal of any amount shall be allowed from the deposits under this scheme, except as provided in these rules.
- (vii) The benefits of commutation of pension and family pension as per provisions of the Haryana Civil Services (Pension) Rules, 2016 shall not be admissible to the University employees covered under the New Pension Scheme, 2008.

Such employees shall, however, be eligible for the benefit of Retirement Gratuity and Death Gratuity on the same terms & conditions as are applicable to the Haryana Govt. employees covered by Haryana Govt. Rules as clarified by the State Govt. vide its letter No.2/6/2010-1 Pension dated 19.1.2017.

10 B. 3 CRA-NSDL

The National Security Depository Limited (NSDL) has been appointed as Central Record Keeping Agency in respect of New Pension Scheme. The Axis Bank will work as the Trustee Bank in respect of funds under the New Pension Scheme.

- 10 B. 4 Registration no. for D.D.O** Comptroller shall be responsible for the operationalization of the New Pension Scheme funds according to the guidelines/ instructions received/to be received from the Haryana State Government from time to time. The D.D.O registration number shall be obtained by the Comptroller for his D.D.O from the National Security Depository Limited for which an application in the prescribed form (copy at Form AU-10B/1) will be sent to the NSDL-CRA and he will allot the registration number for the D.D.O at the earliest.
- 10 B. 5 Permanent Retirement Account Number (PRAN)**
- (1) Immediately on joining University service by an employee the Head of Department/office will obtain from the employee his particulars such as his name, designation, scale of pay, date of birth, name of nominee(s) for the fund and relationship of the nominee(s) with the employee, in a prescribed Form AU 10 B/2. The employee will also give his detailed particulars in the prescribed application form for the allotment of Permanent Retirement Account Number (PRAN) in Form AU-10 B/2 (a) to the HoD, who will check it thoroughly and send it to the Comptroller (Pension Branch) for getting PRAN allotted from the CRA /authorized agency appointed by the NSDL.
 - (2) The Comptroller's office will check and scrutinize the detailed information supplied by the employee for subscribing to the NPS and forward the application form to the CRA-NSDL for allotment of PRAN to the subscribing employee. On receipt of the PRAN from the CRA-NSDL, the office of Comptroller will send a copy of it to the concerned department/office. The Comptroller office will also maintain an index register in Form AU 10B/3 in which detailed information of such employees with their PRAN No. will be kept.
- 10 B. 6 Deduction of subscription and matching contribution from salary bills** The salary bills of the employees of the University are prepared in the office of the Controlling Officer/HoD/ DDO of the department. Procedure for preparation and passing of pay bills will be as under:-
- (i) Separate pay bills for the employees covered under the New Pension Scheme will be prepared every month.

- (ii) The deductions towards NPS will start from the pay bill of the month following the month of joining University service by the employee. For example deductions for the employee joining service in the month of August, 2017 will start from the salary bill of September, 2017 and so on.
- (iii) The recovery schedules for the deduction of subscriber's contribution from the pay bills towards NPS and matching contribution by the University will be prepared in Form AU 10 B/4 and 5 respectively.
- (iv) A consolidated statement of subscription and matching contribution in respect of University employees contributing to the NPS fund will be prepared in Form AU 10B/6. The departments/offices will, after getting the salary bills passed from the Audit, send the audited bills along with recovery schedules (deduction vouchers) to the Comptroller for further necessary action and payment to the authorized agency of NSDL through the SBI, CCS HAU Branch. The SBI, CCS HAU will then make payment to the authorized bank (Axis Bank at present) by the end of 1st week of the month.

A cash book will also be maintained by the Comptroller's office in Form AU 10/1, for this purpose.

- (v) A consolidated statement of deposits giving subscriber-wise details for the month shall be sent by the Comptroller online to the NSDL/CRA (Central Record Keeping Agency) by 10th of the month.

10 B. 7 Ledger account of subscribers

New Pension Scheme Ledger account in Form AU 10B/7 shall be maintained by the Pension Branch of Comptroller's office for keeping record of individual subscribers i.e. employee's subscription and University contribution may be entered in individual's account in the ledger. These accounts shall not be mixed with any other GPF account *etc.*

10 B. 8 Advances/ withdrawal from NPS fund

- (a) No withdrawal/advance of any amount will be allowed from NPS fund account, except as provided in these rules.

- (b) A partial withdrawal of accumulated pension wealth of the subscribing employee, not exceeding 25% of the contributions made by the subscriber excluding contribution made by the employer, may be allowed to the subscribing employee at any time before exit from the NPS scheme subject to the terms & conditions and limits specified in the instructions issued by the State Govt. and adopted by the University. The partial withdrawal shall be permissible to a subscriber provided he has been contributing to the NPS scheme at least for a period of 3 years from the date of joining. Further, the partial withdrawal will only be allowed for the purposes mentioned in the Govt. instructions received and followed in the University. Application form for partial withdrawal is given at Form AU 10B/8.
- (c) Partial withdrawal shall be allowed for a maximum of three times during the entire tenure of subscription. A period of not less than five years should have elapsed from the last date of each such withdrawal. Only the incremental contribution made by the subscriber after the date of preceding drawal will be allowed for subsequent withdrawal.

10 B. 9 Yearly statement of accounts

At the end of each financial year, an annual accounts statement for each employee shall be prepared by the authorized agency i.e. NSDL (CRA) , indicating there in the opening balance, details of monthly subscription and University matching contribution, interest earned and the closing balance. These statements are available on the NSDL website. The concerned employee may check his/her statement and point out discrepancies, if any, for rectification.

10 B. 10 Final withdrawal/ exit from NPS fund

- (1) An employee subscriber can exit from the NPS fund on superannuation retirement. The subscriber is allowed to withdraw maximum 60% of the accumulated savings. The remaining 40% of his pension wealth will be invested for purchase of life annuity from any annuity service provider appointed by the Pension Fund Regulatory and Development Authority (PFRDA). The subscriber has option to purchase annuity for an amount more than 40%. For withdrawal of funds on account of superannuation (retirement), the D.D.O. shall obtain

fully filled in withdrawal form, from the subscriber employee in Form AU 10B/9. After completing this form the HoD will forward the application form through Controlling Officer concerned to the Comptroller for further necessary action.

- (2) In case of death of the employee or for reasons other than superannuation, exit from the NPS will be as under:
- (i) Upon death: Entire accumulated pension wealth i.e. 100% would be paid to the nominee/legal heir of the subscriber and there shall not be any purchase of annuity.
 - (ii) Exit before the age of normal superannuation: At least 80% of the accumulated pension wealth of the subscriber shall be utilized for purchase of annuity for providing monthly pension to the subscriber and the balance will be paid as a lump sum payment to the subscriber.

Applications for the purpose of withdrawal from the pension fund upon death and exit before superannuation are given at Forms AU 10B/10 & 10(a). A similar procedure as for withdrawal on superannuation will be followed in case of withdrawal on death or before the age of normal superannuation.

- (iii) In cases, where the accumulated pension wealth in the subscribing employee's permanent retirement account is equal to or less than Rs.2.00 lacs at the time of superannuation, the employee has the option to withdraw the entire accumulated pension wealth under the New Pension Scheme. For this purpose, the employee will be required to make a request and an undertaking in the prescribed form.

10 B.11 Miscellaneous Any other matters not covered by the above provisions shall be dealt with in accordance with the State Government guidelines, clarifications, advice and other instructions received from time to time and adopted by the University.

Research Farms

- 11.1 Definition of Research Farms** A Research Farm for the purpose of this Chapter means a Farm maintained by the University for research on crops, fruits, vegetables, honey, silk *etc.* and for the development and multiplication of seeds and other produce. It shall also include nursery plants and other plants/trees grown at the farm.
- 11.2 Numbering of plots** The area allotted to a research farm shall be divided into plots or fields or sections or squares. These shall be suitably numbered and their location shown in the map.
- 11.3 Cropping Scheme** For each research farm there shall be a cropping scheme for each season (Kharif or Rabi). This shall cover the agricultural year i.e. July to June and indicate the cropping pattern in each plot, field or square or section during the season and expected yield of each crop. If a plot or field or square is to be left fallow, there shall be a clear indication to this effect, and if in addition to the main crop, inter-cropping in certain plots *etc.* is intended, it shall also be reflected in the cropping scheme. The cropping scheme shall be prepared by the Farm Manager/ Area Incharge of the concerned department and shall be got approved by the Head of the Department/Section/ Scientist or Chief Scientist or Coordinator of Research Station/Research Farm or KGK or KVK concerned from the following standing Crop Production Committee for Research Stations/Research Farm as well as Krishi Vigyan Kendras :-

I. For Research Outstations

- (i) Regional Director/Scientist Incharge concerned
- (ii) Farm Manager/Farm Incharge concerned
- (iii) Sr. Coordinator/Coordinator, Rep. (not below Class-I) of KVK of concerned Dist.

II. For KVKs

- (i) Sr. Coordinator/Coordinator concerned
- (ii) Farm Manager/Farm Incharge concerned
- (iii) Regional Director/Scientist Incharge of the nearest Regional Research Station/Rep. (not below Class-I preferably in the discipline of PB/ SST/Agronomy).

III. For Research Farms located at Hisar Campus

- (i) Head of Deptt. concerned
- (ii) Area Incharge of the concerned department
- (iii) Incharge Farm (Research Unit)

The above committees will prepare cropping scheme and the concerned Regional Director/Scientist Incharge/ Head of Department and Sr. Coordinator/ Coordinator will get the same approved from the Director of Research or Director of Extension Education, as the case may be, before the commencement of the season i.e. in April for Kharif crops and in August for Rabi crops.

11.4 Variations for cropping scheme

- (a) If during the course of the year, due to change in policy or unforeseen circumstances, material deviation have to be made from the approved cropping Scheme, a revised cropping scheme shall be got approved from concerned Controlling Officer as early as possible.
- (b) Minor variations from the cropping scheme shall be incorporated in a variation statement and approved by the sanctioning authority before the close of the year.

11.5 Crop Register

The Director of Farms/Head of Department/Farm Manager/ Incharge of the Research Section/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned shall maintain a crop register in Form AU 11/1. The columns of the Register are self-explanatory and the concerned Incharge shall ensure that all the columns are regularly and properly filled in.

Note 1 : When some natural calamities or other unusual events occur, resulting in abnormal damage to Research/Farm Areas, the concerned Incharges of the Farm are supposed to send their reports to the competent authority. While doing so, they should record a note of damage to the crops on such occasions in the "remarks columns" of the Crop Register under proper attestation so that Audit Objections regarding low yields etc. may not be raised.

Note 2 : Whenever the Director of Farm/Head of Department/ Incharge of Research Section/Scientist or Chief Scientist or Coordinator of Station or KGK or KVK/Farm Manager concerned finds that the expected yield of crop would be less by 5% or more than the expected yield due to natural calamities or other factors, he shall forthwith submit a report to the Controlling Officer. In such cases, it would be necessary to get the loss assessed by the following special Girdawari Committee. The Controlling Officer shall submit the report to the Vice-Chancellor within one week of its receipt by him, through the Comptroller.

I. For Research Outstations

- (i) Regional Director/Scientist Incharge concerned
- (ii) Farm Manager/Farm Incharge concerned
- (iii) Sr. Coordinator/Coordinator, Rep. (not below Class-I) of KVK of concerned Distt.

II. For KVKs

- (i) Sr. Coordinator/Coordinator concerned
- (ii) Farm Manager/Farm Incharge concerned
- (iii) Regional Director/Scientist Incharge of the nearest Regional Research Station/Rep. (not below Class-I preferably in the discipline of PB/ SST/Agronomy).

III. For Research Farms located at Hisar Campus

- (i) Head of Deptt. concerned
- (ii) Area Incharge of the concerned department
- (iii) Rep. of concerned Controlling Officer

11.5 Girdawaries (A) (Crop Production and Inspection)

With a view to ensuring on the spot joint visits by Senior Officers, thereby helping in the improvement of efficiency of farming operations, the Girdawaries are to be conducted at various periodicities in respect of seed production crops as under :-

- (i) Immediately after sowing/crop germination/ emergence of seedlings
- (ii) In the middle of the crop
- (iii) Before harvesting
- (iv) Special Girdawari when required during the maturity of the crop or otherwise if there are any abnormal circumstances.

Girdawari Committee will appraise the crops as correctly as possible and give its assessment of the expected yield. However, variations of 20% beyond actual yield of the estimate of the Girdawari Committee shall have to be explained by the Director Farms/Head of the Department/Scientists or Chief Scientist or Coordinator Incharge of the Research Station or KGK or KVK concerned for the information of the Vice-Chancellor.

(B) Girdawari for Seed Production

The following committee will monitor, breeder, foundation and certified seed production with regard to its package of practices from field operation to maturity stage so as to maintain quality of seed :-

1. For Hisar Campus
 - A. For Directorate of Farms

| | |
|------------------------------|----------|
| (i) Director Farms | Chairman |
| (ii) Rep. of DR | Member |
| (iii) Concerned Crop Breeder | Member |
| (iv) Farm Manager of DF/RDS | Member |
 - B. For Directorate of RDS Seed Farm

| | |
|------------------------------|----------|
| (i) Director Farms | Chairman |
| (ii) Rep. of DR | Member |
| (iii) Concerned Crop Breeder | Member |
| (iv) Farm Manager of DF/RDS | Member |
 - C. For other Deptts. at HAU Hisar Campus

| | |
|---|----------|
| (i) Director of Research | Chairman |
| (ii) Head of Deptt./Head of section concerned | |
| (iii) Concerned Crop Breeder | |
| (iv) Concerned Area Incharge | |
2. For Research Outstations

| | |
|---|----------|
| (i) Scientist Incharge/RD | Chairman |
| (ii) Farm Incharge | Member |
| (iii) Coordinator, KVK of Concerned distt./Rep. | Member |

(Not below Class-I)

3. For KVKs

- | | |
|-------------------------------------|----------|
| (i) Coordinator, KVK | Chairman |
| (ii) Farm Incharge, KVK | Member |
| (iii) RD of the nearest RRS/Rep. | Member |

(Not below Class-I)

- (a) The above committee will inspect the area once just before harvesting of crop and submit the report to the Director of Research/Controlling Officer to keep a watch on the implementation of cropping plans. This Committee will also be responsible for assessing the demand of breeder, foundation seed *etc.* and finalize the crop production plan accordingly in addition to conducting special girdawari in case of any loss due to natural calamities/hazards, spread of disease *etc.* at CCSHAU Farm, Hisar.

- (b) For outstations, above committee will conduct girdawari once just before harvesting of crops.

11.6 Record of produce

- (a) When the produce of a plot is harvested and threshing is done, the quantity threshed and winnowed/cleaned shall be transferred daily to the Farm Stores and brought to account in a register of produce in Form AU 11/2 under the supervision of the Director of Farm/Head of Department/Sr. Coordinator/R.D.

- (b) Where the produce of more than one plot is harvested together, it will be permissible to record the produce against relevant plots as adjudged by the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned. Where a plot is entirely experimental, the Officer-in-charge conducting the research shall keep such subsidiary statistical data of the out-turn of individual plots/variety as may be considered necessary and the total produce shall be taken there-from to the Crop Register (Form AU 11/1) and the Register of Produce (Form AU 11/2) to be maintained by the respective Sections.

- (c) When green fodder is sown in a plot for feeding the cattles, the green fodder harvested shall be weighed daily and entered in a register of green fodder in Form AU 11/3 and after completion of the harvesting in a field, the total quantity harvested in that field shall be entered in the crop register (Form AU 11/1).
- (d) The Sections producing vegetables *etc.* on experimental plots or otherwise, shall keep a Picking and Disposal Register in Form AU 11/3 (a) to record the daily picking and disposal of the produce. A few pages shall be set apart for each crop and entries made therein daily. No receipt shall be issued for the sale of vegetables through Rehri but the sale of vegetables at the Farm would only be made against cash receipt.
- 11.7 Disposal of produce**
- (a) The produce shall be disposed of in such manner as may be prescribed. It will be permissible to issue seed and nursery plants for multiplication at the Farm, free of cost.
- (b) The Director of Farms/Head of Department/Farm Manager/Incharge of Research Section/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned shall maintain a Proforma Account Register for commodities issued to other Sections indicating therein the quantity issued. An acknowledgement in lieu thereof may be obtained by the Director of Farms/Head of Department/Farm Manager/ Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Section or KGK or KVK concerned in duplicate. The second copy of the acknowledgement duly seen by Audit with regard to entries in Stock/Contingent Register *etc.* shall be sent to the Comptroller alongwith Transfer Entry in Form AU 15/1 in triplicate for carrying out necessary adjustment in the manner prescribed in Rule 15.2.
- 11.8 Provision for credit sales in certain cases**
- As a Rule, the sale of produce shall be made against payment. Exception shall, however, be permissible in the Following cases :
- (a) Where the produce has been sold to a Government Department.
- (b) Where the produce has been entrusted to a commission Agent for sale in the market.

- (c) When produce has been sold to a Deptt. or for a scheme run in the University for which separate accounts are kept.
- 11.9 Accounting of Credit Sales**
- (a) In the case of credit sale to a Govt. Department or for a scheme run by the University, a bill in Form AU 11/4 shall be issued and the recovery watched through a Register of Credit Sales in Form AU 11/10. In the case of the bills relating to Schemes run by the University, it shall be intimated that the Comptroller shall carry out adjustment by transfer entry.
- (b) In respect of the produce entrusted to a Commission Agent for sale, the Director of Farms/Head of Department/Farm Manger/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned shall ensure that the sale proceeds thereof are received and accounted for within four days or so. Such sales need not be entered in the Register of Credit Sales.
- The sale of breeders seed shall be conducted by the Head of Department concerned or any other Breeder authorized by him in this behalf. The sale proceeds shall be deposited in the University account direct as income of the Farm Scheme. The monthly statement of income shall be sent by the Head of Department to the Director of Farm and the Head of Department shall also watch the recovery of the credit sales.
- 11.10 Accounting of cash realization**
- For all the sale proceeds realized in cash, the Director of Farms/Head of Department/Farm Manager/Incharge of Research Station, Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned shall issue a receipt in Form 3/1 and the realization shall be accounted for in a Cash Receipt Book in Form AU 11/5. The total amount received for the day shall be carried to the Cash Book (Form AU 3/3) and credited into the University Account in the Bank. Monthly income statement in Form AU 3/5 may be sent to the Comptroller.
- 11.11 Cash where D.F. etc. is not a DDO**
- Where the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned is not a DDO and is authorized to credit the sale proceeds in the Bank, detailed particulars of the credits shall be sent by him to the DDO on the last day of the month to enable him to include this income in his monthly income statement in Form AU 3/5 to be sent to the Comptroller.

- 11.12 Annual statement of income** At the end of the year, the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station, Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned shall prepare a statement of sale proceeds realized during the year from various crops raised and compare it with the income of the previous year. Reasons for the variations on either side shall be explained in this statement and forwarded to the Comptroller within a month of the close of the year with a copy to the DR/DEE/ concerned Controlling Officer. The Comptroller shall utilize this information for scrutiny of budget and answer any questions or queries received from Govt.
- 11.13 Control over variable labour** An employee of the Farm who is Incharge of variable labour shall keep a Roll of Daily Attendance in Form AU 5/3 and shall send it to the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned, as the case may be, daily reports of such labour and the nature of work done by them. Director of Farms/Head of Departments/ Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned, shall depute an Officer not below the rank of Class-II Officer to test check labour employed at least once in a month. At the end of the month, the Daily Attendance Roll of labour shall be completed and passed on to the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned, as the case may be, who shall compare the entries with the daily reports and arrange payment without avoidable delay. If the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned is himself not a DDO, he shall forward the Daily Attendance Roll alongwith the daily labour reports at the end of the month to the DDO for arranging payment to the labour.
- 11.14 Livestock Register** Entry of Bullocks and other animals kept at the Farm shall be made in a Livestock Register in Form AU 11/6. Livestock shall be revalued in January each year, in accordance with the standing directions issued by the Director of Research.

- 11.15 Accounts of Consumable Stores** Consumable articles required in the Farm Laboratories shall be accounted for in a Stock Ledger in Form AU 11/7. The issue shall be acknowledged by the Research Officer/ Scientist.
- 11.16 Accounts of Unconsumable Stores**
- (a) Record of all scientific apparatus, instruments, furniture and other durable articles shall be kept in a Register of Unconsumable Stores in Form AU 11/8. This will be a permanent Register but may, if necessary, be recopied to bring forward items not disposed of, after three years.
 - (b) The Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned shall keep a separate register for each scheme run at the Farm. The employee directly incharge of the Scheme may keep an inventory of such store articles for reference and periodically compare it with the register kept by the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned.
- 11.17 Registers for Nursery, Plants & Trees**
- (a) Register of Nursery Plants**
Account of nursery for raising of trees or other plants which have longer life, shall be maintained in Form AU 11/9 (a).
 - (b) Register of Nursery Plants**
The plants received from nursery and plants purchased directly from outside agencies shall be entered in the Register of Plants in Form AU 11/9 (b). Balance in this Register shall be reduced on transfer of plants to the Register of trees or as and when a plant dies or disposed of as per prescribed procedure.
 - (c) Register of Trees**
All trees at the Farm more than two years old and having a girth prescribed by the Director of Research shall be numbered and entered in a Register of Trees in Form AU 11/9 (c). If any such tree is felled by a storm or otherwise disposed of, necessary particulars shall be entered in this Register.
 - (d) Fruit Trees Register**
The account of fruits, fruit trees and income from the sale of fruits shall be maintained in a Fruit Trees Register in Form AU 11/9 (d).

- 11.18 Distribution of expenditure incurred on Green Fodder jointly for different schemes** If the green fodder is jointly consumed by the Livestock maintained for different Schemes, the Director of Farms/ Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned shall keep subsidiary accounts of the expenditure on raising the green fodder. At the end of each quarter/after harvesting of crop, the expenditure shall be apportioned with reference to the heads of livestock and intimated to the Comptroller for carrying out book adjustments in the classified abstracts.
- However, the dry fodder and other by-products of the research schemes will be disposed of in the best interest of University with the approval of concerned HOD/HOS.
- 11.19 Accounts of concentrates** The accounts of the concentrates *etc.* consumed by the Farm livestock will be kept in the Stock Ledger (Form AU 11/7).
- 11.20 Control in consumption of POL in Tractors *etc.***
- (a) Whenever HSD is supplied to the Tractor, the fuel tank should be filled to its full capacity to facilitate a check on the day to day diesel consumption.
 - (b) The normal consumption of diesel in various Makes of Tractors should not exceed 0.099 Lt/HP/hr with a permissible variation upto 12.5 per cent thereof.
 - (c) The Head of Department/Officer indenting the services of tractors/Incharge of Farms shall specifically make a mention of actual hours of work by tractors and actual duty hours of the Tractor Driver i.e. clock hours devoted by a driver, in remarks column of Log Book so that proper justification of the actual work of the tractor can be assessed.
 - (d) POL consumption per operation hour/Km should be calculated monthly from the Log Book. If there is too much variation, the reasons should be investigated and suitable action taken to reduce the variation.
- 11.21 Procedure for maintenance of accounts of Research Schemes**
- (1) Before the beginning of the year, each Department concerned with a Research Scheme to be run at the Farm, shall prepare a complete budget of the Scheme indicating gross expenditure and income for the Scheme. The figures of expenditure shall be split up into two parts :
 - (a) Expenditure to be incurred in cash, for instance salaries *etc.*

- (b) Expenditure to be incurred by transfer against inputs supplied by the Director of Farms/Head of Departments/Farm Manager/Incharge of Research Station/Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned.

Similarly, the income figures shall be indicated separately for :

- (i) Income relating to agricultural produce
 - (ii) Other income, if any.
- (2) The Director Farms shall maintain only one set of regular accounts but subsidiary proforma accounts shall be maintained by Director Farm or Department Incharge of Scheme for each research scheme. In that account, monthly posting shall be made with reference to the following and on the basis of record shown against each .:
- (i) All issues of the inputs on the basis of indents in Form AU 17/7 duly evaluated. The value shall be applied on the basis of FIFO (i.e. first in, first out). All the indents for inputs shall contain name of the Scheme to which the expenditure is to be booked. The indents shall be in quadruplicate. One copy of the indent will serve as gate pass and there shall be no need to issue separate gate pass. Out of the other 2 copies, one copy will be retained by the indenter and other copy (original) will be returned to the Store Keeper after getting stock entry ticked by the Audit.
 - (ii) The service of bullocks, tractors, irrigation, Farm manure, spraying, dusting *etc.* shall be accounted for on the basis of rates approved by the Controlling Officer. These rates will, however, be reviewed by the Director of Farms annually in the month of March every year so that, with the approval of the Controlling Officer, these may be made applicable from first of April each year. Since the expenditure is to be worked out scheme-wise, the Department/Section concerned shall indicate the name(s) of the scheme to which the expenditure is to be booked.
- (3) The Agricultural commodities are stored by the Director Farms with reference to broad quality of the product concerned. The income of the Department will be evaluated on the basis of weight average rate of the quarter concerned for the produce handed over during that quarter.

Note : For every receipt of the Farm produce in the Farm stores the Department will give the challan forms, in triplicate, indicating the name of the scheme to which credit of the produce has to be given. This shall be acknowledged by the Store-keeper of the Farm on the same date. One copy of the challan form will be retained by the Store Keeper, second copy by Farm Assistant and the third one will be for the Department concerned. The Assistant will book the income to the proforma accounts of the Department Scheme-wise on the basis of these challan forms. Such challan forms should bear the name of the Department/Section, full details of the produce and the name of the Scheme to which the credit for the produce has to be given.

- (4) The Director of Farm shall compile proforma accounts for each Department/Section schemewise at the close of each quarter. He will also submit annual proforma statement of income and expenditure and after scrutiny by Audit, send the same to the Comptroller, Director of Research and Head of Department/Section concerned by the 31st May of each year.

Note : The above procedure shall not be applicable to ICAR schemes. Expenditure on supply of inputs, sowing, irrigation etc. for the ICAR schemes shall be booked to Farm Scheme. However, separate proforma accounts of expenditure and income in respect of ICAR schemes, shall be maintained by the Director of Farms/Head of Departments/ Farm Manager/Incharge of Research Station/ Scientist or Chief Scientist or Coordinator of Research Station or KGK or KVK concerned as in the case of other State financed Schemes, so as to ascertain the actual income of the commercial part of the Farm scheme.

11.22 Gate Pass

Gate pass in Form AU 11/11 shall be issued in respect of agricultural produce and other store articles of consumable/non-consumable nature going out of the Stores of the Directorate of Farm and the Departments whose Stores are located in the premises of the University Farm. Gate passes shall be bound and machine numbered. These shall be issued only by the person authorized by the Director of Farm/Head of the Department. Gate passes concerning returnable items shall be printed in red colour and gate passes concerning non-returnable items shall be printed in white colour. However, in case of agricultural produce sold on cash payment basis and the inputs supplied to the various Departments through indents in Form AU 17/7, it shall not be necessary to issue the gate pass as provided in Rules 3.4 (d), 4.5 and 11.21 (i) *ibid*.

University Press

- 12.1 Scope** The Printing Press managed by the University for printing, binding and allied jobs caters to the needs of all Departments and charge for the service rendered. In case spare facility is available in the Press, the Assoc. Director (Publications)/Incharge of the Press may take up work of outside agencies.
- 12.2 Responsibility of Associate Director (Publications/ Incharge of the Press)** The Associate Director (Publications) will ensure the efficient management and running of the Press, under the overall control of Director Extension Education. He shall also be Drawing & Disbursing Officer in respect of the Press and keep all the accounts of income and expenditure of the Press.
- 12.3 Schedule of Market Rates** The Vice-Chancellor shall, after obtaining such advice as may be necessary, lay down a schedule of market rates for various types of printing, binding and other jobs carried out at the Press. These rates will, however, be reviewed by the Director Extension Education from time to time and the revised rates may be made applicable with the approval of the Vice-Chancellor.
- 12.4 Order and Evaluation Register** There shall be a Job Order and Evaluation Register in Form AU 12/1 for all jobs executed at the Press. When a job is completed, the market value thereof shall be worked out with reference to the rates referred to in Rule 12.3 and noted in the relevant columns of the Order and Evaluation Register. Any special job not included in the standing list may be specially evaluated in consultation with the Comptroller. The Register shall be closed yearly and all orders not finalized at the close of the financial year, shall be carried forward to the Job Order and Evaluation Register for the next year. The orders shall be serially numbered for the year and unfinished Orders of the previous year shall be assigned dual number, viz. both of the new year and of the previous year.

12.5 Stores and issue thereof

The Incharge of the Press shall keep an account of all consumable material in a Stock Ledger in Form AU 11/7. The issue of material from the Stock Ledger shall be made, by the Store Keeper after approval of the Assoc. Director (Publications). The paper received from the Department will be acknowledged in Form AU 12/4 by the Store Keeper or any other employee empowered in this behalf.

Note : Consumption of paper in the Press will be checked with the following formula :-

$$\frac{\text{No. of pages in a Publication} \times \text{No. of copies printed}}{\text{No. of pages printed in a Sheet} \times 500} + \text{Wastage @ 2\% depending upon Nos. of Formae required for printing the job/Publication}$$

To illustrate, let us presume that 2000 Volumes of a Book are to be printed with 256 pages each and the number of pages printed in a sheet would be 16 in the size of

$$\frac{20 \times 30}{8}$$

Then according to the formula, the normal (in addition to the wastage) consumption of paper would work out

$$\text{as : } \frac{256 \times 2000}{16 \times 500} = 64 \text{ Reams}$$

Because 4 pages will be printed at a time, 64 Forms would be required for each volume of a Book of 256 pages. Hence, the wastage @ 2% each Form would work

$$\text{out as : } \frac{64 \times 2000}{100} = 256, \text{ for which 1280 sheets of } 20 \times 30 \text{ size (i.e. 2 Reams and}$$

280 sheets) would be required as wastage. Thus, the resultant total consumption including wastage would work out to 64 Reams plus 2 Reams and 280 sheets i.e. 66 Reams and 280 sheets in all. The Incharge of the Press shall issue paper consumption certificate in Form AU 12/5.

12.6 Machinery & Plant

The Incharge of the Press shall keep an account of Machinery and Plant and of all un-consumable articles in a Register of Un-consumable Stores in Form AU 11/8.

12.7 Register of completed jobs

(a) An order, when executed, shall be brought to account in a Register of Completed Jobs in Form AU 12/2 for which issues shall be made in lump to the indenting employee or gradually according to the direction received from him.

- (b) For all issues to the University Offices, acknowledgements shall be obtained in the Register (Form AU 12/2) and for items sold against cash payment or on credit, particulars of the cash receipt (Form AU 3/1) issued or of entry in the Register of Credit Sales (Form AU 11/10) shall be recorded.
- 12.8 Disposal of old outstanding completed jobs** Items of orders executed and outstanding for more than two years in the Register (Form AU 12/1) shall be reviewed by the Associate Director (Publications) in April each year and if these are not likely to be issued, he shall obtain the orders of the Vice-Chancellor through his Controlling Officer for their disposal.
- 12.9 Annual Financial Statement**
- (a) At the end of the year, the Associate Director (Publications) shall draw up a financial statement indicating the visible loss or gain in the running of the Press. For this purpose, the total of the value of the orders completed as per Form AU 12/1 shall be treated as the out-turn. The outlay shall include expenditure on staff and contingencies, excluding capital expenditure on the purchase of machinery on the one hand and the depreciation of machinery on the other. The Associate Director (Publications) shall in consultation with the Comptroller, lay down the rates for the depreciation of machinery which shall be a percentage of the Capital Cost or Depreciated cost and shall be noted in red ink in the Register of Un-consumable Articles to facilitate the determination of the total depreciation at the end of the year for which a statement shall be prepared in Form AU 12/3.
- (b) The Financial Statement duly checked by AAO/DDO of Director of Extension Education shall be sent to the Comptroller by the Associate Director (Publications) through the Controlling Officer on or before 1st August with a brief note for the information of the Vice-Chancellor. In case there is a heavy loss in the running of the Press which cannot be justified by increase in the additional accumulation of stocks, if any, the Comptroller shall examine the desirability of reducing the operational expenditure and make a report to the Vice-Chancellor.

12.10 Press Advisory Committee There will be Press Advisory Committee consisting of the following :-

- | | |
|---|--------------|
| 1. Director of Extension Education | Chairman |
| 2. Director of Research | Member |
| 3. Dean, COA | Member |
| 4. Comptroller | Member |
| 5. Registrar | Member |
| 6. Any member to be co-opted By the Director Extn. Edu. With the approval of Vice-Chancellor. | Member |
| 7. Associate Director (Publications) | Member-Secy. |

The terms and reference of the Committee will be as under :-

1. To review the working of the Press.
2. To fix the rates of composing, printing and allied processes.
3. To discuss the problems of Press in respect of staff and equipments.
4. Any other problems.

University Workshops

SECTION 'A' – UNIVERSITY FARM WORKSHOP

- 13.1** The University Farm Workshop primarily caters to the needs of repairs and maintenance of tractors and agricultural machinery available in the Directorate of Farms. It also takes up the repairs of tractors and implements of other departments i.e. research, teaching and extension. It shall also take up repairs of tractors and implements of other service departments like Chief Engineer, Landscape. The repairs will be carried out free of cost i.e. no labour service charges. The spare parts will be supplied by the department concerned.
- 13.2 Placing of job order** When a job is to be executed at the University Farm Workshop an order shall be placed on the Officer-in-charge of the Workshop by an employee authorized to do so in Form AU 13/1.
- 13.3 Maintenance of Job Order Register, Job Register and Job Sheet Register** When an order in Form AU 13/1 is received, the Workshop Engineer will decide whether job is to be executed in the Workshop. If job is executed, the job order is to be entered in Job Order Register in Form AU 13/2. If job cannot be executed in the Workshop, the Workshop Engineer will issue N.A. The entry of such job should be made in separate register with proper reason for issuing N.A. The N.A. will be issued in Form AU 13/3.
- 13.4 Indenting and Issue of material**
- (a) The spare parts or other stores, consumed for the jobs, shall be noted on the Job Cards and the Job Sheet Register. The materials required shall be indented by the Foreman or Supervisor of the Shop in Form AU 13/4. These Job Indents shall be prepared in triplicate by carbon process from bound books, bearing book and page numbers by machine. Both the carbon copies of the Job Indent shall be

presented to the Store Keeper who shall enter the date and the issue rate against each item on both the copies and sign the same in token of issue. He shall retain one copy with him for posting the Stock Ledger (Form AU 11/7) and return the other along with the material issued. If any article indented is not issued, the Store Keeper shall make the correction under his signatures.

- (b) On the completion of job, surplus or unutilized material, if any, shall be returned to the Store Keeper on a return slip in Form AU 13/5 which shall be prepared in triplicate by carbon process from bound books, bearing book and page numbers by machine. Both the carbon copies along with material shall be sent to the Store-keeper, who shall sign these in token of acknowledgement and return one copy to the employee returning the material.

13.5 Disposal of completed jobs

When a job is completed, the entries in the Job Card (Form AU 13/1) shall be completed and the value of the job accounted for in a Register of Credit Sales in Form AU 11/10. At the same time, the entries in the Job Order Register (Form AU 13/2) shall be completed. The Foreman shall also issue a Gate Pass in Form AU 13/6 to enable the person taking delivery to take the articles manufactured or repaired out of the Workshop.

13.6 Bill-cum-Invoice

After the completion of a job, the Officer-in-charge shall issue a bill-cum-invoice in Form AU 13/7 to the indentor to apprise him of the cost of the job and request him to return one copy duly seen by Audit in regard to entries in Stock, Contingent Register, etc. for necessary adjustment through Comptroller.

13.7 Procedure for repairs and purchase of spare parts for Farm Workshop

- (a) A list of spare parts, which are of frequent use, should be drawn up and purchase of six monthly requirements should be made through Director (S&P) by inviting tenders/ quotations two months in advance. These should be stored in the Stores of Farm Workshop and issued under the orders of the competent authority as and when needed.
- (b) Those spare parts which are needed very occasionally need not be stored but should be purchased only from the authorized retailer. If their cost is more than Rs.6000/-, purchase should be made after inviting quotations. If there is only one authorized dealer, purchase may be made at the listed price of the manufacturer subject to usual discount, if any.

- (c) Repairs of tractors, agricultural implements and machinery should normally be carried out only in the Farm Workshop. In exceptional cases where it is not possible for the Farm Workshop to do the repair work and the same is required to be got done in open market, it should be done against written orders and against proper financial sanction of the competent authority.
- (d) The repair of tractors and other farm machinery at outstations shall be got done locally upto the limit of Rs.6000/- at the lowest market rates consistent with quality. If however, the cost of repair exceeds Rs.6000/- on one occasion at the outstation, this shall be got done from the authorized dealers (other dealers/auto repair shops where authorized dealers are not available after collecting spot quotations by the Committee as per procedure prescribed) within the district in whose jurisdiction/business area, the concerned station is located, without calling quotations but at the same rates as are prescribed for Govt./Semi-Govt. Departments. If there are more than one authorized dealer in any district/city, there is no need of calling any quotation from them and the tractors/farm machinery/jeeps/implements will be got repaired from any of the authorized dealers. The decision in this regard will be taken by the Departmental Purchase Committee. However, the Departmental Purchase Committee will associate a technical member of the discipline of Agricultural Engineering if available at that outstation or nearby outstation. Whenever major overhauling of tractors is involved it should be got done from the authorized dealer of the area. The responsibility of the labour rates and charges paid to outside jobs, if any, by the dealer will be certified by the Departmental Purchase Committee available at that outstation or nearby outstation.

SECTION 'B' - AGRICULTURAL ENGINEERING WORKSHOP

13.8 Scope

Workshop of the College of Agricultural Engineering shall primarily cater to the teaching, research and extension needs of the departments. The Workshop shall also take up the repair of its tractors and agricultural implements.

Work relating to other Departments/Offices of the University may be undertaken, if possible, during spare capacity of Workshop staff against supply of material by other Departments on no charge basis. The College Workshop will, however, not charge for petty repairs and spare parts etc.

- 13.9 Placing of Job Orders** Other Departments/Offices of the University shall place a Job Order in Form AU 13/8. The Department/Office concerned shall be informed within a week whether or not the job will be undertaken.
- 13.10 Maintenance of Job Order Register etc.**
- (a) In case of issues for minor repair of the equipment of the Agricultural Engineering Department, Farm Practicals, Training, interview/examination tests, minor modifications of the implements and minor fabrication jobs, estimated to cost not more than Rs.6000/-, job-wise accounting shall not be necessary. In such cases, consumption of material shall be certified by the Agricultural Engineer (Workshop) or Officer-in-Charge on the original copy of the indent, indicating therein item fabricated and reference to stock entry thereof.
 - (b) Other jobs shall be assigned a Job Order Number and shall be registered in a Job Order Register in Form AU 13/2. For such jobs separate Job accounting shall be necessary. A Job Card shall be prepared in Form AU 13/9. The Job Order Register shall be closed at the end of the financial year and unfinished Jobs, if any, shall be carried forward in dual numbers, viz. both of the new year and of the year in which these are registered.
- 13.11 Daily Work Sheet** In case of Job-wise accounting, work done by variable labour as also work-charged employees, shall be shown in a Daily Work Sheet which shall be prepared in duplicate by carbon process in Form AU 13/10 for each work and a copy thereof shall be attached with the Muster-roll/work charged bill.
- 13.12 Indenting & issue of material**
- (a) The material required shall be indented in Form AU 13/11 by the employee to whom the Job/Work is entrusted. The demand shall be approved by Agricultural Engineer (Workshop)/Officer concerned before the material is actually issued by the Store-keeper. The indents shall be prepared in triplicate by carbon process from bound books, bearing book and page numbers by machine. Both the carbon copies of indent shall be presented to

the Store-keeper who shall enter the date of issue and Issue Rate against each item on both the copies and sign the same in token of issue. He shall retain one copy after obtaining acknowledgement of the recipient for posting the Stock Ledger (Form AU 11/7) and return the other alongwith the material issued. If any article indented is not issued, the Store-keeper shall make the correction under his signatures. No item shall be added or increased in the indent by the Store-keeper. The original indent with the Agricultural Engineer (Workshop)/Officer concerned and Job Card (Form AU 13/9) shall be completed in respect of material and cost from the indent returned by the Store Keeper.

- (b) On the completion of job, surplus or unutilized material, if any, shall be returned to the Store-keeper on a Return Slip in Form AU 13/5 which shall be prepared in triplicate by carbon process from bound books, bearing book and page numbers by machine. Both the carbon copies alongwith material shall be sent to the Store-keeper, who shall sign in token of acknowledgement and return one copy to the employee returning the material.

- 13.13 Disposal of completed jobs** When a job is completed, the entries in the Job Card (Form AU 13/9) and Job Orders Register (Form AU 13/2) shall be completed. The articles shall be delivered with full specifications and cost to the Store-keeper/Indenting Department/Office against proper acknowledgement. Gate Pass in Form AU 13/6 shall also be issued in case of other Departments/Offices.
- 13.14 Stock Register** Record of stores shall be maintained in the manner and in the Forms prescribed in Rules 17.5 to 17.7 of this Account Code. All transactions shall be attested in the Stock Ledgers by the Store-Incharge.
- 13.15 Accounting of scraps** Detailed account of scraps shall not be insisted upon. However, scrap material shall continue to be collected and disposed of by auction or as may be deemed necessary by the Head of Department and money realized shall be accounted for in Cash Book (Form AU 3/3).
- 13.16 Valuation of a Job**
- (a) For Jobs entrusted to the Workshop against material supplied by the Departments, no recovery shall be made. However, for the purpose of indicating value on books, each Job shall be valued after taking into account the cost of material (including permissible wastage) actually used, wages of labour engaged, market

expenditure, if any. Besides, 5% Departmental charges shall be levied. Total value thus arrived at, shall be noted in the Stock Register.

- (b) Charges for loaning of tractors, machinery etc. shall be recovered on the rates approved by the competent authority.

- 13.17 Review by the Head of Deptt.** The Head of Department shall from time to time review the working of the Workshop and the records to ensure that these are properly maintained.

Section 'C' – INSTRUMENTATION CELL

- 13.18 Scope of Services rendered** The Instrumentation Cell shall be responsible for proper servicing and repair of instruments, air-conditioners and other scientific equipments used in laboratories. The services required for repair will not be charged at all, for the instruments/equipments which are used in CCS HAU. However, the cost of spare parts required for repair of equipments will be borne by the user departments.

- 13.19 Repairs at outstation** The repair of above mentioned instruments and equipments etc. at outstations will be got done locally within a limit as per Purchase Procedure (revised from time to time by the Competent Authority) at a time upto which local purchases can also be made without calling any quotation. In case there happens to be some authorized dealers located in the District in which such an outstation is situated then the necessary repair even beyond the limit as per Purchase Procedure may be got done through them at their approved rates. In case there are more than one authorized dealer in any District/town then quotations may be called and the spare parts etc. purchased thereafter. However, in case the tentative cost of such repairs exceeds the above limit and no authorized dealer is located in the District concerned, then the outstation may be required to bring such instruments to the Instrumentation Cell at Hisar, of course after taking due precaution against possible damages to the instruments during transit. The instruments are to be packed properly with necessary care. In case it is more convenient for them to bring the instruments direct to the Headquarters at Hisar, they may do so instead of going to the authorized dealers in the District.

- 13.20 Placing of (1) Job order and undertaking of Job** (1) When a job is to be executed at the Instrumentation Cell an order shall be placed on Incharge, Instrumentation Cell by an employee authorized to do so in Form AU 13/1.

- (2) As soon as an instrument or equipment is received in the Cell, it shall be inspected and if necessary repairs/ servicing cannot be undertaken by the cell, the Department/Office shall be informed within 15 days.

If the Head of Department or Controlling Officer concerned feels that the repair can be undertaken, it will be brought to the notice of the Instrumentation Engineer and if he still persists in his view, it may come up before the Committee at its periodic meetings. In case the instrument/ equipment can be repaired, the Instrumentation Engineer shall attend to the same expeditiously.

Note: Equipment/instrument which is under a guarantee/AMC period shall not be sent to the Instrumentation Cell. Repair/ servicing shall be taken up with the supplier by the Department concerned in accordance with the terms of guarantee.

13.21 Indenting and issue of material

The material required shall be indented in Form AU 13/11 by the employee to whom the job is entrusted. The demand shall be approved by the Instrumentation Engineer and the Store-in-charge before the material is actually issued by the Store-keeper. The indents shall be prepared in triplicate by carbon process from bound books, bearing book and page numbers by machine. Both the carbon copies of the indent shall be presented to the Store-keeper who shall enter the date of issue against each item and sign the same in token of issue. He shall retain one copy after obtaining acknowledgement of the recipient for posting the Stock Ledger (Form AU 11/7) and return the other alongwith the material issued. If any article indented is not issued, the Store-keeper shall make the correction under his signature. No item shall be added or increased in the indent by the Store-keeper. The Instrumentation Engineer/Store Incharge shall indicate on the indent as to which old parts, should be taken on stock.

13.22

If any spare part is not available in the stores, the same shall be purchased by the Instrumentation Engineer without delay.

13.23

Separate Job-wise accounting shall not be necessary. However, consumption of material/spares shall be certified by the Instrumentation Engineer.

13.24

On the completion of Job, surplus or unutilized material, if any, shall be returned to the Store-keeper on a return slip in Form AU 13/5 which shall be prepared in triplicate by carbon process from bound books, bearing book and page

numbers by machine. Both the carbon copies along with the material shall be sent to the Store-keeper who shall sign in token of acknowledgement and return one copy to the employee returning the material.

13.25 Stock Registers

Record of Store transactions shall be maintained in the manner and in Forms prescribed in Rules 17.5 to 17.7 of this Account Code. All transactions shall be attested in the Stock Ledger by the Store Incharge.

13.26 Review of performance

A Committee appointed by the Vice-Chancellor from time to time shall review the performance of the Instrumentation Cell every year or as may be prescribed by the Vice-Chancellor. The functions of the Committee shall be :

- (a) To review the progress of repair and maintenance of all instruments, apparatus, etc.
- (b) To deal with such other problems as may arise and
- (c) To ensure efficient functioning of the Instrumentation Cell.

13.27 Job beyond Repair

The equipment will be seen and certified as disposable by the following Committee :

- (1) Controlling Officer
- (2) Incharge, Instrumentation Cell
- (3) Instrumentation Engineer/Asstt. Engineer (Inst.Cell)

This Committee will decide whether it is beyond economic repair and should be disposed of under relevant Rules.

13.28 Inspection of Laboratories

A Committee consisting of Controlling Officer, Head of Department and Instrumentation Engineer shall inspect the laboratories yearly or as may be prescribed by the Vice-Chancellor with a view to see ;

- (a) Is the laboratory cluttered with garbage, packing cases, unwanted articles etc.?
- (b) Are the people working in the laboratory supplied with dusters to keep table, equipment etc. clean ?
- (c) Is the room suitable for the particular type of equipment and if the equipment requires air-conditioned accommodation, is the room air-conditioned; if the equipment should be in a dust-free room, is the room-dust free; if the equipment should be on a table with non-vibrating base, is the base satisfactory; if the equipment is operated by electricity, are the electricity connections proper; and so on.

- (d) Are air-conditioners meant for laboratories fitted in Professors/teachers' rooms and/or to justify that, are instruments kept there which should be elsewhere etc. and point out drawbacks and shortcomings and remedies therefor.
- (e) All scientific instruments/ equipments, refrigeration and air conditioning systems (less than 10 years), shall be examined by the Instrumentation Cell to decide about their repairability. If it is uneconomical to repair, necessary certificate is to be issued as 'uneconomical to repair'. Thereafter, the physical inspection committee of the Deptt. can declare it condemn for disposal.

13.29 Declaration of old Scientific Instruments as obsolete/unserviceable for their disposal

Obsolete/unusable scientific instruments/equipments, refrigeration and air conditioning systems (at least 10 years old or 'life span' is over where the prescribed life span is defined) shall be thoroughly examined by the respective HOD/HOS to see whether the item could be put to further use in an economical and useful manner before recommending for declaring it to be obsolete/ unuseful and declared it condemn for disposal.

If the user certifies it to be obsolete/unusable, it is to be examined and declared condemn for disposal by the following committee and the necessary certificate of obsolete/unusable is to be recorded in the stock register by the HOD/HOS based on the recommendations of the committee.

- (1) Controlling Officer/Rep. (not below class-I)
- (2) Head of Department
- (3) Comptroller /Rep
- (4) Er. Amarjeet Kalra (Basic Engg.)/ Er. S. Mukesh (FMPE), COAE&T

SECTION 'D'- TRANSPORT WORKSHOP

13.30 Scope

Transport Workshop shall primarily cater to the needs of the repair of vehicles of the University and may take up other Jobs. Rules prescribed in Section 'A' of this Chapter shall apply mutatis mutandis in the case of Transport Workshop.

Note : The repair of vehicles excluding tractors at outstations upto the prescribed limit for emergent purchases shall be got done at the lowest market rates, consistent with quality. However, if the repair exceeds the prescribed limit for emergent purchases on one occasion at the outstation, this shall be got done from the authorized dealers within the district in whose jurisdiction/business area, the concerned station is located without calling quotations but at the same rates as are prescribed for Govt./Semi-Govt. departments. The responsibility of the labour rates and charges paid to outside jobs, if any, by the dealer will be certified by the Departmental Purchase Committee. However, major overhauling of vehicles including tractors shall be got done from the Transport Workshop of the University or Local Market after getting N.A. from Transport Workshop.

13.31 Purchase of spare parts

The following procedure is required to be followed for the purchase of spare parts for the Workshop.

- (1) As far as possible, maximum purchases should be made on the basis of various Rate Contracts approved by the CPC from time to time.
- (2) The spare parts required urgently and costing upto the prescribed limit for emergent purchases may be purchased from the Local Market at the lowest market rates, consistent with quality, without calling quotations by the Transport Officer. However, the total of such purchases in a financial year should be restricted to the prescribed annual monetary limit for emergent purchases for Transport Workshop.
- (3) The purchase of spare parts costing more than the prescribed limit for emergent purchases but upto the limit prescribed for Departmental Purchase Committee should be made by a Departmental Purchase Committee consisting of the following by collecting spot quotations :
 - (a) Director (S&P)/representative.
 - (b) Workshop Engineer, DF/Rep. of Dean, COAE&T
 - (c) Transport Officer and/or Chief Mechanic

University Motor Vehicles

- 14.1 Care of the vehicles** Each employee entrusted with the direct charge or supervision of a University motor vehicle e.g. staff car, bus, jeep, two wheeler, JCB and truck or tractor shall ensure that it is properly looked after and not used in an unauthorized manner.
- 14.2 Maintenance of log book** For each vehicle, there shall be a log-book in Form AU 14/1 or AU 14/2 according to the nature of the vehicle. The log-book shall remain in the custody of the driver. Among other requirements of the columns of the log-book, emphasis must be laid on:
- (i) Proper classification of the purpose of the journey.
 - (ii) Immediate entry of petrol, diesel oil and lubricants put in the fuel tank or served to the parts of the vehicles, as no separate stock account is required to be kept thereof.
 - (iii) The recording of readings of the milometer after each journey and/or in the case of tractors, of the duration of each operation giving the time of commencement and stoppage thereof.
- 14.3 Use for private purpose** Where the log-book indicates the utilization of a vehicle for a private purpose, the authority for such utilization shall be checked up by D.D.O. concerned or other employee empowered in this behalf and recovery made from the party concerned at such rates as may be prescribed. The number of the cash receipt (Form AU 3/1) issued shall be noted in the log-book for reference.
- 14.4 Record of information pertaining to the vehicle** (1) In addition to the log-books referred to in Rule 14.2 there shall be a register for each vehicle to keep a record of important information and particulars of each University owned vehicle and incumbency of drivers in Form AU 14/3.

Note: The reports and other equipments on each vehicle should be checked by the Transport officer for pooled vehicles in the Transport Workshop and the concerned Head of the Department/Vehicle Incharge for other vehicles.

- (2) There shall be a Repair Register for each vehicle. All kinds of repair of the vehicle and particulars of changing of oil, filter elements, particulars of replacement of tyres and batteries alongwith their cost will be entered into the repair register in Form AU 14/4.

Note: The registers prescribed in this rule should be bound in a proper and durable cover and may be kept in a bag of oil-cloth, strong canvass or plastic. Alongwith the registers, an instruction book of the vehicle properly bound and the lubrication chart may also be kept in the bag. This bag should be kept in the personal custody of the driver. Loss of any of the registers would call for strict disciplinary action against the driver concerned.

14.5 Provision for expenditure on vehicles

The expenditure on lubricants, repair and maintenance of the University vehicles will be met from the respective scheme, where the provision for such charges is made in the budget.

14.6 Requisition for Vehicles

- (1) The Controlling Officer to whom the vehicle relates will be authorized to approve the requisition of such vehicles for their official use within the state including Chandigarh. However, if the vehicle is to be taken out of the State or from the pooled vehicles in the Transport Workshop, prior approval from the office of the Vice-Chancellor may be taken.
- (2) Proforma of the requisition shall be as given in Form AU 14/5.

On receipt of a requisition in Form AU 14/5, the Officer Incharge of pooling shall note down the particulars in a Duty Register in Form AU 14/6 (a) and deliver the duty slip (Form AU 14/6 (b) to the Driver of the vehicle.

14.7 Closing of a log book

On the last working day of each month, the petrol tank should be filled right up to the brim and this fact alongwith the mileage, noted in the remarks column of the log-book. The petrol added during the month, shall represent the total quantity of petrol used during the month. The mileage can be read from the kilometer readings and the petrol consumption in kilometers per litre can be worked out and entered in Form AU 14/7.

Besides, each time when petrol is purchased further, the quantity purchased and the reading of milometer of the vehicle must also be noted in the log book so that it may be possible to know the petrol consumption and also distance covered since the last filling was done. Shortages, if any, due to missing in engine during journey or defects in respect of pooled vehicles shall be verified by the Transport Officer and the concerned HOD/Vehicle Incharge for the other vehicles.

14.8 Fixing of average fuel consumption and mileage for vehicles

The driver of a vehicle shall close the log-book for the month by working out the performance or mileage per litre of the fuel. This may be checked by some technical hand so as to ensure that the consumption of fuel as compared to the mileage covered is upto the mark. In case where excess fuel is consumed, the matter should be investigated by Transport Officer/HOD and proper measures may be adopted to check it.

The following procedure will be adopted with regard to fixation of average fuel consumption of various vehicles in the University.

- (i) The average of fuel consumption fixed by State Govt. from time to time for the vehicles covered in the list of the State Govt. instructions should be followed. For other makes/vehicles the average fuel consumption of each model of vehicles not covered in the list of State Govt. will be checked by the following Committee and the same will be fixed for all the vehicles of that particular model, including the existing vehicles as well as new vehicles to be purchased.
 - (a) Dean, COAE&T/Rep.
 - (b) Comptroller/Representative.
 - (c) Transport officer /Chief Mechanic.
 - (d) HOD/Rep. to whom the vehicle belongs
- (ii) The above said process will be repeated for all the models of the vehicles after its running for 15,000 kilometres and after second service of vehicle whichever is earlier, as tuning and setting of the new vehicle is being done in second service.

- (iii) In case of any problem reported by the Driver in giving the average fuel consumption fixed by the committee, the vehicle will be examined in the Transport Workshop for any technical defect. On the report of the Transport officer, duly approved by the Controlling Officer (Transport), the average fuel consumption can be rechecked and fixed for that particular vehicle by the Committee.

This process will also be applicable whether the vehicle is AC/Non-AC.

- (iv) In case of two wheeler vehicles Transport officer is authorized to check and fix the average fuel consumption at his own level.

14.9 Supplementary Rules for the working of University vehicles

- (1) Unless otherwise authorized, all motor vehicles shall be in the Transport Pool under a Transport Officer. However, the functions to be discharged by the Transport Officer in respect of Pooled Vehicles in terms of this Rule shall be performed by the respective user Department in respect of depooled vehicles.

- (2) (a) When a new vehicle is purchased, it will be the duty of the concerned person (Transport Officer in case of pooled vehicles in the Transport Workshop and concerned Head for other vehicles) to get it insured from Insurance Company immediately and before it is driven by the University's driver, to register it and pay the tax.
- (b) The vehicle will on arrival at the Campus be delivered to the Transport Officer and parked at the Transport Workshop.

Its use will be strictly in accordance with standing orders of the Vice-Chancellor. Under no circumstances may a vehicle be kept at any unauthorized place or left in the open outside Colleges, Offices, Sheds etc. during the night.

- (c) The Transport Officer/concerned Head in the case may be will be responsible for renewal of insurance, regular payment of taxes and he will promptly report to the Controlling Officer about all accidents to vehicles, their misuse, failure to return vehicles to the Transport Workshop at the end of the tour and all violations of orders on the subject.

- (d) The Transport Officer/concerned Head as the case may be will also be responsible for regular inspection of vehicles, their service and maintenance, prompt report of accidents to the Police and insurance Company and for the repairs to damaged vehicles.

14.10 Charge of the Vehicle

- (1) As far as possible, each vehicle shall be assigned to one driver who will be responsible for its proper maintenance.
- (2) Should any accident occur when there is no official passenger in it, it will be the duty of the driver concerned to report the accident at the nearest Police Station and also give a full report on its return to headquarter, to the Transport Officer/Head of Deptt./ Controlling officer, as the case may be for bringing it to the notice of the Vice-Chancellor.
- (3) The driver would also keep a constant watch on the mileage/kilometer done and see that the vehicle is serviced, when it is due.
- (4) Under normal circumstances, the driver should not allow any officer to drive a car. If any Officer insists on driving an official car, it will be driver's duty to inform the Transport Officer/Head of Deptt. who will then refer the matter to the Controlling Officer for bringing it to the notice of Vice-Chancellor. However, in a case of emergency, if the circumstances so warrant, the officer travelling on official duty and having valid driving licence may drive the vehicle under intimation to the concerned Controlling Officer.
- (5) When the journey is completed, or daily if the circumstances so require, the officer utilizing a vehicle shall ensure that details of all the journeys performed at the headquarters and outstations including local, if any, are specifically entered in the log book, with reference to the particulars of the places visited, immediately on return and invariably authenticated by the officer, who uses the Vehicle.
- (6) While allocating Vehicles, preference shall be given to :
 - (i) Officers of the University as defined in the Act or
 - (ii) A group of more than one person travelling together.

- (7) (a) The Transport Officer will meet the expenditure the running and maintenance of the pooled Vehicles in the first instance. He will meet the expenditure from his budget. The budget will be provided to the Transport Officer in the State Scheme for all pooled vehicles under his control. No separate demand will be raised by the Transport Officer to the user department for payment of vehicle charges. However, if the pooled vehicle is requisitioned in a scheme other than State Scheme, the Transport Officer will raise demand against the user Departments/ Offices and effect recovery at the end of each month. Recovery shall be watched through Miscellaneous Demand and Collection Register in Form AU 4/3. Income so accrued shall be taken in reduction of expenditure of the Transport Officer's Scheme.

Rates for the use of vehicles will be such as are laid down from time to time with the approval of the Vice-Chancellor.

Note : No detention charges for private use of vehicles shall be made. However, in exceptional cases, where it is felt that vehicle has been detained unnecessarily and there are special reasons for levying this charge, this may be considered on merits and detention charges may be levied with the approval of the Vice-Chancellor.

- (b) Where the vehicle is taken by a Sub-Committee or by a number of Officers/Officials, the recovery at the above rates shall be made from the Department for whose work the Sub-Committee or the officials are sent. However, when the work is of such a nature as does not relate exclusively to one Department, the charges may be distributed proportionately amongst the Departments concerned.
- (c) Ambulance Van/Jeep will be made available to University employees/family of the employee to carry dead body to cremation ground from Campus residence/hospital at Hisar as approved by the Vice-Chancellor from time to time for which no rates shall be charged.

(d) A six monthly review may be made of the progress of expenditure and recovery so that it may be known whether the vehicles are being run efficiently or any review of the rates is called for.

(8) All vehicles shall be parked at the earmarked place during the night. On no account shall an Officer, who might be in use of a vehicle, park it at his residence or at any other unauthorized place except for whom specific approval has been obtained from the Vice-Chancellor.

(9) (a) Where an employee on active duty, gets seriously ill or is disabled and his immediate removal to some hospital is necessary, the journey so performed shall be treated as official.

(b) In case one of the Medical Officers of the University requisitions a University vehicle for taking an employee of the University for admission to a hospital outside the campus of the University, such journey shall be treated as official.

14.11 Records to be maintained

The Controlling officer of the vehicle will maintain ;

(i) The Officer/employee travelling on official duty shall submit a requisition to the competent authority for approval of journey in Form AU 14/5 and the Transport Officer/Controlling Officer shall maintain a record of all requisitions in a register.

(ii) A record of duty slips and a duty register in Form AU 14/6 (a) & (b) showing journeys for which the use of the vehicle for outside journeys is authorized.

(iii) Driver's over time register in Form AU 14/8.

14.12 Miscellaneous

(1) Milometer of the vehicle must always be kept in working order. If the milometer goes out of order while in journey, steps may be taken to put the milometer in working order at the first available station and a suitable note of tentative mileage covered upto that station without working milometer needs to be kept in the log book. Otherwise, the driver found running the vehicle with its milometer not in working order, should be proceeded against and suitably punished. If the vehicle is required in some

emergency and it is not possible to put the milometer in working order immediately, the officer travelling in the vehicle may allow the vehicle to run for a specified period or purpose and take action to put the milometer in working order at the earliest, and also report the matter to the Controlling officer of the vehicle.

- (2) The record of the lubricating oil added to the crank should be kept in the log book, in the relevant columns. The engine oil and oil filter should be changed as per instruction manual of the vehicle and got verified from the Transport Officer/Workshop Engineer and Controlling officer.
- (3) On transfer from his post, the driver will ensure that the vehicle is handed over to his successor (or, to any other official under the orders of the Transport Officer/Controlling officer) with complete equipment and full complement of spare wheels, tyres and tools and have this fact mentioned in his charge report. All the documents mentioned in rule 14.4 above should be signed by the officials making and taking over in token of the correctness of the relevant entries in these documents on the date the charge is transferred.
- (4) The University vehicles are intended (i) for use for officials touring outside the headquarter and (ii) for journeys on bona fide official duties at headquarter, for example, for proceeding to places where official meeting or other official functions are held. The use of University vehicles by subordinate University employees may also be permitted where necessary, entries having to be countersigned by the Head of Department deputing the official on duty.

Note-1 The use of University vehicles for short journeys by VIPs, invitees to University conferences/ functions and outside members of the Selection committee etc. may be permitted by the Controlling Officer but this facility should be availed sparingly and with prior sanction of the competent authority. Journey performed by the officers/officials of the University from their office to railway station, bus stand or air-port and vice-versa at the headquarter for going to or coming back from their tour will also be regarded as official duty.

Note-2 Use of University vehicles may not be permitted for work which does not relate to the University; for instance for going to other Universities to act as an Examiner or as a Member of Selection Committee or any such other assignment. However, the use of University vehicles may be permitted for attending meeting convened by ICAR/Govt. of India/State Govt./Scientific Panels/Committees of ICAR etc.

- (5) The use of University vehicles for non-duty journeys can be permitted only with the approval of Vice-Chancellor. This shall always be subject to the condition that their use for such purpose shall not interfere with official requirements in any way. The rate to be charged for non-duty journey will be as approved by Vice-Chancellor from time to time.
- (6) The charges prescribed will be recovered from the concerned Officer/others by the Transport Officer/Controlling officer through bills to be issued in Form AU 14/9. On receipt of payment, he will also issue receipt in Form AU 3/1. The Controlling Officer/Transport Officer will be personally responsible for the proper and prompt recovery of charges and for their credit to the University account. He will bring to the notice of the Vice-Chancellor cases of inordinate delays in the payment on the part of the officers concerned.
- (7) (i) The wives of the Officers (including teachers and employees) performing journeys in University transport/staff cars can travel in the same vehicle with Officer concerned, without any charges provided that the Officers take their Stenographer and Messenger with them in case they are also required to perform the journeys for the same purpose and further provided that the accommodation in the vehicle is not required for any other public purposes. Travelling of young children alongwith the wives of the Officers concerned would not constitute an abuse of the concession.
- (ii) Persons other than members of the family and entitled to free carriage may be carried in University vehicles by University Officers (including teachers and employees) provided space is available. In such cases lowest railway/bus fare may be paid for the non-entitled persons by the Officers using the University owned vehicles.

Note-1 The use of vehicles for going to office, to parties and to do shopping etc. is obviously to be treated as private journeys and paid for as such. Similarly the Officers taking the vehicles should ensure the lowest railway/bus fare is invariably paid for non-entitled persons. To ensure that such entries are not omitted from the log book, the drivers should write particulars of all such persons in the log book before commencement of journeys.

Note-2 The use of University vehicles for journeys to places of public amusements, such as cinemas, races, clubs and taking children to schools would not be permissible on private.

14.13 Register of old Parts

- (a) The concerned HOD/Controlling Officer of the vehicles shall maintain Register of old spare parts in Form AU 14/10.
- (b) At the end of the year, aluminium, brass iron and other old parts shall be placed in different lots. The Condemnation Committee constituted by the V.C. shall assess the cost of these items and make its recommendation alongwith reserve price of each lot. On the basis of assessment made by the Committee, the Competent Authority shall declare these items as unserviceable/condemned and these items shall be auctioned by following the prescribed procedure by the same Committee. While declaring the spare parts as unserviceable/condemned, the competent authority shall keep in view the reserve price and not the book value in the Register of old parts.
- (c) When a new part is obtained from the stores through an indent, a cross reference of entry of old part may invariably be given in the stock register of spare parts.

Book Transfers

- 15.1 Nature of book transfers** Provision has been made in these rules for the readjustment/reclassification of income/expenditure in certain cases e.g:
- (i) Correction of mis-classification discovered.
 - (ii) Redistribution of expenditure incurred from one Minor Head or schemes among one or more Minor Heads or schemes for the benefit of which it is incurred.
 - (iii) Refund of unspent advances.
 - (iv) Clearance of expenditure booked under suspense heads.
 - (v) Sale of produce to other schemes etc.
 - (vi) Services rendered by University Workshops, University Press or any other service unit working in the University.
- Such adjustment/reclassification may be carried out by book transfer.
- 15.2 Preparation of transfer entry orders** (1) The Indenting department shall place the demands in triplicate in Form AU 17/7. The supplying/service department shall return, duly priced, two copies of the demand voucher simultaneously with the issue. On the basis of these copies, the Indentor shall cause to record entries in his Stock and Contingent Registers in the same month in which the supply is received. He shall return by 5th of the next month at the latest to the Supplying/Service Department one copy of priced demand voucher duly seen by Audit with regard to entries in stock, contingent registers etc. However, during the month of March, the indenting department shall get the priced demand vouchers passed from the Audit on contingent voucher for making payment through Bank transactions to the supplying/service department.

- (2) The supplying/service department shall, then, prepare a transfer entry in Form AU 15/1 in triplicate. The transfer entry order shall be prepared by carbon process and all the three copies, accompanied by the copy of the priced demand voucher as received back from the indenting officer duly seen by Audit, shall be sent to the Comptroller by the 10th of each month at the latest keeping a note thereof in a register of transfer entry orders in Form AU 15/2 to keep a watch. Separate transfer entry orders shall be prepared in respect of expenditure of recurring and non-recurring nature.
- (3) The Comptroller shall, as soon as may be, on receipt of transfer entry order in triplicate accompanied by one copy of the priced demand voucher duly seen by Audit, carry out the book transfer in the central accounts. Two copies of the transfer entry order shall be sent to the departments whose accounts are affected and the 3rd copy alongwith the priced demand voucher duly seen by Audit shall be retained by the Comptroller in his office.

Note: Provisions of this rule shall also be applicable mutatis mutandis to the transfer entries necessitated in the categories at S.No. (i), (ii), (iii) & (v) of rule 15.1 above.

15.3 Cases in which recovery is to be made through Bank transactions

Notwithstanding anything contained in the foregoing rules, when an adjustment or book transfer may affect an account other than the University account operated by the Comptroller, e.g. the current accounts operated by a Divisional officer, Dean, Director Students' Welfare etc., no transfer entry order shall be prepared but payment through bank transactions (RTGS/NEFT) shall be made.

15.4 Transfer entries affecting March account

Normally transfer entries shall affect the accounts of the month in which these are made. The transfer entries, pertaining to the month of February, may, however, be carried out in the month of March.

Note: The transactions of February or previous month of the last quarter of the year can be verified by the Audit upto 31st March and the Comptroller shall accept such transfer entry orders upto 7th April of the next year for carrying out the book transfer in the central accounts. In no case, after 7th April transfer entry orders will be accepted and responsibility for lapse of funds will lie with the indenting/supplying/service department.

Fees & Funds

SECTION A: FEES FOR APPLICATIONS AND PRICED FORMS

- 16.1 Categories of fees** Fees may be realised in the following cases:
- (i) Alongwith applications (online/offline) for appointments to various posts in the University.
 - (ii) For issuing medical certificates to the employees of the University.
 - (iii) Alongwith applications for admission to various degree/diploma courses.
 - (iv) For supplying copies of University prospectus and other priced publications or forms.
- Note: The authority competent to entertain an application may treat a verbal request as an application, if practicable.*
- 16.2 Manner of recovery**
- (1) Fees shall be received either online or by means of demand draft or through Point of Sale or crossed postal orders etc. issued in favour of the authorized D.D.O. The postal orders shall be disposed of in the manner laid down in rule 3.7 (1). In special circumstances, D.D.O. concerned may accept cash from an applicant and issue a receipt in Form AU 3/1 forthwith.
 - (2) Online receipt of fees etc. shall be dealt with as per terms & conditions of agreement with the agency through which applications are to be received.
- 16.3 Accounting of applications for appointment/admission** In respect of applications received for appointments/admissions the concerned officer of the University shall keep a register of applications for appointments/admissions in Form AU 16/1, in which brief particulars of the applicants and the manner in which the fee has been paid, shall be indicated as soon as these are received.

- Where the fee has been realized in cash, the applicant will have to attach original receipt with the application form to prevent the possibility of its misuse.
- 16.4 Fee for medical certificates** In respect of medical certificates issued by a Medical Officer, he shall maintain a Register of Medical Certificates in Form AU 16/2. The Postal Orders received in respect of fees shall be disposed of in the manner laid down in Rule 3.7 (1). If a person seeking a medical certificate produces a cash receipt in Form AU 3/1, the Medical Officer shall take possession of the receipt and keep it with him for record and audit purposes.
- 16.5 Accounting of priced forms and other publications** Where a form or publication is to be sold, the employee empowered to issue the same, shall keep a stock ledger of such forms and publications in Form AU 16/3. He shall also maintain a register of daily sales in Form AU 16/4 and enter the daily total of issues of various forms in the stock ledger. The demand draft / postal orders shall be disposed of in the manner laid down in Rule 3.7(1). In case, a form or publication is issued on the basis of a cash receipt in Form AU 3/1, such receipt shall be preserved for record and audit.
- 16.6 Fees from patients** If fees are charged in the University Hospital from indoor or outdoor patients in cash, no receipts shall be issued to the individuals. At the time of closing the entries for the day in the Indoor/Outdoor Patients Register, the Medical Officer shall work out therein the realization for the day and enter it simultaneously in a Cash Receipt Book in Form AU 11/5.
- 16.7 Misc. recoveries** Recoveries of miscellaneous nature not covered by the foregoing rules or by rules in other chapters of this Code may be regulated in the manner specified in rule 16.3 or 16.4 as may be considered suitable.

SECTION B: EXAMINATION AND CERTIFICATE FEES

- 16.8 Manner of payment of examination fees** Fee for examination shall be paid online or through demand draft or through Point of Sale to the Dean concerned in case of Undergraduate Students borne on the rolls of the Colleges. The Post-graduate Students shall, however, pay the said fee to the Dean, Post-graduate Studies. In other cases, fee shall be paid by the candidates to the Controller of Examinations/Registrar, through demand draft/online.

- 16.9 Check over realizations** The concerned Dean/COE/Registrar shall ensure that each student/candidate, who has been allowed to appear in an examination for which an examination fee has been prescribed, has paid the requisite examination fee including late fee, when necessary.
- 16.10 Degree-in-absentia** After each convocation or when it is decided to award degrees without convocation, the Registrar shall prepare a register of degrees to be issued in absentia in Form AU 16/5. When the prescribed fee is paid for the issue of degree-in-absentia, the serial number of demand draft or cash receipt shall be recorded in the prescribed column of the register and further action taken in accordance with rules.
- 16.11 Issue of duplicate certificate** (1) Duplicates of certificates for which a fee has been prescribed by the University, shall be issued from bound books in which the legends shall be printed on the foils with brief particulars on perforated counterfoils. The Certificates and their counterfoils shall be book and page numbered with machine.
- Note: The duplicates of degrees or diplomas shall be printed in each ase.*
- (2) When an application for such a certificate is received, the particulars thereof shall be entered in a register of duplicate and other certificates in Form AU 16/6.

SECTION C: FEES AND DUES OF STUDENTS AND TRAINEES

- 16.12 Categories of instructions** The Instructions and training imparted by the University is broadly of two types.
- (i) Casual or periodical short-term courses/training and /or Instructions.
- (ii) Regular studentships leading to degrees or diplomas.
- 16.13 Casual or periodical short-term courses** In respect of casual or periodical short-term courses referred to in rule 16.12 (i), the fees, if any, shall as a rule, be lump sum fees and realised in advance in the manner prescribed in rule 16.3 and the procedure prescribed therein followed mutatis mutandis. In case, however, such students and trainees are required to deposit securities, the procedure prescribed in this section for regular students shall be adopted.
- 16.14 Categorization of dues and scope of this Section** (1) The dues payable by students fall into the following categories:

- (i) Fees and other dues payable to the University.
 - (ii) Refundable security deposits.
 - (iii) Contributions to Amalgamated and Hostel Funds.
 - (iv) Kitchen and mess dues and securities of resident students.
- (2) This section prescribes the procedure for the realization of all dues pertaining to the University, Amalgamated Fund or Hostel Fund and refundable deposits. It also lays down the accounting procedure in respect of the University dues and refundable deposits.
 - (3) The procedure for dealing with the amounts credited to Amalgamated and Hostel Fund is prescribed in section-D of this chapter.
 - (4) The control of kitchen, mess dues and securities of resident students is a cooperative affair managed by the students themselves under the guidance of the Hostel Warden and Director of Students' Welfare. Therefore, no procedure can be laid down in the rules.

16.15 Treatment of realizations

- (1) All realizations from students shall be received by the fee clerk who shall immediately prepare a receipt in duplicate by carbon process in Form AU 16/7 in acknowledgment thereof and issue the original copy to the student and retain carbon copy as office record.
- (2) The receipt books shall bear book and page numbers by machine and before a book is brought into use, the fee clerk shall count the pages therein and record a certificate of his having done so. An account of such receipt books shall also be kept in a register of receipt books in Form AU 3/2.
- (3) Before closing the transactions for the day, each receipt shall be entered in daily fee collection register in Form AU 16/8 by the fee clerk and the total struck. The realization shall then be handed over to the cashier for incorporation in the cash-book concerned and deposit into the bank accounts concerned. His signature shall be obtained in the daily fee collection register.

- 16.16 Control over recovery of dues**
- (1) In order to watch that the dues do not escape recovery, the fee clerk shall keep a session-wise watch through demand and collection register in Form AU 16/9.
 - (2) The realizations on account of variable and occasional dues will be based on the lists received from various quarters in this connection. Such lists will be serially numbered in the Dean's office and incorporated in the demand and collection register.
 - (3) Where a student has been allowed to postpone payment of his dues pending receipt of scholarship or stipend or for other reason, a red ink mark to this effect shall be recorded against his name in the demand and collection register and in case recovery is not effected within the session, the amount shall be included in the dues outstanding at the end of the session.
 - (4) All realizations made as per daily fee collection register in Form AU 16/8 shall also be noted in the demand and collection register in the individual account of the student concerned.
- 16.17 Accounting of daily income**
- (1) All moneys received by the cashier and acknowledged by him in the daily fee collection register shall be brought to account in the cash-book as under:

| | |
|---|--|
| Dues other than refundable security deposits (University dues, Hostel Fund, Amalgamated Fund) | cash book in Form AU 3/3. |
| Refundable security deposits (Library security, Hostel security, College security.) | cash – book of sundry deposits in Form AU 8/2. |
 - (2) Realizations on account of refundable security deposits shall be credited in the saving bank account concerned daily or at least once a week. From the saving bank account, the amount may be got transferred to the current account according to the requirement of disbursement. The payment to the students be made from the current account and not from the saving bank account. The refundable security deposits shall not be credited into the University account but in a separate account in the name of the Dean concerned.

- 16.18 Accounts of refundable security deposits**
- (1) In order to watch the clearance of refundable security deposits, all such realizations shall be entered in a register of students security deposits in Form AU 16/10. The entries shall be finally cleared by payment or lapse in due course, according to rules.
 - (2) A new register or section of the register shall be started with each admission to a class or course and shall remain current during the period prescribed for the class or course.
 - (3) In each such register or section of the register, the amount lying with the University shall be worked out at the close of the year and total thereof reconciled with the balance in the cash book for sundry deposits.
- 16.19 Refund of security deposits**
- (1) When a security deposit is to be refunded to a student or scholar, necessary certificates of clearance of dues shall be obtained from the fee clerk, Hostel Warden, Director of Students' Welfare and Librarian and a refund bill (in Form AU 6/3) prepared and got pre-audited.
 - (2) Normally cheques shall be drawn in the name of individual depositors and accounted for in the bank column of the cash-book for sundry deposits. In exceptional cases, if it is considered necessary to refund the amount in cash, a consolidated cheque may be drawn in favour of the Dean or Director concerned and the amount taken in the cash column on the receipt side of the cash-book for sundry deposits before making disbursement.
 - (3) The vouchers pertaining to the cash-book for sundry deposits (Form AU 8/2) shall be separately numbered and filed in a separate guard file.
 - (4) At the end of the month, the cash-book for sundry deposits shall be closed by verifying the cash balance with the cash in chest and drawing up a reconciliation statement with a view to tallying the balance with the bank statement.
- 16.20 Refund of University dues**
- If under the rules and orders in force, a student is entitled to refund of fees or other dues paid by him, the refund bill shall be prepared and the fact of refund noted in the demand and collection ledger (fees) and the bill presented for pre-audit as per University rules before being passed on to the Comptroller for making payment to the student out of University account.

SECTION D: AMALGAMATED AND HOSTEL FUNDS

- 16.21 Funds cash-book**
- (1) Cash book in Form AU 16/11 shall be kept by the office of Director, Students' Welfare for amalgamated and hostel funds for the purpose of direct classification of income and expenditure under the various units of the amalgamated fund and hostel fund. The Dean shall send to the Director, Students' Welfare monthly statement showing the amounts credited into Amalgamated fund and Hostel fund with details of the amounts pertaining to various Units of the funds for incorporation in the funds cash book.
 - (2) When a payment is to be made out of the amalgamated and hostel funds on account of pay or contingencies, the normal procedure of preparation and pre-audit of bills prescribed for the University account shall be applied, but the bills shall not be sent to the Comptroller for making payment. Such payment shall be made by the Director, Students' Welfare and the transaction should immediately be entered in the funds cash book.
 - (3) Advances, if any, drawn from the amalgamated and hostel funds shall be entered immediately in a register of clearance of advances in Form AU 4/2 to watch the adjustment.
 - (4) The vouchers pertaining to amalgamated and hostel funds shall be serially numbered for a month and filed in a separate guard file.
 - (5) At the end of the month, the funds cash-book shall be closed to work out the available balance of each Unit of the fund and of the amalgamated and hostel funds as a whole which shall be reconciled with the bank statement through a reconciliation statement.
- 16.22 Maintenance of accounts of stores and property**
- The accounts of property and stores if any, purchased out of amalgamated and hostel funds shall be kept in the manner prescribed in chapter-17 of this Code.

Chapter - 17

Property and Stores

- 17.1 Scope of the chapter** The Rules in this chapter lay down the procedure and instructions for the maintenance of the accounts of movable and immovable property and consumable and unconsumable stores to cover cases not distinctly provided for in other chapters of the Code. Even where any instructions have been distinctly prescribed, the rules in this chapter may be treated as ancillary and supplemental thereto.
- 17.2 University land** In respect of land acquired, purchased or taken on lease by the University, the Estate Officer shall keep complete detailed record thereof in Form AU 17.1(a).
- 17.3 Immovable property**
- (1) A record of the immovable property owned by or assigned to the University, shall be kept in a register of buildings and roads in Form AU 17/1 in which each piece of property shall be entered on a separate page with a plan of the property on the opposite page.
Note: Completed roads, indicating the length, width and total cost, with name of the road, if any, should also be entered in the register of buildings and roads.
 - (2) The register of buildings and roads shall be kept by the Estate Officer who shall make additional entries thereto in case of additions to buildings and roads of a capital nature.
 - (3) The Estate Officer shall on 31st March, each year examine the register of buildings and roads/land and certify that the record is correct. A copy of the certificate shall be forwarded to the Comptroller giving details of any property which has yet to be brought to account in the register of buildings and roads /land and the reason therefor.

The Estate Officer shall also get the above property verified through an officer working under him once in three years in the month of April, who will send a report to him indicating therein the demolitions /damages / encroachment, if any, which came to his notice during such verification for taking immediate remedial steps therefor. A copy of the report shall also be sent by the Estate Officer to the Comptroller.

17.4 Trees

- (1) Account of nursery for raising of trees or other plants which have longer life shall be maintained by the Landscape Officer/SDO (Horticulture) in Form AU 17/2(a).
- (2) The plants received from the nursery and plants purchased directly from outside agencies shall be entered by the Landscape Officer/SDO (Horticulture) in the register of plants in Form AU 17/2(b).
- (3) All the trees belonging to the University which are more than two years old and have a minimum girth prescribed by the Estate Officer shall be serial numbered and entered by the Landscape Officer in a register of trees in Form AU 17/2(c). If any such tree is felled by storm or is otherwise disposed of, necessary particulars shall be entered in the register.

17.5 Un-consumable articles

- (1) Office furniture, scientific apparatus and other un-consumable stores shall be accounted for by each HoD/ D.D.O. in a register of un-consumable stores in Form AU 17/3(a) in which a separate folio shall be allotted for each type of article. This will be a permanent register but may, if necessary, be recopied to bring forward items not disposed of after three years.

Note : A separate folio must be allotted even in respect of same type of article, but bearing different specifications and also for different makes.

- (2) D.D.O. shall allot separate pages of the register of un-consumable stores for a Scheme for which accounts in respect of equipment, etc. on the termination of the scheme are to be rendered to the outside agency so that there may not be any difficulty in rendering the account. D.D.O. and the person who is directly the Incharge of the scheme and/or apparatus instrument etc. shall keep a distribution register in Form AU 17.3(b) for having proper control over the distribution of such articles and compare it with the register kept by the D.D.O.

17.6 Chemicals, forms and consumable stores

- (3) To facilitate physical control, non-consumable stores articles such as furniture, laboratory equipments, etc. shall be marked with distinguishing marks indicating brief name of the department/office and serial number of the article. The number will also be mentioned against the items concerned in the stock register.
- (1) All forms, chemicals and consumable stores shall be accounted for in a stock ledger in Form AU 17/4. The issues shall be acknowledged in the register or supported by indent of issues in Form AU 17/5. The materials/articles shall be indented in Form AU 17/5 by the employee. Demand shall be approved by HOD/Section Incharge and store incharge before the material is actually issued by the Store keeper. The indent shall be prepared in triplicate by Carbon process from bound books bearing book number and indent number by machine. The Store Keeper shall return the first copy to the indenter alongwith the material issued. The second copy shall be retained by the Store Keeper after obtaining acknowledgement of the recipient for posting the material in stock ledgers and third copy for record in the laboratory for posting the material/article in the subsidiary Register by the Laboratory Incharge. Where there is no Laboratory third copy of the indent shall remain with the Store Keeper. The Store Keeper shall do posting of all the indents in the stock ledgers daily and Store Incharge shall verify the entries in the stock ledgers.
- (2) All the containers, packings of chemicals, medicines and other consumable articles, before taking in stock, should be stamped "HAU property-not for sale."
- (3) All glasswares and chemicals after issue from stock register should be taken on subsidiary registers in Form AU 17/6(a) and Form AU 17/6(b) respectively. Similarly other consumable items such as pesticides, medicines, insecticides, rubber tubes, electric material, duplicating papers etc. which are issued in bulk quantity and are not required for use at a time should also be taken in the subsidiary registers. The articles should continue to be borne on these subsidiary registers till breakage/ consumption. These registers should be reviewed quarterly by the HoD with a view to see that breakage/consumption is normal and the result of review recorded in the registers.

Note 1: The extent of breakage in glassware and consumption of chemicals/medicines in the laboratories and other items as mentioned in rule 17.6(3) may be treated as normal, if the Head of the Department is satisfied that the breakage/ consumption during the period has occurred through bona fide use of material. In case he finds that the excess in consumption of chemicals/ breakage in glasswares has occurred due to misuse/negligence, the official(s) at fault may be held responsible.

Note 2: Subsidiary Registers need not be maintained where there is a single laboratory of a Department at each Regional/Research outstation. However, Incharge of such laboratory may be asked to ensure that bulk issue is not made unless there is no alternative but to issue a full packing of the chemical. For Laboratories which are part of College of Agriculture, Kaul Subsidiary Registers should continue to be maintained as for Laboratories at Hisar Headquarters.

- 17.7 Office stationery** D.D.O./HoDs shall obtain stationery from Store Purchase Organization according to monthly/quarterly requirements by placing indent in Form AU 17/7. The account of stationery articles shall be maintained in the Register in Form AU 17/4. It will be permissible to distribute the stationery to the employees as per norms prescribed straightway by obtaining acknowledgement. The store-keeper shall maintain the account of issue of articles in the stock register in Form AU 17/4 alongwith acknowledgements.
- 17.8 Account of service stamps** A despatch register incorporating therein account of service stamps shall be kept by an employee who is required to mail letters to outstations in Form AU 17/8.
- 17.9 Procedure in respect of centralized items** Notwithstanding anything prescribed in these rules, where articles are kept in store by the Store Purchase Organization for issue or distribution to various departments and schemes of the University whether these are consumable or unconsumable, the account thereof shall be kept by the Director (Store & Purchase) in a priced store ledger in Form AU 17/9 and the following procedure observed.
- (1) All purchases be made by the Director (Store & Purchase) subject to availability of funds and financial sanction of the competent authority.
 - (2) The Director (Store & Purchase) may increase the total quantity for which order is to be placed for consumable and such other non-consumable items which will in all probability be required by some departments or schemes during the course of the year in such a way that there is no over-stocking of those items.

- (3) The Director (Store & Purchase) shall supply all the consumable and non-consumable centralized items of stores to various departments of the University on the basis of indents given by the department and as per norms for consumption of various items of stationery and other stores, fixed/to be fixed by the competent authority from time to time. The Store keeper of the user Department will make stock entries in the Stock Register of the Department of all the items received from Store Purchase Organization and get the stock entries verified/seen by the Audit. Thereafter, one copy of the indent duly seen by the Audit shall be returned to the Director (Store & Purchase) for necessary action and record in his office.

The expenditure shall be incurred by the Director (Store & Purchase) from his budget allotment in the State Scheme and no invoice will be raised by him to the departments for payment by book adjustment in respect of State Schemes. However, in cases where purchase is to be made for a scheme other than the State Scheme, the Director (Store & Purchase) will raise invoice to the Department concerned and realize the amount through Transfer Entry Orders.

In case the Director (Store & Purchase) is unable to supply any centralized item of consumable or non-consumable stores to the departments due to unavoidable circumstances, the departments may purchase such items from the market after obtaining NA from Director (Store & Purchase) subject to monetary limit prescribed and after following the rules of purchase procedure.

- (4) The Director (Store & Purchase) shall keep an account by value of the articles in his custody in Form AU 17/9. The value of articles in his custody on 1st April will be treated as his reserve stock. To this shall be added advances made for supplies not received by that date.
- (5) On 1st April each year, the Director (Store & Purchase) shall prepare an inventory of the articles in Store and tally the total value with the reserve stock limit. He will work out the price of each article in stock at the latest purchase price.
- (6) The Director (Store & Purchase) shall preserve the acknowledgements of the departments concerned alongwith copy of indent duly entered in Stock Register and ticked by Audit received from them for office record.

- (7) The indents on the Director (Store & Purchase) for centralized stores shall be placed in Form AU 17/7.
- 17.10 Account of empty container etc.** Empty containers of different kinds, packing cases, barrels, drums etc. (having resale value) received with supplies, whether paid for separately or not shall also be accounted for in the register for un-consumable stores in Form AU 17/3(a) and shall be sold or otherwise disposed of like other un-consumable stores.
- 17.11 Physical verification of stores**
- (1) Physical verification of all stores under the charge of a unit shall be made in the beginning of the financial year in April through a committee of two persons who are at least an Assistant Professor or equivalent under the orders of the Head of Department or Unit and in accordance with the general instructions laid down from time to time and subject to the condition that verification shall not be entrusted to a person who is the custodian of the stores to be verified or who is the nominee or is employed under the custodian of Stores.
 - (2) Result of verification shall be recorded on each page at which the article is entered.
 - (3) In conducting physical verification, the following instructions shall invariably be followed:
 - (i) Verification shall always be done in the presence of custodian of stores or an employee deputed by him.
 - (ii) All discrepancies noticed shall be brought to account immediately so that the stores account may depict true picture.
 - (iii) Details of shortages, damages, chemicals etc. which have become useless due to expiry of their prescribed life as well as unserviceable stores shall be reported immediately to the HoD/Unit concerned. Reports of surplus and unusable stores shall also be submitted to the HoD/Unit concerned.
 - (iv) The balance of stores shall not be held in excess of the requirements and any prescribed maximum limit.
 - (4) HoD/Unit will submit a copy of the annual physical verification report based on the result of verification by the committee to his Controlling Officer by 15th May each year with the following certificates:

“Certified that the physical verification of consumable and unconsumable stores has been made by a committee constituted by me. Items of surplus stores have been taken on record. List of shortages, damages, chemicals etc. found unusable due to expiry of their life and unserviceable stores is annex d. Action has been initiated to dispose of obsolete/unserviceable stores and to fix responsibility for other shortages/losses listed in the Annex re.”

Controlling Officer shall consolidate the reports regarding annual physical verification of stores of the departments/units under him and send the same to the Comptroller by 31st May positively. Comptroller will report to the Vice-Chancellor about the major shortages/damages/discrepancies (if any) found during physical verification in June every year.

- (5) Apart from necessary check on the quality and quantity of stores on their receipt, the stores of chemicals shall be subjected to surprise physical test of at least 5% items in a year both in the main stores and in the laboratories and result thereof recorded in the relevant stock register. This test check of at least 5% shall be conducted by an employee other than Incharge of Lab. deputed by HOD.
- (6) Store Verification Officer under the administrative control of Comptroller shall conduct verification of stores in various offices, laboratories etc. in accordance with the instructions issued from time to time by the Comptroller. This stock verification shall be in addition to the periodical verification required by the departmental officers and is not intended to relieve them of their responsibility in this behalf. Store Verification Officer should verify 5% of the consumable as well as non-consumable items of stores randomly.

17.12 Inventory register

To ensure that there is no misplacement of registers, HoDs/offices shall maintain a register in Form AU 17/10 showing inventory of stock and store registers, stationary register, miscellaneous demand and collection register, security register and such other registers in which financial transactions are recorded in their offices. Any addition in the same will be duly signed by the HoD/Office/DDO. The register will be shown to the Resident Audit Staff and Internal Inspection Staff, whenever desired by them.

**17.13 Handing/
taking over
charge of
stores**

In case of transfer of an official entrusted with the custody of stores, the Officer Incharge (stores) should see that the stores in his custody are handed over correctly to his successor and a receipt taken from him. A certificate of proper handing over and taking over of charge shall be recorded under joint signatures of both the relieved and relieving officials in the following form:

“Certified that I have this day handed/taken over charge of stores to/from as per balances shown in the stock registers, except the articles mentioned below for the reasons shown against each”.

Signature of the relieving official

Signature of the relieved official

Chapter - 18

Library

SECTION A - LIBRARY

- 18.1 Acquisition of books and other reading material**
- (1)(i) The books and other reading material shall be purchased as follows:
Librarian/Director, HAU Bookshop in accordance with the acquisition policy decided with the approval of the Library Advisory Committee (LAC) shall place the orders.
- (ii) All the funds meant for books, Online data base, e-journal, e-Books, CD Rom, e-resources, and other material and equipment shall be allocated in the schemes to be operated by the Librarian.
- (iii) The Librarian shall provide necessary help like circulation of publishers' catalogues, organisation of book exhibition etc. to facilitate the faculty for selection of books.
- Recommendation of books by HoD through CO**
- (2) Books and other reading material shall be recommended for purchase in the library to the Librarian by the HoDs through the respective Deans/Directors/Officers of the University. The recommendations should reach the Librarian on the prescribed proforma indicating Author(s) title, publishers, year of publication, edition, number of copies etc.
- 18.2 Maintenance of record**
- (1) The following records shall be maintained by the Acquisition Section of the Library.
- (i) Accession Register (Form AU 18/1)
- (ii) Withdrawal Register (Form AU 18/2)

- (2) There shall be an Accession register. It will be maintained in Form AU 18/1. All the books and such other reading material will be kept in the library on more or less permanent basis irrespective of their mode of acquisition-purchase, gift and exchange, shall be entered in the Accession register in the serial order.
- (3) The Accession numbers of books/ bound volumes of journals, serials/other reading material shall be recorded on the invoice. In addition, it will also be recorded on the back of title page, secret page to be decided by the Librarian and the last page of the document.
- (4) There shall be a Withdrawal register. The Withdrawal register shall be maintained in the Form AU 18/2. All the books and other reading materials withdrawn from the Accession Register on account of loss due to theft, mutilation, unfitness for use etc. shall be entered in this register in serial order.
- 18.3 Accounting of publicity / propaganda material**
- (1) The libraries receive bulk of material in gratis. Most of the material received in this manner is worthless, and is of no interest to the library. Majority of this material is propaganda or publicity material. Decision regarding entry of such material in the Accession register shall be taken by the Librarian keeping in view their value for the library.
- Gifts**
- (2) A number of books are received by the Librarian as gifts which is free of cost. Librarian shall acknowledge only those gifts which shall be accessioned. The acknowledgement shall be sent in Form AU 18/3. Separate accession register(s) may be maintained for the accession of gifts, but there shall be the same sequence of accession numbers irrespective of nature of reading material. Price of gifts, that will be accessioned, will be fixed by the Librarian keeping in view the subject, nature of binding, size etc.
- Photocopies, reprints, pamphlets non-book material having 49 pages or less and other ephemeral material**
- (3) Non-book material having 49 or less pages excluding title page shall not be accessioned because they are not meant to be stored permanently. Photocopies of rare research/ teaching materials procured from outside may not be accessioned like books in the accession register for payment of their bills. The bill raised by the agency supplying

photocopies does not require any price proof like book bills. Reprints, photocopies, pamphlets and ephemeral material having transient value but procured against payment may not be accessioned. Such material may be entered in a separate temporary register in Form AU 18/4.

The following certificate shall be recorded by the Librarian or Dy./Assistant Librarian authorized by the Librarian on the invoice for making the payment:

“Certified that the above material has been received in good condition in accordance with the order”.

Note: The above material may be weeded out from time to time and disposed of every year. Library documents without permanent value which have been declared useless by a competent committee appointed by the Library Advisory Committee shall be weeded out once in five years. Library documents which are worn-out by fair use and are beyond repair, after declaration by the above committee, shall also be weeded out once in five years.

Power to write-off

- (4) All corrections in the Accession Register and other records shall be duly attested under the signature of the Librarian or Deputy/Asstt. Librarian authorized by the Librarian.
- (5) All surplus and losses due to stock-taking, revaluation or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in University accounts is involved.

The Librarian shall report all books/non-print material damaged, and/or worn-out through fair wear and tear to the competent authority for write off action. Losses to the extent of 3% per annum of the available stock in an open access library shall be written off by the competent authority. Losses to the extent of 2% per annum of the available collection of a close access or partially open access library shall be written off by the competent authority.

Losses written off by the competent authority shall be struck off from the stock and the records of the library including public catalogues, and

transferred to the with-drawl register indicating the authority under which the losses were written off. The irrecoverable books given on loan, mutilated, damaged and worn-out books found to be beyond repairs during the physical verification of the library shall also be reported to the competent authority for write-off.

18.4 Subscription of periodicals and serials

- (1)(i) Current periodicals shall be subscribed either directly from the Publishers or through the agents in accordance with the policy decided by the Librarian/Director, HAU Book Shop.
- (ii) Back sets of periodicals shall be purchased on the basis of quotations.
- (iii) Payment of subscription in advance is a universal phenomenon. Hence, the subscription of periodicals may be remitted in advance against the proforma invoice(s) for three years block or so.

Adjustment of temporary advances

- (2) Advances drawn for remittance of subscription may be adjusted on the basis of actual payment receipts. If no receipt is available and the service of the journal has started then the advance shall be adjusted on the basis of the following certificate to be recorded by the Librarian/ Deputy/Asstt. Librarian authorized by the Librarian.

“Certified that the service of the periodical(s) being subscribed in the library has started.”

- (3) The periodicals shall be bound on the completion of volume and subsequently, accessioned in the Accession Register in serial order.
- (4) The details of payment of the periodicals shall be recorded in a register. The register shall be maintained in Form AU 18/5. One page of the register shall be assigned to one periodical. Attendance of the receipt of issues shall be marked in the computer. Daily backup, schedule backup, cloud backup or agent on share cloud backup or kardex backup may be retained for safety.
- (5) Newspapers and popular magazines may be purchased from the local agents/vendor. Payment of these materials may be made monthly, quarterly or yearly, as the case may be, on receipt of invoices. Benefit of commission shall be availed after inviting rates.

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- (6) The newspapers, popular magazines and other ephemeral material which do not have permanent value for the library may be disposed of by auction every year. The duplicate issues of periodicals received free of cost may also be disposed of every year.
- 18.5 Fine and overdue charges**
- (1) The overdue charges shall be realized from the borrowers for late return of books in accordance with the library rules. The receipt for the overdue charges realized shall be issued in Form AU 3/1 under the initials of the staff posted at the circulation counter. The duplicate foil shall be maintained in the Library.
- (2) The books and other reading materials, which are not returned on due date shall be entered in the overdue charges register on the date of return after the closing time for the return of books. The overdue charges register shall be maintained in Form AU 18/6. The amount realized shall also be entered in the overdue charges register. If the overdue charges have been remitted, indication to that effect shall be given in the register under the initials of Librarian or Deputy/Asstt. Librarian authorized by the University Librarian.
- (3) The overdue charges realized under rules shall be accounted for in the cash book in Form AU 3/3.
- (4) The overdue charges realized during the day shall be deposited with the Library cashier on the following day.
- (5) At the end of the month, a statement of such credit shall be forwarded to the Comptroller in Form AU 3/5 in accordance with the rules.
- 18.6 Stocktaking/rectification**
- (1)(i) Physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and upto fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done.

- (ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.
- (2)(i) The stocktaking of the library shall be conducted once in every five years as approved by the Library Advisory Committee. This policy shall be subject to change by the Librarian with the approval of Library Advisory Committee. The list of books not accounted for and other untraceable accessioned material shall be prepared. Only those books, which are not traceable in two consecutive stocktakings, shall be treated as missing. The Librarian shall place the list of missing books and periodicals before the Library Advisory Committee and further action may be taken as per decision of this Committee with the approval of the competent authority.
- (ii) The stocktaking/physical verification of the Branch/ Departmental libraries shall be conducted every year. The stocktaking/physical verification report shall be submitted to the Librarian. The following certificate shall be recorded, if otherwise in order, on the departmental register by the Librarian or Deputy/Asstt. Librarian authorized by the Librarian.

"The Stocktaking/physical verification has been conducted and the stock has been found in order."

18.7 No dues certificate

All students and staff members of the University shall obtain 'No Dues Certificate' from the Library before leaving the University, irrespective of reasons of leaving the University including deputation, lien, fellowship, long term training and leave of the kind due (beyond three months). Recovery of all the books shall be ensured before issuing Final No Dues Certificate by the HoD/Section incharge. In the case of students no degree/security will be issued/released without ensuring the return/recovery of books.

SECTION B - HAU BOOK SHOP

- 18.8**
- (1) The Librarian shall be the ex-officio Director HAU Book Shop.
 - (2) All the books and other reading materials meant for University Library, College, Directorates, Departments, Sections, offices and outstations of the University shall be purchased by the Librarian/ Director, HAU Book Shop. This will also apply to purchases of books for Prize Distribution, Summer Institutes and Fellowship Holders. Books may be purchased directly only if the Librarian/ Director HAU Book Shop expresses inability to supply books.
 - (3) Policy regarding discount and other terms and conditions for supply of books and other materials shall be decided by the Librarian/ Director HAU Book Shop with the approval of Library Advisory Committee.
 - (4) Books and other reading materials shall be purchased from the publishers/wholesalers/distributors/booksellers of repute/agent according to the procedure as prescribed by the Library Advisory Committee.
- 18.9**
- (1) Pre-auditing will be limited to the stage where the money actually leaves the University i.e. when the payment is made by the Bookshop to the suppliers. Price and discount verification in the invoice raised by the Bookshop will not be necessary because these invoices will be raised only after the price and discount verification on the original invoices.
 - (2) All the payments from the library and other departments to bookshop will be made by book adjustment as per provisions contained in the HAU Account Code Volume-I.
- 18.10 Terms & conditions to be printed on order form**
- While placing the orders for the purchase of books, the following terms and conditions should generally be mentioned in the order form:
- (i) Damaged or defective copies shall not be accepted and shall be returned at your cost.
 - (ii) The supplier shall be given a time of one month for the execution of the order. In case the supply is likely to be delayed because of the books/ periodicals to be procured from abroad or for

any other reason, vendor should write to Director HAU Book Shop specifying the reasons for the delay and the approximate time needed and obtain specific approval in writing from the Director.

- (iii) The Librarian/Director HAU Book Shop also reserves the right to cancel the order(s) for any book/periodical/ publication without assigning any reason thereof before the remittance is made or the order is not executed within the specified time.
- (iv) The following certificates should be recorded on the bill/invoice:
 - 'the latest publisher price has been charged'*
 - 'the book is not a remainder title'*
 - 'the book is not a short discount, no-discount title or text book'.*
 - 'the discount offered is not lower than extended to other universities & institutions'.*
- (v) Low priced/paper back/Indian editions should be supplied if such editions are available unless specified otherwise
- (vi) Only the latest editions should be supplied and the same will be accepted.
- (vii) The consignment shall be F.O.R. Hisar.
- (viii) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the rupees price charged, in accordance with the approved rate of exchange.
- (ix) One bill shall not cover more than 20 publications; all entries in the bill shall be typed.
- (x) The country of origin, policy of the publisher shall normally be the deciding factor in determining the currency in which the price is to be charged. Preferred currency shall be the one by which the converted cost is lowest in INR.
- (xi) The rates of discount, conversion rate for foreign currencies, credit facilities and other terms & conditions shall be as already agreed upon and placed in Service Level Agreement.

- (xii) All documents pertaining to proof of price including invoice in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the books in prints or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verification.
- (xiii) Books supplied through V.P.P. without prior permission shall not be accepted.
- (xiv) The date of billing shall determine the rate of exchange of the foreign currency. The exchange rate should be indicated in the invoice, along with proof of conversion rate.
- (xv) Damage to the publication/books or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
- (xvi) The bill/invoice number should be duly printed /machine numbered.
- (xvii) The dispute, if any, shall be subject to jurisdiction of Hisar courts. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.

**18.11 Empanelment
of the vendors/
distributors/
Publishers/ Book
Sellers**

- (1) Every Bookseller/Vendor/Publisher/ Distributor shall apply for empanelment with University Library before undertaking the business. Application form for empanelment of suppliers of goods and services to the University for limited enquiry during the four year block may be obtained from bookshop.
- (2) The vendorship will be terminated/dropped/ black-listed of registered firm:-
 - (i) If the vendor fails to deliver 75% of the supply order (in terms of number of titles) during the year.
 - (ii) If the vendor provides any wrong or distorted information to the library.
- (3) The bookseller/ vendor/ publisher/ distributor shall submit the copy of their IT return of last 03 years and PAN/TAN number along with proof of address for empanelment as vendor/supplier.

- (4) The Librarian/ Director, HAU Book Shop may add or delete any of the above conditions with the approval of the Vice-Chancellor.

e-Resources

18.12 Procurement of e- Resources

- (i) e-Books are selected out of lists available/ placed at the websites of online retailers, aggregators or through agents. Aggregators must ensure perpetual access taking account of embargo period with discounted rate or extended subsidized bundle load, if any. Quotations are serialized and duly discounted rates, if available, for the e-Resources chosen are approved. If supplier agree to accept Library's e-Book order, they will confirm this by email (the "Confirmation") and a service level agreement will be signed with publisher/aggregator. Director, HAU Book Shop will raise a temporary advance and payment will be made in advance.

Supplier will supply the items (product) to University Library in accordance with the confirmation and as per terms given in agreement, sharing the subscriber number with acquisition section of the University.

Note: The sale and purchase of Products via the Website will be governed by a service level agreement (SLA) between the University and the respective supplier. SLA is formed when library has placed an order, the order has been accepted by the supplier(s) and they have sent Confirmation of the same (the 'Agreement'). Case specific terms may be incorporated at the time of SLA in terms & conditions of e-Resources viz., e-Books (perpetual), e-Journals (Annual), aggregated data base (depends on type of resource ordered, bundle selected and for which type). Accessibility for trial and perpetual use is granted after the IP address authentication, provision of user ID with password or via Athens, Shibboleth identity provider authentication, squid/reverse proxy server confirmation, as applicable. The terms of the SLA will be as amended or updated by the University at time of order/ execution and the prices and other relevant information about the Products published by the Website at the time when the agreement is formed.

- (ii) The price of each Product (e-Book, e-Journal, etc.) shall be the recommended retail price for that Product which is quoted on the Website or after getting duly negotiated (Negotiation Committee to be approved by the Library Advisory Committee) quote from the publisher, on the date Library places its order, subject to any inadvertent pricing errors (whether technical or otherwise) by supplier, unless a special promotional price or other discounts are stated on the Website in respect of a Product.

Where a variety of discounts apply (through promotional offers and/or personal discounts available) and only one discount can be used against each Product, the Website will automatically apply the most advantageous discount to Library, provided supplier enter all discounts to which University is entitled.

Price of an e-Book is the same as the price of a print edition or lesser. The amount of taxes applicable charged is based on Library's invoice address. Delivery of e-Books via the Internet is considered an "electronically supplied service" and, therefore, is subject to taxes applicable at the place where the customer is resident as provided in prevalent government notification for e-services on intellectual property product/service/software.

- (iii) Refunds or exchanges will be given on electronic goods (e-Books) if the supplied resource is faulty.
- (iv) The accuracy, likely results, or reliability of the use of the materials on its Internet website or otherwise relating to such materials is to be ensured.
- (v) A Guarantee that this Website will be free of infection by viruses or anything else which may be harmful or destructive is required to be provided.
- (vi) Supplier of e-Resources cannot change any part of Conditions of Use or any other part of the terms including the Privacy Policy and the Copyright Notice while ensuring that a note of the date and clause number of any such change, if any has been included in SLA as part of these Terms. Supplier is to ensure uninterrupted supply of contents of e-Resource on mutually agreed terms and conditions of SLA.

- (vii) Any claim or dispute relating to any part of the Terms shall be governed by the Laws of India without regard to its conflict of law's provisions. Any disputes that may arise under or in relation to these Terms shall be subject to the jurisdiction of the courts of India at Hisar, Haryana.
- (viii) Distributor cannot at any time and at its sole discretion terminate Library's right to access the subscribed/purchase e-content and use this Website, on its Open ID Account.
- (ix) The operation of Website may be affected by numerous factors. The operation of Website must be continuous and uninterrupted and secure with 99.99% uptime.
- (x) Security: Website operator remains committed to keep the servers, under normal circumstances, online and operational for account management, e-Book activations and secured downloads. However, if it happens, under particular circumstances or scheduled updates, that the servers become unavailable for a period of time, for which the access period should be increased as becomes due.
- (xi) Website will provide multiple downloads facility, with the agreement from publishers that once the library buys an e-Book, it can lend it out unlimited number of times to multiple end users.
- (xii) Website should provide link to download the appropriate software to read it like:
 - Adobe Digital Editions for PC or Mac.
 - Bluefire Reader for iPad, etc.
- (xiii) e-Books are to be supplied as open e-Book format and pdf (Portable Document Format) files in downloadable and printable format.
- (xiv) University shall use a test download to be sure that the supplier's system is properly configured before making a purchase. Trial period (for faculty and staff use) of 45 days shall be provided before payment is released for the confirmed order.

- (xv) e-Books should be readable or the website operator should have successfully tested its e-Books in the following devices: Kindle (mobi), android, epub Tablets, e-reader, Barnes & Noble Nooks, Pandigital, Hanvon and Sony Readers e-Book reader or e-Book device, PC, Laptop, iPad Version: 6.1. (10B141), Model: MC705NF/A Samsung Galaxy Tab GT-P7510, e-Book readers, Samsung Electronic reading & writing device E60, Sony Digital Book Reader PRS-600, Pocketbook 302 (E60400) and also for their future upgradable, stable version.
- (xvi) e-resource should remain available via the download link for perpetual use after the date of purchase, ensuring unlimited check outs. Once end users have downloaded the e-Book, it can be accessed whenever reader likes.

Note:- Vendor may go through the above terms & conditions carefully. The invoice/bill/supply must adhere to the terms and conditions as above and be supported with the required documents and certificates. Vendor may acknowledge the receipt of the order at librarianhau@gmail.com

18.13 Purchases from retail book sellers

- (1) When the books are purchased from the retail booksellers, the retailers shall produce the price proof from the Publishers/Stockists/Distributors. When the purchases are made from the Publishers/Distributors/Stockists, following certificate shall be obtained from them on the body of the invoice.
- “Certified that the latest editions of the books stated in this invoice have been supplied and the latest publishers’ prices have been charged”.*
- (2) The benefit of entire discount allowed by the suppliers to the Bookshop shall be passed on to the students and the staff of HAU on cash sales only. However, the actual postage, freight etc. where paid, shall be charged from the purchaser. On credit sales of books and other reading materials to the Departments for summer institutes, Prize Distribution, and to the Fellowship holders and such other categories, the terms and conditions with respect to the discount mutually agreed and raised from time to time, shall be applicable.
- (3) The entire discount shall be passed on to University Library on all the purchases.

- (4) In order to get the agency rights of Publishers/ Distributors, and to avail of the facility of maximum discount and other favourable conditions for books required by the University, the Librarian/Director, HAU Book Shop may deposit the required security with them, wherever necessary with the approval of the Library Advisory Committee.
- (5) The Vice-Chancellor shall be competent to approve the rates of discount and other terms and conditions, if the publishers/wholesalers/ booksellers, who are not regular suppliers to HAU Bookshop, do not agree to supply a particular book or some books on the terms and conditions referred to under Rule 18.8(3) subject to satisfaction by the Library Advisory Committee.
- (6) Books and other reading material may be purchased against advance payment drawing temporary advance to be adjusted against APR.

- 18.14 Bookshop stock register** The Bookshop shall maintain separate stock register for direct sale of books to the students and the staff in Form AU 18/7.
- 18.15** The Bookshop shall maintain a daily sales register, credit sales-cum-No Dues register and cash book in Forms AU 18/8, AU 18/9 and AU 3/3 respectively.
- 18.16** The cash memo shall be maintained in Form AU 18/10. The original cash memo shall be handed over to the purchaser and the carbon copy shall be retained for record.
- 18.17** The Bookshop shall have a revolving fund of Rs.1,00,000/-. One time stock held by the Bookshop for sale to students, faculty and others shall not exceed Rs.2,00,000/-.
- 18.18** The reference of the stock register i.e. stock number shall be recorded on the cash memo in respect of book sold and the cash memo number with date shall be noted in the Stock Register against the Stock number of the sold book. Similar reference of the Stock Register shall be given on the invoice raised by the bookshop and the invoice number with date shall be mentioned in the Stock Register against the stock number of the book for which the invoice has been raised.

- 18.19** The invoices of Bookshop shall be raised in Form AU 18/11. Discount and net payable amount shall be indicated in each invoice.
- 18.20** The following certificates shall be recorded by the Librarian/ Director HAU Book Shop or Dy./Asstt. Librarian authorized by the Librarian on the invoices of books purchased from the suppliers:
- (a) Discount given has been verified and found correct.
 - (b) Books have been entered in the Stock Register at number(s).
 - (c) Prices charged by the suppliers have been verified and found in order.
 - (d) Latest editions of books have been purchased.
 - (e) The books have been received in good condition.
- 18.21** Annual statement of accounts of the Bookshop shall be prepared in April-May every year in Form AU 18/12 and submitted to the Vice-Chancellor through the Comptroller.

Licence Fees

19.1 Types of Licence Fees covered by this Chapter

Apart from Licence Fee for hostel accommodation recoverable from resident students alongwith other fees of the College (dealt with in Chapter 16), the University has to realize Licence Fee charges in the following cases :-

- (1) Licence fee of residences built for occupation by University employees.
- (2) Licence Fee for sites allowed for temporary occupation.
- (3) Licence Fee for private buildings hired for use as residences either in whole or in part.
- (4) Fixed monthly charges on account of fans, hedges and Water Meters etc.
- (5) Licence Fee and other charges recoverable for the occupation of Rest Houses.

19.2 Manner of raising demands

- (1) Recovery of Licence Fee charges covered by categories (1) to (4) of Rule 19.1 shall be watched through a Register of Licence Fee of Buildings and Lands in Form AU 19/1. The residences and rooms available for occupation shall be entered in this Register in serial order so that no accommodation remains out of account. The Deputy Estate Officer and Secretary, House Allotment Committee should ensure that the interval between vacation of a residence and its reallotment and occupation is not unnecessarily prolonged.
- (2) In regard to temporary sites, the demands shall be raised on the basis of sites allotted for temporary occupation from time to time.
- (3) Fixed monthly charges, including those for fans and water meter, as also water charges shall be noted below the demand of Licence Fee.

19.3 Recovery of Licence Fees from employees

- (1) In regard to recoveries of Licence Fees from the employees of the University, the Deputy Estate Officer shall prepare Licence Fee Rolls in Form AU 19/2 in duplicate and forward these to the Drawing and Disbursing Officers concerned before the 20th of the month to which the Licence Fees pertain. The Drawing and Disbursing Officers shall at the time of signing entries in the Establishment Check Register, ensure that the recoveries on account of Licence Fees and other charges made in the bills tally with the amount shown realizable on the Licence Fee Rolls, and in case of discrepancies, if any, the same shall be intimated to the Deputy Estate Officer for rectification.
- (2) Where on account of non-drawal of salary, a recovery covered by a Licence Fee Roll has to be postponed, a remark to this effect should be given in the Licence Fee Roll to enable the Deputy Estate Officer to prepare a new Licence Fee Roll for effecting recovery from his next pay bill.
- (3) If the emoluments on which the Deputy Estate Officer has calculated the Licence Fee differ from the emoluments in the pay bills, the discrepancy shall also be pointed out in the Licence Fee Roll. The Deputy Estate Officer shall correct his entries of demands in Form AU 19/1 accordingly and proceed to send supplementary Rolls or to include/adjust the short/excess recoveries in the next Licence Fee Roll.
- (4) The Drawing and Disbursing Officer shall check the Licence Fee Rolls at the time of pre-audit of pay bills and return one copy to the Deputy Estate Officer for posting the realization in the Register of Licence Fee of Buildings and Lands (Form AU 19/1). The second copy of the Licence Fee Roll shall be retained for record by the Drawing and Disbursing Officer. An employee proceeding on leave without pay or absenting himself from duty without permission, shall be required to pay Licence Fee etc. for University accommodation in cash/through Bank Transactions in the same manner, as applicable to non-University employees under Rule 19.4 (1).

- 19.4 Recovery of Licence Fees from persons who are not employees of the University**
- (1) In the case of residences allotted to persons who are not University employees, Licence Fee etc. shall be realized in advance in cash/cheque/Demand Draft etc. and Licence Fee Rolls shall be sent to them direct marked "for cash payment".
 - (2) Such recoveries shall be made on receipts to be issued in Form AU 3/1 and accounted for in the Cash Book (Form AU 3/3) by the Deputy Estate Officer. The cash recoveries shall be credited in the manner laid down in Rule 3.6 and accounted for in the monthly Income Statement in the manner prescribed in Rule 3.8.
 - (3) All cash realizations/through Bank Transactions thus made shall be posted in the relevant page of the Licence Fee Demand & Collection Register.
- 19.5 Recovery for occupation of Rest Houses**
- In regard to charges for the occupation of University Rest Houses, the responsibility for recovery shall lie with the Rest House Chowkidar/Cook-cum-Chowkidar, who shall, in the event of doubt, obtain instructions from the Rest House Incharge viz. Coordinator of the KGK/Scientist Incharge of the Research Station/Regional Director of the Research Station/Deputy Estate Officer, as the case may be. Each occupant of Rest House shall be required to note down the payments made by him on account of prescribed Licence Fee, electricity charges, water charges and breakages etc., if any, in the Visitors' Book. The Rest House Chowkidar/Cook-cum-Chowkidar shall deposit his daily realizations in the Office of the Rest House Incharge concerned, who shall immediately issue receipts in Form AU 3/1 and account for the realizations in his Cash Book or Cash Receipt Book, as the case may be. At the same time, he shall acknowledge receipt of the amount, under his dated signatures, in the Visitors' Book.
- 19.6 Balance to be worked out monthly**
- At the close of the month, the monthly page of the Register of Licence Fees of Buildings and Lands (Form AU 19/1) shall be closed and balances, if any, worked out and carried forward to watch the recovery of outstandings.
- 19.7 Treatment of over-charges**
- Pending orders on a representation against the Deputy Estate Officer's assessment, the amount assessed must be paid by Licencee on demand. Should the representation be successful, the excess amount charged should be adjusted as soon as orders are issued, by reduction in assessment of a subsequent month, or if this is not practicable or convenient, by an actual repayment. The refunds of Licence Fee so made, should be taken in reduction of income of next month.

Chapter - 20

Rules Regarding Faculty House

- 20.1 Accommodation in the Faculty House will be available to the various categories of persons authorized for the purpose from time to time.
- Note 1 : If a person not entitled to stay in the Faculty House manages to occupy a room without a permit, he will be required to vacate the room immediately after the matter comes to notice, besides being required to pay for the facilities availed of.*
- Note-2 : Un-authorized persons are not allowed to stay with a permit holder.*
- Note-3: Dogs and other pets cannot be kept in the Faculty House.*
- Note-4 : Register for maintaining the record of visitors to the Faculty House will be maintained in the proforma prescribed (Form AU 20/1).*
- 20.2 The Registrar or the Deputy Registrar/Assistant Registrar authorized by him/Incharge Faculty House will have the authority to issue permits for the reservation of accommodation in the Faculty House to persons eligible in terms of Rule 20.1.
- Note: If an occupant wants to overstay in the Faculty House, necessary permission has to be obtained from the Registrar's office.*
- 20.3 Normally, the permission to stay in the Faculty House must be obtained in advance from the competent authority atleast 24 hours before arrival. Persons without a permit and who are otherwise entitled to stay in the Faculty House should contact the Incharge, Faculty House.
- 20.4 (1) Those official and non-official visitors who are treated as University guests, shall not be required to pay charges. Others will be charged as per rates approved by the Vice-Chancellor from time to time.
- Note-1: Where a person is covered in 2 categories, lower rates will be applicable.*

- (2) The charges for rest Houses at outstations will be the same as for DC/AC room for Faculty House.
- (3) No charges will be realized in case of rooms in the Farmers' Hostel and ordinary room in the Faculty House for stay not exceeding 3 hours. However, full charges will be realized for such stay in air conditioned rooms.
- (4) Ordinarily, no person should be permitted to occupy accommodation for a period exceeding 10 days except in the case of HAU employees joining on first appointment or on transfer. Rent will be double after 10 days in such cases. However, the delegates attending the training programme and summer institutes etc. will be allowed to stay in the Faculty House beyond 10 days on normal rent.
- (5) In case of eligible HAU employees joining on fresh appointment/transfer, the charges will be doubled after one month's stay.
- (6) Telephone charges will have to be paid for private local as well as outstation calls, if a telephone is provided to the persons allowed to stay in the Faculty House, at the prescribed rates.
- (7) The charges for ordinary room are applicable only if the room heater is not allowed in the rooms of the Faculty House. However, as and when this facility is used as an additional amenity, charges would be levied at the rates meant for air-conditioned rooms.
- (8) The enhanced rate applicable to A.C. rooms will be charged where the A.C. room has been got reserved. However, the enhanced rate for a room fitted with Desert Cooler/Heater will be charged only when the Desert Cooler/Heater is actually used.
- (9) Officers applying for reservation of accommodation should indicate whether they would be on duty or on leave on the dates for which reservation is required.
- (10) Officers for whom accommodation is reserved must inform the reservation authority well in time in case they do not intend to occupy the accommodation reserved for them so that accommodation can be made available to other Officers. In case reserved accommodation is not availed of on the first day and no intimation of any change in the programme is received by the reservation authority, the reservation made will be cancelled.

- (11) No reservation will be made for marriages or other similar functions in the Faculty House.
- (12) Reservation may also be made for the member(s) of the family of authorized persons even though not accompanied by the authorized person himself and in such a case the charges will be as provided in the rules for Faculty House. Such reservation shall be made only on the written request of the authorized person.
- (13) A person who locks up his furniture or household effects in a room of the Faculty House without actually leaving the room, shall be liable to pay the rent for the period he uses accommodation at the rates on which he would have been charged if he had occupied the room for his residential purposes and not on duty.
- (14) If a person after the expiry of the period for which he had been granted permission to stay in the room, locks up the room, the Registrar shall have the authority, besides charging rent from him as per note 13 above, also to order the opening/breaking up of the lock of the room and its vacation. He may also order the shifting of the belongings of such persons, 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.
- (15) Rates for block private booking would be double of the single private rates. Any booking of 5 or more rooms would be treated as block booking.

20.5 The occupants will be liable to pay for any damage to buildings, furniture or crockery etc.

20.6 The names of the visitors and extent of damage, if any, caused by them or by their servants, shall be entered in the Visitors' Book and the payment due for breakage, rent and light etc. according to the rate list hung in the Common Room shall be paid to the Superintendent Hospitality before departure and receipt obtained therefor.

20.7 If an occupant observes any damage or defect in any property or finds anything missing at the time he occupies the Room, he is expected to bring it to the notice of the Superintendent Hospitality of the Faculty House, failing which it will be presumed that everything was in order at the time of his occupation. The occupants shall be

responsible for any damage or shortage observed at the time of vacation of the room and shall be liable to pay the cost of repair or replacement.

- 20.8** Private use of Faculty House or part thereof is not allowed without the prior and written approval of the Vice-Chancellor on charges to be determined by him. Contributory parties by University employees will, however, be allowed free of charge by the Registrar.
- 20.9** Students are not allowed to use Faculty House except when invited or as a guest of a faculty member.
- 20.9 (A)** The non-teaching staff posted at KVK/outside research/teaching stations/EEI, Nilokheri visiting the University main Campus in connection with official work and staying in Farmers' Hostel are allowed to take meals in the Faculty House.
- 20.10** In exceptional circumstances and for good reason, the Vice-Chancellor may relax any or all of the Rules.

Chapter - 21

Rules For Publication and Distribution of Haryana Kheti Magazine

- 21.1 Objectives of the Magazines** The objective for the publication of the Magazines “Haryana Kheti” in Hindi is to constantly communicate to the farmers, villagers and others connected with farming, rural development etc. the information needed by them for improving their farms, homes, families, organizations and villages.
- 21.2 Periodicity** The magazines shall be published monthly. The periodicity may be changed by the Director of Extension Education under orders of the Vice-Chancellor in tune with the needs of the farmers and other clients.
- 21.3 Publisher and Printer** The Publisher and Printer of these Magazines shall be the Director of Extension Education, CCS HAU, Hisar.
- 21.4 Subscription** The annual subscription for the Magazines, namely, “Haryana Kheti” shall be as approved by the Vice-Chancellor keeping in view the actual cost and other considerations as may be relevant from time to time.
- 21.5 Subscription collection**
- (1) Subscribers’ Register shall be maintained in Form AU 21/1. A receipt will be issued to each subscriber in Form AU 3/1. Other normal Rules for the collection and disposal of the money at the Headquarter as prescribed in Chapter-3 of this Code, will apply here also.
 - (2) (i) Each Sr.Coordinator/Coordinator at the University’s KVKs in all the Districts and Manager, ATIC shall be required to collect subscription and he shall issue a receipt in Form AU 3/1 for the subscription collected.

- (ii) All collections thus made, shall be taken in the regular cash book maintained in KVK office.
- (iii) The amount collected shall be credited into the University Account at the station where Krishi Vigyan Kendra is located in accordance with Rule 3.6 of this Code. At the end of the month, a statement of income in Form AU 3/5 of this Code shall be prepared and sent to the Director of Extension Education for inclusion of the income in the scheme-wise income statement.

21.6 Funds

The subscriptions so collected, the advertisement charges earned as per rates prescribed and grants/donations received, if any, shall be deposited as University Income.

The expenditure on 'Publication, distribution, promotion and publicity for the Magazines' sale shall be met from the contingent grant of the Assoc. Director (Publications)/Director of Extension Education.

21.7 Records

Following records shall be maintained at the Headquarter in the Office of the Director of Extension Education/ Associate Director (Publications).

- (1) Cash Receipts in Form AU 3/1. A record of all new and used Receipt Books shall also be kept in Form AU 3/2 as per provision of Rule 3.5 of this Code.
- (2) Cash Book in Form AU 3/3. Receipt of money by way of subscription, advertisement charges, casual cash sales of Magazines or in settlement of previous credit sales, shall be accounted for in the Cash Book and receipt in Form AU 3/1 shall be issued.
- (3) Stock Register in Form AU 11/7. In the Stock Register, issues shall be posted monthly from the following sources :-
 - (i) Despatch of copies to the subscribers from the Subscriber's Register.
 - (ii) Despatch of complimentary copies from the Register of Complimentary Copies.
 - (iii) Casual cash sales from the Cash Book – Particulars of money receipts shall also be noted in the Stock Register. Casual sales shall not be posted in the Subscriber's Register.

(iv) Credit sale from the Bill Book and the Bill Maintenance Register.

(4) Subscribers' Register in Form AU 21/1

All receipts by way of subscription shall be entered in this Register and each subscriber shall be allotted a number under intimation to him.

(5) Bill Book in Form AU 11/4.

(6) Bill Maintenance Register in Form AU 21/2

(7) Register of Complimentary Copies. The Register shall be in the form of Subscribers' Register with the difference that instead of recording money receipts, authority for issue of Complimentary Copy shall be noted.

21.8 Distribution

(1) Sale

(i) To all subscribers.

(i) To individual purchasers.

(2) Gratis

(i) To each advertiser – two copies of the issue in which his advertisement appears.

(ii) To each author/co-author, 2 copies of the reprints of his/their articles of the reprints will be supplied to each author. In case of specific demand from the authors/ Departments for supply of reprints, these will be supplied at their cost.

(iii) The Director of Extension Education is authorized to issue 10 per cent of the copies printed of each Publication, as complimentary copies to Scientists, distinguished visitors and Book Agents in the interest of sales promotion and publicity of CCS Haryana Agricultural University Publications. Complimentary copies required by the Vice-Chancellor for presenting to distinguished visitors would also count towards the quota of 10 per cent.

(iv) On exchange basis with Institutions/ Organisations as deemed proper by the Director of Extension Education. For this purpose, the Magazine will be declared at par with other periodicals with comparable amount of subscription prescribed for the Magazine.

Note : When back volumes of the Magazines are spare, these may be disposed of at such rates and in such a manner as may be determined by the Publications Committee with the approval of the Vice-Chancellor.

- 21.9** Recoveries on account of advertisement in and sale/ subscription of the Magazines shall be made in advance.
- 21.10** Annually, in April each year, a report for review shall be prepared by the Officer Incharge, "Haryana Kheti" and "Haryana Farming" in Form AU 21/3. The report shall be reviewed by Director of Extension Education and Comptroller and then put up to Vice-Chancellor by the end of April, each year.
- 21.11**
- (1) The charges for advertisements will be recovered as per rates approved by the Vice-Chancellor from time to time on the recommendations of the Publication Committee.
 - (2) Terms and conditions for acceptance of advertisements shall also be as recommended by the Publication Committee and approved by the Vice-Chancellor from time to time. These may be reviewed every year before entering into any new contract of advertisements.
- 21.12 Discount** Usually no discount will be allowed to any agency/ bookshop purchasing these publications for sale. However, in the interest of University, the Vice-Chancellor may allow discount on the recommendations of the Publication Committee.
- 21.13 Miscellaneous**
- (1) Whenever there is any written complaint from a subscriber about non-receipt of magazine, another copy may be sent under intimation to him, free of cost.
 - (2) These rules shall also be applicable in case of any other publication which may be brought out by the University in future, unless otherwise provided therein specifically.
 - (3) All disputes are subject to Hisar jurisdiction only.
 - (4) The Vice-Chancellor shall be competent to relax any of these rules as and when deemed fit.

Chapter - 22

Campus School

- 22.1 Admissions**
- (1) The School is primarily for the children of the employees of the University. However, other children may also be admitted in pursuance of decisions taken by the School Advisory Committee from time to time.
 - (2) A Register of Admission and withdrawal shall be maintained in Form AU 22/1.
- 22.2 Tuition fees and concessions**
- There is no tuition fee for girl students. Tuition fees to be charged (except from girl students) and the grant of concession etc. shall be such as may be laid down by the Vice-Chancellor on the recommendations of the School Advisory Committee. The funds to be charged shall be such as may be laid down by the Vice-Chancellor.
- 22.3 Treatment of realizations**
- (1) All dues payable by the students shall be collected by the School Cashier through Bank (except in emergent cases). Dues realized by the Cashier shall be against acknowledgement in Form AU 3/1. Respective Class-Teacher will verify the payment of dues by the students of his/her class from these acknowledgements, keep suitable notes to this effect in the relevant column of their respective class-wise. Attendance Registers (Form AU 22/2) against the name of the student concerned. The amount received by the School Cashier shall be entered in the Cash Book for further disposal. The Cash Book shall be verified and closed daily under the signature of Principal in the usual way.
 - (2) Fees and other dues shall be realized from the Students as follows :-
 - (a) Fee at the beginning of the new session will be charged as under :-

- (i) From 1st April to 10th April – without late fee.
 - (ii) From 11th April to 20th April – with late fee of Rs.200/-.
 - (iii) From 21th April to 30th April – with late fee of Rs.400/-.
 - (iv) On or after 1st May, the name will be struck off from the school roll and re-admission fee of Rs.1000/- for private wards and Rs.800/- for Govt./HAU employees will be charged.
- (b) 2nd half yearly fee will be charged as under :-
- (i) From 1st Oct. to 10th Oct. – without late fee.
 - (ii) From 11th Oct. to 20th Oct. – with late fee of Rs.200/-.
 - (iii) From 21th Oct. to 31st Oct. – with late fee of Rs.400/-.
 - (iv) On or after 1st Nov., the name will be struck off from the school roll and re-admission fee of Rs.1000/- for private wards and Rs.800/- for Govt./HAU employees will be charged.
- (3) The Cashier shall also enter the realization in the Demand & Collection Register in Form AU 22/3. At the end of the month, the Principal shall verify the accuracy of the entries in the Demand & Collection Register by comparison with the relevant Attendance Register, Cash Book and other related record.

Account of refundable deposits

22.4 Refund of University dues

At present no refundable security deposit is realized from the students. Hence, the provisions mentioned in the existing rule 22.4 and 22.6 stand deleted.

If under the Rules and Orders in force, a student is entitled to refund of fees or other dues paid by him, the refund bill shall be prepared in Form AU 6/4. The fact of refund shall be noted in the Demand & Collection Register (Fees) in Form AU 22/3 and the bill presented for pre audit, before being passed on to the Comptroller for making payment from the University account through Bank transactions.

Chapter - 23

Group Saving Linked Insurance Scheme (GSLIS)

- 23.1 Scope** This chapter deals with the manner in which the accounts of Group Saving Linked Insurance Scheme are to be maintained.
- 23.2** An employee who opts to be 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 AU-23/1. 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.
- 23.3 Nominations by subscriber** All declarations of nominations made by the subscribers in Form AU-23/2 shall be kept by the Head of Department in safe custody in the personal file of the employee.
- 23.4 Membership register** Immediately after the receipt of information in Form AU-23/1, the names of the employees will be entered separately in the register of subscribers to be maintained in form AU-23/3. For this purpose, separate registers will be maintained for each category i.e. A, B, C & D for deduction of Rs. 180, 108, 54 and 27 respectively.

- 23.5 Maintenance of cash book** Cash book in Form AU-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 through bank transactions, 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.
- 23.6 Deductions 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 AU-23/4 by D.D.O. and submitted to the Comptroller duly audited, alongwith the relevant salary and establishment bill.
- 23.7 Posting of subscription** The Comptroller shall maintain the account of the Group Saving Linked Insurance scheme in Form AU-23/5 showing all transactions of the subscription 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 AU-23/6. 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 required to be maintained for the refund of this loan to the EWF through pre-audit.
- 23.8 Remittances to LIC** The amount of subscription for Group Saving Linked Insurance scheme will be remitted to the LIC at one time from the funds available in EWF Account, before its due date, irrespective of whether subscription from the employees have been received or not, by the office of Comptroller. Later on, the amount of subscription of the employees received through their pay bills will be deposited in the EWF Account. If any excess payment is made to the LIC due to resignation/termination etc. of the employee, recovery of excess amount will be made from the dues of the employee concerned.

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 AU-23/7.

- 23.9 Discontinuation from scheme** Accounts of 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 maintained in Form AU-23/8.
- 23.10 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 year and opt for this scheme, will become its members from coming month of July. The information in respect of such employees will be required to be supplied by the HOD in Form AU-23/1 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 as mentioned in rule 23.2.
- 23.11 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 AU-23/9 in duplicate by 15th July each year. After giving fresh account number, the second copy of the Form will be returned to the Department by the Comptroller Office and membership register in Form AU-23/3 will be corrected accordingly.
- 23.12 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 discontinued. On the happening of such occasion, the HoD shall inform the Comptroller's office immediately so that LIC is informed accordingly and that 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.

Employees Welfare Fund

- 24.1 Aims and objectives** The Employees Welfare Fund has been established for the benefit of the employees of the University. The objective of this fund is to provide monetary 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.
- 24.2 Nomination for getting financial aid from Fund** The employee is required to give a separate nomination 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. The form is available in the chapter of GSLIS of this Account Code.
- 24.3 Sources 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. An amount of Rs.20000/- is also contributed by the University every year in the beginning of the financial year towards this Fund.

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

| Sr. No. | Category of employees | Rate of monthly subscription |
|---------|---|------------------------------|
| 1. | The employees whose grade pay in the revised pay scales is upto Rs.2500/- p.m. (further revised to pay scale upto Level-5 in the pay scales revised from 1.1.2016) (Category-D) | Rs.20/- |

2. The employees whose grade pay in the revised pay scales exceeds Rs.2500/- p.m. (further revised to pay scale at Level-6 onwards in the pay scales revised from 1.1.2016) (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/-

24.4 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. falling under Category-D Rs.10000/-

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

- (3) In case of chronic diseases like cancer, heart surgery, brain heamorrhage, 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.

- 24.5 Fund Operation Committee** The Fund Operation Committee for EWF will consist of :-
1. Vice-Chancellor Chairman
 2. Presidents of recognized Associations/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.
- 24.6 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 State Bank of India, HAU Branch, Hisar. A part of the Fund will be invested in long term deposits so as to earn more interest. Policy of investment will be decided by the Fund Operation Committee with the approval of the Vice-Chancellor. The procedure for deduction of the contribution from the employees and its realization and deposit into the Fund will be monitored by the Comptroller.
- 24.7 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 Form AU 24/1 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.
- 24.8 Miscellaneous** For 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.

Chapter - 25

Self Financing Schemes(SFS)

25.1 Objectives

- (i) To provide partial financial support to produce seedling and planting material and other such products from agriculture, horticulture, animal and fisheries sectors.
- (ii) To provide partial financial support to manufacture new plant and machinery for crop production, fruits and vegetables, plantation crops and animal & fishery products.
- (iii) To facilitate value addition of farmers' produces through cleaning, grading, processing, packaging and marketing of agriculture, horticulture, animal and fisheries sectors.
- (iv) To facilitate the generation of internal resources.

25.2 Scope and extension of self financing scheme funds.

- (1) In the first instance, the Self Financing Funds shall be created for the following departments for activities shown against each.

| Sr.No. | Department | Scheme |
|--------|--------------------------|---|
| (i) | Veg. Crops | For seed production at outstations and seedling at Hisar |
| (ii) | Horticulture | For seedlings and by products at Hisar, seedlings at outstations. |
| (iii) | Agri. Res. Station, Kaul | For off-season/ additional crops. |
| (iv) | Microbiology | For expanding the work of Rhizobium culture. |

Note: Any other department which wants to take up similar activities is also to be covered under the Self Financing Schemes.

- (2) The Vice-Chancellor will determine the amount of Self-Financing Scheme fund for each activity on the recommendations of the Self-Financing Committee and also add other activities for similar operations.
- (3) The amount of Self Financing Scheme fund shall be revised on year to year basis depending upon the performance of the scheme.
- 25.3 Self Financing Committee** There shall be a Self Financing Committee consisting of the following :-
- (1) Director of Research
 - (2) Dean, COA
 - (3) Dean, COBS&H
 - (4) DF/Chief Scientist-cum-Head, RDS Seed Farm
 - (5) Comptroller
 - (6) Respective HOD/HOS of the RF/SF Schemes
- 25.4 Operation of self financing scheme funds & maintenance of accounts**
- (1) A separate bank account would be operated for each of the Self Financing Schemes where income and expenditure of the scheme would be maintained.
 - (2) In the beginning of the scheme, required budget allotment shall be made from the available resources of the University. At the time of start of self-financing scheme, it may be seen that what was the actual income scheme-wise of that department for the last three years. Average of that may be calculated and in future increase in each scheme should be ensured proportionately every year. At the time of start of scheme information is to be furnished in Form AU 25/1.
 - (3) To facilitate quick payments and accelerate the progress of the projects, the department concerned shall be provided with permanent imprest as per need and payments made by the department in accordance with the existing procedure. Similarly, imprest account shall be got recouped as per existing procedure. The existing purchase procedure shall also be followed.

- (4) (i) There shall be budgetary limit upto which expenditure can be incurred for the said projects during a particular financial year. Till this is done, as a result of Annual Review envisaged in Rule 25.6 infra, the deptts. operating self-financing schemes are authorized to operate the budget in the new financial year to the extent of 50% of the previous year's allocation, till final allocation is made on the recommendation of SF Committee which will further be subject to a minimum of 10% income over the allocation.
 - (ii) Fifty per cent of the surplus income i.e. income generated over and above the margin of 10% income over the expenditure made during the on-going financial year may be reallocated to the user department and remaining 50% of surplus income in respect of SF Schemes where recurring expenditure including proportionate salary is not charged to SF schemes, shall be retained by the University to cover the shortfall and to create endowment fund.
 - (iii) Ten per cent of the surplus income in respect of self-financing academic courses, if any, for which recurring expenditure including salary is met with, out of fees etc. from self-financing scheme shall be retained by the University to cover the shortfall and to create endowment fund.
- (5) If the scheme is unable to generate income with 10% or more increment annually for consecutive two years, the continuation of the scheme may be critically reviewed by the Self-Financing Committee.
- (6) In the month of October each year, the Director of Research shall submit, through the Comptroller a 6- monthly progress report of the Self-Financing Schemes to the Vice-Chancellor for his information.
The Director of Research may if considered necessary call the meeting of the Self-Financing Committee at any time and take appropriate action in any manner concerning the operation of Self-Financing Schemes, with a view to improve their working.

- (7) All the prescribed registers for payment, stock, income etc. as applicable to other accounts of the University, shall be maintained.
- (8) All the recurring expenditure including POL, TA, Wages, M & S, Telephone and Electricity relating to Self-Financing Scheme may be booked to the scheme. Where the building has been taken on rent for SF Scheme, the rent of building may also be booked to Self-Financing Scheme.

In the project no activity/asset would be created which will call for continuing recurring liability.

The electricity charges, rent of buildings, depreciation of equipment and any other operational expenditure will have to be borne out of the receipts of Self-Financing Schemes.

- (9) Non-recurring expenditure relating to Self-Financing Schemes may be booked to the scheme by making specific provision for it.
- (10) Depreciation of such equipments and other items, except building and land, specifically purchased for Self-Financing Scheme may be booked to the scheme. Standard discounting technique is to be used as per ICAR/State guidelines.
- (11) There will not be a provision of whole time employees exclusively for the work of Self-Financing Scheme.
- (12) No regular scientific position is to be created in the scheme. Technical and supporting staff absolutely required and justifiable is only to be deployed. All labour has to be hired on contractual basis. Deserving poor students may be engaged in these schemes and suitable remuneration as may be approved by the VC can be paid to them. The rules for engaging students in Self-Financing Schemes will be the existing rules as for engaging students at the farm.
- (13) The Revolving Fund should be subject to the condition that 20% of the seed money provided would be returned annually in equal instalment out of profit earned from 5th year onward or earlier if it becomes possible. The continuation of scheme shall depend on its financial viability. Net receipts from the scheme is to be ploughed back to the next year.

- (14) An incentive would be paid upto a level of 10% of the net profits for distribution among actual workers by the institution. For payment of incentive, information may be furnished in Form AU 25/2. The profit would be calculated taking into account the wages of all the staff borne on the revolving fund project budget.

Any loss during operation of the project would be borne by the department concerned, except in the event of natural calamities. In this regard, the decision of the V.C. would be final.

- (15) Any regular staff involved in the SF scheme would be supposed to draw their normal salary from the concerned teaching/research/extension scheme.

In case land/building belongs to the organization, no rent need to be paid as the organization is not incurring any additional expenditure in that event.

The concerned department would have complete freedom and discretion to use the fund for the purpose for which it is provided. The balance of the profit can be used with the approval of the VC in any manner as the department chooses subject to the condition that its actual utilization would only be to enhance its further capabilities to fulfill the task in much better way in the years to come and of higher dimensions.

- (16) The total incentive amount (10% of the net profit) will be shared equally among all those associated with the operation of the scheme. The V.C. on the recommendations of the SF Committee will approve the incentive.

25.5 Balance sheet

At the end of each financial year, a balance sheet of each Self-Financing Scheme shall be prepared by the HoD in Form AU 25/3 alongwith income position of the schemes, other than Self Financing Scheme of department, in Form AU 25/4 and after getting it audited, it may be sent to the Comptroller through the Controlling Officer.

- (i) The Balance sheet is to be put up before the Review Committee within three months of close of the preceding financial year.
- (ii) Balance sheet is to be put up to the FC /BOM every year by the Director of Research through Comptroller.
- (iii) The following certificates are to be recorded by the HoD on the balance sheet.

- (a) No income of other scheme(s) has been credited to the Self-Financing Scheme.
- (b) All the income booked actually relates to the Self-Financing Scheme.
- (c) No expenditure of inputs relating to this scheme has been booked to other scheme(s).
- (d) All the pending bills relating to this scheme have been included.

Rules for Revolving Fund Scheme Funded by ICAR for Research and Krishi Vigyan Kendras

26.1 Objectives

- (1) For Research
 - (i) To provide partial financial support to produce seedling and planting material and other such products from agriculture, horticulture, animal and fisheries sectors.
 - (ii) To provide partial financial support to manufacture new plant and machinery for crop production, fruits and vegetables, plantation crops and animal and fishery products.
 - (iii) To facilitate value addition of farmers' products through cleaning, grading, processing, packaging and marketing of agriculture, horticulture, animal and fisheries sectors.
 - (iv) To facilitate the generation of internal resources for meeting non-plan expenditure.
- (2) For K.V.Ks
 - (i) To Collaborate with the Subject matter specialists of the State Agricultural Universities/Scientists of the Regional Research Station, DAEP and the State Extension Personnel in 'on Farm Testing', refining and documenting technologies for developing region-specific sustainable land use systems.
 - (ii) To organize training to update the Extension Personnel within the area of operation with emerging advances in agricultural research on regular basis.

(iii) To organize long term vocational training, courses in agriculture and allied vocations for the rural Youths with emphasis on 'learning by doing' for generating self-employment through institutional financing.

(iv) To organize frontline demonstrations in various crops to generate production data and feedback information.

26.2 Revolving Fund Scheme Committee

There shall be a Revolving Fund Committee consisting of the following :-

(I) For Research Schemes :

- (1) Director of Research - Chairman-cum-Convenor
- (2) Dean, COA
- (3) Dean, COBS&H
- (4) Dean, COAE&T
- (5) DF/Chief Scientist-cum-Head, RDS Seed Farm
- (6) Comptroller
- (7) Respective HOD/HOS of the RF/SF Schemes

(II) For KVKs :

- (1) DEE - Chairman-cum-Convenor
- (2) Dean,COA
- (3) Dean, COHS
- (4) Comptroller
- (5) Director of Research/Rep.
- (6) Director Farm
- (7) Respective Incharges of the KVKs

26.3 Operation of Revolving Fund Scheme and Maintenance of Accounts

(i) A separate account be created for each Revolving Fund Scheme where expenditure of the scheme would be maintained and funds transferred from the Comptroller office would be deposited.

(ii) A separate bank account for all Research Schemes will be operated by the Comptroller wherein income of all the Revolving Fund Research Schemes will be deposited by the department concerned.

(iii) A separate account of Revolving Funds of KVK schemes will be maintained at each KVK. The Incharges of KVKs will be responsible for maintaining the income and expenditure accounts thereof accurately. The surplus income of the

Revolving Funds will be invested in the Short Term/ Long Term Deposits in the Bank at each station and statement thereof will be sent to the Comptroller at the end of the financial year alongwith the balance sheet.

- 26.4** An inbuilt incentive would be made upto a level of 10% of the net profits for distribution among actual workers by the department. The profit would be calculated taking into account the wages of all the staff borne on the Revolving Fund Project budget.
- 26.5** 15% of the profit, including bank interest on Fixed Deposits, if any, earned through the Revolving Fund Scheme in a department should be set apart for meeting certain common expenses like telephone/electricity charges etc. so that the burden on the Plan-B (previously Non-plan) outlay of the sponsoring department is reduced. Accounting system to reflect such adjustments has to be worked out in consultation with Vice-Chancellor.
- 26.6** The concerned HOD/Incharge, KVK will have complete freedom and discretion to use the fund for the purpose for which it is provided. The balance of the profit can be used in any manner the department/KVK choose subject to the condition that its actual utilization would only be to enhance its further capabilities to fulfill the task in much better way in years to come and of a higher dimension.
- Allotment would be got made by HOD/Incharge, KVK through Controlling Officer on the recommendation of Revolving Fund Committee from the Vice-Chancellor through Comptroller.
- 26.7** The Revolving Fund should be subject to the condition that 20% of the seed money provided would be returned annually in equal instalments out of profit earned from the 5th year onward or earlier if it becomes possible. The period of the project is ten years. Net receipts from the scheme is to be ploughed back to the next year.
- 26.8** Any loss during operation of the project would be borne by the concerned department/KVK except in the event of natural calamities. In this regard, the decision of the Vice-Chancellor would be final and binding on all the parties concerned.

- 26.9 No regular scientific position is to be created for the scheme. Technical and supporting staff, absolutely required and justifiable is only to be included. All labour has to be hired on contractual basis. While no vehicle can be purchased from the grants the same can, however, be purchased from their own share of profits. Students may be engaged in these schemes and suitable remuneration can be paid to them in the form of assistantship.
- 26.10 The technical monitoring would be undertaken by respective DR/DEE whereas the financial monitoring would continue to be vested in the Comptroller. Based on the periodic assessment, a decision for closing the scheme at one or more centres would be taken by the Vice-Chancellor. Annual account of the Revolving Fund will be got verified from the Joint Director, Local Audit and submitted to the Comptroller who shall transmit the same alongwith his comments to the Vice-Chancellor for his information after each year.
- 26.11 The DEE/DR/VC will monitor the scheme at his level on monthly/quarterly/half yearly/yearly basis. The concerned HOD/Incharge, KVK may submit the six monthly report of each scheme indicating physical/ financial aspects as and when required through Controlling Officer to the ICAR.
- 26.12 (i) The Departments operating Revolving Fund Schemes are authorized to operate the budget in the new financial year to the extent of 50% of the previous year's allocation till final allocation is made on the recommendation of Revolving Fund Committee which will further be subject to a minimum of 10% income over the allocation.
- (ii) 50% of the surplus income i.e. income generated over and above the margin of 10% income over the expenditure made during the ongoing financial years may be re-allocated to the user department and rest of 50% of surplus income in respect of RF schemes where recurring expenditure including proportionate salary is not charged to RF schemes, shall be retained by the University to cover the shortfall and to create endowment fund.
- 26.13 **Revolving Fund Committee Work** Revolving Fund Committee would revise the procurement/ selling price of the raw material/product at any time on the basis of prevailing prices in the region.

-
- 26.14** All the prescribed Registers for payment, stock, income etc. as applicable to other Accounts of the University, shall be maintained.
- 26.15** Depreciation of such equipments and other items, except building and land, specifically purchased for Revolving Fund Scheme may be booked to the scheme. Standard discounting technique is to be used as per ICAR guidelines.
- 26.16** If the scheme does not give income more than 10% increase for consecutive two years, the continuation of the scheme may be critically reviewed by the Revolving Fund Committee.
- 26.17** Proformas for grant of incentive, balance sheet of Revolving Fund Committee and income position other than Revolving Fund Committee of the department shall be applicable as per forms prescribed in Rule 25.4 & 25.5 of the Self Financing Scheme (Chapter 25).

Self Financing/Revolving Fund Scheme on Experiential Learning

- 27.1 Objectives and Scope** The Indian Council of Agricultural Research has sanctioned one time grant for Experiential Learning-setting up of facilities for hands on training on the followings: -
- (i) High Tech. Agriculture.
 - (ii) Bakery and Confectionary Products.
 - (iii) Processing of Fruits, Vegetables and some other food items.
 - (iv) Production of Medicinal and Aromatic Plants through Tissue Culture and Production of Bio-fertilizers.
 - (v) Media Lab. for Designing and production of information Material.
 - (vi) Processing of Fruits and vegetables for Value Addition.
 - (vii) Product Design Digital Embroidered Home Furnishings.

Note:-(i)The funding of the projects will be out of ICAR/State funds. The seed money of Rs. 50,000/-(one time) will also be provided as Revolving Fund to each Unit.

(ii)In addition to above, any other projects funded by ICAR/ State Funds will also be implemented with the approval of the Vice-Chancellor.

The Units are so established that they are financially viable. After they are fully operational, they should be able to meet their running cost so that they may be self-dependent meaning thereby that the self-financing in itself.

The broad objective of the Programme is to guarantee learning opportunity to the undergraduate students through integration of basic knowledge and conceptual aspects with hands on training and practice in a real life work environment. It also aims to instill greater confidence, competitiveness and competence among the graduates to meet needs of private sector and to undertake self-employment in vocations of their choice. The specific objectives are as given below.-

- (i) To induct hands on training for undergraduate students in agriculture and allied sciences as part of the course curriculum.
- (ii) To cultivate capabilities suiting emerging job markets and build entrepreneurship spirit and business management competence among students so that they may be able to create employment for themselves and others.

The scope of the programme would include hands on training in preselected vocations. It would involve creation of facilities in the form of instructional farms, model plants or engineering workshops. The training programme would lean heavily on practice in technologically advanced methodologies for production of the items/products as mentioned above. The entire scheme of experiential would follow the established system of “earn while you learn”. In such programmes a proper system of accounting would be followed & maintained and managed, which is mentioned in the following paragraphs.

27.2 Competent Authority

- (i) The Vice-Chancellor shall be competent to sanction and determine the programme as well as amount of such Scheme for each activity on the recommendations of Self Financing/Revolving Fund Committee and also to add other activity for similar operations. Such schemes shall be termed as 'Self-Financing/Revolving Fund Schemes' on Experiential Learning.
- (ii) The Controlling Officer of the scheme concerned will be competent authority to allow the distribution of the profits among the trainees/Students, faculty and staff as prescribed by the ICAR/University from time to time.

- 27.3 Self Financing/Revolving Fund Committee**
- There shall be Self Financing /Revolving Fund Committee consisting of the following:-
- i. Director, HRM - Chairman
 - ii. Director of Research
 - iii. Dean of the College concerned
 - iv. Director, CFST
 - v. Head of the Department and Lead Faculty Member of the Scheme concerned
 - vi. Comptroller
 - vii. Coordinator, EL Programme of the University
 - viii. Assoc. Director/Joint Director, HRM - Convenor
-
- 27.4 Self Financing/Revolving Fund Committee's Work**
- (i) The Self Financing/Revolving Fund Committee will revise the procurement/selling price of the raw material/ product at any time on the basis of prevailing prices in the region.
 - (ii) A loss making unit/department will be subjected to thorough scrutiny by the team of experts, constituted by the Self Financing/Revolving Fund Committee. The recommendations will be drawn for future corrective measures to minimize recurring losses.
 - (iii) Self Financing/Revolving Fund Committee shall obtain and take into consideration all the information related to the Self Financing/Revolving Fund Scheme required for the relevant activities.
 - (iv) At the end of each financial year the balance sheet shall be prepared by the Lead Faculty/HOD in the Form AU-27/1 with income position of the scheme. After it is got audited from the audit, it will be put up before the Self Financing/Revolving Fund Committee within 3 months of the close of the preceding Financial year. Thereafter it will be submitted along with comments through the Comptroller to the Vice-Chancellor for his information.
 - (v) The following certificates are to be given by the Lead Faculty/HOD on the balance-sheet:-

- a) No income of any other scheme has been booked to the Self Financing/ Revolving Fund Scheme.
- b) All the income actually relates to the scheme.
- c) No expenditure of inputs (raw material) relating to this scheme has been booked to other schemes.
- d) All the pending bills relating to the scheme have been included.
- 27.5 Scheme/ Details of the Project**
- (i) The scheme shall be prepared for each training for each season/ year indicating the trainings/ programmes to be conducted. The scheme shall be prepared by the Head of the Department concerned with the help of Lead Faculty of the scheme and shall be approved by the Director, Human Resource Management on the recommendations of the Controlling Officer concerned before commencement of the financial year.
- (ii) The amount of Self Financing/ Revolving Fund Scheme shall be revised on year to year basis.
- 27.6 Operation of Self Financing/ Revolving Fund Scheme and Maintenance of Accounts thereof**
- (i) A separate account shall be created for each Self Financing/Revolving Fund Scheme where income and expenditure of the scheme will be maintained.
- (ii) A Separate Bank Account for each scheme shall be operated by the Department/Office concerned wherein income received will be deposited.
- (iii) A 'Central Training Fund' A/C of the University will also be opened and maintained by the Comptroller.
- (iv) An inbuilt incentive shall be made out of net profit generated by each group of trainees/Students and it will be shared as per ICAR guidelines as under:-
- a) Team Members (Trainees/Students) – will get away 50% of the net profit.
- b) Faculty (associated with the conduct of the programmes) will share 10% of the net profit.
- c) "Central Training Fund" of the University (maintained by the Comptroller) – will get 20% of the profit.
- d) Staff associated with the programme will share 10% the profit.
- e) Remaining 10% shall be used for development of facilities and replacement of the old facilities.

- (v) The proforma for grant of incentive and income position of the scheme shall be applicable as prescribed in form AU 27/2.
- (vi) Losses, if any, of the programme will be borne out of the "Central Training Fund".
- (vii) The allotments would be got made by the Lead Faculty through HOD through Controlling Officer on the recommendations of the Self-Financing/Revolving Fund Committee from the Vice-Chancellor through Comptroller.
- (viii) The concerned Lead Faculty will use the funds for the purpose for which it is provided and incur the expenditure as per the HAU rules.
- (ix) All the recurring expenditure relating to inputs (raw material) relating to Scheme will be booked to the Self Financing/Revolving Fund Scheme.
- (x) All the prescribed registers for payment, stock, income etc. as applicable to other accounts of the University shall be maintained.
- (xi) To facilitate quick payments and accelerate the progress of the scheme, the department concerned shall be provided with Permanent Advance and payments will be made by the department in accordance with the existing procedure. The Permanent Advance shall be got recouped as per existing procedure. The existing Purchase Procedure shall also be followed.
- (xii) No regular scientific/technical and supporting staff position is to be created for these schemes.
- (xiii) The technical monitoring will be undertaken by the Director, HRM through the Controlling Officer concerned whereas the financial monitoring shall continue to be vested in the Comptroller. Based on the periodical assessment, a decision for closing the scheme would be taken by the Vice-Chancellor.

Goods and Services Tax

- ⌘ **Introduction** The Goods and Services Tax has been introduced by the Govt. of India and the Haryana State Govt. has implemented it on the pattern of Central Govt. w.e.f. 01.07.2017. Consequently, the CCS HAU has also implemented the GST Scheme in the University. The GST Registration Certificate No.06AAAJC1002E1Z9 has also been obtained by the University. The Comptroller is the Incharge of the Scheme.
- ⌘ **Source of Income on which GST is leviable** The Sources of income and University products/ items on which GST is to be received is given at Annexure-I. The rates of GST are also indicated against each item. These rates are subject to change as per Govt. instructions received/to be received from time to time.
- 28.3 **Code Nos. of the departments** The Departments of the University have been allotted code Nos. as per list at Annexure-II for the implementation of GST Scheme, for the services provided and products/items sold by them on which GST is to be charged.
- 28.4 **Receipt and Deposit of GST**
1. For the services provided and products/items sold, the departments will issue Tax Invoice/ Cash Receipt in the Form as at Annexure-III. The Receipt Book for GST items will be maintained separately rate-wise. For example, one receipt book for items which come under NIL GST rate and one each for items under 5%, 12% & 18% GST rates, so that GST amount may be calculated rate-wise separately. The Departments will ensure to fix the following stamp on each Receipt before it is used.
Bill of supply
GSTIN-06AAAJC1002E1Z9

2. The total amount of GST received shall be deposited by the departments in the Comptroller's Account. A GST Register for receipt of GST amount (for services provided and sale of products/items etc.) shall be maintained by the departments concerned in the proforma at Statement-A.

8 Payment of GST The Departments make purchases and receive services/supplies for their requirements in the University for which they have to make payment of GST. The departments shall keep record of all such payments in the GST Payment Register in statement form as at 'B'.

8 Supply of information in respect of GST Receipts & Payments All the departments concerned shall supply information in respect of GST Receipts and Payments in Statements 'A' & 'B' to the Comptroller by 2nd of every month for the preceding month. For example, the statements for the month of January shall be supplied by 2nd Feb. to enable the Comptroller to compile the information and send it to the concerned Govt. department by 10th of that month, so as to avoid penalty of fine for late filing/submission of GST statements to the concerned department.

Annexure-I

Rate List of GST for Source of Income of CCS HAU

| Sr. No. | Source of Income of different departments of University | GST Rates* |
|----------------|---|-------------------|
| 1. | Registration fee from stall etc. for Kisan Mela | 18% |
| 2. | Sale of publication, printing books etc. special to farmers' community etc. | Nil |
| 3. | Sale of tender form for outsourcing/job etc. | 18% |
| 4. | Enlistment fee received from contractor | 18% |
| 5. | RTI Fee | Nil |
| 6. | Sale of unserviceable old auctioned material | 18% |
| 7. | Sale of office raddi like newspaper etc. | 18% |
| 8. | Licence fee, water & sewerage charges of residing houses | Nil |
| 9. | Licence fee, water & sewerage charges of shops, towers etc. | 18% |
| 10. | Gate pass fee | 18% |
| 11. | Reservation charges of auditorium/hall etc. | 18% |
| 12. | Sale of bio-fertilizer to farmers | Nil |
| 13. | Sale of Bakery products like biscuits, cakes, candy, squash etc. | 18% |
| 14. | Charges of copy of developed CDs in the department and A4 size colour and B&W printing. | 18% |
| 15. | Copy of developed CDs in the department | Nil |
| 16. | Testing fee for testing of agricultural machinery like tractors, threshers etc. | 18% |
| 17. | Sale of milk to staff | Nil |

| Sr. No. | Source of Income of different departments of University | GST Rates* |
|----------------|--|-----------------------|
| 18. | Sale of grain in market like bajra, moong, gram, wheat, mustard, cotton etc. | Nil except Mustard 5% |
| 19. | Sale of seeds to farmers/market | Nil |
| 20. | Sale of vegetables/vegetable seeds | Nil |
| 21. | Sale of different types of fodder | Nil |
| 22. | Auction of unserviceable vehicles/scrap/black oil etc. | 18% |
| 23. | Sale of tree and fuel wood | Nil |
| 24. | Sale of plants/sapling and flowers/bouquets, garlands etc. | Nil |
| 25. | Room rent for faculty house/KVK | 18% |
| 26. | Sale of admission prospectus to students | Nil |
| 27. | Application fee from candidates for recruitment | 18% |
| 28. | Admission fee/Education fee/other fee from students | Nil |

* The GST rates are subject to change as per instructions received/to be received from the State Govt. from time to time.

Annexure-II

Introduction of GST in H.A.U. – Code No. of Departments

| Sr. No. | Name of Department | Code No. |
|----------------|--|--|
| 1. | SVC | 1 |
| 2. | Registrar | 2- DDO Section 3- Faculty House 4- COE |
| 3. | Comptroller | 5- AR(E) 6- AR(P) |
| 4. | Director (S&P) | 7 |
| 5. | DHRM | 8 |
| 6. | DSW | 9 |
| 7. | Nehru Library | 10 |
| 8. | EO-cum-SE | 11 |
| 9. | DEO | 12 |
| 10. | SMO | 13 |
| 11. | CFST | 14 |
| 12. | LSU | 15 |
| 13. | Principal, Campus School | 16 |
| 14. | Dean PGS | 24 |
| 15. | Dean, College of Agriculture | 25 |
| 16. | Principal, College of Agriculture, Kaul | 26 |
| 17. | Principal, College of Agriculture, Bawal | 27 |
| 18. | Genetics & Plant Breeding | 28 |
| 19. | Horticulture | 29 |
| 20. | Seed Science & Technology | 30 |
| 21. | Soil Science | 31 |
| 22. | Agronomy | 32 |
| 23. | Dean, College of Agriculture Engineering & Tech. | 40 |
| 24. | Farm machinery & Power Engineering | 41 |

| Sr. No. | Name of Department | Code No. |
|----------------|---|-----------------|
| 25. | Dean, College of Basic Science & Humanities | 46 |
| 26. | Microbiology | 47 |
| 27. | Sociology | 48 |
| 28. | Zoology | 49 |
| 29. | Dean, College of Home Science | 55 |
| 30. | FN | 56 |
| 31. | Directorate of Research | 60 |
| 32. | Director of Farms | 61 |
| 33. | Director RDS | 62 |
| 34. | RRS, Bawal | 63 |
| 35. | RRS, Kaul | 64 |
| 36. | RRS, Rohtak | 65 |
| 37. | RRS, Sirsa | 66 |
| 38. | RRS, Uchani | 67 |
| 39. | Directorate of Extension Education | 70 |
| 40. | ATIC | 71 |
| 41. | ADT | 72 |
| 42. | ADP | 73 |
| 43. | JDE | 74 |
| 44. | KVK, Ambala | 75 |
| 45. | KVK, Bawal | 76 |
| 46. | KVK, Bhiwani | 77 |
| 47. | KVK, Bhopani | 78 |
| 48. | KVK, Damla | 79 |
| 49. | KVK, Fatehabad | 80 |
| 50. | KVK, Jhajjar | 81 |
| 51. | KVK, Kaithal | 82 |
| 52. | KVK, Karnal | 83 |
| 53. | KVK, Kurukshetra | 84 |
| 54. | KVK, Mandkola | 85 |
| 55. | KVK, Mahendergarh | 86 |
| 56. | KVK, Pinjore | 87 |
| 57. | KVK, Pandu Pindara (Jind) | 88 |
| 58. | KVK, Rohtak | 89 |
| 59. | KVK, Sadalpur | 90 |
| 60. | KVK, Sonapat | 91 |
| 61. | KVK, Sirsa | 92 |
| 62. | KVK, Ujha (Panipat) | 93 |
| 63. | EEL, Nilokheri | 94 |

Note : Further Code Nos. as per requirement will be allotted by the Comptroller.

Annexure-III

**Chaudhary Charan Singh Haryana
Agricultural University, Hisar**

Name of Deptt. _____

TAX INVOICE/CASH RECEIPT

University GSTIN 06AAAJC1002E1Z9

Code/Book/Receipt No.....

Dated.....

Received the sum specified below through Cash/POS/Cheque/Bank Draft
No.....(if any) on account of the items detailed
below from

Having GSTIN _____

(Name & address of the firm)

| Sr. No. | Name of Article | Quantity | Rate | Amount |
|---------|-----------------|----------|--|--------|
| | | | Total amount add CGST@ SGST@ IGST@ Grand Total | |

Rs.(in words)

Tax on reverse charge Yes No

Signature
Designation

Note: In case of payment by cheque, the receipt is subject to realization of the amount.

STATEMENT 'A'
Monthly Statement of Receipt of GST Amount

| Sr. No | Name of Firm | GST No of Firm | Bill/ Receipt No. | Bill/ Receipt date | Place of supply | HSN Code | Applicable rate of GST | Invoice value Before GST | CGST | SGST | IGST | Total | Bank A/c No. in which deposited | Date of Deposit | Remarks | |
|--------|--------------|----------------|-------------------|--------------------|-----------------|----------|------------------------|--------------------------|------|------|------|-------|---------------------------------|-----------------|---------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 2 | | | | | | NA | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |

Total

Signature of DDO/HOD

...

STATEMENT 'B'
Monthly Statement of Payment of GST Amount

| Sr. No. | Name of Firm (if registered) | GST No of Firm | Bill No. | Bill date | Place of supply | HSN Code | Applicable rate of GST | Invoice value before GST | CGST | SGST | IGST | Total | Remarks |
|---------|------------------------------|----------------|----------|-----------|-----------------|----------|------------------------|--------------------------|------|------|------|-------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 2 | | | | | | NA | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |

Total

Signature of DDO/HOD

FORMS

Index of Forms

| <i>Chapt.</i> | <i>Rule</i> | <i>Title</i> | <i>Form</i> |
|---------------|---------------|---|-------------|
| 1 | 1.7 | Register of Court cases | AU1/1 |
| 2 | 2.4 | BM-3 | AU2/1 |
| | 2.4 | BM-10 | AU2/2 |
| | 2.4 | Budget Estimates & Income Statements | AU2/3 |
| | 2.9 | 1st Excesses and Surrender Statement | AU2/4 |
| | 2.9 | 2nd Excesses and Surrender Statement | AU2/5 |
| | 2.15 | ICAR Form for Demand of Funds | AU2/6 |
| | 2.15 | ICAR Form for Demand of Funds (for second half of the year) | AU2/7 |
| 3 | 3.4 | Cash Receipt | AU3/1 |
| | 3.3(2) | Demand and Receipt of Grant from ICAR/other Agencies | AU3/1(a) |
| | 3.5 & 3.9 (2) | Register of Receipt/Cheque Books | AU3/2 |
| | 3.6 | Cash Book | AU3/3 |
| | 3.7(1) | Register of Postal Orders | AU3/4(a) |
| | 3.7(2) | Register of Money Orders | AU3/4(b) |
| | 3.8 | Scheme-wise classified Statement of Income | AU3/5 |
| | 3.11(1) | Bank Ledger | AU3/6 |
| | 3.12 | Classified abstract of expenditure | AU3/7 |
| | 3.17 | Register of Investments | AU3/8 |
| 4 | 4.11(1) | Register of Receipt and Disposal of Cheques | AU4/1 |
| | 4.13(1) | Register of Clearance of Advances | AU4/2 |
| | 4.13(7) | Miscellaneous Demand and Collection Register | AU4/3 |
| | 4.15(1) | Register of Security Deposits | AU4/4 |
| 5 | 5.1(1) | Service Book | AU5/1 |
| | 5.3(1) | Pay Bill | AU5/2 |
| | 5.3(2) | Bank Scroll | AU5/2(a) |
| | 5.3(3) | Daily Attendance Roll of Labour | AU5/3 |
| | 5.4(1) | Establishment Check Register | AU5/4 |
| | 5.5(3) | Absentee Statement | AU5/5 |
| | 5.10 | Last Pay Certificate | AU5/6 |
| | 5.11(2) | Deduction/Redrawal Bill | AU5/7 |

| | | | |
|---|---------------|--|----------------|
| | 5.12 | T.A. Bills | AU5/8 A, B & C |
| | 5.13 | T.A. Check Register | AU5/9 |
| | 5.14(1) | Reimbursement of Medical Charges- Doctor's Report | AU5/10 |
| | 5.14(3) | Reimbursement Bill of Medical charges | AU5/11 |
| | 5.14(3) | Medical Reimbursement check Register | AU5/11(a) |
| 6 | 6.5 | Contingent Register | AU6/1 |
| | 6.7(2 & 3) | Payment from imprest (Permanent Advance) | AU6/2 |
| | 6.8 & 6.9 | Contingent Bill Form | AU6/3 |
| | 6.16(1) | Register of Permanent Advance, Revolving Fund & Permanent Securities | AU6/4 |
| | 6.16(2) | Departmental Register of Permanent Advance, Revolving Fund & Permanent Securities | AU6/4(a) |
| | 6.17(2) | Register of Temp. Security/Earnest Money | AU6/5 |
| | 6.14 | Delivery Challan | AU6/6 |
| | 6.18(1) | Form for seeking financial sanction for purchase of recurring items of regular use | AU6/7 |
| | 6.18(3) | Form for seeking financial sanction for purchase of non-recurring items | AU6/8 |
| 7 | 7.1 | Register of Examination Expenditure-Control & Check | AU7/1 |
| | 7.5 | Remuneration Bill | AU7/2 |
| | 7.6 | Remuneration Bill for external examiners for oral examination & thesis evaluation | AU7/3 |
| 8 | 8.3(1) | Fellowship/Scholarship/Stipend Bill | AU8/1 |
| | 8.4 & 8.5 (3) | Cash Book for sundry deposits | AU8/2 |
| | 8.6(1) | Investment of Donattee for Gold and other Medals-Account of Receipt of Interest on F.D. | AU8/3 |
| | 8.2 | Check Register for fellowship/Scholarship/Stipends | AU8/4 |
| 9 | 9.2 | CPF-Application for admission to and allotment of account number | AU9/1 |
| | 9.2 | GPF-Application for admission to and allotment of account number | AU9/2 |
| | 9.3 & 9.12 | CPF/GPF Ledger-Monthly Report | AU9/3 |
| | 9.4 | CPF/GPF/Pension Fund Bill of Subscription & University Contribution | AU9/4 |
| | 9.5 & 9.11 | CPF/GPF Account | AU9/5 |
| | 9.10 | CPF/GPF Account- Yearly Statement | AU9/6 |
| | 9.13 | CPF/GPF Register of Nominations | AU9/7 |
| | 9.13 | CPF/GPF-Form of Nominations for subscribers | AU9/8 |
| | 9.6 | Form of application for 90 per cent withdrawal from GPF during the period one year before the date of retirement on Superannuation | AU 9/9 |

| | | | |
|----|---------|---|--------------|
| | 9.6 | Form of application for final payment on retirement on superannuation/quitting service | AU 9/10 |
| 10 | 10.5 | Cash Book of Pension Fund | AU10/1 |
| | 10.6 | Form for obtaining particulars of retiring employees one year before retirement | AU 10/2 |
| | 10.6 | Form for obtaining particular details from the retiring employee by the HOD for assessing pension, family pension, commutation of pension and DCRG. | AU 10/2 (a) |
| | 10.7 | Form of forwarding letter of pension papers to Comptroller | AU10/3 |
| | 10.9(1) | Form of letter to widow/widower for grant of DCRG & family pension | AU10/4 &4(a) |
| | 10.9(2) | Form of application for grant of family pension on the death of employee | AU10/5 |
| | 10.9(2) | Form of application for grant of DCRG on the death of employee | AU10/6 |
| | 10.9(2) | Form of letter to controlling officer & Comptroller for sending papers for grant of family pension & DCRG | AU10/8 |

Note : Form AU 10/7 and AU 10/9 (a), (b) & (c) have been deleted.

| | | | |
|--|----------|--|--------------|
| | 10.11(1) | Form of application for commutation of pension (without medical examination) | AU10/10 |
| | 10.11(2) | Form of application for commutation of pension after medical examination | AU10/11 |
| | 10.11(2) | Form of letter to Chief Medical Officer | AU10/12 |
| | 10.11(2) | Form of Medical Examination Report | AU10/13 |
| | 10.11(3) | Specimen of forwarding letter of commutation of pension after one year to be sent to Comptroller | AU 10/13 (a) |
| | 10.12(1) | Register of Pension applications | AU10/14 |
| | 10.12(4) | Pension Payment Order (2 copies) | AU10/15 |
| | 10.12(4) | Family Pension Payment Order (2 copies) | AU10/15 (a) |
| | 10.12(4) | Pension Payment Order Register | AU10/16 |
| | 10.12(4) | Pension Payment Register | AU10/17 |
| | 10.12(4) | Pension Payment Order forwarding letter to SBI | AU10/18(a) |
| | 10.12(4) | Family Pension Payment Orders forwarding letter to SBI | AU10/18(b) |
| | 10.12(5) | Form of Letter to SBI for change in rates of Pension/ Family Pension | AU10/19 |
| | 10.14 | Gratuity Payment Register | AU10/20 |
| | 10.16(1) | Form of Indemnity Bond | AU10/21 |
| | 10.16(4) | Index Register of Pension Payment (to be maintained by disbursing Bank) | AU10/22 |
| | 10.19 | Pension Payment Register (to be maintained by disbursing Bank) | AU10/23 |

| | | | |
|------------|-------------------|--|-------------------------------|
| | 10.25 | Form of letter intimating death of pensioner | AU10/24 |
| 10B | 10B.4 | DDO Registration No. form for sending to CRA-NSDL | AU10B/1 |
| | 10B.5(1) | Application for allotment of Permanent Retirement Account Number (PRAN) | AU10B/2 & 10B/2(a) |
| | 10B.5(2) | Index Register for retirees under New Pension Scheme | AU10B/3 |
| | 10B.6(iii) | Schedule of Employees contribution for NPS | AU10B/4 |
| | 10B.6(iii) | Schedule of University Contribution for NPS | AU10B/5 |
| | 10B.6(iv) | Consolidated Statement of Subscription & Contribution Deductions under NPS | AU10B/6 |
| | 10B.7 | New Pension Scheme Ledger Account | AU10B/7 |
| | 10B.8 | Partial withdrawal form for Tier I account under NPS | AU10B/8 |
| | 10B.10(1) | Exit from NPS due to Superannuation/Incapacitation | AU10B/9 |
| | 10B.10(2) | Withdrawal form for exit from NPS on Death | AU10B/10 |
| | 10B.10(2) | Withdrawal form from NPS due to Premature exit | AU10B/10 (a) |
| 11 | 11.5 | Crop Register | AU 11/1 |
| | 11.6 (b) | Register of Produce | AU 11/2 |
| | 11.6 (c) | Register of Green Fodder | AU 11/3 |
| | 11.6 (d) | Vegetables & Fruit Picking and Disposal Register | AU 11/3 (a) |
| | 11.9 (a) | Bill Book | AU 11/4 |
| | 11.10 | Cash Receipt Book | AU 11/5 |
| | 11.14 | Livestock Register of the Agril Res. Farm/Station | AU 11/6 |
| | 11.15 | Stock Ledger of Consumable articles | AU 11/7 |
| | 11.16 (a) | Stock Ledger of Unconsumable articles | AU 11/8 |
| | 11.17(a) | Nursery Register for plants | AU 11/9(a) |
| | 11.17(b) | Register for plants | AU 11/9(b) |
| | 11.17(c) | Register for Trees | AU 11/9(c) |
| | 11.17(d) | Register of Fruit Trees | AU 11/9(d) |
| | 11.9(a) | Register of Credit Sales | AU 11/10 |
| | 11.22 | Gate Pass | AU 11/11 |
| 12 | 12.4 | Job Order and Evaluation Register | AU 12/1 |
| | 12.7(a) | Register of completed jobs | AU 12/2 |
| | 12.9(a) | Annual Statement of Depreciation of Machinery & Plant | AU 12/3 |
| | 12.5 | Receipt of Paper from Departments | AU 12/4 |
| | 12.5 | Certificate of Consumption of Material | AU 12/5 |
| 13 | 13.2 | FARM WORKSHOP - JOB ORDER | AU 13/1 |
| | 13.3 | FARM WORKSHOP - JOB ORDER Register | AU 13/2 |
| | 13.3 | FARM WORKSHOP – N.A. Register | AU 13/3 |
| | 13.4 (a) | FARM WORKSHOP – Indent Form | AU 13/4 |
| | 13.4(b) | FARM WORKSHOP – Return Slip | AU 13/5 |
| | 13.5 | FARM WORKSHOP – Gate Pass | AU 13/6 |

| | | | |
|----|------------|---|---------------|
| | 13.6 | FARM WORKSHOP – Bill-cum-Invoice Book | AU 13/7 |
| | 13.9 | Agril. Engineering Workshop – Job Order Form | AU 13/8 |
| | 13.10(b) | Agril. Engineering Workshop – Job Card | AU 13/9 |
| | 13.11 | Agril. Engineering Workshop – Daily Work Report | AU 13/10 |
| | 13.12(a) | Agril. Engineering Workshop – Job Indent (For Materials required) | AU 13/11 |
| 14 | 14.2 | Log Book | AU14/1 & 14/2 |
| | 14.4(1) | Particulars of Vehicle & Incumbency of Drivers | AU14/3 |
| | 14.4(2) | Register for repairs of Vehicles | AU14/4 |
| | 14.6(2) | Requisition for University Vehicle | AU14/5 |
| | 14.6(2) | Duty Register for Driver | AU14/6(a) |
| | 14.6(2) | Duty Slip for Driver | AU14/6(b) |
| | 14.7 | Particulars of Consumption of Fuel, Oil and Lubricants | AU14/7 |
| | 14.11(iii) | Overtime register for Driver | AU14/8 |
| | 14.12(6) | Bill for Private Journeys | AU14/9 |
| | 14.13(a) | Register for Old Spare Parts | AU14/10 |
| 15 | 15.2(2) | Transfer Entry Order Form | AU15/1 |
| | 15.2(2) | Register of Transfer Entry Orders | AU15/2 |
| 16 | 16.3 | Register of applications for appointments/admissions | AU16/1 |
| | 16.4 | Register of Medical Certificates | AU16/2 |
| | 16.5 | Stock Ledger of Priced Publications (Forms Prospectus and other Publications) | AU16/3 |
| | 16.5 | Register of Daily Sales | AU16/4 |
| | 16.10 | Register of Degrees to be issued in absentia | AU16/5 |
| | 16.11(2) | Register of Duplicates and other certificates | AU16/6 |
| | 16.15(1) | Form of receipt for fee collection from Students | AU16/7 |
| | 16.15(3) | Daily Fee Collection Register | AU16/8 |
| | 16.16(1) | Demand and Collection Register in respect of dues of Students | AU16/9 |
| | 16.18(1) | Register for Students Security Deposits | AU16/10 |
| | 16.21(1) | Cash Book for Amalgamated and Hostel Funds | AU16/11 |
| 17 | 17.3(1) | Register of Buildings & Roads | AU17/1 |
| | 17.2 | Register of Land Records | AU17/1(a) |
| | 17.4(1) | Register of Nursery Plants | AU17/2(a) |
| | 17.4(2) | Register of Plants | AU17/2(b) |
| | 17.4(3) | Register of Trees | AU17/2(c) |
| | 17.5(1) | Register of Non-Consumable Stores | AU17/3(a) |
| | 17.5(2) | Distribution Register of Non-Consumable Stores | AU17/3(b) |
| | 17.6(1) | Stock Ledger of Consumable Stores | AU17/4 |
| | 17.6(1) | Indent Form for Consumable and Stationary Stores | AU17/5 |
| | 17.6(3) | Subsidiary Register for Glassware | AU17/6(a) |

| | | | |
|----|---------|---|-----------|
| | 17.6(3) | Subsidiary Register for Chemicals | AU17/6(b) |
| | 17.7 | Demand Voucher (Indent) for Stationary & other Consumable stores | AU17/7 |
| | 17.8 | Postage Stamps Account Dispatch Register | AU17/8 |
| | 17.9 | Priced Store Ledger(for SPO) | AU17/9 |
| | 17.12 | Inventory Register of Stock Registers | AU17/10 |
| 18 | 18.2(2) | Accession Register for Library Books | AU18/1 |
| | 18.2(4) | Withdrawal Register for Library Books | AU18/2 |
| | 18.3(2) | Gift Acknowledgement Letter Form | AU18/3 |
| | 18.3(3) | Acquisition Record Register for Temp. & Ephemeral Literature | AU18/4 |
| | 18.4(4) | Subscription and attendance record of Journals and other Periodicals | AU18/5 |
| | 18.5 | Overdue charges Register | AU18/6 |
| | 18.14 | Book shop Stock Register | AU18/7 |
| | 18.15 | Daily Sales Register of Books | AU18/8 |
| | 18.15 | Credit Sales-cum-No dues Register of Books | AU18/9 |
| | 18.16 | Bookshop Cash memo | AU18/10 |
| | 18.19 | Bookshop Bill (Invoice) Book | AU18/11 |
| | 18.21 | Annual Statement/Review of Accounts of Library Bookshop | AU18/12 |
| 19 | 19.2(1) | Register of Licence Fees of Buildings and Lands | AU19/1 |
| | 19.3(1) | Licence Fee Roll | AU19/2 |
| 20 | 20.1 | Faculty House Visitors Register | AU20/1 |
| 21 | 21.5 | Subscriber's Register for Haryana Kheti and other University Publications | AU21/1 |
| | 21.7(6) | Bill Maintenance Register | AU21/2 |
| | 21.10 | Annual Review relating to Publication of Haryana Kheti | AU21/3 |
| 22 | 22.1(2) | Admission and Withdrawal Register of Students of Campus School | AU22/1 |
| | 22.3(1) | Register of Daily Attendance of Students | AU22/2 |
| | 22.3(3) | Demand and Collection Register of Campus School | AU22/3 |
| 23 | 23.2 | Proforma for Particulars of employees for admission to GSLIS | AU23/1 |
| | 23.3 | Form of Nomination for GSLIS | AU23/2 |
| | 23.4 | Register of Subscribers for GSLIS | AU23/3 |
| | 23.6 | Deduction Bill for contribution to GSLIS | AU23/4 |
| | 23.7 | Register of postings of Contribution to GSLIS | AU23/5 |
| | 23.7 | Register of Demand and Collection for GSLIS | AU23/6 |
| | 23.8 | Register of remittances to LIC in respect of GSLIS | AU23/7 |
| | 23.9 | Register of deletions/discontinuation of Membership of GSLIS | AU23/8 |

| | | | |
|-----------|-----------------|--|---------------|
| | 23.11 | Register for allotment of revised Membership Number of GSLIS | AU23/9 |
| 24 | 24.7 | Application for grant of Financial Aid out of Employees Welfare Fund | AU24/1 |
| 25 | 25.4(2) | Proforma for Starting a New Self Financing Scheme | AU25/1 |
| | 25.4(14) | Proforma for grant of incentive | AU25/2 |
| | 25.5 | Balance sheet of Self Financing Scheme for the year..... | AU25/3 |
| | 25.5 | Income Statement of the schemes other than SFS of the Department | AU25/4 |
| 27 | 27.4(iv) | Balance sheet of Self Financing Scheme on Experiential Learning for the year _____ | AU27/1 |
| | 27.6(v) | Proforma for grant of Incentive under the above scheme | AU27/2 |

Contd...Form AU 1/1

| Date of decision | Abstract of Final Order | Sign of D. & D.O. | Result of appeal or revision if filed | Remarks | Sign. Of D. & D.O. |
|------------------|-------------------------|-------------------|---------------------------------------|---------|--------------------|
| 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | |

Form AU 2/1, Non-Plan (Agri.) (Referred to in Rule 2.4)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**Form BM-3
SPECIMEN FORM**

1. Name of Scheme :
2. Year of start :
3. Probable Period :
- Of expiry of scheme
4. Headquarter/Name of DDO/Controlling Officer
5.
 - a) Anticipated income next year
 - b) Budget income current year
 - c) In case of Research Scheme at Hisar
Whether the income is to be shown
Income of Farm Scheme
6. Source of finances
7. Budget estimates for next year

Income of Farm

Income of Scheme

Total

STATEMENT OF COST

| Standard object of Expenditure | Revised budget for previous year | Original provision for current year (in Rs.) | Budget estimates for next year |
|--------------------------------|----------------------------------|--|--------------------------------|
| 1 | 2 | 3 | 4 |

Details of posts: (detail of post must be mentioned here)

1. Salaries:
 - a) Pay, SP, NPA & LTC etc.
 - b) I.R.
 - c) HRA
 - d) M.C.
 - e) Bonus
 - f) CCA

Total

1. (a) Dearness allowance(ADA)
2. Wages
3. Sumptuary allowance
4. Travel expenses
5. TA/DA to non-official members
6. Office expenses
 - a) Uniform & Liveries
 - b) Telephone
 - c) Electricity
 - d) Others
7. POL
8. Rent, Rate & Taxes
11. Advertising & Pub.
14. Prof. & Spl. services
20. Payment out of Discretionary fund
22. Other charges
23. Maintenance of works
51. Lands
52. Buildings
53. Motor Vehicles (acquisition)
56. Machinery & equipments
57. Material & supplies
72. Gratuities
73. Scholarship & stipends
76. C.P.F/G.P.F.

G. Total

Form AU 2/3
(Referred to in Rule 2.4)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Budget Estimates for

Income Statement

Name of Scheme _____

| Actual income of previous year | Revised income of previous year | Budgeted income of current year | Anticipated income for next year | Variation, if any between (2,3 & 4) | Reasons for variation, if any | Source of income in brief |
|--------------------------------|---------------------------------|---------------------------------|----------------------------------|-------------------------------------|-------------------------------|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Signature of HOD

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

List of 1st excess and surrender statement for the year _____ (in Rs.)

Name of Scheme _____

Part-A

| Sr. No. | Budget income for the year | Actual income upto Sept. | Anticipated income Oct. to March | Total anticipated income | Source of income | Detailed reasons for increase/shortfall |
|---------|----------------------------|--------------------------|----------------------------------|--------------------------|------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Part-B

| S. No. | Standard object of expenditure | Revised budget allotment for the year | Actual expn. Upto Sept. | Anticipated exp. From Oct. to March | Total Expn. | Excess (Col. 6-3) | Savings (Col. 3-6) | Detailed justification for excess and reason for savings |
|--------|--------------------------------|---------------------------------------|-------------------------|-------------------------------------|-------------|-------------------|--------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Signature of Head of Dept.

Form AU 2/5
(Referred to in Rule 2.9)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

List of 2nd excess and surrender statement for the year _____ (in Rs.)

Part-A

| Sr.No. | Budget income for the year | Actual income upto Sept. | Anticipated income Oct. to March | Total anticipated income | Source of income | Detailed reasons for increase/shortfall |
|--------|----------------------------|--------------------------|----------------------------------|--------------------------|------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Part-B

| Sr.No. | Standard object of expenditure | Revised budget allotment for the year | Actual expn. Upto sept. | Anticipated expn. From Oct. to March | Total Exp. | Excess (Col. 6-3) | Saving (Col. 3-6) | Detailed justification for excess and reason for savings |
|--------|--------------------------------|---------------------------------------|-------------------------|--------------------------------------|------------|-------------------|-------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

G. Total

Signature of Head of Deptt.

Form AU 2/6
(Referred to in Rule 2.15)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN NEW DELHI

(to be submitted by the Grantee/Institutional/SAU to be PC/SMD of the concerned Scheme Section in duplication for release of Second Half of the year in respect of AICRPs. To be furnished by 10th August.)

Part-I

(Demand for Grant to be filled in by the authorized Officer of the grantee for release of Second Instalment for each centre for the financial year)

Name of the AICRP

Name of the Centre

Name of SAU/Organization

Scheme Code

- | | |
|--|----------|
| 1. Balance available (+) due to the Council | Rs. |
| (-) due from the Council as on..... | |
| 2. Council's share of receipts upto 30.6. | Rs. |
| and anticipated during the period from 1.7 to 31.3 | |
| 3. Grant received during the current year. | Rs. |
| 4. Council's share of expenditure | Rs..... |
| as per Budget estimates. | |

Details

| Item of Expenditure | Actual exp. Incurred in this scheme from 1.4 to 30.6 | Anticipated expenditure for the nine months from 1.07 to 31.03 | Progressive Total (Actual & anticipated) | Recommended by PC/SMD |
|---------------------|--|--|--|-----------------------|
| 1 | 2 | 3 | 4 | 5 |

1. Pay of Estt.
2. T.A.
3. Recurring Contrn.
4. Non-recurring contrn.

Total:

- | | |
|---|----------|
| 5. Total amount required from council | Rs. |
| after adjusting amounts at items 1 and 2 above | |
| 6. Audit certificate for the year..... was sent to the Project Coordinator /SMD vide No..... dated so as to | |

qualify for the entitlement to this grant in terms of clause 3 of the terms and conditions governing the grants from the Council.

7. It is certified that the Council's P.F. contribution is claimed in accordance with Clause 11 of the schedule of terms and conditions governing the grants from the Council.
8. Progress Report for previous Half i.e. from to..... is also enclosed herewith.

Signature of Officer/Scheme-in-Charge
Controller/Registrar
Director/Principal

Part-II

(For use in SMD Section/PC Unit)

- | | |
|---|---------|
| 1. Grant released in the first half | Rs..... |
| 2. Grant proposed to be released as per this demand. | Rs..... |
| (as per col. 5 of item 3 of pre page) | |
| Total grant released in the scheme so far. | Rs..... |

Certified that Grant already released and proposed to be released is justified and does not exceed the Budget outlay of the scheme for the current year and is also not exceeding from requirement of the Grantee Institution.

Dealing Assistant

Section Officer

Assistant Director General

Note: Proforma is to be sent to the concerned Project Coordinator, if located in ICAR institution. In case the PC is located outside ICAR institute, the proforma is to be sent to the concerned SMD at ICAR Hq., New Delhi.

Form AU 2/7
(Referred to in Rule 2.15)

INDIAN COUNCIL OF AGRICULTURAL RESEARCHER KRISHI BHAVAN NEW DELHI

(to be submitted by the Grantee/Institution/SAU to be PC/SMD of the concerned scheme section in duplication for release of Second Half of the year in respect of AICRPs. To be furnished by 10th August.)

Part-1

(Demand for Grant for AP Cess Fund Scheme to be filled in by the authorized officer of the grantee for release of subsequent installment of New Scheme/Ongoing Schemes for the period..... to.....)

(to be prepared separately for such AP. Cess Fund Scheme)

Name of the Project _____

SMD sanction No. & date _____

Name of the Centre _____

- | | |
|---|----------|
| 1. Balance available(+) due to the Council | Rs..... |
| (-) due from the Council as on | |
| 2. Receipts upto and anticipated during the period from | Rs..... |
| 3. Grant received during current year. | Rs |
| 4. Expenditure as per Budget estimates | Rs..... |

Details

| Item of Expenditure | Actual exp. Incurred in this scheme from 1.4 to 30.6 | Anticipated expenditure for the nine months from 1.07 to 31.03 | Progressive Total (Actual & anticipated) | Recommended by PC/SMD |
|---------------------|--|--|--|-----------------------|
| 1 | 2 | 3 | 4 | 5 |

- | | |
|----|----------------------|
| 1. | Pay of Estt. |
| 2. | T.A. |
| 3. | Recurring Contr. |
| 4. | Non-recurring contr. |

Total:

- | | |
|--|----------|
| 5. Total amount required from council | Rs. |
| after adjusting amounts at items 1 and 2 above | |

6. Audit certificate for the year..... was sent to the Project Coordinator /SMD vide No..... dated so as to qualify for the entitlement to this grant in terms of clause 3 of the terms and conditions governing the grants from the Council.
7. It is certified that the Council's P.F. contribution is claimed in accordance with Clause 11 of the schedule of terms and conditions governing the grants from the Council.
- 8 Progress Report for previous Half i.e. from to..... is also enclosed herewith.

Signature of Officer/Scheme-in-Charge

Controller/Registrar

Director/Principal

Part-II

(For use in SMD Section/PC Unit)

- | | | |
|----|--|---------|
| 1. | Grant released in the first half | Rs..... |
| 2. | Grant proposed to be released as per this demand. (as per col. 5 of item 3 of pre page) | Rs..... |
| | Total grant released in the scheme so far. | Rs..... |

Certified that Grant already released and proposed to be released is justified and does not exceed the Budget outlay of the scheme for the current year and is also not exceeding from requirement of the Grantee Institution.

Dealing Assistant

Section Officer

Assistant Director General

Note: Proforma is to be sent to the concerned Project Coordinator, if located in ICAR institution. In case the PC is located outside ICAR institute, the proforma is to be sent to the concerned SMD at ICAR Hq., New Delhi.

Form AU 3/1
(Referred to in Rule 3.4)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

CASH RECEIPT

Book No.

Receipt No.

Received the sum specified below through cash/M.O/ Cheque /Bank Draft
No..... (if any) on account of the items detailed below from

| S.N. | Name of the Article | Quantity | Rate. Rs. | Amount. Rs. P. |
|------|---------------------|----------|--------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |

Total

(Rs..... in words)

Signature:

Designation

Note: In case of payment by Cheque the receipt is subject to realization of the amount.

Form AU 3/3
(Referred to in Rule 3.6)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
CASH BOOK

OFFICE

Month of 20

Receipts

| Date | No. of receipt where necessary | Particulars | Pay Rs. | Allowance Rs. | Contingencies | | Miscellaneous(Rs.) | Total (Rs.) | Initials of the Head of office/D.D.O. | Classification |
|------|--------------------------------|-------------|---------|---------------|--|---------------------|--------------------|-------------|---------------------------------------|----------------|
| | | | | | In recoupment of permanent advance Rs. | Advance payment Rs. | | | | |
| 1 | 2 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Payments
(Same columns as above)

Form AU 3/5
(Referred to in Rule 3.8)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Scheme-wise classified Statement of Income

Office _____

Statement for the month of _____

| Code & Name of the scheme | Nature of receipt | <u>Amount</u> Regular income Rs. | Refund of unspent advance Rs. | Date of credit in the Bank | Details of income i.e. (to be specifically mentioned) Fees Account/Room Rent/ Sale of Animals/Sale of Books/Sale of Milk & Milk Produce/Sale of Plants/Sale of Seeds/Produce/ Sale of Medicines/ Testing fees/ Tuition fees/ Vehicle Repair/ Misc. Income/Licence Fee/OPD charges/Interest income/ Other, if not covered under the above Heads. |
|---------------------------|-------------------|--|----------------------------------|----------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Signature D.D.O.

Form AU3/6)
(Referred to in Rule 3.11(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Bank Ledger

| Date | Voucher No. | Cheque No. | Particulars | Amount withdrawn | Amount deposited | Balance |
|------|-------------|------------|-------------|------------------|------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form AU3/7
(Referred to in Rule 3.12)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

(Classified Abstract of Expenditure)

Name of Scheme _____

| Voucher No. | | 1 | | |
|--|---------------------------------------|----|----|--|
| No. & Date of Cheque | | 2 | | |
| Salaries | Pay | 3 | | |
| | DA | | | |
| Wages | | 4 | | |
| Travelling Expenses | | 5 | | |
| Office Expenses | a | 6 | | |
| | b | | | |
| | c | | | |
| | d | | | |
| | e | | | |
| P.O.L. (including repairs & maintenance) | | 7 | | |
| Machinery & equipments | | 8 | | |
| tools & plants | | 9 | | |
| Material & supplies | | 10 | | |
| Maintenance works | | 11 | | |
| Gratuities | | 12 | | |
| CPF/GPF/NPS contributions | | 13 | | |
| Other charges | | 14 | | |
| Scholarships & stipends | | 15 | | |
| Motor vehicles(acquisition) | | 16 | | |
| | | 17 | | |
| | | 18 | | |
| | | 19 | | |
| Total | | 20 | | |
| Deductions | CPF/GPF/NPS | | 21 | |
| | Income Tax | | 22 | |
| | License fee | | 23 | |
| | Group savings linked insurance scheme | | 24 | |
| | EWF | | 25 | |
| | Miscellaneous | | 26 | |
| | Total recoveries | | 27 | |
| | Net withdrawal | | 28 | |

Form AU3/8
(Referred to in Rule 3.17)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register of Investments

| Sr. No. | Date of Investment | Amount of Investment (Rs.) | No. & Date of fixed Deposit or security | Rate of interest | Due date of maturity | Initials of Comptroller/Asst. Comptroller | Recoveries of interest | | Initial of Comptroller/Asst. Comptroller | Action taken on maturity |
|---------|--------------------|----------------------------|---|------------------|----------------------|---|------------------------|------------|--|--------------------------|
| | | | | | | | Date | Amount Rs. | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Form AU 4 / 1
(Referred to in Rule 4.11(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register of Receipt and Disposal of cheques

| Sr. No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---------|---|-------------|-------------|---------------------------------------|---------------------|--|-----------------|---|---|----------------------|---------------------|---------|----|
| | Date of receipt of pre-audited bill from Audit. | Particulars | Amount(Rs.) | Date on which sent to the Comptroller | Cheque No. and Date | Amount of Cheque in which included (Rs.) | To whom payable | Cash book entry page and date or date of delivery of cheque with despatch No.(in case of cheques sent to outstations) | Acknowledgement or date of receipt of acknowledgement | Signature of cashier | Signature of D.D.O. | Remarks | |

Form AU 4 /4
Referred to in Rule 4.15(1)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register of Security Deposit

| Sr. No. | Date | Name and Designation of employee | Security for | No. of pass book or fixed deposit and nature of security | Amount of security (Rs.) | Signature of cashier | Date of execution of security bond | Date of refund or discharge | Signature of DDO | Remarks |
|---------|------|----------------------------------|--------------|--|--------------------------|----------------------|------------------------------------|-----------------------------|------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Form AU 5/1
(Referred to in Rule 5.1(1))

CCS HARYANA AGRICULTURAL UNIVERSITY HISAR

SERVICE BOOK

Name : _____

Designation: _____

Provident Fund Account No. _____

Form AU 5/1
(Refer to in Rule 5.1(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Form of Service Book
Form Part-I
BIO-DATA

Photograph of the
Candidate (to be
attested by Head
of office)

Service Book of Sh./Smt./Kumari

| | | |
|-----|---|--|
| 1. | Name in full (in block letters) Shri/Smt./Kumari | |
| 2. | Father's name (in block letters) | |
| 3. | Mother's name (in block letters) | |
| 4. | Husband's/Wife's name (in block letters) | |
| 5. | Nationality | |
| 6. | Whether a member of Scheduled Caste/Tribe? | |
| 7. | Date of birth (both in words and figures) | |
| 8. | Educational Qualifications: | |
| | (a) at the time of first appointment | |
| | (b) subsequently acquired | |
| 9. | Professional and technical qualifications not covered by 8 above. | |
| 10. | Exact height by measurement (without shoes) | |
| 11. | Aadhaar Card No. or Personal mark of identification | |
| 12. | Permanent Home Address Cell No. | |
| 13. | Left/Right hand thumb impression | |
| 14. | Signature of the University employee (with date) | |
| 15. | Signature and designation of attesting officer (with date). | |

Note.—Photograph should be renewed after ten years of service of University employee.

Form Part- II
Certificates, Declarations and Nominations

| Sr. No. | Subject | Certificate | Signature and designation of the certifying officer |
|---------|--|---|---|
| 1. | 2 | 3 | 4 |
| 1. | Certificate of Medical examination | The employee was medically examined by on and found fit. The certificate of medical examination has been kept in safe custody, <i>vide</i> Sr. No. -----of Volume-II of the Service Book. | |
| 2. | Character & antecedent | His/her character and antecedent have been verified and the verification report kept in safe custody, <i>vide</i> Sr. No. in a separate folder to be titled as Volume-II of the Service Book. | |
| 3. | Allegiance to the Constitution | He/she has taken the oath of allegiance/ affirmation to the Constitution, <i>vide</i> Sr. No.- -----of Volume-II of the Service Book. | |
| 4. | Oath of Secrecy | He/she has read the Official Secret Act, Right to Information Act, 2005 and the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and CCS HAU conduct rules, has also taken the oath of Secrecy, <i>vide</i> Sr. No.----- of Volume-II of the Service Book. | |
| 5. | Marital status | He/she has furnished declaration regarding his/her not having contracted bigamous marriage. The relevant declaration has been filed at Sr. No.----- of Volume-II of the Service Book. | |
| 6. | Declaration of Home Town | He/she has furnished the declaration of home town which has been accepted and filed at Sr. No.----- of Volume-II of the Service Book. | |
| 7. | Verification of entries in Form Part I | The correctness of the entries against Sr. No. 5 to 8 of Part I— 'Bio-data' has been verified from original certificates considered as valid documentary evidence for the respective purposes. Attested copies of these certificates have been filed at Sr. No.- -----of Volume-II of the Service Book. | |

| | | | |
|-----|---|---|--|
| 8. | Dowry in marriage | He/she has furnished declaration regarding his/her not demanding/giving/taking any dowry in the marriage. | |
| 9. | Detail of family members | He/she has made available the detail of his family members in the prescribed form. | |
| 10. | (a) GPF A/c No. or Permanent Retirement Account No. (PRAN) (b) Nomination for GPF or Defined Contributory Pension Scheme | GPF Account /PRAN No. He/she has filed nomination for final payment of General Provident Fund/ Defined Contributory Pension Scheme and these have been forwarded to the Comptroller and have been filed in Volume II of the service book,- vide Sr. Nos. shown against them. 1. 2. 3. | |
| 11. | Nomination for Leave encashment and any other dues, if any, | He/she has filed nomination for Leave encashment and other dues, if any, which have been filed in Volume II of the service book,- vide Sr. Nos. shown against them. 1. 2. | |
| 12. | (a) G.I.S. A/c No. (b) Nomination for G.I.S. | He/she has filed nomination for G.I.S. and the following related notices, have been filed at Sr. No. of Volume-II of the Service Book. 1. 2. | |
| 13. | Nomination for death-cum- retirement gratuity | He/she has filed nomination for death-cum-retirement gratuity and the following related notices which have been filed in Volume-II of the service book,- vide Sr. Nos. shown against them. 1. 2. 3. | |
| 14. | Option for fixation of pay on revision or promotion | This shall be pasted in the service book. | |
| 15. | Passing of departmental test, if any | | |

Form Part - VI
Detail of Family Members

Detail of family members given by him/her has been placed in Volume II of the service book:-

| Sr. No. | Name | Date of birth | Relation | Aadhaar Card No. | Occupation | Remarks |
|---------|------|---------------|----------|------------------|------------|---------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |

Note.— Whenever any change occurs in the family, it shall be informed by the University employee and necessary entries shall be made in the service book.

Form Part - VIII (A)
House Building Advance (HBA)

| | | First HBA | Second HBA |
|-----|--|-----------|------------|
| 1. | Amount of Loan/Advance sanctioned (Rs) | | |
| 2. | Whether first or second | | |
| 3. | Purpose of loan (Purchase of plot/built up house/ construction/repair/extension) | | |
| 4. | Sanction order Nos. & Date of first/second/third installment | | |
| 5. | Number of installments in which the principal amount is recoverable. | | |
| 6. | Amount of monthly installment to be recovered of first/second/third installment | | |
| 7. | Voucher No. and Date of release of first installment | | |
| 8. | Voucher No. and Date of release of second installment | | |
| 9. | Voucher No. and Date of release of third installment | | |
| 10. | Month in which the recovery of first installment of advance commenced | | |
| 11. | Month in which the last installment of advance is to be recovered | | |
| 12. | Rate of interest applicable | | |
| 13. | Number of installments in which interest amount is to be recovered | | |

Form Part - VIII (B)
House Building Advance for Extension or Repair

| | | Loan for extension of house | Loan for repair of house |
|-----|---|-----------------------------|--------------------------|
| 1. | Amount of loan/advance sanctioned (Rs.) | | |
| 2. | Whether first or second | | |
| 3. | Purpose of Loan (For repair/extension) | | |
| 4. | Sanction order Nos. & Date | | |
| 5. | Number of instalments in which the principal amount is recoverable. | | |
| 6. | Amount of monthly instalment to be recovered. | | |
| 7. | Voucher No. and Date of release of loan | | |
| 8. | Month in which the last instalment of advance is to be recovered. | | |
| 9. | Month in which the last instalment of advance is to be recovered | | |
| 10. | Rate of interest applicable | | |
| 11. | Number of instalments in which interest amount is to be recovered | | |

Form Part - VIII (C)
Motor Car Loan (First)

| | | |
|----|---|--|
| 1. | Amount of loan sanctioned (Rs) | |
| 2. | Sanction Order No. & Date | |
| 3. | Number of installments in which the principal amount is recoverable. | |
| 4. | Amount of monthly installment to be recovered | |
| 5. | Voucher No. and Date of release of car loan | |
| 6. | Month in which the recovery of first installment of advance commenced | |
| 7. | Month in which the last installment of advance is to be recovered | |
| 8. | Rate of interest applicable | |
| 9. | Number of installments in which interest amount is to be recovered | |

Form Part - VIII (D)
Motor Cycle or Scooter Loan

1. Amount of Loan Sanctioned (Rs)
2. Purpose of loan (motor cycle/scooter/moped)
3. Sanction order Nos. & Date
4. Number of installments in which the principal amount is recoverable.
5. Amount of monthly installment to be recovered
6. Voucher No. and Date of drawal
7. Month in which the recovery of first installment of loan commenced
8. Month in which the last installment of loan is to be recovered
9. Rate of interest applicable
10. Number of installments in which interest amount is to be recovered

Form Part - VIII (E)
Computer/Laptop Advance

First Second

1. Amount of Advance Sanction (Rs.)
2. Purpose of computer advance
3. Sanction Order Nos. & Date
4. Number of instalments in which the principal amount is recoverable.
5. Amount of monthly instalment to be recovered
6. Date of Voucher No. and date of drawal
7. Month in which the recovery of first instalment of advance commenced
8. Month in which the last instalment of advance is to be recovered
9. Rate of interest applicable
10. Number of instalments in which interest amount is to be recovered

Form Part - VIII (F)
Marriage Loan

| | | First | Second | Third |
|-----|---|-------|--------|-------|
| 1. | Amount of Marriage Loan sanctioned (Rs) | | | |
| 2. | Purpose of Marriage Loan | | | |
| 3. | Sanction Order Nos. & Date | | | |
| 4. | Number of installments in which the principal amount is recoverable. | | | |
| 5. | Amount of monthly installment to be recovered | | | |
| 6. | Voucher No. and Date of drawal | | | |
| 7. | Month in which the recovery of first installment of advance commenced | | | |
| 8. | Month in which the last installment of advance is to be recovered | | | |
| 9. | Rate of interest applicable | | | |
| 10. | Number of installments in which interest amount is to be recovered | | | |

Instructions for entries in Service Book

| | |
|----|---|
| 1. | <p>Entries in Form Part-I regarding Bio-data. —</p> <p>(i) Entries in Form Part-I shall be made regarding bio-data of the University employee at the time of his first appointment and the same shall be attested by the head of office or any other officer duly authorized in this behalf. Additions and alterations in this part shall also be similarly attested by the Head of office or authorized officer.</p> <p>(ii) Signature or left/right hand thumb impression of the University employee concerned shall be obtained in the presence of the head of office or authorised officer.</p> |
| 2. | <p>Entries in Form Part-II regarding Certificates and Attestation. —</p> <p>(i) The entries of first nine certificates/documents in Form Part-II shall be recorded at the time of initial appointment of the University employee and the remaining, at the appropriate stages. In particular before certifying item 4 regarding the oath of secrecy, the head of office shall ensure that a copy each of Official Secrets Act and Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and CCSHAU conduct Rules, are made available to the University employee concerned for formally noting their contents.</p> <p>(ii) All these certificate/documents shall be kept in safe custody and placed in a separate folder titled Volume-II of service book and shall not be attached with the service book.</p> <p>(iii) The entries of nominations and related notices like changes in nominations for general provident fund, death cum retirement gratuity and/or benefits admissible under Defined Contributory Pension Scheme, leave encashment and any other dues shall be made in this form.</p> <p>(iv) Entries of option exercised at the time of revision of pay scales, promotion, grant of assured career progression etc. shall also be made in this form.</p> |
| 3. | <p>Entries in Form Part-III(a) regarding Previous Qualifying Service. —</p> <p>Entries in Form Part-III(a) shall be filled only where no service book is available in respect of the past service, if any, which has to be admitted on the basis of collateral evidence. The purpose for which the previous service has been accepted as "qualifying" shall also be specified, e.g., leave, pay, pension, etc. These entries shall be attested by the head of office or any other officer duly authorized in this behalf.</p> <p>Entries in Form Part-III(b) regarding Foreign Service. —</p> <p>Columns 1, 3 and 4 of Form Part-III(b) shall be filled after receipt of intimation from the foreign employer about the Government employee having reported for duty on foreign service. Column 2 shall be filled after repatriation from foreign service. Entry in column 4 shall be in brief, as may be appropriate.</p> |

| | |
|----|--|
| 4. | <p>Entries in Form Part-IV regarding History of Service.—</p> <p>(i) Entries in Form Part-IV shall be made at the time of initial appointment and thereafter, on the occurrence of events involving a change in the post, office, station, pay structure or nature of appointment. Such events shall include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave and suspension.</p> <p>(ii) Entries regarding period of suspension, period of extraordinary leave with or without medical, period of wilful absence, any period of interruption in service, any punishment awarded by the competent authority, date of confirmation in service, resignation from service, termination from service, retirement from service and date of disappearance or death while in service shall be made in red ink.</p> <p>(iii) Columns 4 to 6 in respect of second and subsequent entries need be filled only if there is a change in the post, pay structure, office or station.</p> <p>(iv) Columns 6 shall show different components of pay separately, e.g. “pay 16190 (pay band 2) + functional/ACP grade pay 4600 + dearness pay + special pay 100 + personal pay Rs. 100”</p> <p>(v) Column 7 relates to entries regarding promotion/reversion/grant of assured career progression/transfer etc. which affect the columns 2 to 6.</p> <p>(vi) Before attesting any entry made in column 11, the attesting officer shall ensure that there is no unexplained gap between entries and signatures/ rubber stamp of the attesting officer.</p> <p>(vii) Any event not effecting columns 2 to 6 shall be briefly noted in column 11.</p> |
| 5. | <p>Entries in Form Part-V regarding record of Verification of Service.—</p> <p>Entries in Form Part-V shall be made for relevant period after due verification from pay bill. It will be the duty of Head of office to ensure that in case of transfer of University employee working in his office all the details under relevant columns are duly completed before forwarding the service book to the new office of the Government employee concerned. He shall also ensure that all certificates/ documents of Volume-II of the service book are handled/ forwarded with due care.</p> |
| 6. | <p>Form Part-VI regarding detail of family members.—</p> <p>Every University employee at the time of entry into University service shall inform the detail of his family members and entries in this regard shall be made by the Head of office in Form Part-VI. Whenever any change occurs in the family, it shall also be informed by him and necessary entries shall also be made in his service book.</p> |

| | |
|----|---|
| 7. | <p>Form Part-VII regarding account of leave travel concession. —</p> <p>Whenever leave travel concession of home town or anywhere in India is sanctioned to and actually availed by a University employee, necessary entries in this regard shall be made by the Head of office in Form Part- VII.</p> |
| 8. | <p>Form Part-VIII regarding Loans & Advances. —</p> <p>In Form Part-VIII, necessary entries shall be made whenever any loan/ advance is sanctioned and released to a University employee, and thereafter on every financial year basis. Due care must be taken while calculating the amount of interest and penal interest if any.</p> |
| 9. | <p>Form Part-IX of Comments of Internal Audit—</p> <p>Whenever service book of a University employee is checked by an internal audit party, necessary entry shall be made by them in Form Part-IX form alongwith comments.</p> |

Form AU 5/2
(Referred to in Rule 5.3(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Detailed Pay Bill of Officers and Establishment (Time Scale) of thefor the month of20

| Serial No. | Names of incumbents | Salary | Substantive official pay, special, optional NPA | D.P. | D.A. | I.R. | ADA | HRA/OAH | Total | CPF/GPF Adv. | H.R. | I.T | Others | Total | Net payable | Remarks | | | | | |
|-----------------|--------------------------------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|-------|-------------|---------|-------|-------|------------------------------|-------------------|--|
| 1 | 2 | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | 19 | | | | |
| | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | | | | |
| Head chargeable | (i) Salaries (ii) DA/AR/ADR | Rs..... Rs..... Total (A) | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... Rs..... | Total | Total | Total | Total | Total | B. Total Recoveries (1 to 5) | Net payable (A-B) | |

| Salaries | | | | | | | | | | Deductions | | | | | | |
|----------|--|--------|---|------|------|------|-----|---------|-------|--------------|------|-----|--------|-------|-------------|---------|
| | | Salary | Substantive official pay, special, optional NPA | D.P. | D.A. | I.R. | ADA | HRA/OAH | Total | CPF/GPF Adv. | H.R. | I.T | Others | Total | Net payable | Remarks |

| | Deductions | Total Column (10) Rs. | Rs. | 1 | Received contents and certified that I have satisfied myself/that all emoluments included in bills drawn. * 1 month 2 month previous to this date, 3 months. With the exception of these detailed below(of which the total has been refunded by deduction from this bill), have been disbursed to the proper person, and that their acquaintances have been taken and filed in office with receipt stamps duly cancelled for every payment in excess of Rs. 500. * One line to be used and the other scored out. |
|--|--|--------------------------|-----|---|--|
| | Undisbursed pay as detailed below: CPF/GPF Advance (Col. 11) Income Tax(Col. 13) House Rent (Col. 12) | | | | |
| | Others (Col. 14) (Col. 15) (Col. 16) | | | | |
| | Total deductions (Col. 17) | | | 2 | Certified that no person in service has been absent either on other duty or suspension. |
| | Net amount required for payment (Col. 18) | | | 3 | Certified that no leave has been granted until by reference to the applicants service book, leave account and the leave rules applied to him. I had satisfied myself that it was admissible, and that all grants of leave and departures on and returns from leave and all period of suspension and deputation and other events which are required under the rules to be recorded in the service book and leave account under my initial or have been recorded under Comptroller's attestation. |
| | Rupees(in words) | | | 4 | Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of University accommodation/rent free during the period for which the allowance has been drawn or has refused a House allotted by the University. |
| | | | | 5 | Certified that all appointments and promotions besides punishments as have to be entered in the Service Book have been entered in the Service Books of the persons concerned under my initial/Comptroller's attestation. |
| | | | | | (Signature & Designation of Disbursing officer) |

| Section of Establishment | Name | Period | Amount | | | | Section of Estt. | Name | Period | Amount (Rs.) |
|--------------------------|------|--------|------------|--------|------------|--------------|------------------|------|--------|--------------|
| | | | Pay+DP Rs. | DA Rs. | OA & H Rs. | CPF/ GPF Rs. | | | | |
| Carried over | | | | | | | | | | |
| | | | | | | | Brought forward | | | |
| | | | | | | | Total | | | |

Allotment of current year

Amount of Present bill

Total of Previous bill

For use in Comptroller's office

Pay Rs.....

Rupees.....

Total to date

Reviewer

Paid & Cancelled

Asstt. Comptroller

PaidVide cheque.....Dt.

Balance Available

Classified

Asstt. Comptroller

Asstt.

Form AU 5/2(a)
(Referred to in Rule 5.3(2))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

BANK SCROLL (Comptroller office)

Month:

Name of Scheme:

| Sr. No. | Name of the Employee | Bank A/C No. | Amount |
|---------|----------------------|--------------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| | Total | | |

Verified for Rs. :-

DDO

Form AU 5/3
(Referred to in Rule 5.3(3))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Daily Attendance Roll of Labour

For the Month of 20.....

| Sr. No. | Name | Father/Husband's Name | Rate of Wages per day/ per month(Rs.) | No. & dates of days 1 to 31 | Total No. of days | Total amount due Rs. | Acknowledgement of payee | Date of payment | Initial of Disbursing officer |
|---------|------|-----------------------|--|--------------------------------|-------------------|----------------------|-----------------------------|-----------------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Total No. of Labour

Approved for Rs.....

Initials of Supervisor

Initials of Labour I/c

Designation

Form AU 5/4
(Referred to in Rule 5.4(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Establishment Check Register

C.P.F. Account No..... University House No..... Year.....

Budget Head NoDepartment of..... Amount Paid.....

| Sr. No. | Particulars of the post, scale and name of the incumbent | Sanctioned pay | | Details of salary and deductions | Voucher No. (month) April 20 Rs. P... | Voucher No. (month) May.....20 Rs. P... |
|---------|--|------------------------------|-----------------------|--|---------------------------------------|---|
| | | On 1 st April Rs. | Subsequent changes on | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | Total Salary 1. PF Subscription 2. Addl. P.F. 3. P.F. Loan 4. L.I.C. 5. Income Tax 6. C.T.D. 7. H.R. Charges 8. Electricity 9. G.I.L.S. 10. E.W.F. 11. Cycle Loan 12. Scooter/Moped Loan 13. Building Loan 14. Marriage Loan 15. Recovery of over payment 16. Faculty House 17. Community Centre 18. Wheat Loan 19. Other Recovery, if any 20. Total deduction Net Payable Amount | | |

Amount Paid

Condt. Form AU 5/4

| Voucher No..... (month) May 20 Rs. P. | Voucher No..... (month) June 20 Rs. P. | Voucher No..... (month) July 20 Rs. P. | Voucher No..... (month) Aug 20 Rs. P. | Voucher No..... (month) Sep. 20 Rs. P. | Voucher No..... (month) Oct. 20 Rs. P. | Voucher No..... (month) Nov.20 Rs. P. | Voucher No..... (month) Dec. 20 Rs. P. | Voucher No..... (month) Jan. 20 Rs. P. | Voucher No..... (month) Feb. 20 Rs. P. | Remarks |
|---|--|--|---|--|--|---|--|--|--|---------|
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |

Form AU 5/5
 {Referred to in Rule 5.5(3)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Absentee Statement

Of..... for..... 20

| Name of the absentee | Pay of absentee (rate per mensem) Rs. | Kind of leave granted | Date of beginning of leave | Date of return (to be filled in when he returns) from leave | Remarks |
|----------------------|---------------------------------------|-----------------------|----------------------------|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Certified that leave was granted by reference to the applicant's Service Book and according to the Rules. I had satisfied myself that it was admissible, and that all grants of leave and departures on, and return from leave, all periods of suspension or deputation and all appointments and promotions, have been recorded in the Service-Book of the persons concerned.

Dated

D & D.O.

Form AU 5/6
(Referred to in Rule 5.10)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Last Pay Certificate

Last Pay Certificate of Shri..... Designation..... proceeding on transfer to.....

2. He has been paid upto and for at following rates:

| Particulars | Rate | |
|--------------------|------|----|
| | Rs. | P. |
| Substantive pay | | |
| Officiating pay | | |
| Dearness allowance | | |
| _____ | | |
| _____ | | |
| _____ | | |
| Deductions | | |
| _____ total _____ | | |

3. He has made over charge of the office of
On the fore/afternoon of the

4. Recoveries are to be made from the pay as detailed below:

| Nature of recovery | Amount Rupees | No. of instalments in |
|--------------------|---------------|-----------------------|
| _____ | | _____ |

5. He is also entitled to joining time for days.

6. The details of the income tax recovered from him upto the date from the beginning of the current year are noted below:

| | Period | Rate | Amount |
|------|--------|--------|---------|
| From | To | at Rs. | a month |
| From | To | at Rs. | a month |

Signature and
Designation of D. & D.O.

He took over/assumed charge of the office of On the fore/afternoon of.....

Signature and
Designation of D. & D.O.

Form AU 5/7
(Referred to in Rule 5.11(2))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Deduction /Redrawal Bill

Name of Deptt. /OfficeFor the month of

| Sr. No. | Name of the official | Nature of deduction * | Nature of Recovery ** | Amount | Remarks |
|---------|----------------------|-----------------------|-----------------------|--------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Signature

Stamp of D & DO

| | |
|---|---|
| <p>*Please mention here EWF/CC/FC/LIC/ Income Tax/CTD/Electy. Charges etc. whichever is applicable</p> <p>For use by the Audit Officer</p> <p>Passed for payment/adjustment of Rs.....</p> <p>Rupee.....</p> <p>Cheque No.....</p> <p>RAO/ JD Audit</p> | <p>** Please mention here House Bldg./ Car Scooter/Moped/Cycle loan etc. whichever is applicable</p> <p>For use by the Audit Officer</p> <p>Paid vide Vr. No.....</p> <p>Dated.....</p> <p>Classified :</p> <p>Asstt. Asstt. Comptroller</p> |
|---|---|

Form AU 5/8 (A)
(Referred to in Rule 5. 12)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Travelling Allowance Bill for Examiners/Experts/Members of BOM/FC

Name of Employee..... Purpose of journey Basic Pay..... Grade of employee (I,II,III,IV,V).....

Designation Date of Examination/Meeting/Visit..... Place of Posting/Residence.....

| Departure Station | Date & time | Arrival Station | Date & time | Mode & Class of accommodation & ticket Nos. (Train / Air / Bus) | Actual cost of travelling for journey performed in public conveyance (Train/Air/Bus) | Local/Road Mileage allowance if journey performed by own vehicle or taxi/ autorickshaw and toll charges, if any | | Hotel Charges, if any, alongwith receipt No. | Daily Allowance | | | Total of columns 6+9+10+13 | Remarks, if any | |
|-------------------|-------------|-----------------|-------------|---|--|---|------------|--|-----------------|------------|------------|----------------------------|-----------------|--------------|
| | | | | | | Km | Rate (Rs.) | | Amount (Rs.) | No of days | Rate (Rs.) | | | Amount (Rs.) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Total Rs. _____ (in words) (Rupees) _____

| | | |
|------------------------------------|-----|----------------|
| Amount of Advance if already taken | Rs. | Vr. No. & Date |
|------------------------------------|-----|----------------|

CERTIFIED THAT:

1. Journey fare has been charged by the mode/class of travel and Particulars provided in the bill are correct.
2. The claim for this journey has not been preferred earlier or claimed from any other source. I have performed journey by my own Car/Taxi/Auto rickshaw plying on hire, the whole accommodation of which was reserved by me.
3. Certified that I shall perform the return journey by the same mode as claimed in the TA bill and shall refund within 15 days the excess amount, if any, received by me. On the completion of this period it may be taken that there is no change in the particulars furnished in the T.A. bill and the responsibility for correctness thereof will be upon me.
4. I declare that the railway return ticket was not available.

Signature

Pre-receipted (Received payment) (Affix Revenue stamp)

Address.....

Signature.....

Chaudhary Charan Singh Haryana Agricultural University, Hisar
T.A. Bill Form for Examiners/Experts/Members of BOM/FC

Contd. Form AU 5/8 (A)

Verified
 COE/Assistant Registrar (A)/(F)/(G)/(E)

Date of Examination/Meeting/Visit: Attested and Paid

For payment on the spot : Voucher No.
 Cash Book page no.
 Cashier D. & D. O

BUDGET PROVISION

(To be filled in by Controlling Officer)

Scheme..... T. A. Check Register page No.....
 Allotment for the current year: Rs.....
 Amount of present bill(less advance payment, if any)
 Total of previous bills.....
 Total to date.....
 Balance available

Passed for amount of Rs..... (Rs.....)
 Minus Advance already taken of Rs.....
 Net payable Rs.....(in words) (Rupees.....)

Controlling Officer

(FOR USE IN AUDIT OFFICE)

Pre-audited and passed for payment of Rs..... (in words)
 (Rupees.....)
 Auditor/Senior Auditor/RAO/J.D. Audit

(FOR USE IN COMPTROLLER OFFICE)

Paid vide cheque No..... datedand expenditure classified.

Clerk/Asstt.

Asstt. Comptroller

Form AU 5/8 (B)
(Referred to in Rule 5. 12)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Travelling Allowance Bill for Journey on Tour

Name of Employee..... Basic Pay..... Grade of employee -(I,II,III,IV,V).....

Designation Purpose of journey Place of Posting/Residence.....

| Departure Station | Date & time | Arrival Station | Date & time | Mode & Class of accommodation & ticket Nos. | Actual cost of travelling for journey performed in public conveyance | Local/Road Mileage allowance if journey performed by own vehicle or taxi/ autorickshaw and toll charges, if any | | Hotel Charges, if any, alongwith receipt No. | Daily Allowance | | Total of columns 6+9+10+13 | Remarks, if any | | |
|-------------------|-------------|-----------------|-------------|---|--|---|------------|--|-----------------|------------|----------------------------|-----------------|------------|--------------|
| | | | | | | Km | Rate (Rs.) | | Amount (Rs.) | No of days | | | Rate (Rs.) | Amount (Rs.) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Total Rs. _____ (in words) (Rupees _____)

| | | |
|------------------------------------|-----|----------------|
| Amount of Advance if already taken | Rs. | Vr. No. & Date |
|------------------------------------|-----|----------------|

CERTIFIED THAT:

1. Journey fare has been charged by the mode/class of travel and particulars provided in the bill are correct.
2. The claim for this journey has not been preferred earlier or claimed from any other source. I have performed journey by my own Car/Taxi/Auto rickshaw plying on hire, the whole accommodation of which was reserved by me.
3. I was not provided free lodging and or boarding except on I was on duty in camp during the period for which daily allowance has been claimed.

Signature

stamp)

Pre-receipted (Received payment) (Affix Revenue

Address.....

Signature.....

Chaudhary Charan Singh Haryana Agricultural University, Hisar
T.A. Bill Form for University Employees on Tour

Contd. Form AU 5/8 (B)

Verified
Head of Department/Controlling officer

Attested and Paid

For payment on the spot :

Voucher No.
Cash Book page no.

Cashier D. & D. O

BUDGET PROVISION
(To be filled in by Controlling Officer)

Scheme..... T. A. Check Register page No.....
Allotment for the current year: Rs.....
Amount of present bill (less advance payment, if any)
Total of previous bills.....
Total to date.....
Balance available
Passed for amount of Rs.....(Rs.....)
Minus Advance already taken of Rs.....
Net payable Rs.....(in words) (Rupees.....)

Controlling Officer

(FOR USE IN AUDIT OFFICE)

Pre-audited and passed for payment of Rs..... (in words)
(Rupees.....)
Auditor/Senior Auditor/RAO/J.D. Audit

(FOR USE IN COMPTROLLER OFFICE)

Paid vide cheque No..... datedand expenditure classified.

Clerk/Asstt.

Asstt. Comptroller

Total Rs. _____ (in words) (Rupees _____)

| | | |
|------------------------------------|-----|----------------|
| Amount of Advance if already taken | Rs. | Vr. No. & Date |
|------------------------------------|-----|----------------|

CERTIFIED THAT:

1. Journey fare has been charged by the mode/class of travel and particulars provided in the bill are correct.
2. The claim for this journey has not been preferred earlier or claimed from any other source. I have performed journey by my own Car/Taxi/Auto rickshaw plying on hire, the whole accommodation of which was reserved by me.
3. Certified that.....truck load of household goods were actually transported and actual charges were not less than those claimed in the bill and admissible under the rules.
4. Certified that the family members for whom T.A. has been claimed are wholly dependent upon me and residing with me, and accompanied me/ followed/proceeded me as admissible under rules.

Signature

Pre-receipted (Received payment) (Affix Revenue stamp)

Address.....

Signature.....

Chaudhary Charan Singh Haryana Agricultural University, Hisar
T.A. Bill Form for University Employees on Transfer/Retirement

Contd. Form AU 5/8 (C)

Verified

Head of Department/Controlling officer

Attested and Paid

BUDGET PROVISION
(To be filled in by Controlling Officer)

Scheme..... T. A. Check Register page No.....
 Allotment for the current year: Rs.....
 Amount of present bill(less advance payment, if any)
 Total of previous bills.....
 Total to date.....
 Balance available
 Passed for amount of Rs..... (Rs.....)
 Minus Advance already taken of Rs.....
 Net payable Rs.....(in words) (Rupees.....)

Controlling Officer

(FOR USE IN AUDIT OFFICE)

Pre-audited and passed for payment of Rs..... (in words)
 (Rupees.....)
 Auditor/Senior Auditor/RAO/J.D. Audit

(FOR USE IN COMPTROLLER OFFICE)

Paid vide cheque No..... dated and expenditure classified.

Clerk/Asstt.

Asstt. Comptroller

Form AU 5/9
Referred to in Rule 5.13)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Travelling Allowance Check Register for the Year.....

Head of Account.....

| Name of officer | Date of journey | Amount of bill Rs. | Date of admission | Initial of D.& D.O. | No./ & Date of cheque | Remarks |
|-----------------|-----------------|-----------------------|-------------------|---------------------|-----------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form AU 5/10
(Referred to in Rule 5.14(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Form for Reimbursement of Medical charges

Name & Designation of the employee claiming re-imburement, with Department

| Sr.No. | Name & relationship of the patient with the University employee | Disease as diagnosed by the authorized Medical Officer | Name of medicine on a/c of which the expenditure was incurred | Amount of the bill (Rs.) | Place of posting | Reasons for incurring expenditure at place other than the place of duty/posting | Period of treatment | Remarks |
|--------|---|--|---|--------------------------|------------------|---|---------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Name of patient..... Relationship with the Univ. employee..... Photograph of the patient..... above particulars attested HOD/Officer countersigned CMO | | | | | | | |

Certified that

- i) Parents, as mentioned above, are wholly dependent upon me and have no other source of Income.
- ii) They reside with me at the place of my duty;
- iii) The medicines purchased have been fully used;
- iv) In case spouse is working:
 - a) Certified that my wife/husband is not getting any fixed medical allowance from any source.
 - b) certified that my wife/husband is employed and is not getting medical reimbursement from any other source. An affidavit to this effect has already been furnished.

Signature of the employee

Signature of the employee
(with date)
Counter signature.....
Designation

Certified that the medicines as detailed herein are not available in the Campus Dispensary and are admissible under the Govt. Medical Attendance Rules.

Medical officer
CCS HAU

Note: 1. Prescription should indicate:

- a) Name of the Medicine in legible handwriting.
 - b) Quantity of the medicine to be purchased from the market.
2. Cash Memo/Vouchers should be duly verified and attested by the employee concerned in token of payment having been made.
 3. Name of the medicine to be given in capital letters on the reverse side of the voucher.
 4. Sanction of the competent authority to be enclosed.

Form AU 5/11
(Referred to in Rule 5.14(3))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Medical charges - Reimbursement Bill for the month..... 20

Name of the Scheme

Head of Service.....

Other Allowances & Honoaria (Medical charges)

| Sr.N | Name and Designation | Section/ office | Amount admissible (Rs.) | Deduction, if any (Rs.) | Net amount payable (Rs.) | Remarks | Acquaintance |
|------|----------------------|-----------------|-------------------------|-------------------------|--------------------------|---------|--------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Net amount payable(in word) Rs.....
.....

Passed for Rs.....

Pay Rs.....

Signature & Designation
of D & D.O.

Resident Audit Officer

Station.....

Date.....

Supdt.

Comptroller

Received payment

Voucher No.....

Paid by cheque No.....

Date

Classified

Signature

Asstt..

Stamp

Form AU 5/11(a)
(Referred to in Rule 5.14(3))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Medical Reimbursement Check Register

- (a) Name and designation of employee
- (b) Whether opted for fixed medical allowance
or Medical Reimbursement for out-door treatment

| S.No. | Name of the patient | Relation-ship | Period of treat-ment | | Amount of bill | Initial of D & D.O. | No. & date of cheque |
|-------|---------------------|---------------|----------------------|----|----------------|---------------------|----------------------|
| | | | From | To | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Form AU6/1
[Referred to in Rule 6.5]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Contingent Register of the Year.....

Standard object of expenditure.....Total budget allotment.....

| Date | To whom paid | No. of sub. Voucher | Description of the bill/ charges | Amount of the bill Rs. P | Amount of previous Bill Rs. P | Total to date Rs P. | Balance available Rs. P. | Signature of D & DO | Cheque No. and date | Remarks |
|------|--------------|---------------------|----------------------------------|--------------------------|-------------------------------|---------------------|--------------------------|---------------------|---------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Form AU 6/2
[Referred to in Rule 6.7 (2 & 3)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
ORDER OF PAYMENT FROM IMPREST (PERMANENT ADVANCE)

| |
|-----------------------------------|
| Pay Rs..... only |
| Out of imprest and charge to..... |
| (Signature)..... |
| (Date)..... |

Paid by imprest voucher No. _____

Dated _____

Cashier _____

Form AU 6/3
[Referred to in Rule 6.8 & 6.9]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
CONTINGENT BILL FORM
Head of Service

Sub voucher No.....
Financial Year.....
Month.....

Entry in Bill Register Code No. _____
At Sl. No..... Scheme _____
Page No..... SOE _____
(In Red Ink)

| <u>Full Details of the payment be recorded</u> | | |
|--|------------------------|---------------------|
| Sr. No. | Description of charges | Amount Rs. P. |
| Sanction has been accorded by the _____ | | |
| Vide No. _____ | | |
| Dated _____ | | |

Details of payment through RTGS

Name of the Firm/Employee to whom
Payment is to be made _____
Bank A/c No. _____
IFS Code _____
Name of the Bank with location _____
Mobile No. _____

Total Rs.
(in words) Rupees.....

For use in Accounts Branch of
Comptroller's Office

Vr. No. Allotment for the current year.....
Cheque No. Amount of present bill.....
Date Total of previous bills.....
Total to date.....
Balance available.....

Cheque Writer

Booking Clerk

AR(Accounts)

Dated Signatures of DDO
(with stamp)

Form AU 6/4
[Referred to in Rule 6.16(1)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Permanent Advances, Revolving Funds & Permanent Securities

| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. |
|------------------------|-------------------------------|------------------------------|--------------|--|----------------------|--|-------------------------|---------------------------------|-------------------------------|---------------------------|---------|
| Name of Deptt./section | Name of Sanctioning authority | No. & Date of Sanction order | Amount (Rs.) | Whether P.A., Revolving Fund or permanent security | NO. & Date of cheque | Office where security is to be deposited | Form in which deposited | Signatures of Asst. Comptroller | Dated of refund or adjustment | Sig. of Asst. Comptroller | Remarks |

Form AU 6/4 (a)
[Referred to in Rule 6.16 (2)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Departmental Register of Permanent Advances, Revolving Funds & Permanent Securities

| | | |
|--|-----|--|
| Sanctioning Authority | 1. | |
| No. & Date of Sanction order | 2. | |
| Amount (Rs.) | 3. | |
| Whether P.A., Revolving Fund or permanent security | 4. | |
| No. & date of cheque | 5. | |
| Office where security is to be deposited | 6. | |
| Form in which deposited | 7. | |
| Rate & periodicity of interest on permanent securities | 8. | |
| Date on which the interest is due | 9. | |
| Signature of the D.& D.O | 10. | |
| Date of collection of interest | 11. | |
| Ref. To Cash Book entry | 12. | |
| Date of refund or adjustment | 13. | |
| Signature of the D& D O | 14. | |
| Remarks | 15. | |

Form AU 6/5
[Referred to in Rule 6.17 (2)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register of Temporary Security/Earnest Money Deposits from out-side Persons

Name of Deptt./Office

| Sr. no. | Whether security or Earnest money | No & date of order under which deposited | Receipt No. date and mode of deposit | Name of Depositor | Purpose | Amount Rs. | Initials of D. & D.O. | No & date of order sanctioning return or lapse of deposit | Date of return or lapse | Ac-knowledge-ment of the payee | Amount Rs. | Balance on 31 st March to be carried over | Signature of D. & D. O. |
|---------|-----------------------------------|--|--------------------------------------|-------------------|---------|------------|-----------------------|---|-------------------------|--------------------------------|------------|--|-------------------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. |

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Delivery Challan (in triplicate)

Challan No.

Date

To

The following articles are sent herewith for further action in your office:

| Sr No. | Name of the article | Qty. | Value Rs. | Stock Register posting reference |
|--------|---------------------|------|-----------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

Please acknowledge the receipt and return one copy of this challan duly ticked by Audit after showing Stock entries.

Signature & Designation of the Officer
sending the articles

Date.....

No.....

Returned after showing Stock entries to Audit

The above articles have been received in good condition and entered in the Stock Register at pages shown against each.

Signature & Designation of the
Officer receiving the articles

Form AU 6/7
(Referred to in Rule 6.18(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
PROFORMA FOR SEEKING FINANCIAL SANCTION FOR THE PURCHASE
OF RECURRING ITEMS OF REGULAR USE

1. Name of Department
2. Name & Specifications of the items to be purchased
3. Quantity consumed during last financial year.
4.
 - (i) Opening balance as on 1st day of April of the current financial year.
 - (ii) Quantity purchased earlier, if any, during the current financial year.
 - (iii) Total quantity available.
 - (iv) Quantity consumed so far during the current financial year.
 - (v) Quantity available in stock at present.
 - (vi) Quantity proposed to be purchased.
 - (vii) Approximate cost of the proposed purchase.
5. Whether funds are available with the department or not for the proposed purchase? If available, No. and name of the scheme and the SOE. In case of ICAR/OA Scheme actual release of funds be indicated.
6. Reasons/justification in case the purchase made during the year inclusive of the proposed one, is in excess of the quantity consumed during last year.
7. Reasons/justification in case the purchase is proposed to be made in the month of Feb.& March.
8. Certificates:
 - i) Certified that the funds for the above purchase exist in the current year's budget under the above scheme and no additional allotment of funds is needed. Copy of budget allotment letter is added.
 - ii) Certified that the purchase shall be made as per procedure prescribed by the University.
 - iii) In case of purchase out of ICAR/Other Schemes.
Certified that items proposed to be purchased are as approved by the Financing Agency and as per the terms & conditions laid down for the said scheme. A copy of the approval of the Funding Agency for the purchase of items showing its cost is added.

Head of Department

Counter signature of the
Controlling Officer

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Proforma for Seeking Financial Sanction for the Purchase of Non Recurring Items

1. Name of Department
2. No. & Name of Scheme
3. Detail of items for which financial sanction is applied for:

| <u>Sr. No.</u> | <u>Particular of items</u> | <u>Quantity</u> | <u>Cost</u> (Rs.) |
|----------------|----------------------------|-----------------|----------------------|
| | | | |
4. In case of machinery and equipment:-
 - i) Whether the above articles are not already available in the Department.
 - ii) If no, whether any other arrangement can be made in coordination with other Department to carry on the work.
 - iii) If similar equipment is already available & whether:
 - a) It has been put into use and if not reasons thereof to be intimated.
 - b) If the item already purchased has not been put into use because of involving additional recurring and non-recurring liability, why the undertaking given at the time of purchase of the equipment in terms of para 4 (v) *ibid.* has not been fulfilled.
 - c) How the work of the project is going on for which the equipment has been purchased but not put into use.
 - d) The justification for additional purchase now.
 - iv) In case of replacement of equipment, whether the equipment already on stock is beyond economical repairs?
 - v) Whether the purchase would involve additional recurring and non-recurring liability in terms of posts, maintenance, installation, if so, details thereof and how it is proposed to be met.
5. For purchase of equipment:-
 - i) Detail of equipment/ items presently approved for purchase.
 - ii) Detail of equipment/items now required to be purchased in place of earlier demand.
 - iii) Complete justification for the purchase of the proposed equipment also elucidating how the work is being carried on in the absence of the proposed equipment.
6. For proposals initiated during the last quarter of the Financial year (i.e. Jan, Feb & March).
 - i) Reasons due to which sanction could not be asked for earlier.
 - ii) Whether the funds can be got declared as non-laps-able.
7. Reference to the delegation of powers under which Vice-Chancellor's approval is needed.
8. Certificates:
 - i) Certified that the funds for the above purchase exist in the current year's budget under the above scheme and no additional allotment of funds is needed. Copy of the budget allotment letter is added.

- ii) Certified that the purchase shall be made as per procedure prescribed by the University.
- iii) In case of purchase out of ICAR/other Agencies Schemes:-
Certified that items proposed to be purchased are as approved by the Financing Agency and as per the terms and conditions laid down for the said scheme. A copy of the approval of the Funding Agency for the purchase of item/equipments showing its cost is added.
- iv) Certified that the items proposed to be purchased are the same as were got approved at the time of getting funds declared as non-lapsable (in case of any variation detailed justification therefor). A copy of budget allotment/ non-lapsable funds for the purpose is added.

Signature of HOD

CONTROLLING OFFICER

Form AU 7/1
(Referred to in Rule 7.1)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Examination Expenditure
Control and Check

Name of Exam..... Probable date of Exam.....

| Nature of Expenditure | Particulars of Payments | Amount Rs. | Cash, Bank Draft or cheque No. & date | Initials of D& DO | Remarks |
|-----------------------|-------------------------|------------|---------------------------------------|-------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |

1. Remuneration to Paper setters and Examiners

2. Remuneration to Examiners and their Asstt. In respect of Oral and practical examination

3. Remuneration to Supervisory staff including Supdt.

4. T.A. bills of Examiners and other staff put on examination duty

5. Payment on account of authorized contingent expenditure

Form AU 7/2
(referred to in rule 7.5)

**OFFICE OF CONTROLLER OF EXAMINATIONS
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

Remuneration Bill

Program : _____ Year _____ Sem. _____ Course No. _____
 Name (as shown in bank account) _____
 Name of Bank with location) _____
 RTGS/IFSC Code _____ Bank Account No. _____
 Address of the Examiner _____ (M) _____ (O) _____

| Nature of work done | Rates of Remuneration for B.Sc.(Hons.)H.Sc., Agri, B.Tech.(Agri. Engg.) & MBA | No. of Question Papers /Answer sheets evaluated/ No. of students/ No. of pages | Total Amount (Rs.) |
|--|---|--|--------------------|
| Paper Setting | Rs.____ per question paper | | |
| a) Evaluation of Answer Sheets b) Evaluation of Project and Training Reports (MBA) including conduct of viva-voce | a) Rs.____ per answer sheet with a minimum of Rs.____ b) Rs.____ per report. | | |
| Practical Examination | N.A. | | |
| Contingency/Postal charges | Rs. _____or actual expenditure subject to production of original receipts duly attested by payee or the expenditure may be verified by the COE. | | |
| Typing charges | Rs.____ per page | | |
| | | Grand Total | |
| (in words) Rupees | | | |

Signature of the Examiner

Pre-receipt/Received payment
 Affix Revenue Stamp if amount exceeds Rs. 4,999/-
 Signature of the Examiner

For Office use only

Entered at Page _____ vide Sr. No. _____ in the Remuneration Register, please.

Paid Rs. _____ vide Draft/Cheque No. _____ dated _____ amounting to Rs. _____

Signature of Dealing Hand

Certified that the claims have been checked from the relevant records and are in order.

Verified & passed for payment of Rs. _____ + _____ (Draft charges)= Rs. _____ in words) Rupees _____

Controller of Examinations

Form AU 7/3
(Referred to in Rule 7.6)

**OFFICE OF DEAN, POST-GRADUATE STUDIES
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

Bill for Remuneration to External Examiners etc.

Nature of Examination: Preliminary Oral Ph.D /Evaluation of thesis/
holding of M.Sc/Ph.D Oral Examination.
Name of Examiner

Address

Date of Oral Examination

| Name of Examinee alongwith Admission Number | Nature of Exam. | Rate of Payment (Rs.) | Contingent charges if any (Rs.) | Total amount payable (Rs.) | Remarks |
|---|--------------------|-----------------------------|---------------------------------------|-------------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |

Pre-receipted/Received payment Total.....
Signature of the Examiner Rs. (in words).....
.....

Affix Revenue Stamp
If amount exceeds Rs. 4,999/-

Note: 1. Please sign at both places.

Certified that the claims have been checked from relevant records and are correct to my knowledge and belief.

Asstt. Registrar
for Dean PGS

Passed for.....
Rs.(in words).....

For use in the Audit /Comptroller's Office
Pre-audited and passed for payment of
Rs.....
Rs. (in words).....

RAO/JD Audit

Budget Allotment

- | | |
|-----------------------------|-----------------------|
| i) Allotment for the year | Paid vide Vr. No..... |
| ii) Amount of present bill | Cheque No |
| iii) Total of Previous bill | Date..... |
| iv) Total upto-date | |
| v) Balance available | |

Form AU 8/1

(Referred to in Rule 8.3(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Fellowship/Scholarship/Stipend Bill

Name of Programme.....

Month.....

| Name of the Fellowship/Scholarship holder or stipendiary | Aadhar No. (Desirable but not mandatory) | Mobile No. | Admission No. | Rate per month (Rs.) | Period | Amount payable (Rs.) | Acknowledgement |
|--|--|------------|---------------|----------------------|--------|----------------------|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Amount to be refunded

| | | |
|------|-----------|--------------|
| Name | Admn. No. | Amount (Rs.) |
| 1 | 2 | 3 |

Total Rs.

Total Payable Rs.....
 Less amount refunded by short
 Drawal as per details in the margin
 Rs.....

Net payable Rs.....
 (in words)

Signature of the D & D.O.

I hereby certify that the Students on whose account the amount stated above is claimed, have been regular in attendance and have conferred to the Rules under which the fellowship, scholarships and stipends are tenable.

Rs.

- i) Allotment for current year
- ii) Amount of present bill
- iii) Total of previous bills
- iv) Total to date
- v) Balance available

Dean/Director/Controlling Officer
 Pay Rs. _____
 (in words) Rupees _____
 Paid vide cheque No. _____
 Vr. No. _____

Classified

Asstt.

Asstt. Comptroller

Form AU 8/2
(Referred to in Rule 8.4 & 8.5(3))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Cash Book for Sundry Deposits

Receipt

| | | | | |
|--|------|----|--|--|
| Date | | 1 | | |
| Particulars of Receipt | | 2 | | |
| Receipt No. | | 3 | | |
| I.C.A.R Fellow-ship/Scholarship | Cash | 4 | | |
| | Bank | 5 | | |
| C.S. I.R. Fellow-ship/Scholarship | Cash | 6 | | |
| | Bank | 7 | | |
| U.G.C. Fellowship | Cash | 8 | | |
| | Bank | 9 | | |
| Post-Matric Scholarship Govt. of Haryana | Cash | 10 | | |
| | Bank | 11 | | |
| Miscellaneous Scholarship/Stipend | Cash | 12 | | |
| | Bank | 13 | | |
| Total (RS.) | | 14 | | |
| Initials of Head of the office/ A& AO | | 15 | | |
| Remarks | | 16 | | |

| PAYMENT | | Date | Particulars | Voucher No. | I.C.A.R. Fellowship/Scholarship | | C.S. I.R. Fellowship/Scholarship | | U.G.C. Fellowship | | Post-Matric Scholarship Govt. of Haryana | | Miscellaneous Scholarship/Stipend | | Total (RS.) | Initials of Head of the office/DDO | Remarks | |
|---------|---|------|-------------|-------------|---------------------------------|------|----------------------------------|------|-------------------|------|--|------|-----------------------------------|------|-------------|------------------------------------|---------|--|
| | | | | | Cash | Bank | Cash | Bank | Cash | Bank | Cash | Bank | Cash | Bank | | | | |
| 1 | 2 | | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |

Form AU 8/4
(Referred to in Rule 8.2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Fellowship/Scholarship/Stipend Check Register for the year
Sanctioned vide Letter No..... Dated..... Deptts./College.....

| Sr.No. | Name & Admn. No. of the students | Aadhar No. (Desirable but not mandatory) | Mobile No. | Rate (p. m) | Period | | Amount received (in case of outside agencies) | Signature of DDO | July 20 | Aug | Sep | Oct | Nov | Dec | Jan 21 | Feb | March | Apr. | May | June | July |
|--------|----------------------------------|--|------------|-------------|--------|----|---|------------------|---------|-----|-----|-----|-----|-----|--------|-----|-------|------|-----|------|------|
| | | | | | From | To | | | | | | | | | | | | | | | |
| 1 | | | | | 6 | 7 | Letter No. & Date Cheque /Bank Draft No. & date | Amount Rs. P. | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |

Form AU 9/1
(REFERRED TO IN RULE 9.2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Application for admission to the Contributory Provident Fund to be
submitted in duplicate

| Account No to be allotted by the Comptroller's office | Name of applicant | Father/Husband's name | Date of birth | Designation | Office to whom attached | Rate of emoluments per mensem | Rate of subscription per mensem | Whether the applicant has a family or not | Remarks |
|---|-------------------|-----------------------|---------------|-------------|-------------------------|-------------------------------|---------------------------------|---|---------|
| 1 | 2 | 2(a) | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Certified that I have got no pensionary rights or hold lien on any post, whatsoever, in any Govt. Department.

Station.....

Signature of Applicant

Signature of the Drawing
& Disbursing officer

Dated:

Designation.....

Office of the Comptroller, CCS HAU, Hisar
/CPF/

No.

Dated, the

Returned with Account No. allotted. This number should be quoted in all correspondence connected therewith. A Form of Nomination in prescribed Form, duly filled in, may please be sent as soon as possible.

Comptroller
CCS HAU

Form AU 9/2
(Referred to in Rule 9.2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Application for admission to General Provident Fund
(to be submitted in duplicate alongwith nomination form)

Office of the

Name of the Fund: University General
Provident Fund.....

Head of Account to which
Pay and allowances are debited

University G.P.F.

| Sr.No. | Name of University employee (Subscriber) | Father/Husband's name | Date of Birth of Subscriber | Designation | Emoluments per mensum | Monthly rate of Subscription | month from which subscription to commence | Whether applicant has a family or not | Account No. to be allotted by Comptroller's office | Remarks |
|--------|---|-----------------------|-----------------------------|-------------|-----------------------|---------------------------------|--|--|---|---------|
| 1 | 2 | 2(a) | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Station..... Signature of Applicant

Signature of the Drawing &
Disbursing officer

Dated.....

Designation

Office of the Comptroller, CCS HAU, Hisar

No. CAL:

/GPF/

Dated: the

Returned with Account No. allotted. This number should be quoted in all correspondence connected therewith. A form of Nomination, in prescribed Form, duly filled in, may please be sent as soon as possible.

Comptroller CCS HAU

Form AU 9/4
(Referred to in Rule 9.4)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Bill of Contributory Provident Fund/GPF Subscription and University
Contribution for CPF/Pension Fund

For the month of.....

No. & Name of Scheme.....

| Name & designation of the Subscriber | Monthly pay | Month to which pay relates | CPF/GPF A/C No. | Recovery of Advance | Amount of Subscription deducted | | | Amount of University contribution for CPF/Pension Fund | Total of columns 5 to 8 | Total of columns 5 to 7 |
|--------------------------------------|-------------|----------------------------|-----------------|---------------------|---------------------------------|----------|---|--|-------------------------|-------------------------|
| | | | | | Compulsory | Optional | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | | | | I | II | III | | | | |
| | | | | Rs. | Rs. | Rs. | | | | |
| | | | | | | | | | | |

- i) Allotment for the current year Rs.
 ii) Amount of present bill.
 iii) Total of previous bill.
 iv) Total to-date
 v) Balance available.

Signature.....
Drawing & Disbursing officer

- Note: 1. Figures may be type written in double space.
2. Cutting in figures may be re-typed under attestation.

For use in Comptroller's Office
Pay Rs.....;

For use by the Audit Office
CCS HAU

Rupees

Passed for Rs.....

Rupees.....

RAO/JD Audit

Paid Vide Vr. No.....

Vide Cheque No.....

Classified

Asstt.

Asstt. Comptroller

Form AU 9/6
(Referred to in Rule 9.10)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Contributory Provident Fund and GPF Account yearly statement

CPF/GPF No. Name Nominee No. Year
O/B Subscription O/B contribution:
O/B Subs. Paise O/B Contr. Paise:

| Month | Subscription | | | | | | Contribution | | Withdrawals | | | Closing balance | |
|-----------------|---------------------|------------|-------------|--------|-------|---------------------------|--------------|-------------------------|-------------|----------------|--------|-----------------|--------|
| | Recovery of Advance | | | Compl. | Opnl. | Total | Amount | Total | Refundable | Non-refundable | | Subs. | Contr. |
| | (i) Rs | (ii) Rs | (iii) Rs | | | | | | | Subs. | Contr. | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 (OB+ Col. 2-6) | 8 | 9 (OB + Col 8) | 10 | 11 | 12 | 13 | 14 |
| April | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | |
| August | | | | | | | | | | | | | |
| September | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | |
| January | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | |
| Yearly interest | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | |

For Comptroller
CCS HAU, Hisar

Form AU 9/7
(Referred to in Rule 9.13)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register of Nominations

| Sr. No. of nomination | Date of receipt by the Comptroller | Name of Subscriber | CPF/GPF Account No. | Names of nominees | Relationship | Event which will make it void | Date of Cancellation on which the nomination becomes void | Initials of Asstt. Comptroller | Remarks |
|-----------------------|------------------------------------|--------------------|---------------------|-------------------|--------------|-------------------------------|---|--------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Form AU 9/8
Referred to in Rule 9.13

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Form of Nomination (to be submitted in triplicate)

Name of Subscriber _____

CPF/GPF Account No... _____

I, _____ hereby nominate the person(s) mentioned below who is/are member(s)/non-member(s) of my family as defined in these rules to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid:

| | | 1 st | 2 nd | 3 rd |
|---|--|-----------------|-----------------|-----------------|
| 1 | Name(s) of the nominee(s) | | | |
| 2 | Address of the nominee(s) | | | |
| 3 | Relationship with the subscriber | | | |
| 4 | Age of the nominee(s) | | | |
| 5 | Share payable to each nominee | | | |
| 6 | Contingencies on the happening of which the nomination shall become invalid | | | |
| 7 | Name, address and relationship of the person(s), if any, to whom the right of nominee shall pass in the event of his predeceasing the subscriber | | | |
| 8 | If the nominee is not a member of the family as per provision in these rules, indicate the reasons | | | |
| 9 | Other information, if any | | | |

Place _____

Signature of the Subscriber _____

Dated _____ 20

Name in block Letters _____

Designation _____

Signature of two witnesses:

Name and Address:

| | | |
|---|--|-----------|
| 1 | | Signature |
| 2 | | Signature |

Note 1.— The form of nomination shall be filled in triplicate. Two copies will be sent to the Comptroller CCS HAU, HISAR who will return one copy duly accepted and signed to the Head of department for office record.

Note 2.— If only one person is nominated, the words “in full’ should be written against the nominee for point 5. If more than one person is nominated, the share payable to each nominee to cover the whole amount of the Fund shall be specified.

For use by the Head of Department

Nomination received from Sh./Ms _____
 Designation _____ on dated _____ for onward
 submission to the Comptroller CCSHAU, HISAR.

No. Dated 20 _____ (Signature of Head of Office)

For use by office of Comptroller CCSHAU, HISAR

No. Date : _____

Nomination made by Sh./Ms. _____

Designation , _____ O/o _____

is hereby accepted and returned to _____ (Head of Department)
 for office record.

(Signature)
 Comptroller CCSHAU, HISAR

Form AU 9/9
Referred to in Rule 9.6

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

(to be submitted in duplicate)

Application for withdrawal upto 90% from GPF account during the period one year before the date of retirement on superannuation without any specific purpose/reason

Department _____

Address of Head of Office _____

| | | |
|----|---|-----|
| 1 | Name of the subscriber: | |
| 2 | Designation: | |
| 3 | Account number (complete): | |
| 4 | Existing pay band/pay scale | |
| 5 | Existing pay including dearness pay, personal pay, special pay, if any | |
| 6 | Date of joining service : | |
| 7 | Date of superannuation : | |
| 8 | Balance at credit of the subscriber on the date of the application as below: | |
| | (i) Closing balance as per latest GPF statement for the year (copy enclosed) | Rs. |
| | (ii) Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above: | Rs. |
| | (iii) Add refunds of advance(s) after the date of statement mentioned at (i) above: | Rs. |
| | (iv) Total (i) + (ii) + and (iii): | Rs. |
| | (v) Less amount of advance(s) and withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above: | Rs. |
| | (vi) Net balance at credit: | Rs. |
| 9 | Amount of withdrawal required: | Rs |
| 10 | Rule under which the withdrawal is admissible | |

Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein.

Dated

Signature of the applicant

Name _____

Designation _____

Branch _____

(Examination/Verification by the Office)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the withdrawal being applied for under the rules.

Dated :

(Signature of the Head of Department with Seal)

Form AU 9/10
Referred to in Rule 9.6

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
(to be submitted in duplicate)

Application for Final Payment on Retirement/Quitting Service

To

The Comptroller CCSHAU, Hisar
(Through the Head of Department)

Sir,

It is submitted that —

- (a) I am to retire/have retired; w.e.f. _____
- (b) I have been discharged/dismissed; w.e.f. _____
- (c) I have been permanently transferred/absorbed to; w.e.f. _____
- (d) I have resigned finally from University service; w.e.f. _____ or _____
- (e) I have resigned service under _____ University to take up appointment with _____ and my resignation has been accepted with effect from _____ forenoon/afternoon.
- (f) I joined service with _____ w.e.f. _____ forenoon/afternoon.

- 2. My GPF/CPF account No. is _____
- 3. I desire to receive payment through my office _____ or through the (Name of the Bank). Particulars of my personal marks of identification, left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate subscribers) in duplicate, duly attested by an Officer of the University, are enclosed.
- 4. I request that the entire amount at my credit with interest, due under the rules, may be paid to me/transferred to _____.

Yours faithfully,

Dated _____

(Signature of Subscriber)

Name: _____

Address: _____

Contd. Form AU9/10

(For Use by Head of Department)

1. Forwarded to the Comptroller CCSHAU, HISAR, Hisar for necessary action.
2. Sh./Ms _____
 - (a) has to retire/have retired; w.e.f. _____
 - (b) has been discharged/dismissed; w.e.f. _____
 - (c) has been permanently transferred/absorbed to _____ ; w.e.f. _____
 - (d) has resigned finally from University service; w.e.f. _____ or
 - (e) has resigned service under _____ University to take up appointment with _____ and his/her resignation has been accepted with effect from _____ forenoon/afternoon.
 - (f) He/she has joined service with _____ on _____ forenoon/afternoon.
3. The last deduction for subscription to his GPF/CPF account was made from his pay in the Office Bill No. _____ dated for Rs. _____ (Rupees _____) the amount of deduction being Rs. _____ as subscription and recovery on account of refund of advance Rs. _____

Certified that he/she had taken the following advances in respect of which _____ installment of Rs. _____ are yet to be recovered and credited to the Fund Account. The details of advance(s)/withdrawal(s) granted to him during the twelve months immediately preceding the date of his quitting service are also indicated below:-

| Sr. No. | Amount of advances/ withdrawal | Place of encashment | Voucher Number and date |
|---------|--------------------------------|---------------------|-------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

4. Certified that no advance/withdrawal will be sanctioned to the subscriber henceforth.
5. Certified that the subscriber/claimant submitted the application on _____

Dated:

(Signature of Head of Department)

Form 10/1
(Referred to in Rule 10.5)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Cash Book of Pension Fund

| Date | Voucher No | Particular | Receipt | Payment | Balance | Signature of attesting authority |
|------|------------|------------|---------|---------|---------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

(This form is based on Form Pen-2 referred to in Rule 71
Of Haryana Civil Services Pension Rules 2016)

Form AU 10/2
Referred to in Rule 10.6

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Particulars to be obtained by the Head of office from the retiring University employee one year before his retirement on superannuation or from the family of deceased University employee within one month from the date of death.

Paste one passport size joint photograph of employee or photograph of widow/ widower, as the case may be duly attested by head of the office

| | | |
|---|--|---|
| 1 | Name of the University employee | |
| 2 | Designation | |
| 3 | Department/office | |
| 4 | Date of birth | |
| 5 | Date of retirement Or Date of death, in case of death while in service | |
| 6 | Present address alongwith Mobile phone number | |
| 7 | Address after retirement alongwith Mobile phone number | |
| 8 | Details of the member of the family as on | |
| | Sr. No. | Name of the Member of Family |
| | Date of Birth | Relationship with the Univ. employee |
| | Aadhar Card No. | Remarks |
| | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |
| | 5. | |
| | 6. | |

| | | |
|----|--|--|
| 9 | Name of the Branch of Public Sector Ban through which the employee wants to draw his pension | |
| 10 | Enclose the following documents:- (i) Two slips of specimen signature to be attested by head of Office or any other of- fice authorized by him (ii) Four copies of passport size joint photo- graphs of the Univ. employee with spouse (to be attested by Head of office or any offi- cer authorized by him). (iii) Form regarding detail of family members | |
| 11 | Option for commutation of pension and fraction of pension proposed to be commuted | |

Place _____ Signature of University employee

Or

Dated the _____ Family member of the deceased University employee

ACKNOWLEDGEMENT

Received from Shri/Smt. _____ (Name and former designation) application in Form AU 10/2 & 2 (a) complete in all respects for the calculation of pension/ DCRG/Commutation of Pension etc.

Place : _____

Signature of Head of Office

Date : _____

(with stamp)

(This form is based on Form Pen-3 referred to in Rule 75
Of Haryana Civil Services Pension Rules 2016)

Form AU 10/2 (a)
Referred to in Rule 10.6

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Form for obtaining information from Head of Department of the employee for
Assessing Pension/ Family Pension, Commutation of Pension and DCRG.

(To be sent in duplicate to the Comptroller CCS HAU, Hisar.)

1. Name of the University employee
2. Sex
3. Aadhaar Card Number
4. Father 's Name
5. Name of wife/husband
6. Date of birth
7. Marks of identification of University employee
8. Present residential address of the University employee alongwith Mobile phone number
9. Address after retirement alongwith Mobile phone number
10. Particulars of the post held at the time of retirement:

Paste one
passport size joint
photograph duly
attested. Signature
& Stamp of attesting
authority should be
on the photograph.

| | | |
|-----|--------------------------------------|--|
| (a) | Department | |
| (b) | Name of the office | |
| (c) | Post last held and Group of the post | |
| (d) | Pay scale of the post | |

11. Class of pension applicable
12. Date of beginning of service
13. Date of ending of service
14. Particulars relating to military service/past service, if any, allowed to be counted by the competent authority towards civil pension.
15. Total length of service
- 16 (i) Period of foreign service if any
- (ii) Whether pension contribution has been received for the above said period

| | | | | | | | |
|--|--|--|------|--|----|----|----|
| 17 | Periods of non-qualifying service | | | | | | |
| | | | From | To | YY | MM | DD |
| | (a) | Interruption in service condoned under Rule 14(2) | | | | | |
| | (b) | Extraordinary leave not qualifying for pension | | | | | |
| | (c) | Period of suspension not treated as qualifying service for pension | | | | | |
| | (d) | Any other service not treated as qualifying service for pension. | | | | | |
| (e) | Total period of non-qualifying service : | | | | | | |
| 18 | Net qualifying service (Column 15-17) in terms of completed six monthly periods i.e. period of three months and above is treated as completed six monthly period. Note. — Details of qualifying service is attached. | | | | | | |
| 19 | Detail of period, if any, treated as duty in case of a University employee who has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service. | | | From _____ to _____ (____Y____M____D) Order No. _____ Dated _____ | | | |
| 20 | Emoluments at the time of retirement:- | | | | | | |
| | (a) | Last drawn emoluments (actual) | | | | | |
| | (b) | Last emoluments (notional) if any | | | | | |
| | (c) | Emoluments reckoned for Pension and Family Pension | | | | | |
| | (d) | Emoluments reckoned for death-cum-retirement gratuity | | | | | |
| <p>Note- See also the definition of Emoluments for the purpose of Pension/DCRG/Family Pension as per Haryana Government Pension Rules, 2016</p> <p>Note- If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under University but for being on foreign service be reflected against (a) above.</p> | | | | | | | |

| | | | | | |
|-----|---|-------------------------------|---|---------------------------------------|------------------|
| 21 | Date of receipt of Form duly complete in all respects, from the University employee. | | | | |
| 22 | Proposed pension:- | | | | |
| | _____ | X | _____ = | | |
| | 2 | | 40 | | |
| 23 | Proposed death-cum-retirement gratuity: | | | | |
| | _____ | X | = | | |
| | 4 | | | | |
| 24. | Proposed family pension: | | | | |
| (a) | Ordinary Pension: | Family | Pay last drawn X 30% (subject to Minimum and maximum) | | |
| (b) | Enhanced Pension: | Family | Equal to 50% of last emoluments in case of death while in service OR Equal to retiring pension in case of death after retirement before attaining the age of 65 years. (Subject to minimum and maximum of limit of enhanced family pension as per rule) | | |
| 25 | The amount of the family pension becoming payable to the family of the deceased University employee, if death takes place after retirement. | | | | |
| | (a) before attaining the age of 65 years. Rs. | | | | |
| | (b) after attaining the age of 65 years Rs. | | | | |
| | Sr. No | Name of the members of family | Date of birth | Relationship with University employee | Aadhaar Card No. |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| 26. | Date from which pension is to commence | | | | |
| 27 | Proposed amount of provisional pension, if departmental or judicial proceeding instituted against the University employee are pending at the time of retirement | | | | |

| | | |
|-----|---|---|
| 28. | Details of University dues recoverable out of DCRG:- | |
| | (a) | Licence fee for the allotment of University accommodation |
| | (b) | Other dues(referred to in rule 73), if any |
| 29. | Whether valid nomination made for DCRG subsists, if yes, enclose the copy thereof. | |
| 30 | Commutation of pension if applied before retirement or within one year after retirement:- | |
| | (a) | The portion of pension to be commuted: (upto 40% of pension) |
| | (b) | Commutated value of pension= (Portion of pension to be commuted x factor from commutation table under rule 96 x 12) |
| | (c) | Amount of residuary pension after deducting commuted portion of pension [Sr. No. 22-30(a)] |
| 31. | (i) Place of payment of Pension/DCRG (Branch of Public Sector Bank) | |
| | (ii) Bank Account No. | |
| | (iii) Unique Payee Code | |
| 32. | 10 digit DDO Code | |
| 33. | Particulars of Pension Sanctioning Authority | |
| | (i) Designation : | |
| | (ii) Office Address : | |
| | (iii) Contact number : | |

Place: _____

Date : _____

Signature of the Head of Office
(with date and stamp of office)

(This form is based on Form Pen-4 referred to in Rule 75

Of Haryana Civil Services Pension Rules 2016)

Form AU 10/3

Referred to in Rule 10.7

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Specimen of forwarding letter of Pension Papers of the University employee to be submitted to the Comptroller, CCS HAU, Hisar, by the concerned HOD through controlling officer

From

HOD/Controlling Officer,
CCS HAU, Hisar

To

The Comptroller
CCS HAU Hisar,

No. _____

Dated the _____

Subject: Pension papers of Shri/Shrimati/Kumari
_____ for authorization of pension/DCRG.

Sir,

I am directed to forward herewith the pension papers of Shri/Shrimati/
Kumar _____ of this department/office for further necessary action.

(1) The details of University dues which shall remain outstanding on the date of retirement of the University employee and which need to be recovered out of the amount of DCRG are indicated below:-

| | | | |
|-----|---|-------------------|-----|
| (a) | Balance of outstanding Loans and Advances | | |
| | 1 | HBA | |
| | 2 | Motor Car Advance | |
| | 3 | Marriage Loan | |
| | 4 | Computer Loan | |
| | 5 | Any other Loan | |
| | Total | | |
| (b) | Over payment of pay and allowances including leave salary, if any | | Rs. |
| (c) | Income tax deductible at source under the Income Tax Act 1961 (43 of 1961) | | Rs. |
| (d) | Arrears of licence fee for occupation of University accommodation | | Rs. |
| (e) | The amount of licence fee for the retention of University accommodation for the permissible period of six months beyond the date of retirement. | | Rs. |
| (f) | Any other assessed dues and the nature thereof | | Rs. |
| (g) | The amount of gratuity to be withheld for adjustment of un-assessed dues, if any | | Rs. |
| | | Total | |

- (2) Your attention is invited to the list of enclosures which are being forwarded herewith. It is requested that authorization of Pension, DCRG, Commutation of Pension may please be made at the earliest.
- (3) The receipt of this letter may please be acknowledged and this department/ office be informed.

Yours faithfully
Head of Office/Department
(with date and stamp)

List of Enclosures: -

| | |
|-----|---|
| 1. | Form AU 10/2 & 2 (a) duly completed. |
| 2. | Medical certificate of incapacity (if the claim is for invalid pension). |
| 3. | Copy of order of retirement or death certificate in case of death while in service |
| 4. | Last Pay Certificate generated from e-salary system duly signed by DDO. |
| 5. | Statement of qualifying and non-qualifying service with reference to entries of verification made in service book. |
| 6. | Calculation sheet of pension, commutation of pension, death-cum-retirement gratuity and family pension (normal and enhanced). |
| 7. | Service book complete in all respects (date of retirement to be indicated in the service book). |
| 8. | Certificate regarding no judicial or departmental proceedings are pending at the time of retirement. |
| 9. | Clearance certificate from Vigilance Department, in case of Group A and B University employees. |
| 10. | Brief statement regarding re-instatement of the University employee in case he has been re-instated after having been suspended, compulsorily retired, removed or dismissed from service. |
| 11. | Four copies of passport size photograph with and without spouse duly attested by the Head of Office or any other Officer authorized by him. Out of these one each be pasted on Form Pen.-2 and Pen.-3 and two photographs to be attached. |
| 12. | Two slips of three specimen signatures or thumb impressions of University employee and spouse, duly attested by Head of Office or any other Officer authorized by him. |
| 13. | Photo copy of Aadhar Card of University employee and family member(s) eligible for family pension, if any. |
| 14. | Undertaking regarding refund of excess payment of pension, commutation of pension and gratuity, if found at a later stage. (to be submitted by the retiring University employee) |
| 15. | Undertaking regarding adjustment of long term loans and advances and rent of University accommodation. (to be submitted by the retiring University employee) |
| 16. | Option for Medical Allowance. (to be submitted by the retiring University employee) |

Signature of the Head of Department
(with date and stamp)

Enclosures of this Form

1. Three specimen signatures of University employee and spouse :-
(to be attested by the Head of Office or the officer authorised by him)

| | | | |
|-------------------------------|--|--|--|
| Name of University employee : | | | |
| Specimen signatures : | | | |
| Name of spouse : | | | |
| Specimen signatures : | | | |

Signature of the competent officer
(with date and stamp)

2. Three Specimen Signatures of University employee and spouse :-
(to be attested by the Head of Office or the officer authorised by him)

| | | | |
|-------------------------------|--|--|--|
| Name of University employee : | | | |
| Specimen signatures : | | | |
| Name of spouse : | | | |
| Specimen signatures : | | | |

3. Specimen of Undertaking regarding refund/recovery of excess payment:-

Undertaking

Whereas the _____ (pension sanctioning authority) has consented to grant me the sum of Rs. _____ as the amount of my pension and Rs. _____ as death-cum-retirement gratuity w.e.f. _____ subject to revision of the same being found to be in excess of that to which I am entitled under the rules and I promise to raise no objection to such revision. I further promise to refund/recover any amount paid to me in excess of that to which I may be eventually found entitled.

Signature of the University employee

| | |
|-----------------|------------------|
| Witness No. 1:- | Witness No. 2 :- |
| Signature : | Signature : |
| Name : | Name : |
| Designation : | Designation : |
| Address : | Address : |

4. Specimen of Undertaking regarding adjustment of loans and advances and University dues :-

Undertaking

I hereby authorize to recover from my pension any University dues such as over payment of pay and allowances, leave salary, loans and advances, travelling allowance or any amount of any description is found recoverable at any stage.

Signature of the
University employee

5. Option for Medical Allowance :-

I intend to draw fixed medical allowance at the rate prescribed from time to time with my pension/family pension.

Or

I intend to avail the facility of medical re-imburement, instead of fixed medical allowance, for outdoor treatment being a chronic disease patient or otherwise separately.

Signature of the University employee

6. Specimen of certificate regarding departmental/judicial proceedings pending, if any :-

Certificate

It is certified that complaint/department proceedings/judicial proceedings are pending/not pending against Shri/Smt. _____ who is going to retire from service on _____ while working as _____.

Signature of the competent officer
(with date and stamp)

7. Undertaking regarding adjustment of rent of University Accommodation

Undertaking

I hereby authorize _____ to recover from my pension any amount of rent of University accommodation, if found recoverable from me at any stage.

Signature of the University employee

8. Calculation sheet of Pension/Family Pension/DCRG :-

| | | |
|-----------------|---|---|
| Last emoluments | X | Qualifying service in half years (Max. 40 half years) |
| 2 | | 40 |

Calculation of Pension :

Calculation of Normal Family Pension :

| | | |
|-----------------|---|-----|
| Last emoluments | X | 30% |
|-----------------|---|-----|

Calculation of Enhanced Family Pension:

| | | |
|-----------------|---|--|
| Last emoluments | X | 50% (In case of death while in service) |
|-----------------|---|--|

Or

| |
|---|
| Equal to retiring pension (in case of death after retirement before attaining the age of 65 years) |
|---|

Calculation of DCRG:

| | | |
|---|---|----------------------------------|
| <u>Last emoluments</u> 4 | X | Qualifying service in half years |
| (Maximum 66 half years for Group A,B & C and 70 half years for Group D employees) | | |

Note- For definition of 'Emoluments' for the purpose of Pension and DCRG, see Rule 8 of Haryana Civil Services (Pension) Rules, 2016.

Signature of the Competent Officer
(with date and stamp)

9. Statement of Qualifying and Non-qualifying service :-

| Sr. No. | Period (From - To) | Period in YY/MM/DD | Post held | Qualifying service YY/MM/DD | Non-qualifying service YY/MM/DD | Document(s) on the basis of which the entry is made in Column 5 |
|---------|--------------------|--------------------|-----------|-----------------------------|---------------------------------|---|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Total Service | | | | | |

Signature of the competent officer
(with date and stamp)

PHOTOGRAPHS

Name _____ Designation _____
Date of Birth _____ Date of retirement _____ Present
place of posting _____

Two photographs duly attested without spouse

Two photographs duly attested with spouse

Note: Four copies of passport size photograph with and without spouse duly attested by the Head of Office or any other Gazetted Officer authorized by him. Out of these one each to be pasted on Form Pen-2 and Pen-3 and two photographs to be attached.

(This form is based on Form Pen-5 referred to in Rule 82(A)
Of Haryana Civil Services Pension Rules 2016)

Form AU 10/4
Referred to in Rule 10.9(1)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Specimen of Letter to be sent to the member(s) of the family of a deceased University employee for the grant of the death-cum-retirement gratuity where valid nomination subsists or not

From

HOD/Controlling Officer,
CCS HAU, Hisar

To

The Comptroller
CCS HAU Hisar,
No. _____

Dated the _____

Subject: Payment of death-cum-retirement gratuity in respect of the late Shri/Smt.

Sir/Madam,

I am directed to state that in terms of the nomination, which is valid under the rules, made by late Shri/Smt. _____ (Designation) _____ in the Office/Department of _____ a death-cum- retirement gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith. If any contingency has happened after the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

OR

I am directed to say that in terms of Rule 45 of Haryana Civil Services (Pension) Rules, 2016, as applicable to CCS HAU, a death-cum-retirement gratuity is payable to the following members of the family of deceased University employee Shri/Smt. _____ (Designation) _____ In the office/Department of _____ in equal share:-

| | | |
|-------|--|--|
| (i) | Wife/Husband (including judicially separated wife/husband); | |
| (ii) | Children (married or unmarried) including legally adopted children and widowed/divorced daughter(s); | |
| (iii) | widow of predeceased son, if not remarried, otherwise the children of predeceased son in equal shares; | |

2. In the event of there being no surviving member of the family as indicated above, the death-cum-retirement gratuity shall be payable to the following members of the family in equal share:-

| | | |
|-------|--|--|
| (i) | brother(s) below the age of 18 years, dependent unmarried/widowed/divorced sister(s); | |
| (ii) | mother, including adoptive/step mother in case of individuals whose personal law permits adoption; | |
| (iii) | father including adoptive/step father in case of individuals whose personal law permits adoption; | |

3. It is requested that a claim for the payment of death-cum-retirement gratuity may be submitted in the enclosed Form AU 10/6 as soon as possible.

Yours faithfully,
Head of Office
(with date and stamp)

(This form is based on Form Pen-7 referred to in Rule 82(B)
Of Haryana Civil Services Pension Rules 2016)

Form AU 10/4 (a)
Referred to in Rule 10/9 (1)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Specimen of Letter to be sent to the widow/widower or other eligible family member of a deceased University Employee six months before the cessation of compassionate financial assistance for grant of Family Pension

From

HOD/Controlling Officer,
CCS HAU, Hisar

To

The Comptroller
CCS HAU Hisar,

No. _____

Dated the _____

Subject: Payment of Family Pension in respect of late Shri/Smt.

Sir/Madam,

I am directed to state that in terms of rules, of the Haryana Civil Services (Pension) Rules, 2016 as applicable to University employees, a family pension is payable to the eligible family member of the Late Shri/Smt.

_____ designation _____ working in the office/
department of _____.

2. You are advised that a claim for the grant of family pension may be submitted in the enclosed Form AU 10/5.
3. The family pension shall be payable to the widow/widower till death or remarriage, whichever is earlier and thereafter to other eligible family member, if any, as per provision laid down in Haryana Civil Services (Pension) Rules, 2016.

Yours faithfully,
Head of office
(with stamp and date)

(This form is based on Form Pen-8 referred to in Rule 82(B)
Of Haryana Civil Services Pension Rules 2016)

Form AU 10/5
Referred to in Rule 10.9(2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Form of application for the grant of family pension in case of death of a University employee while in service

Part - I

(To be filled by the family of deceased University employee)

1. Name: [widow or widower, if any, otherwise dependent son/daughter or Guardian, if the deceased person(s) is survived by minor child(ren)]
2. Detail of surviving widow/ widower and children of the deceased University employee eligible for family pension :-

| Sr. No. | Name | Date of birth | Occupation, if any | Relationship with the deceased person | Aadhaar Card No. |
|---------|------|---------------|--------------------|---------------------------------------|------------------|
| (1) | | | | | |
| (2) | | | | | |
| (3) | | | | | |
| (4) | | | | | |
| (5) | | | | | |

| | | |
|---|--|--|
| 3 | Date of death of the University employee | |
| 4 | Office/Department in which the deceased University employee served last | |
| 5 | If the applicant is guardian, his date of birth and relationship with the deceased University employee | |
| 6 | Full address of the applicant alongwith Mobile phone number | |
| 7 | (i) Place of payment of family pension (Branch of Public Sector Bank) | |

- (ii) Bank Account No.
 (iii) Unique Payee Code

- 8 Date of cessation of compassionate financial assistance, if any.
 9 Name, address and signatures of two reputed persons/ officers who attested the specimen signatures: -

| | Name | Full address | Signature |
|------|------|--------------|-----------|
| (i) | | | |
| (ii) | | | |

Note.— Attestation should be done by two Gazetted Officers or two reputed persons in the town, village or Pargana in which the claimant resides.

10. Enclose the following documents:

| | |
|-------|--|
| (i) | Two slips of specimen signatures of the applicant, duly attested. |
| (ii) | Four copies of passport size photograph of the applicant to be attested by the Head of Office across the photograph itself instead of paper. |
| (iii) | Birth Certificate or any other documentary evidence for age of child/ children. |
| (iv) | Death Certificate of the deceased University employee. |
| (v) | Certificate of Guardianship issued by the Court of Law in case of other than natural guardian. |

- 11 Witnesses :

| | Name | Full Address | Signatures |
|---|------|--------------|------------|
| 1 | | | |
| 2 | | | |

Signature of the applicant

Date :

Place :

| Part - II [To be filled up by the Pension Sanctioning Authority (HOD)] | | |
|--|--|--|
| 12 | Name of the deceased University employee | |
| 13 | Father's/Husband's name | |
| 14 | Date of birth | |
| 15 | Date of death | |
| 16 | Name of the office/Department where working at the time of death | |
| 17 | Post held at the time of death | |
| 18 | Emoluments for family pension (Actual/ Notional) Pay in the pay band + Grade pay | |
| 19 | Date of beginning of service on regular basis If any service prior to appointment on regular basis | |
| 20 | Date of ending of service on death | |
| 21 | Total length of service | YY MM DD |
| 22 | Family Pension proposed i. Normal family pension ii. Enhanced family pension [if service rendered at the time of death is more than seven years as in rule 49(1) of Pension rules. | |
| 23 | Period of tenability of Family Pension a. At ordinary rate b. At Enhanced Rate | From _____ to _____ From _____ to _____ |
| 24 | Name of family member eligible for family pension | |
| 25 | Relationship with the deceased University employee | |
| 26 | Full postal address alongwith Mobile phone number | |
| 27 | Date on which claim received from the claimants | |
| 28 | Name and address of guardian who shall receive payment of family pension in the case of minor | |

| | | |
|----|--|--|
| 29 | (i) Place of payment of pension (Branch of Public Sector Bank) | |
| | (ii) Bank Account No. | |
| | (iii) Unique Payee Code | |

It is certified that compassionate financial assistance is admissible upto _____ which has been paid to Mr./Ms. _____ an eligible family member of the deceased University employee.

Date : _____

Signature of Pension Sanctioning Authority

Place : _____

(with stamp)

(This form is based on Form Pen-6 referred to in Rule 82(A)

Of Haryana Civil Services Pension Rules 2016)

Form AU 10/6

Referred to in Rule 10.9 (2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Form of Application to be submitted by the Family member or Nominee for grant of DCRG in case of death of University employee before the receipt of DCRG

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor, the guardian should claim gratuity in one form on their behalf).

| Part - I (To be filled by the family of deceased University employee) | | |
|---|---|--|
| 1 | Name of the claimant | |
| 2 | Date of birth of the claimant | |
| 3 | Name of the guardian in case the claimants are minor | |
| 4 | Date of birth of the guardian | |
| 5 | Name of the deceased University employee in respect of whom DCRG is being claimed | |
| 6 | Date of death of University employee | |
| 7 | Office/Department in which the deceased University employee served last | |
| 8 | Relationship of the claimant/guardian with the deceased University employee | |
| 9 | Full postal address of the claimant/guardian alongwith Mobile phone number | |

10 Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their age, relationship with the deceased University employee, etc. :-

| Sr. No. | Name | Age | Relationship with the deceased University employee | Relationship of the guardian with minors | Aadhaar Card No. | Postal address |
|---------|------|-----|--|--|------------------|----------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |

11. Place of payment of Death gratuity
(Public Sector Bank Branch)
12. Enclose two slips of specimen signatures of claimant/guardian duly attested
13. Name, address and signatures of the two persons/gazetted officers who attested the specimen signatures:-

| | Name | Full Address | Signature |
|------|------|--------------|-----------|
| (i) | | | |
| (ii) | | | |

Note.- Attestation shall be done by two Gazetted Officers or two persons of respectability in the town, village or Pargana in which the claimant resides.

14. Witnesses:

| | Name | Full Address | Signatures |
|----|------|--------------|------------|
| 1. | | | |
| 2. | | | |

Place :

Signature/Thumb impression of

Date :

the claimant/guardian

Part - II

[To be filled up by the Pension Sanctioning Authority (HOD)]

- 15 Name of the deceased University employee
 16 Father's/Husband's name
 17 Date of birth
 18 Date of death
 19 Name of the office/Department where working at the time of death
 20 Post held as the time of death
 21 Date of beginning of service on regular basis
 22 Date of ending of service on death
 23 Particulars relating to benefit of military service/past service, if any, allowed by the competent authority to count towards pension

| | | |
|-----|---|--|
| (a) | Period of past service for which benefit has been allowed | |
| (b) | Whether terminal benefits have been deposited or not | |
| (c) | Order No. and date | |

- 24 Total length of service
 25 Periods of non-qualifying service

| | | From | To | YY | MM | DD |
|-----|--|------|----|----|----|----|
| (a) | Interruption in service condoned under Rule 14(2) | | | | | |
| (b) | Extraordinary leave not qualifying for pension | | | | | |
| (c) | Period of suspension not treated as qualifying service for pension | | | | | |
| (d) | Any other service not treated as qualifying service for pension | | | | | |
| (e) | Total period of non-qualifying service | | | | | |

- 26 Net qualifying service for DCRG : (Column 24 - 25) in terms of completed six monthly periods i.e. period of three months and above is treated as completed six monthly period.

| YY | MM | DD |
|----|----|----|
| | | |

Note. — Details of qualifying service is attached.

- 27 Detail of period, if any, treated as duty in case of a University employee who has been reinstated

- after having been suspended, compulsorily retired, removed or dismissed from service
- 28 Emoluments for DCRG (Actual/Notional)
- 29 Amount of death-cum-retirement gratuity
- 30 Details of University dues recoverable out of DCRG
- (a) Licence fee of University accommodation, if any
- (b) Other dues, if any
- 31 Whether valid nomination for death-cum-retirement Gratuity subsists or not
- 32 Date on which claim received from the Claimants
- 33 Name and address of guardian who will receive payment of DCRG in the case of Minor alongwith Mobile Phone number
- 34 (i) Place of payment of pension
(Branch of Public Sector Bank)
- (ii) Bank Account No.
- (iii) Unique Payee Code
- 35 (i) Enclose the legal guardianship Certificate, where natural guardian is not alive, issued by the Court of Law
- (ii) Enclosed indemnity Bond.

Date : _____

Place : _____

Signature of Head of Office
(with stamp)

(This form is based on Form Pen-9 referred to in Rule 83
Of Haryana Civil Services Pension Rules 2016)

Form AU 10/8
Referred to in Rule 10.9(2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Specimen of Letter for forwarding papers to the Comptroller CCS HAU Hisar, for the grant of Death-cum-retirement gratuity to be sent within a month in case of death while in service and for grant of Family Pension to be sent three months before cessation of compassionate financial assistance.

From

HOD/CO
CCS HAU Hisar,

To

Comptroller
CCS HAU Hisar

No. _____

Dated the _____

Subject: Grant of death-cum-retirement gratuity and/or Family Pension.

Sir,

I am directed to say that Shri/Smt. _____ designation
_____ died on. _____ His family has

become eligible for the grant of death-cum-retirement gratuity and/or Family Pension. The detailed information in the prescribed form _____ duly completed in all respects is forwarded herewith for further necessary action.

2. The details of University dues which shall remain outstanding on the date of retirement of the University employee and which need to be recovered out of the amount of DCRG are indicated below:-

| | | |
|-----|---|-------------------|
| (a) | Balance of outstanding loans and advances, if any. | |
| | 1 | HBA |
| | 2 | Motor car advance |
| | 3 | Marriage loan |
| | 4 | Computer loan |
| | 5 | Any other loan |
| (b) | Over payment of pay and allowances including leave salary, if any | Rs. |

| | | |
|-----|---|-----|
| (c) | Income tax deductible at source under the Income Tax Act 1961 (43 of 1961) | Rs. |
| (d) | Arrears of licence fee for occupation of University accommodation | Rs. |
| (e) | The amount of licence fee for the retention of University accommodation for the permissible period (of six months) beyond the date of retirement. | Rs. |
| (f) | Any other assessed dues and the nature thereof | Rs. |
| (g) | The amount of gratuity to be withheld for adjustment of unassessed dues, if any | Rs. |
| | Total | Rs. |

3. Your attention is invited to the list of enclosures which are being forwarded herewith. It is requested that authorization of DCRG and/or Family Pension may please be made at the earliest.
4. The receipt of this letter may please be acknowledged and this department/office be informed.

Yours faithfully,

Head of office

(with date and stamp)

List of Enclosures:-

1

2

3

(This form is based on Form Pen-12-A referred to in Rule 11.1 of Punjab Civil Services (Pension) Rules Vol. II as applicable to Haryana)

From AU-10/10
[Referred to in Rule 10.11(1)]

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF PENSION WITHOUT MEDICAL EXAMINATION

(To be submitted in duplicate after retirement but within one year from the date of retirement)

PART-I

| | | |
|--|--|---|
| <p>To</p> <p>The</p> <p>.....</p> <p>.....</p> | <p>Here indicate the designation and full address of the Head of Office.</p> | <p>Space for photograph of Retiree only</p> |
|--|--|---|

Subject: Commutation of pension without medical examination

Sir,

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below :

1. Name (in block letters)
2. Father's name (also husband's name in case of female University employee)
3. Designation at the time of retirement
4. Name of office/department in which employed at the time of retirement
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Amount of pension authorised (in case final amount of pension has not been authorised, indicate the amount of provisional pension.)
9. Fraction of pension proposed to be Commuted
10. Designation of the Officer who authorised the pension and no. and date of the Pension payment Order, if issued.
11. Disbursing authority for payment of pension.
 - ** (a) (i) Branch of the National Bank
With complete postal address.
 - (ii) Bank Account No. to which monthly pension is being credited/to be credited each month.

Place: **Signature**.....

Date: **Postal Address**.....

Note: (i) The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn. It is not open to an applicant to draw the commuted value of pension from disbursing authority other than the disbursing authority from which pension is being drawn.

(ii) The applicant should indicate the fraction of the amount of monthly pension (subject to the maximum of 40% of Pension thereof) which he desires to commute and note the amount in rupees.

PART-II

No.....

Date.....

Forwarded to the Comptroller, CCS HAU, Hisar (here indicate the address and designation) _____ with the remarks that:

- (i) The particulars furnished by the applicant in part-I have been verified and are correct;
- (ii) the applicant is eligible to get a fraction of his pension commuted without medical examination;
- (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.
- (iv) the amount of residuary pension after commutation will be

Rs.....

2 It is requested that further action to authorise the payment of the amount of commuted value of pension may be taken in accordance with rules.

3 The receipt of para1 of the Form has been acknowledged in part-III which has been forwarded separately to the applicant on.....

4 The commuted value of pension is debitable to head of Account, namely, CCS HAU Pension Fund.

Place:.....

Signature

Dated.....

Head of Deptt./office.....

ACKNOWLEDGEMENT

Received from Shri.....(Name and former designation)
Application in Part-I of Form 10/11 for the commutation of a fraction of
pension without medical examination.

Place:

Signature

Dated:.....

Head of Deptt./office.....

Note: This acknowledgement is to be signed, stamped and dated and is to be detached from the form and handed over to the applicant. If the form has been received by post, has to be acknowledged on the same day and the acknowledgement sent under registered cover.

Form AU 10/11
Referred to in Rule 10.11(2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Form of Application for Commutation of Pension admissible after Medical Examination
(To be submitted in triplicate)

Paste one
Passport
size joint
photograph
duly attested

Part - I

To

The _____

(Here indicate the designation and full address of the Head of office)

Subject : Commutation of pension after medical examination.

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of rule 95 of Haryana Civil Services Pension Rules, 2016. Necessary particulars are furnished below alongwith two copies of my photograph:-

| | | |
|----|---|--|
| 1. | Name (in block letters) | |
| 2. | Father's/Husband's name | |
| 3. | Full postal address alongwith Mobile phone number | |
| 4. | Designation | |
| 5. | Name of Office/Department in which employed | |
| 6. | Date of birth | |
| 7. | Date of retirement | |

| | | |
|-----|---|--|
| 8. | Class of pension | |
| 9. | Amount of pension authorized. | |
| 10. | Fraction of pension proposed to be commuted | |
| 11. | Month from which pension to be commuted | |
| 12. | Pension Payment Order Number, if issued | |
| 13. | Disbursing authority for payment of pension | |
| | (i) Branch of the Nationalized Bank with complete address | |
| | (ii) Bank Account No. to which the monthly pension is being credited each month | |
| | (iii) Unique Payee Code | |
| 14. | Preference for station where medical examination is desired to take place | |

Place: _____

Signature of University employee

Date:

Part - II
ACKNOWLEDGEMENT

Received from Shri/Smt. _____ (Name and designation) application in Part I of form AU 10/11 for commutation of a fraction of pension after medical examination.

Place: _____

Signature _____

Date: _____

Head of office (with stamp)

PART- III

No.....

Dated.....

Forwarded to the Comptroller, CCS HAU, Hisar with the remarks that the particulars furnished by the applicant in Part-I have been verified and are correct and the applicant is eligible to get a fraction of his pension commuted after medical examination.

2 It is requested that Part-IV of the Form may be completed and returned to this office as early as possible.

Place:

Date:

(Head of the office)

PART-IV

Name of the applicant
Date of birth (by Christian era)
Date of retirement
Amount of pension authorised
Class of pension

| | |
|--|-----------------|
| Amount of pension desired to be commuted | On the basis of |
| Normal | Added year |
| Age | 1 yrs. 2 yrs. |

- (i) Sum payable if commutation becomes absolute before the applicant's next birthday, which falls on Rs.....
- (ii) Sum payable if commutation becomes absolute after the applicant's next birthday which falls on..... Rs.....

The Head of Account to which the commuted value is debit-able.
Number of enclosures, if any (See note below).

10. The sum payable will be a charge

Note: The comptroller should enclose with the Form a copy of the report of statement of the applicant's case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused commutation on medical grounds.

Place:

Date:

Signature _____
Asstt. Comptroller,
for Comptroller

Form AU 10/12
Referred to in Rule 10.11(2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Form of Letter to the Chief Medical Officer

From

HOD/CO

CCS Haryana Agril. University,
Hisar,

To

The Chief Medical Officer,
University Hospital,
Hisar

No. _____

Dated the _____

Subject:- Medical Examination for Commutation of Pension.

Sir,

Shri/Smt. _____ who retired from service on _____ as _____ (designation) has applied for commuting a fraction of his pension for a lumpsum payment. The following documents are forwarded herewith:-

1. Application in Form AU 10/11 in original together with an unattested copy of the applicant's photograph.
2. A copy of Form AU 10/13 in duplicate.
3. In terms of Rule 102 and 103 of pension rules, Shri shall be examined by a Medical Board/Medical Officer not lower than the rank of Chief Medical Officer. It is requested that arrangement may be made to get Shri _____ examined as expeditiously as possible before his next birthday which falls on _____.
4. It is requested that arrangements for medical examination by the medical authority indicated in Para-3 above may be made at the nearest available station mentioned by Shri _____ in his application.
5. It is requested that Shri _____ may be informed direct under intimation to this Office as to where and when he should appear before the appropriate authority for medical examination. A copy of this letter is being endorsed to him so that he may comply with your instructions on hearing from you.
6. The receipt of this letter may please be acknowledged.

Yours faithfully,
Head of office/Deptt
(with date and stamp)

Copy forwarded to Shri_____ (here give complete address) with the remarks that he shall be eligible for the lump sum payment in lieu of the amount of pension to be commuted on the basis of assumed age reported by the medical authority.

Shri_____ should report for medical examination to the medical authority direct on hearing from Chief Medical Officer. He shall take with him the enclosed Form AU 10/13 with the particulars required in Part I completed, except the signature.

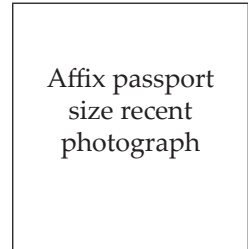
Signature of Head of Officer/Deptt.
(with date and stamp)

Form AU 10/13
Referred to in Rule 10.11(2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Medical Examination by the _____

(here enter the medical authority)



PART – I

The applicant must complete this statement prior to his examination by the _____

(here enter the medical authority) and shall sign the declaration appended thereto in the presence of that authority:-

1. Name of the applicant (in block letters)
2. Date of birth
3. Place of birth
4. Particulars regarding parents, brothers and sisters:

| Father's age if living and state of health | Father's age at death and cause of death | Number of brothers living, their ages and state of health | Number of brothers dead, their ages at death and cause of death |
|--|--|---|---|
| | | | |
| Mother's age if living and state of health | Mother's age at death and cause of death | Number of sisters living, their ages and state of health | Number of sisters dead, their ages at death and cause of death |
| | | | |

| | | |
|----|---|--|
| 5. | Have you ever been examined — a. for Life Insurance, or/and b. by any Government Medical Officer or Medical Board. | |
| 6. | Have you been granted or considered for grant of invalid pension? If so, state the ground thereof. | |
| 7. | Have you ever been granted leave on medical certificate during the last five years? If so, state periods of leave and nature of illness. | |
| 8. | Have you ever — (a) Had enlargement or suppuration of glands small pox, intermittent or any other fever, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks rheumatism, appendicitis, epilepsy, insanity or other nervous disease, discharge from or other disease of the ear, syphilis, or gonorrhoea; or (b) had any other disease or injury which required confinement to bed, or ? (c) undergone any surgical operation? or (d) suffered from any illness, wound or injury sustained while on active service? or (e) presence of albumin or sugar in urine. | |
| 9. | Present state of health — (a) have you a hernia? (b) have you varicocele, varicose veins or piles? (c) Is your vision in each eye good (with or without glasses)? (d) Is your hearing in each ear good? (e) Have you any congenial or acquired malformation, defect or deformity? (f) Have you lost or gained weight markedly during the last three years? (g) Have you been under treatment of any doctor within the last three months and nature of illness for which such treatment was taken? | |

Declaration by Applicant

(To be signed in the presence of medical authority)

I declare all the above answers to be, best of my belief, true and correct.

I am fully aware that by willfully making a false statement or concealing a relevant fact, I shall incur the risk of losing the commutation I have applied for, and of having my pension withheld or withdrawn under rule 10 and 12 of the Haryana Civil Services (Pension) Rules, 2016.

Applicant's Signature

Signed in presence of _____

Signature of Medical Authority

(with date and stamp)

PART – II

| (To be filled in by the examining medical authority) | | |
|--|--|--|
| 1. | Apparent age | |
| 2. | Height | |
| 3. | Weight | |
| 4. | Describe any scars or identifying marks of the applicant | |
| 5. | Pulse rate | |
| | (a) Sitting | |
| | (b) Standing | |
| | (c) Character of pulse | |
| 6. | Blood pressure— | |
| | (a) Systolic | |
| | (b) Diastolic | |
| 7. | Is there any evidence of disease of the main organs— | |
| | (a) Heart | |
| | (b) Lungs | |
| | (c) Liver | |
| | (d) Spleen | |
| | (e) Kidney | |
| 8. | Investigations | |
| | (a) Urine (State Specific gravity) | |
| | (b) Blood | |
| | (c) X-Ray Chest | |
| | (d) E.C.G. | |

| | | |
|-----|--|--|
| 9. | Has the applicant a hernia? | |
| | (if so, state the kind and if reducible) | |
| 10. | Any additional finding | |

PART – III

(To be filled in by the examining medical authority)

I/We have carefully examined Shri/Smt./Kumari whose photo has also been attested by the undersigned and am/are of opinion that

He/She is in good bodily health and has the prospect of an average duration of life.

or

He/She is not in good bodily health and is not a fit subject for commutation.

or

Although he/she is suffering from _____ he/she is considered a fit subject for commutation but his/her age for purpose of commutation, i.e. , the age next birthday shall be taken to be _____ (in words) years more than his/her actual age.

Date:

Signature and designation of
examining Medical Authority.

Form AU 10/13(a)
Referred to in Rule 10.11(3)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Specimen of forwarding letter of Commutation of Pension after one year to be submitted to the Comptroller CCS HAU, Hisar.

From

HOD/CO
CCS HAU
Hisar

To

The Comptroller
CCS HAU
Hisar

No. _____

Dated the _____

Subject: Pension papers of Commutation of Pension of Shri/Shrimati/Kumari for authorization of Commutation of pension.

Sir,

I am directed to forward herewith the pension papers of commutation of pension of Shri/Smt./Kumari _____ of this department/office for further necessary action. In terms of Rule _____ of Pension Rules, commutation of pension is not admissible to him without medical examination.

- 2 Your attention is invited to the list of enclosures which are being forwarded herewith, i.e. Application of commutation of Pension, Medical Certificate of the pensioner obtained from Chief Medical Officer/Medical Board. It is requested that authorization of Commutation of Pension may please be made at the earliest.
3. The receipt of this letter may please be acknowledged and this department/office be informed.

Yours faithfully,

Head of Office/Deptt.
(with date and stamp)

List of enclosures.

From AU-10/15
[Referred to in Rule 10.12 (4)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

PENSION PAYMENT ORDER (2 copies)

1st copy: DISBURSER'S PORTION

2nd copy: PENSIONER'S PORTION

No.

Name

Designation

Form AU 10/15
Referred to in Rule 10.12(4)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

OFFICE OF THE COMPTROLLER PENSION PAYMENT ORDER

Joint photograph of pensioner and his/her spouse duly attested by the Head of office/Deptt.

| For Pensioner/Pension Disbursing Authority | | |
|--|--|--|
| 1 | Pension Payment Order No. (PPO No.) | |
| 2 | Name of the Pensioner | |
| 3 | Case No./Application No. | |
| 4 | Rules Applicable: | Haryana Civil Services (Pension) Rules, 2016 |
| 5 | Adhaar Card Number | |
| 6 | Unique Payee Code | |
| 7 | Place of payment of pension (Branch of Public Sector Bank) | |
| 8 | Bank Account No. | |
| 9 | Full Address alongwith mobile phone | |
| 10 | Date of birth of pensioner | |
| 11 | Date of appointment in University service | |
| 12 | Date of retirement | |
| 13 | Post held at the time of retirement | |
| 14 | Pay scale last held | |
| 15 | Group of the post last held | |
| 16 | Office from where retired | |
| 17 | Class of pension | |
| 18 | Net qualifying service | |

| | | | | | | |
|-----|---|---------------------|--------------|-------------------|-----------------------------------|-----------------|
| 19 | Last pay drawn (Notional/Actual) | | | | | |
| 20 | Emoluments for Pension/Family Pension (Notional/Actual) | | | | | |
| 21 | Emoluments for DCRG (Notional/Actual) | | | | | |
| 22 | Amount of Pension | | | | | |
| 23 | Weather regular pension or provisional pension | | | | | |
| 24 | Pension with held, if any | | | | | |
| 25 | Commutated portion of pension | | | | | |
| 26 | Date of restoration of commuted portion of pension | | | | | |
| 27 | Net pension payable | | | | | |
| 28 | Amount of Normal Family Pension RS. _____ | From _____ to _____ | | | | |
| 29 | Amount of Enhanced Family Pension Rs. _____ | From _____ to _____ | | | | |
| 30 | Details of Family members eligible for family pension | | | | | |
| | Sr. No. | Name | Relationship | Date of birth/age | Weather disabled (attached proof) | Aadhar Card No. |
| | 1. | | | | | |
| | 2. | | | | | |
| | 3. | | | | | |
| | 4. | | | | | |
| 5. | | | | | | |
| (A) | UNTIL FURTHER NOTICE, on the expiry of every month, please pay to Sh./Smt./Km. _____ W/H/S/D/o _____ the above said Pension/Family Pension plus the amount of dearness relief as admissible thereon from time to time after due identification of the pensioner. | | | | | |
| (B) | The payment of pension shall commence from _____ | | | | | |
| (c) | In the event of the death of Sh./Smt./Km. _____ above said Enhanced Family Pension shall be paid to Smt./Sh. _____ from the day following the date of death till the expiry of seven years from the date of retirement or on completion of 65 years age had the retiree survived, whichever is earlier and thereafter above said Normal Family Pension shall be paid as per conditions mentioned in Haryana Civil Services (Pension) Rules, 2016. | | | | | |
| (d) | Income Tax, as per rules, shall be deducted at source. | | | | | |

Signature and Designation
Seal of the Pension Payment issuing Authority
(Comptroller CCS HAU Hisar)

Important Instructions

Family Pension in case of death of pensioner:

1. In case of widow/widower: From the date following the date of death of pensioner upto the date of remarriage or death whichever is earlier. However, the childless widow shall be eligible after remarriage provided her income from all sources should be less than or equal to minimum family pension plus dearness relief thereon.

In case of dependent unmarried son/daughter: From the date following the date of ineligibility of mother/father till the date of marriage, on attaining the age of 25 years or earning livelihood, whichever is the earliest.

In case of dependent unmarried daughter/widowed or divorced daughter: From the date following the date of ineligibility of mother and father/above said brother-sister(s) till the date of marriage/remarriage or earning livelihood, whichever is earlier.

In case of dependent disabled child: From the date following the date of ineligibility of family pension to the mother and father/physically fit brother and sister(s) to the date of earning livelihood.

In case of dependent parents upto the date of death: From the date following the date of ineligibility of spouse and dependent children.

Note.— For detail See Rule 8(10)(B) and Chapter VIII of Haryana Civil Services (Pension) Rules, 2016.

2. No pension shall be liable to seizure, attachment or sequestration by process of any Court in India on the instance of Creditor for any demand against the pensioner (Section 11, Act XXIII of 1871).
3. (a) Pensioner shall have to submit his/her life certificate online once in a year in the month of March by login website www.jeevanpramaan.gov.in with Aadhaar Biometric Authentication. In exceptional cases life certificate signed by a competent medical authority shall also be accepted.
(b) In case of death of a pensioner, it shall be the duty of the family to intimate the Pension Disbursing Authority immediately.
4. Dearness relief is payable with reference to the amount of original pension before commutation. Relief on pension/family pension is payable at the rate prescribed by University from time to time.
5. Special remarks, if any, of Comptroller CCS HAU, Hisar.

Part - II**(For Pension Disbursing Authority i.e. the authorized Bank)**

Record of initial Pension and revision thereof

| Au- thority letter No. and date | Date of effect | Amount of Pension Fixed/ Revised Rs. | Reason for Revision | Rate of Dearness Relief Rs. | Remarks | Initials of designated officer |
|--|-------------------|--|------------------------|--------------------------------------|---------|--------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Part - III**(For Pension Disbursing Authority i.e. the authorized Bank)**

Record of transfer of PPO from one Pension Disbursing Authority (PDA) to another, if any:

| Sr. No. | Full particulars of PDA at which pension was be- ing drawn before transfer | Date upto which pension has been paid | Full particulars of PDA to which PPO is trans- ferred | Date and Signa- ture of autho- rized officer of transferring PDA |
|------------|--|---|--|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

Part-IV
(For Pension Disbursing Authority i.e. the authorized Bank)
 Record of periodical Jeevan Praman Patra (Life Certificate)
 (To be authenticated once in a year i.e. in the month of March)

| Sr. No. | Acknowledgement No. and date of Jeevan Praman Patra | Initial of designated officer | Re-remarks | Sr. No. | Acknowledgement No. and date of Jeevan Praman Patra | Initial of designated officer | Re-remarks |
|---------|---|-------------------------------|------------|---------|---|-------------------------------|------------|
| 1. | | | | 26. | | | |
| 2. | | | | 27. | | | |
| 3. | | | | 28. | | | |
| 4. | | | | 29. | | | |
| 5. | | | | 30. | | | |
| 6. | | | | 31. | | | |
| 7. | | | | 32. | | | |
| 8. | | | | 33. | | | |
| 9. | | | | 34. | | | |
| 10. | | | | 35. | | | |
| 11. | | | | 36. | | | |
| 12. | | | | 37. | | | |
| 13. | | | | 38. | | | |
| 14. | | | | 39. | | | |
| 15. | | | | 40. | | | |
| 16. | | | | 41. | | | |
| 17. | | | | 42. | | | |
| 18. | | | | 43. | | | |
| 19. | | | | 44. | | | |
| 20. | | | | 45. | | | |
| 21. | | | | 46. | | | |
| 22. | | | | 47. | | | |
| 23. | | | | 48. | | | |
| 24. | | | | 49. | | | |
| 25. | | | | 50. | | | |

From AU-10/15(a)
[Referred to in Rule 10.12 (4)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

FAMILY PENSION PAYMENT ORDER (2 copies)

1st copy: DISBURSER'S PORTION

2nd copy: FAMILY PENSIONER'S PORTION

No.

Name

Designation

Form AU 10/15(a)
Referred to in Rule 10.12(4)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Office of the Comptroller CCS HAU, Hisar

Family Pension Payment Order

| <i>For Family Pensioner/Pension Disbursing Authority</i> | |
|--|--|
| 1. | Family Pension Payment Order No. (FPPO No.) |
| 2. | Name of the Family Pensioner |
| 3. | Case No./Application No. |
| 4. | Rules Applicable : Haryana Civil Services (Pension) Rules, 2016 |
| 5. | Aadhaar Card Number of Family Pensioner |
| 6. | Unique Payee Code |
| 7. | Place of payment of family pension (Branch of Public Sector Bank) |
| 8. | Bank Account No. |
| 9. | Full address alongwith mobile phone number |
| 10. | Date of birth of family pensioner |
| 11. | Any other family pension is being drawn or not. If yes, give particulars from where it is being drawn. |
| 12. | Name of deceased University employee |
| 13. | Relationship with deceased University employee |
| 14. | Date of appointment in University service |
| 15. | Post held at the time of death |
| 16. | Pay scale last held |
| 17. | Group of the post last held |
| 18. | Office/Department where last served |
| 19. | Total service of deceased University employee |
| 20. | Date of cessation of Compassionate Financial Assistance |
| 21. | Last pay drawn (Notional/Actual) |
| 22. | Emoluments for Family Pension (Notional/Actual) |
| 23. | Emoluments for DCRG (Notional/Actual) |
| 24. | Amount of Normal Family Pension Rs. From _____ to _____ |
| 25. | Amount of Enhanced Family Pension Rs. From _____ to _____ |

| 26 | Details of other Family members eligible for family pension | | | | | |
|----|---|------|--------------|-------------------|-----------------------------------|-----------------|
| | Sr. No. | Name | Relationship | Date of birth/age | Weather disabled (attached proof) | Aadhar Card No. |
| | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |

| | |
|-----|---|
| (A) | UNTIL FURTHER NOTICE OR INELIGIBILITY, on the expiry of every month, please pay to Sh./Smt./ Km. _____ W/H/ S/D/o _____ the above said Family Pension plus the amount of dearness relief as admissible thereon from time to time after due identification of the pensioner. |
| (B) | The payment of pension shall commence from _____ |
| (C) | Income Tax, as per rules, shall be deducted at source. |

Signature and Designation
 Seal of the Pension Payment
 Issuing Authority
 (Comptroller CCS HAU, Hisar)

| <p><i>Important Instructions</i></p> <p><i>Family Pension in case of death of a University employee while pensioner in service or death of a Pensioner</i></p> | |
|--|--|
| 1. | <p>In case of spouse : Family pension in case of death of University employee while in service from the date following the date of cessation of compassionate financial assistance but in case of death of the pensioner from a date following the date of death till remarriage or death of the recipient, whichever is earlier. However, the childless widow shall be eligible after remarriage provided her income from all sources should be less than or equal to minimum family pension plus dearness relief thereon.</p> <p>In case of dependent unmarried son/daughter: From the date following the date of ineligibility of mother/father till the date of marriage, on attaining the age of 25 years or earning livelihood, whichever is the earliest.</p> <p>In case of dependent unmarried daughter/widowed or divorced daughter: From the date following the date of ineligibility of mother and father/above said brothers and sister(s) till the date of marriage/remarriage or earning livelihood, whichever is earlier.</p> <p>In case of dependent disabled children: From the date following the date of ineligibility of mother and father/physically fit brothers/sisters to the date of earning livelihood.</p> <p>In case of dependent parents upto the date of death: From the date following the date of ineligibility of spouse and dependent children.</p> <p>Note.— For detail See Rule 8(10)(B) and Chapter VIII of Haryana Civil Services (Pension) Rules, 2016.</p> |
| 2. | No pension shall be liable to seizure, attachment or sequestration by process of any Court in India on the instance of Creditor for any demand against the pensioner (Section 11, Act XXIII of 1871). |
| 3. | <p>a. Pensioner shall have to submit his/her life certificate online once in a year in the month of March by login website www.jeevanpramaan.sov.in with Aadhaar Biometric Authentication. In exceptional cases life certificate signed by a competent medical authority shall also be accepted.</p> <p>b. In case of death of a pensioner, it shall be the duty of the family to intimate the Pension Disbursing Authority immediately.</p> |
| 4. | Dearness Relief on family pension is payable as admissible from time to time. Family Pension shall cease when no member is eligible. |
| 5. | Special remarks, if any, of Comptroller CCS HAU, Hisar |

Part IV

(For Pension Disbursing Authority i.e. the authorized Bank)

Record of periodical Jeevan Praman Patra (Life Certificate)

(To be authenticated once in a year i.e. in the month of March)

| Sr. No. | Acknowledgement No. and date of Jeevan Praman Patra | Initial of designated officer | Remarks | Sr. No. | Acknowledgement No. and date of Jeevan Praman Patra | Initial of designated officer | Remarks |
|---------|---|-------------------------------|---------|---------|---|-------------------------------|---------|
| 1. | | | | 26. | | | |
| 2. | | | | 27. | | | |
| 3. | | | | 28. | | | |
| 4. | | | | 29. | | | |
| 5. | | | | 30. | | | |
| 6. | | | | 31. | | | |
| 7. | | | | 32. | | | |
| 8. | | | | 33. | | | |
| 9. | | | | 34. | | | |
| 10. | | | | 35. | | | |
| 11. | | | | 36. | | | |
| 12. | | | | 37. | | | |
| 13. | | | | 38. | | | |
| 14. | | | | 39. | | | |
| 15. | | | | 40. | | | |
| 16. | | | | 41. | | | |
| 17. | | | | 42. | | | |
| 18. | | | | 43. | | | |
| 19. | | | | 44. | | | |
| 20. | | | | 45. | | | |
| 21. | | | | 46. | | | |
| 22. | | | | 47. | | | |
| 23. | | | | 48. | | | |
| 24. | | | | 49. | | | |
| 25. | | | | 50. | | | |

Part-V

**(For Pension Disbursing Authority i.e. the authorized Bank)
Record of periodical income/marriage or re-marriage certificate
(To be authenticated once in a year i.e. in the month of March)**

| Sr. No. | Date of income/marriage certificate | Initial of designated officer | Remarks | Sr. No. | Date of income/marriage certificate | Initial of designated officer | Remarks |
|---------|-------------------------------------|-------------------------------|---------|---------|-------------------------------------|-------------------------------|---------|
| 1. | | | | 26. | | | |
| 2. | | | | 27. | | | |
| 3. | | | | 28. | | | |
| 4. | | | | 29. | | | |
| 5. | | | | 30. | | | |
| 6. | | | | 31. | | | |
| 7. | | | | 32. | | | |
| 8. | | | | 33. | | | |
| 9. | | | | 34. | | | |
| 10. | | | | 35. | | | |
| 11. | | | | 36. | | | |
| 12. | | | | 37. | | | |
| 13. | | | | 38. | | | |
| 14. | | | | 39. | | | |
| 15. | | | | 40. | | | |
| 16. | | | | 41. | | | |
| 17. | | | | 42. | | | |
| 18. | | | | 43. | | | |
| 19. | | | | 44. | | | |
| 20. | | | | 45. | | | |
| 21. | | | | 46. | | | |
| 22. | | | | 47. | | | |
| 23. | | | | 48. | | | |
| 24. | | | | 49. | | | |
| 25. | | | | 50. | | | |

Form AU-10/18(a)
{Referred to in Rule 10.12(4)}

**OFFICE OF COMPTROLLER
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

Dated:

To
The Manager,
State Bank of India,
CCSHAU Branch, Hisar.

Sub: Pension payment order and commutation of pension in favour of
..... holder of PPO No.

I am to forward herewith the pension payment order No.
in favour of Dr./Sh./Smt.

2. It is requested that:
 - (i) The pensioner’s portion of the PPO may be made over to him/her after obtaining his/her signatures on the disburser’s portion after you have satisfied yourself of his/her identity and payments noted on both portions are made.
 - (ii) Payment of Rs. on account of commuted value of pension to (Details of pension) as given at Sr. No. 6 of Section 2 be made.
 - (iii) Payment of arrears of pension as shown on para-2 of pension payment order be made.
 - (iv) Payment of reduced pension of Rs. consequent upon commutation from the date of receipt of commuted value of pension by the pensioners or three months after the issue of authority whichever is earlier be made and a note to this effect on the reverse of both the halves of PPOs under proper attestation quoting this letter as an authority be kept.
 - (v) Payment of relief on pension on the original pension (un-commuted pension) be made.
3. The slip bearing left hand thumb and finger impression of the pensioner is also enclosed.
4. The payment to the pensioner may be debited to the CCS HAU employees’ pension fund account maintained in your branch.
5. The date from which pension has been reduced may also be intimated to this office for record in our office.
6. The commuted value of pension of Rs. may be restored after months from the month of payment or attaining the age of 70 years, whichever is later.

7. Any change in the amount of pension will be intimated as and when occasion arises.
8. Terms and conditions as separately settled with you may be strictly followed.
9. The receipt of this letter may please be acknowledged.

Comptroller

Endst. No.

Dated:

Copy forwarded to:

1. Dr./Sh./Smt., Pensioner for information and action. He/ She should appear before the Manager, State Bank of India, CCSHAU, Hisar for completion of required formalities and to receive the payment.
2. (concerned Head of Deptt./Office for information and necessary action with reference to his letter No. dated He is requested to send the fixed medical allowance opted by the retiree to this office every month for further payment to him alongwith pension.
3. The (concerned Controlling Officer) for information. The service record sent vide your U.O. No. dated is enclosed herewith. Please acknowledge the receipt.

Astt. Comptroller (P)
For Comptroller

Encl.: As above

Form AU-10/18(b)
 {Referred to in Rule 10.12(4)}

OFFICE OF COMPTROLLER
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Dated:

To

The Manager,
 State Bank of India,
 CCSHAU Branch, Hisar.

Sub: Payment of Family Pension PPO No.

Sir,

I am to forward herewith two copies of pension payment order No. in favour of Dr./Sh./Smt. Son/daughter/wife of the deceased Sh. /Smt. for payment of Family Pension.

1. It is requested that:

- (i) The pensioner's portion of the PPO order be made over to him/her after obtaining his/her signatures on the disbursing portion after you have satisfied yourself of his/her identity and payments noted on both portions are made.
- (ii) The enhanced family pension @ Rs. () may be paid to the wife of the deceased for a period from to.....
- (iii) Normal family pension may be paid to the wife of deceased @ Rs..... () from onwards.
- (iv) The arrears noted on the 2nd page of the pension payment order may be paid to the wife of the deceased under intimation to this office.
- (v) Dearness Relief and Interim Relief of family pension may be paid.

2. The slip bearing left hand thumb and finger impression of the family pensioner is enclosed.
3. Any change in the amount of pensioner will be intimated to you as and when occasion arises.

Encl. : As above

Yours faithfully

Comptroller

Endst. No.

Dated:

Copy forwarded to:

1. Smt..... She should appear before the Manager, State Bank of India, CCSHAU, Hisar to receive the payment.
2. (Concerned D. & D.O.) with reference to his letter No. dated.....
3. The.....(concerned Controlling Officer) Service record sent vide his U.O. No.dated..... is sent herewith.

Encl.: As above

Asstt. Comptroller
for Comptroller

Form AU -10/19
[Referred to in Rule 10.12(5)]

**OFFICE OF COMPTROLLER
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

Dated:

To

The Manager,
State Bank of India,
CCSHAU Branch, Hisar.

Sub: Change in rate of Pension/Family Pension of Sh. /Smt.
holder of PPO No. due to

1. Sh./Smt. holder of PPO No..... is drawing his/ her pension at the rate of Rs. w.e.f. from your Bank. His/her rate of Pension has been revised to Rs., out of the original Pension of Rs. has already been commuted so he/she shall get a net revised Pension of Rs.
2. The rate of Family Pension has also been revised to Rs. up to and thereafter Rs. per mensem will be payable till his/her death or re-marriage whichever is earlier. The relief on Family Pension is also payable.
3. The change may be noted on both the halves of the PPO quoting this letter as an authority.
4. The arrear of Pension may be disbursed to him/her at an early date after making the adjustments of payments of Pension Relief already made.
5. You are requested to acknowledge the receipt of letter.

Comptroller
CCS HAU, Hisar

Copy to: (i) Concerned Controlling Officer

(ii) Head of Deptt./Office

(iii) Sh. /Smt. He/She is advised to contact the Manager for receiving the payment of his/her pension at revised rates as well as arrears.

Asstt. Comptroller
CCS HAU, Hisar

INDEMNITY BOND
(Must be on stamped paper)

In consideration of our having permitted CCS HAU pensioners to draw the Pension/Arrears of Pension/Commutated value of pension of the University employees from Bank, under clause A (i) of the rules pertaining to manner of payment of pensions/family pensions and other retirement benefits as have been agreed to by us, we, the State Bank of India at CCSHAU, Campus Hisar, hereby indemnify the CCS HAU, Hisar to refund to the University on demand, any over payment/excess payment that may be made by us to pensioners/family pensioners/his/her legal heirs.

In witness whereof, we, the State Bank of India, CCSHAU, Branch, Hisar and (Name of surety) set our hands at this.....
..... day of 20__.

Full Signature of
Witness/surety alongwith
their designation

Full Signatures of
Branch Manager, SBI at
CCSHAU, Hisar.

1.

Form AU – 10/22
[Referred to in Rule 10.16(4)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
INDEX REGISTER OF PENSION PAYMENTS

| Sr. No. | Name of Pensioner/ Family Pensioner | PPO/FPPO No. issued by the Comptrol- ler | Monthly amount of pension/family pen- sion (basic pension and Relief to be shown separately) | | Date from which pension/family pension will commence | Remarks |
|---------|--|---|--|--------|---|---------|
| | | | Basic Pension | Relief | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Note: Each entry should be attested by Nominated Officer of the bank i.e. State Bank of India, CCSHAU, Hisar.

Form AU – 10/23
[Referred to in Rule 10. 19]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
PENSION PAYMENT REGISTER

| Name of the Pensioner | No. of PPO issued by the Comptroller | Period for which the pension is paid | Amount of pension (basic pension and Relief to be shown separately) | | Recovery of over payment, if any | Income Tax deduction | Net amount paid | Allocation of pension as indicated in the PPO | Remarks |
|-----------------------|--------------------------------------|--------------------------------------|---|--------|----------------------------------|----------------------|-----------------|---|---------|
| | | | Basic Pension | Relief | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Note: Each entry should be attested by Nominated Officer of the Bank i.e. State Bank of India, CCSHAU, Hisar.

Form AU-10/24
[Referred to in Rule 10.25]

No.....

Dated.....

From

The Branch Manager,
State Bank of India,
CCS HAU, Hisar.

To

The Comptroller,
(Pension Branch),
CCS HAU, Hisar.

Sub: Intimation regarding death of Pensioner

Sir,

I am to inform you that Shri/Smt..... holder of pension payment order No. who was drawing his/her pension from the Bank died onThe first payment of Family Pension at Rs..... (Rupees) only per month has been made to for the period from..... to.....

Before making the said payment, the death certificate, the application form and other documents have been obtained and accepted after necessary scrutiny. I have also personally satisfied myself about the identity and title of the claimant.

Yours faithfully,
()
Branch Manager

Form AU-10B/1
[Referred to in Rule 10B.4]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
DDO REGISTRATION FORM

(AS PRESCRIBED BY THE NSDL/CENTRAL RECORD KEEPING AGENCY)
(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

DDO Registration Number:
(To be allotted by CRA)

We are pleased to inform you that our Drawing & Disbursing Officer has decided to join the New Pension System. The details for registration in the CRA system are as provided below:

1. DDO TAN (Optional):
(Refer to instruction no.11)
2. Name of the DDO office*
3. DDO Address:
Flat/Unit No. Block No. *
Name of Premise/Building/Village
Area/Locality/Taluka
District/Town/City*
State/Union Territory*
Country*
Pin Code* Phone No *
Alternate Phone No. STD (Code) (Phone No*)
4. Official Email ID* (Refer to instruction No. 5)
5. Authorized contact persons designation*
6. Name of the Department*
7. (a) Name of the Ministry* (Refer to instruction no.6) N.A.

DDO stamp and Signature of Authorized Signatory

8. DTO Registration Number*
(to be filled by DTO)

9. Name of the State Govt./ Union Territory*

I/we hereby agree and declare that the information provided in the application is complete and true

Date:.....

Place:.....

DDO Stamp

Signature of Authorized Signatory of DDO

Name of Authorized Signatory:

To be attested by DTO(Comptroller)

Date:

Place:

DDO Stamp

Signature of Authorized Signatory

DTO Reg. No. (Allotted by CRA)

(Refer instruction No. 9)

Received on.....

Name of the Officer.....

Signature of the officer

(To be filled at CRA)

CRA Stamp

Instructions for filling the form:

1. The form is to be submitted to the address – Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
2. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
3. The form should be filled up completely. Details marked with (*) are mandatory fields.
4. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
5. Email ID should be official Email ID of the Directorate of Treasury and Accounts office & not of any individual person.
6. The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
7. TAN is the Tan Deduction Collection Account Number allotted by the Income Tax Department. New TAN alphanumeric Number following structure First four digit (Alphabets), Next five digits (Numeric) and last digit (Alphabets).
8. For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Form AU-10B/2
[Referred to in Rule 10B.5(1)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

(Details to be furnished by the University Employee to the Head of Deptt./Office)

Name of the University Employee :
(in Block Letters)

Designation :

Name of Deptt./Office :

Scale of Pay :

Date of Birth :

Date of Joining University Service :

Basic Pay (including grade pay) and
NPA, if any :

Nominee for accumulations under
the Pension Account :

| Sr.No. | Name of nominee(s) | Age (Date of Birth) | Percentage of share payable | Relationship with the University employee |
|--------|--------------------|------------------------|--------------------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Signature of University Employee

Application Form prescribed by CRA/NSDL duly filled in for allotment
of Permanent Retirement Account Number (PRAN) is enclosed.

Signature of University Employee

HOD/Office

Form AU-10B/2(a)
[Referred to in Rule 10B.5(1)]

CCS HAU, HISAR

Ver 1.3

CSRF

NATIONAL PENSION SYSTEM (NPS) – SUBSCRIBER REGISTRATION FORM

Central Recordkeeping Agency (CRA) – NSDL e-Governance Infrastructure Limited

| | | | |
|---|--|---|---|
| Please select your category [Please tick (✓)] | Central Govt. <input type="checkbox"/> All Citizen Model <input type="checkbox"/> | State Govt. <input type="checkbox"/> Corporate Sector <input type="checkbox"/> | NPS Lite (GDS) <input type="checkbox"/> |
|---|--|---|---|

Affix recent colour photograph of 3.5 cm × 2.5 cm size / Passport size

To,
National Pension System Trust.
Dear Sir/Madam,
I hereby request that an NPS account be opened in my name as per the particulars given below:

*** indicates mandatory fields. Please fill the form in English and BLOCK letters with black ink pen. (Refer general guidelines at instructions page)**
KYC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government & NPS Lite Subscribers

| | |
|---|-------------------------------------|
| KYC Number (if applicable) | Generated from Central KYC Registry |
| Retirement Adviser Code (if applicable) | |

1. PERSONAL DETAILS: (Please refer to Sr. No.1 of the instructions)

| | |
|---|---|
| Name of Applicant in full | Shri <input type="checkbox"/> Smt. <input type="checkbox"/> Kumari <input type="checkbox"/> |
| First Name* | |
| Middle Name | |
| Last Name | |
| Subscriber's Maiden Name (if any) | |
| Father's Name* | |
| <small>(Refer Sr. No. 1 of instructions)</small> | |
| Mother's Name* | |
| <small>(Refer Sr. No. 1 of instructions)</small> | |
| Father's name will be printed on PRAN card. In case, mother's name to be printed instead of father's name [Please tick (✓)] | <input type="checkbox"/> |
| Date of Birth* | dd / mm / yy yy (Date of Birth should be supported by relevant documentary proof) |
| City of Birth* | |
| Country of Birth* | |
| Gender* [Please tick (✓)] | Male <input type="checkbox"/> Female <input type="checkbox"/> Others <input type="checkbox"/> |
| Nationality* | In-Indian <input type="checkbox"/> |
| Marital Status* | Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others <input type="checkbox"/> |
| Spouse Name* | |
| <small>(Refer Sr. No. 1 of instructions)</small> | |
| Residential Status* | Indian |

2. PROOF OF IDENTITY (PoI)* (Any one of the documents need to be provided along with the identification number)

| | | |
|-----------------|-----------------------------|-----------------|
| Passport | Passport Expiry Date | dd / mm / yy yy |
| Voter ID Card | PAN Card | |
| Driving License | Driving License Expiry Date | dd / mm / yy yy |
| NREGA JOB Card | | |
| Others | Name of the ID | ID Number |

UID (Aadhaar) Please refer Sr. No. 2 of the instructions.

I hereby authorize CRA registered with Pension Fund Regulatory and Development Authority (PFRDA) to use my Aadhaar details for National Pension System (NPS) and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder. I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained in NPS till the time the account is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by CRA registered with PFRDA till such time it is acting as CRA for my NPS account.

As per the amendments made under Prevention of Money-Laundering (Maintenance of Records) Second Amendment Rules, 2017 Aadhaar and PAN are mandatory under NPS. If you do not have Aadhaar and / or PAN at present, please ensure that these details are provided within six months of submission of this Subscriber Registration Form.

| | | |
|---|---|--|
| 3. PROOF OF ADDRESS (PoA)* [Please tick (✓), as applicable] <small>#Not more than 3 months old. Please refer Sr. No. 2 of the instructions</small> | Correspondence Address Passport /Driving License/UID (Aadhaar)/Voter id card/NREGA Job Card/Ration Card/Others Registered Lease/Sale agreement of residence #Latest Gas/Electricity/Telephone/Landline Bill | Permanent Address Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others Registered Lease/Sale agreement of residence #Latest Gas/Electricity/Telephone/Landline Bill |
|---|---|--|

4.1 CORRESPONDENCE ADDRESS DETAILS*

| | |
|---------------------------|--|
| Address Type* | Residential/Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office <input type="checkbox"/> Unspecified <input type="checkbox"/> |
| Flat/Room/Door/Block no. | Landmark |
| Premises/Building/Village | |
| Road/Street/Lane | |
| Area/Locality/Taluk | |
| City/Town/District | PIN Code |
| State/U.T. | Country |

4.2 PERMANENT ADDRESS DETAILS* Tick (✓) in the box in case the address is same as above.

| | |
|---------------------------|--|
| Address Type* | Residential/Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office <input type="checkbox"/> Unspecified <input type="checkbox"/> |
| Flat/Room/Door/Block no. | Landmark |
| Premises/Building/Village | |
| Road/Street/Lane | |
| Area/Locality/Taluk | |
| City/Town/District | PIN Code |
| State/U.T. | Country |

Ver 1.3

CSRF

5. CONTACT DETAILS

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|---|---|--|--|--|--|--|--|--|--|--|--|---|---|--|--|--|--|--|--|--|--|--|--|
| Tel. (Off) (with STD code) | + | | | | | | | | | | | | | Tel. (Res): (with STD code) | + | | | | | | | | | | |
| Mobile* (Mandatory) | + | 9 | 1 | | | | | | | | | | | (Mobile Number is required for communication and to get SMS alerts) | | | | | | | | | | | |
| Email ID | | | | | | | | | | | | | | | | | | | | | | | | | |

6. OTHER DETAILS (Please refer to Sr no. 3 of the instructions)

► Occupation Details* [please tick(✓)]

Private Sector Public Sector Government Sector Professional

Self Employed Homemaker Student Others (Please Specify) _____

► Income Range (per annum) Upto 1 lac 1 lac to 5 lac 5 lac to 10 lac 10 lac to 25 lac 25 lac and above

► Educational Qualifications Below SSC SSC HSC Graduate Masters Professionals (CA, CS, CMA, etc.)

► Please Tick If Applicable Politically exposed person Related to Politically exposed Person (Please refer instruction no.3)

7. SUBSCRIBER BANK DETAILS* (Please refer to Sr no. 4 of the instructions)

(All the bank details are mandatory except MICR Code.)

Account Type [please tick(✓)] Savings A/c Current A/c

Bank A/c Number _____

Bank Name _____

Branch Name _____

Branch Address _____ PIN Code _____

State/UT _____ Country _____

Bank MICR Code _____ IFS Code _____

8. SUBSCRIBERS NOMINATION DETAILS* (Please refer to Sr. No . 5 of the instructions)

Name of the Nominee (You can nominate up to a maximum of 3 nominees and if you desire so please fill in Annexure III (Additional Nomination Form) provided separately)

First Name _____ Middle Name _____ Last Name _____

Relationship with the Nominee _____ Date of Birth (In case of Minor) dd / mm / yy yy

Nominee's Guardian Details (in case of a minor)

First Name _____ Middle Name _____ Last Name _____

9. NPS OPTION DETAILS (Please tick (✓) as applicable)

I would like to subscribe for Tier II Account also YES NO If Yes, please submit details in Annexure I

(If you wish to activate Tier II account subsequently, you may submit separate application (Annexure S10) to the associated Nodal Office or to POP/POP-SP of your choice. The list of POP/POP-SPs rendering services under NPS and Annexure S10 is available on CRA website)

I would like my PRAN to be printed in Hindi YES NO If Yes, please submit details on Annexure II

10. PENSION FUND (PF) SELECTION AND INVESTMENT OPTION* (Please refer to Sr no. 6 of the instructions)

- (i) PENSION FUND SELECTION (Tier I) : Please read below conditions before opting for the choice of Pension Funds:
- Government Sector:** For Government Subscribers, the following PFs act as default PFs as per the guidelines issued by the Government: (a) LIC Pension Fund Limited (b) SBI Pension Funds Pvt. Limited (c) UTI Retirement Solutions Ltd.
 - All Citizen Model:** Subscribers under All Citizen model have the option to choose the available PFs as per their choice in the table below.
 - Corporate Model:** Subscribers shall have the option to choose the available PFs as per the below table in consultation with their respective Employer.
 - NPS Lite:** NPS Lite is a group choice model where subscriber has a choice of PF and investment option as available with Aggregator.

| Name of the Pension Fund (Please select only one) | Please Tick (✓) | Availability of the Pension Funds | | | |
|--|--------------------------|-----------------------------------|-----------------------|---------------------------------|-------------------------------|
| LIC Pension Fund Limited | <input type="checkbox"/> | Available to Government Sector | Available to NPS Lite | Available to All Citizen Model* | Available to Corporate Model* |
| SBI Pension Funds Private Limited | <input type="checkbox"/> | | | | |
| UTI Retirement Solutions Limited | <input type="checkbox"/> | | | | |
| ICI CI Prudential Pension Funds Management Company Limited | <input type="checkbox"/> | | | | |
| Kotak Mahindra Pension Fund Limited | <input type="checkbox"/> | | | | |
| Reliance Capital Pension Fund Limited | <input type="checkbox"/> | | | | |
| HDFC Pension Management Company Limited | <input type="checkbox"/> | | | | |
| Birla Sunlife Pension Management Limited | <input type="checkbox"/> | | | | |

* Selection of Pension Fund is mandatory both in Active and Auto Choice.

(ii) INVESTMENT OPTION

(Please Tick (✓) in the box given below showing your investment option).

Active Choice Auto Choice

Please note:

- In case you select Active Choice fill up section (iii) below and if you select Auto Choice fill up section (iv) below.
- In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50).
- In case you have opted for Auto Choice and fill up section (iii) below relating to Asset Allocation, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice (LC 50).

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(iii) ACTIVE CHOICE – ASSET ALLOCATION (to be filled up only in case you have selected 'Active Choice' the investment option)

| Asset Class | E (Cannot exceed 75%) | C (Max up to 100%) | G (Max up to 100%) | A (Cannot exceed 5%) | Total | Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments; Asset Class A-Alternative Investment Funds including instruments like CMBS, MBS, REITS, AIFs, Invts etc. |
|-------------|--------------------------|-----------------------|-----------------------|-------------------------|-------|--|
| Specify % | | | | | 100% | |

Please note:

- Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
- From 51 years and above, maximum permitted Equity investment will be as per the equity allocation matrix provided in Annexure A. The tapering off of equity allocation will be carried out as per the matrix on date of birth.
- The total allocation across E, C, G and A asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected.

(iv) AUTO CHOICE OPTION (to be filled up only in case you have selected the 'Auto Choice' investment option). In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.

| Life Cycle (LC)Funds | Please Tick (✓) Only One |
|----------------------|--------------------------|
| LC 75 | <input type="checkbox"/> |
| LC 50 | <input type="checkbox"/> |
| LC 25 | <input type="checkbox"/> |

Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset
 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset
 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset

11. DECLARATION ON FATCA* (Foreign Account Tax Compliance Act) COMPLIANCE (Please refer to Sr no. 7 of the instructions):

Section I*

US Person* Yes No

Section II*

For the purposes of taxation, I am a resident in the following countries and my Tax Identification Number (TIN)/functional equivalent in each country is set out below or I have indicated that a TIN/functional equivalent is unavailable (kindly fill details of all countries of tax residence if more than one):

| Particulars | Country (1) | Country (2) | Country (3) |
|---|-------------------|----------------|----------------|
| Country/countries of tax residency | | | |
| Address in the jurisdiction for Tax Residence | Address Line 1 | | |
| | City/Town/Village | | |
| | State | | |
| | ZIP/Post Code | | |
| Tax Identification Number (TIN)/Functional equivalent Number | | | |
| TIN/ Functional equivalent Number Issuing Country | | | |
| Validity of documentary evidence provided (Wherever applicable) | dd / mm / yyyy | dd / mm / yyyy | dd / mm / yyyy |

*I certify that:

- It shall be my responsibility to educate myself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules 114F to 114H of the Income tax Rules, 1962 thereunder and the information provided in the Form is in accordance with the aforesaid rules.
- the information provided by me in the Form, its supporting Annexures as well as in the documentary evidence are, to the best of my knowledge and belief, true, correct and complete and that I have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- I permit/authorize the NPS Trust to collect, store, communicate and process information relating to the Account and all transactions therein, by the NPS Trust and any of NPS intermediaries wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- I undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by me or if any certification becomes incorrect and to provide fresh self-certification along with documentary evidence.
- I also agree that in case of my failure to disclose any material fact known to me, now or in future, the NPS Trust may report to any regulator and/or any authority designated by the Government of India (GOI) /RBI/IRDA/PFRDA for the purpose or take any other action as may be deemed appropriate by the NPS Trust if the deficiency is not remedied by me within the stipulated period.
- I hereby accept and acknowledge that the NPS Trust shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me to the NPS Trust
- I also agree to furnish such information and/or documents as the NPS Trust may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- I shall indemnify NPS Trust for any loss that may arise to the NPS Trust on account of providing incorrect or incomplete information.

Date / /

Place :

Name of subscriber

Signature/Thumb Impression* of Subscriber in black ink
 (* LTI in case of male and RTI in case of females)

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12. DECLARATION BY SUBSCRIBER* (Please refer to Sr no. 8 of the instructions)

Declaration & Authorization by all subscribers

I have read and understood the terms and conditions of the National Pension System and hereby agree to the same along with the PFRDA Act, regulations framed thereunder and declare that the information and documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake to inform immediately the Central Record Keeping Agency/National Pension System Trust, of any change in the above information furnished by me. I do not hold any pre-existing account under NPS. I understand that I shall be fully liable for submission of any false or incorrect information or documents.

I further agree to be bound by the terms and conditions of provision of services by CRA, from time to time and any amendment thereof as approved by PFRDA, whether complete or partial without any new declaration being furnished by me. I shall be bound by the terms and conditions for the usage of I-PIN (to access CRA website and view details) & T-PIN.

Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering.

Date

Place :

Signature/Thumb Impression* of Subscriber in black ink
(* LTI in case of male and RTI in case of females)

13. DECLARATION BY EMPLOYER

Applicable to Government Subscribers only

(Subscribers Employment Details to be filled and attested by the Deptt. (All Details are Mandatory))

Date of Joining Date of Retirement

Employee Code/ID (If applicable) Employee Code/ID and PPAN are optional. If you intend to provide, mention any one.

PPAN (If applicable)

Group of Employee (Tick as applicable) Group A Group B Group C Group D

Office

Department

Ministry

DDO Registration Number

DTO/PAO/CDDO/DTA/PrAO Registration Number

Basic Pay

Pay Scale

It is certified that the details provided in this subscriber registration form by _____ employed with us, including the address and employment details provided above are as per the service record of the employee maintained by us. Also, it is further certified that he/she has read entries/entries have been read over to him/her by us and got confirmed by him/her.

| | | | |
|---|---|---|--|
| Signature of the Authorised person (In the box above) | Rubber Stamp of the DDO (In the box above) | Signature of the Authorised person (In the box above) | Rubber Stamp of the DTO/PAO/CDDO/ DTA/PrAO (In the box above) |
| Designation of the Authorised Person <input type="text"/> | | Designation of the Authorised Person <input type="text"/> | |
| Name of the DDO <input type="text"/> | | Name of DTO/PAO/CDDO/DTA/PrAO <input type="text"/> | |
| Deptt/Ministry <input type="text"/> | | Date <input type="text" value="dd/mm/yyyy"/> | |

14. DECLARATION BY EMPLOYER/ CORPORATE

Applicable to Corporate Subscribers only

(Subscribers Employment Details to be filled and attested by Corporate (All Details are Mandatory))

Date of Joining Date of Retirement

Employee Code/ID

Corporate Regd. Number (CHO No.) Allotted by CRA

CBO No. allotted by CRA

Certified that the details provided in this subscriber registration form by _____ employed with us, including the employment details provided above are as per the service record of the employee maintained by us. Also, it is further certified that he / she has read the entries / entries have been read over to him / her by us and got confirmed by him / her.

Date

Place

| | |
|---|--|
| Signature of the Authorised person (In the box above) | Rubber Stamp of the Corporate (In the box above) |
| Designation of the Authorised Person <input type="text"/> | |

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15. DECLARATION BY THE AGGREGATOR

Applicable to NPS Lite Subscribers

Authorisation by Aggregator's office (NL - AO)

Certified that the subscriber is registered with the aggregator and he/she has opted to join NPS. I hereby declare that the subscriber is eligible to join NPS and the above declaration has been signed /thumb impressed before me byafter (s)he has read the entries/ entries have been read over to her/him by me.

| | |
|---|---|
| | |
| Signature of the Authorised person (In the box above) | Rubber Stamp of the Aggregator (In the box above) |

Name of the Aggregator

NPS Lite Account Office (NL-AO) Registration Number NPS Lite - Collection Centre (NL - CC) Registration Number

Membership No. allotted by Aggregator (if any)

Place Date

16. TO BE FILLED BY POP-SP

Receipt No. (17 digits) POP-SP Registration Number

Document accepted for date of Birth Proof:

Copy of PAN card submitted YES NO KYC Compliance YES NO

Documents Received: (Originals Verified) Self Certified (Attested) True Copies

Identity Verification : Done

Existing Bank Customer:

I/we hereby certify/confirm that Shri/Smt/Kumis an existing customer of the Bank having fully operative Saving Bank account no.....at.....branch and KYC norms required for opening Bank Account which match the requirements for opening NPS account have been fully complied with. We further confirm that the S. B. a/c of Sh/Smt/Kumis not a 'Basic Savings Bank Deposit Account'

Adhaar Based KYC Certificate:

I/we hereby certify that Aadhaar Numberof Sh/Smt/Kum.....has been checked and the name and address mentioned on the original Aadhaar card are matching with that mentioned on NPS application form.

| | | |
|------------------------|-----------------------------------|--|
| To be filled by POP-SP | | Name: |
| | | Designation: Place: |
| POP-SP Seal | Signature of Authorized Signatory | Date <input style="width: 150px;" type="text"/> |

[To be filled by CRA - Facilitation Centre (CRA-FC)]

Received by CRA-FC Registration Number

Received at Date

Acknowledgement Number (by CRA-FC)

PRAN Alloted

ACKNOWLEDGEMENT

Name of the Subscriber:

Contribution Amount Remitted: ₹

Date of Receipt of Application and Contribution Amount:

Stamp and Signature of the Employer/PoP:

INSTRUCTIONS FOR FILLING THE SUBSCRIBER REGISTRATION FORM

General Guidelines

- (a) Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be countersigned by the applicant. Each box, wherever provided, should contain only one character (alphabet / number / punctuation mark) leaving a blank box after each word.
- (b) In case, you mention the KYC number submission of proof for the same is necessary.
- (c) Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. The application is liable to be rejected if mandatory fields are left blank or the application form is printed back to back.
- (d) The subscriber should not sign across the photograph. The photograph should not be stapled or clipped to the form. If there is any mark on the photograph such that it hinders the clear visibility of the face of the subscriber, the application shall not be accepted.
- (e) Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification by the nodal office.
- (f) Name and Address of the applicant mentioned on the form, should match with the documentary proof submitted.
- (g) The subscriber's thumb's impression should be verified by the designated officer of POP-SP / Nodal Office.

| S. No | Item No. | Item Details | Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------|--------------------|---|--|--|-------------------------------------|---|------------------------------------|---|---|---|--|---|------------------------------|---|---|---|--|---|---|---|--|---|--|---|---|---|--|---|---------------------------------------|---|---|---|--|---|--|---|--|---|---|---|---|---|---|----|---|----|---|----|--|----|---|----|--|----|---|----|---|----|---|----|--------------------|----|--|----|--|----|---|
| 1 | 1 | Personal Details | i. This Form is applicable to Resident Indians and there is a separate Form for Non Resident Indians. ii. Currently, Foreign Nationals / Other Country Individuals (OCI) and Persons of Indian Origin (PIO) are not allowed to open PRAN. iii. The applicant shall mention father's name and mother's name and shall select the option to be printed on PRAN Card. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Spouse Name | If married, spouse name is mandatory. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Father's Name | i. Father's name is mandatory. ii. If father's name has more than 30 digits, you may fill Annexure II for the same. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Mother's Name | i. Mother's name is mandatory ii. If Mother's name has more than 30 digits, you may fill Annexure II for the same. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Date of Birth | Please ensure that the date of birth matches as indicated in the document provided in the support. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2, 3 & 4 | Identity, Correspondence & Permanent address details | <table border="1"> <thead> <tr> <th>S.No</th> <th>Proof of Identity (Copy of any one)</th> <th>S.No</th> <th>Proof of Address (Copy of any one)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Passport issued by Government of India.</td> <td>1</td> <td>Passport issued by Government of India</td> </tr> <tr> <td>2</td> <td>Ration card with photograph.</td> <td>2</td> <td>Ration card with photograph and residential address</td> </tr> <tr> <td>3</td> <td>Bank Pass book or certificate with Photograph.</td> <td>3</td> <td>Bank Pass book or certificate with photograph and residential address</td> </tr> <tr> <td>4</td> <td>Certificate of the POP bank for an existing Bank customer.</td> <td>4</td> <td>Certificate of the POP bank for an existing Bank customer.</td> </tr> <tr> <td>5</td> <td>Voters Identity card with photograph and residential address.</td> <td>5</td> <td>Voters Identity card with photograph and residential address</td> </tr> <tr> <td>6</td> <td>Valid Driving license with photograph</td> <td>6</td> <td>Valid Driving license with photograph and residential address</td> </tr> <tr> <td>7</td> <td>Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly</td> <td>7</td> <td>Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.</td> </tr> <tr> <td>8</td> <td>PAN Card issued by Income tax department</td> <td>8</td> <td>Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly</td> </tr> <tr> <td>9</td> <td>Aadhar Card / letter issued by Unique Identification Authority of India</td> <td>9</td> <td>Aadhar Card / letter issued by Unique Identification Authority of India clearly showing the address</td> </tr> <tr> <td>10</td> <td>Job cards issued by NREGA duly signed by an officer of the State Government</td> <td>10</td> <td>Job cards issued by NREGA duly signed by an officer of the State Government</td> </tr> <tr> <td>11</td> <td>Identity card issued by Central/State government and its Departments, statutory/Regulatory Authorities, Public Sector Undertakings, scheduled commercial Banks, Public Financial Institutions, Colleges affiliated to universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.</td> <td>11</td> <td>The identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions for their employees.</td> </tr> <tr> <td>12</td> <td>Photo. 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Identity Card issued by Defence, Paramilitary and Police department's | 12 | Latest Electricity/water bill in the name of the Subscriber / Claimant and showing the address (less than 3 months old) | 13 | Ex-Service Man Card issued by Ministry of Defence to their employees. | 13 | Latest Telephone bill in the name of the Subscriber / Claimant and showing the address (less than 3 months old) | 14 | Photo Credit card. | 14 | Latest Property/house Tax receipt (not more than one year old) | 15 | | 15 | Existing valid registered lease agreement of the house on stamp paper (in case of rented/leased accommodation) |
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| | | | 1 | Passport issued by Government of India. | 1 | Passport issued by Government of India | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 2 | Ration card with photograph. | 2 | Ration card with photograph and residential address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 3 | Bank Pass book or certificate with Photograph. | 3 | Bank Pass book or certificate with photograph and residential address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | 5 | Voters Identity card with photograph and residential address. | 5 | Voters Identity card with photograph and residential address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 6 | Valid Driving license with photograph | 6 | Valid Driving license with photograph and residential address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 7 | Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly | 7 | Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 8 | PAN Card issued by Income tax department | 8 | Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 9 | Aadhar Card / letter issued by Unique Identification Authority of India | 9 | Aadhar Card / letter issued by Unique Identification Authority of India clearly showing the address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | 12 | Photo. Identity Card issued by Defence, Paramilitary and Police department's | 12 | Latest Electricity/water bill in the name of the Subscriber / Claimant and showing the address (less than 3 months old) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 13 | Ex-Service Man Card issued by Ministry of Defence to their employees. | 13 | Latest Telephone bill in the name of the Subscriber / Claimant and showing the address (less than 3 months old) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Photo Credit card. | 14 | Latest Property/house Tax receipt (not more than one year old) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | 15 | Existing valid registered lease agreement of the house on stamp paper (in case of rented/leased accommodation) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Note: (i) If the address on the document submitted for identity proof by the prospective customer is same as that declared by him/her in the account opening form, the document may be accepted as a valid proof of both identity and address. (ii) If the address indicated on the document submitted for identity proof differs from the current address mentioned in the account opening form, a separate proof of address should be obtained. All future communications will be sent to correspondence address. If correspondence & Permanent address are different, then proof for both have to be submitted. (iii) The KYC documents may be submitted within a period of 30 days after generation of PRAN. (Only for Government Subscribers) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 6 | Politically Exposed Person | Politically Exposed Persons' (PEPs) are individuals who are or have been entrusted with prominent public functions in a foreign country, for example heads of state or of the government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 7 | Subscriber's Bank Details | For Tier I & Tier II account, bank details are mandatory and it should be supported by a documentary proof. Please attach a cancelled cheque containing Subscriber Name, Bank Name, Bank Account Number and IFS Code. If cheque is not available or cheque is not preprinted with Subscriber name, a copy of bank passbook or bank statement or bank certificate or letter from Bank mentioning Subscriber Name, Bank Name, Bank Account Number and IFS Code should be submitted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 8 | Subscriber's Nomination Details | In case of more than one nominee, percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 10 | Pension Fund (PF) Selection and Investment Option | For more details on 'Investment Option', please visit CRA website. Subscribers from Government sector are currently not allowed to exercise the investment option. As mentioned, your contribution will be invested by default PFs as per the guidelines issued by the Government. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 11 | Declaration by subscriber on FATCA Compliance | <p>Clarification / Guidelines on filing details if applicant residence for tax purposes in jurisdiction(s) outside India</p> <ul style="list-style-type: none"> Jurisdiction(s) of Tax Residence: Since US taxes the global income of its citizen, every US citizen of whatever nationality, is also a resident for tax purpose in USA. Tax identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a 'Functional equivalent'), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number and resident registration number If applicant residence for tax purpose in jurisdiction(s) within India, Permanent Account Number (PAN) to be provided as Tax Identification Number (TIN) In case applicant is declaring US person status as 'No' but his/her Country of Birth is US, document evidencing Relinquishment of Citizenship should be provided or reasons for not having relinquishment certificate is to be provided | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 12 | Declaration by Subscriber | Signature / Thumb impression should only be within the box provided in the form. Thumb impression, if used, should be attested by the designated officer of POP/POP-SP/Nodal office with the official seal and stamp. Left Thumb Impression in case of males and Right Thumb Impression in case of females. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

General Information for Subscribers

- a) The Subscriber can obtain the status of his/her application from CRA and their designated nodal officer.
- b) Subscribers are required to retain the acknowledgement slip signed/ stamped by the designated nodal officer where they submit the application.
- c) For more information / clarifications, contact CRA:

Website: <https://www.npskra.nsdl.co.in>
 Call: 022-4090 4242
 Address: Central Recordkeeping Agency (CRA)
 NSDL e-Governance Infrastructure Limited
 1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg,
 Lower Parel (W), Mumbai - 400013

Ver 1.3

Annexure A to CSRF

Equity Allocation Matrix for Active Choice

| Age (years) | Max. Equity Allocation |
|-------------|------------------------|
| Upto 50 | 75% |
| 51 | 72.50% |
| 52 | 70% |
| 53 | 67.50% |
| 54 | 65% |
| 55 | 62.50% |
| 56 | 60% |
| 57 | 57.50% |
| 58 | 55% |
| 59 | 52.50% |
| 60 & above | 50% |

Please note:

1. Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
2. From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided above. The tapering off of equity allocation will be carried out as per the matrix on date of birth.

Form AU-10B/3
(Referred to in Rule 10B.5(2))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
INDEX REGISTER

For the employees with their PRAN for New Pension Scheme

| PRAN No. | Name of University Employee | Designation | Name of office in which joined service | Date of Birth | Date of joining University Service | Signature of Asstt. Comptroller/ Supdt. |
|----------|-----------------------------|-------------|--|---------------|------------------------------------|---|
| | | | | | | |

Form AU-10B/4
Referred to in Rule 10B.6(iii))

**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
SCHEDULE OF UNIVERSITY EMPLOYEE'S CONTRIBUTION
TOWARDS TIER-I OF THE NEW PENSION SCHEME**

Name of the DDO/Code No.:

| NPS No. PRAN | Name of the Em- ployee | Designa- tion | Basic Pay+ NPA | DA | Subscription under Tier-I | Remarks |
|-----------------|------------------------------|------------------|-------------------|-----|------------------------------|---------|
| | | | Rs. | Rs. | Rs. | |
| | | | | | | |

(Rupees.....)

Date and Signature of Drawing & Disbursing Officer

Designation

Form AU-10B/5
Referred to in Rule 10B.6(iii))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

SCHEDULE OF UNIVERSITY'S CONTRIBUTION TOWARDS TIER-I OF THE NEW PENSION SCHEME

Name of the DDO/Code No.:

| PRAN No. | Name of the Employee | Designation | Basic Pay+ NPA | DA | University Contributions | Remarks |
|----------|----------------------|-------------|----------------|-----|--------------------------|---------|
| | | | Rs. | Rs. | Rs. | |
| | | | | | | |

(Rupees.....)

Date and Signature of Drawing & Disbursing Officer

Designation

Form AU-10B/7
Referred to in Rule 10B.7

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
NEW PENSION SCHEME LEDGER ACCOUNT
(Separate page for each employee)

Name: _____ Department: _____ PRAN No. allotted
Designation: _____ By CRA,NSDL
Date of joining University Service: _____
Date of Superannuation: _____

| Month | Basic Pay+NPA | DA | Employee's Contribution Under Tier-I Rs. | University's Contribution Under Tier-I Rs. | Total Tier-I Rs. | Remarks |
|-------------|---------------|----|--|--|------------------|--|
| April | | | | | | Tier-1 Rs. Opening Balance as on 01.04. Interest Closing balance as on 31.03..... Posted by.... Checked and examined by |
| May | | | | | | |
| June | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| Total (Rs.) | | | | | | |

Asstt. Comptroller (Pension)

Form AU-10B/8
(Referred to in Rule 10B.8)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

| | |
|--|---|
| FORM: 601 PW | NATIONAL PENSION SYSTEM (NPS) <small>(Under Regulation 8 of PFRDA (Exits & Withdrawals under NPS) Regulations 2015 and amendments thereto)</small> |
| Partial Withdrawal form for Tier I account under NPS <small>(Please fill all the details in CAPITAL LETTERS & in BLACK INK only.)</small> | |
| For Nodal Office use | |
| PAO/DTO/POP/POP-SP Reg. No. | <input style="width: 100%;" type="text"/> |
| Receipt No.: | <input style="width: 100%;" type="text"/> |
| PRAN | <input style="width: 100%;" type="text"/> |
| Ack No. <small>(Generated by CRA System)</small> | <input style="width: 100%;" type="text"/> |
| Entered By: _____ | Date: _____ |
| Verified By: _____ | Date: _____ |
| Please select your Category (please tick ✓) | |
| <input type="checkbox"/> Government Sector <input type="checkbox"/> Corporate Sector <input type="checkbox"/> All Citizen of India <input type="checkbox"/> NPS Lite/ Swavalamban | |
| To, NPS Trust Sir/Madam, | |
| I _____ holding a Permanent Retirement Account under National Pension System, hereby submit partial withdrawal request for withdrawal from my Tier I account under NPS and give below the necessary details: | |
| Section A – Subscriber’s Personal Details: | |
| PRAN* | <input style="width: 100%;" type="text"/> |
| Name of the Subscriber* | <input style="width: 100%;" type="text"/> |
| Mobile No.# | <input style="width: 100%;" type="text"/> |
| Email ID# | <input style="width: 100%;" type="text"/> |
| <small># Subscribers Mobile No. and Email ID provided here will not be updated in CRA records. For updation of Mobile No. and Email ID in CRA records, subscriber is required to submit S2 Form.</small> | |
| a. % of Partial Withdrawal* <input style="width: 50px;" type="text"/> % <small>(Maximum 25% of own contribution (without accrued income earned thereon) only)</small> | |
| b. Purpose of withdrawal* (please tick ✓ on box below with reason applicable) <input type="checkbox"/> 1. for Higher education of children including a legally adopted child <input type="checkbox"/> 2. for the marriage of children, including a legally adopted child; <input type="checkbox"/> 3. for the purchase or construction of a residential house or flat in own name or in a joint name with legally wedded spouse (it is not available for already owned flat/house) <input type="checkbox"/> 4. for treatment of specified illnesses (please tick ✓) | |
| <input type="checkbox"/> a. Cancer <input type="checkbox"/> c. Primary Pulmonary Arterial Hypertension <input type="checkbox"/> e. Major Organ Transplant <input type="checkbox"/> g. Aorta Graft Surgery <input type="checkbox"/> i. Stroke <input type="checkbox"/> k. Coma <input type="checkbox"/> m. Paralysis | <input type="checkbox"/> b. Kidney Failure (End Stage Renal Failure) <input type="checkbox"/> d. Multiple Sclerosis <input type="checkbox"/> f. Coronary Artery Bypass Graft <input type="checkbox"/> h. Heart Valve Surgery <input type="checkbox"/> j. Myocardial Infarction <input type="checkbox"/> l. Total blindness <input type="checkbox"/> n. Accident of serious/ life threatening nature |
| <input type="checkbox"/> 5. to meet medical and incidental expenses arising out of the disability or incapacitation suffered by the subscriber <input type="checkbox"/> 6. for skill development/re-skilling or any other self-development activities (Please refer instruction no 11) <input type="checkbox"/> 7. for establishment of own venture or any start-up (Please refer instruction no 12) | |
| c. Bank account details of the subscriber (please provide the details of the bank where the withdrawal amount shall be credited, tick ✓ as applicable) <input type="checkbox"/> same bank account already registered under NPS <input type="checkbox"/> another Bank account, please provide the details below | |
| Bank Account No. | <input style="width: 100%;" type="text"/> |
| Bank Name | <input style="width: 100%;" type="text"/> |
| Type of Account | Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> |
| Branch Name & Address | <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> |
| IFS Code | <input style="width: 100%;" type="text"/> |

Section B – Declarations**Declaration by the Subscriber*:**

- I hereby declare that information stated above is true and correct to the best of my knowledge & belief and that I have completed minimum of three years in to the NPS as required for partial withdrawal and eligible to withdraw the amount requested above due to the urgent need of funds to support the reason mentioned above.
- I _____ (name) with PRAN _____ agree that in case of any failure of Direct Credit, for any reason whatsoever or wrong credit to another account (but as per my details), NPS Trust / CRA shall not be responsible. I also agree that NPS Trust / CRA shall not be responsible/liable for any losses that may arise due to incorrect bank account details provided herein above.

Date Place :

Signature / Thumb Impression of the Subscriber**

** Left thumb impression in case of illiterate male claimant and Right thumb impression in case of illiterate female

Declaration by Nodal Office(for government sector subscribers):*

I/We hereby declare that the subscriber Sh./Smt/Kum _____ with PRAN _____ is employed with us and I have verified the genuineness of the reasons for his/her withdrawal request and bank details submitted by him/her in respect of his/her request for partial withdrawal are correct.

Date

 Registration No. of DDO

Signature & stamp of the DDO

Date

 Registration No. of PAO/CDDO/DTO

Signature & stamp of the DTO/PAO/CDDO

Declaration by POP/Aggregator(for Non government sector subscribers):

I hereby declare that the subscriber Sh./Smt/Kum _____ with PRAN _____ has signed/thumb impressed before me after he/she has read the entries/have been read over by him/her for the request of partial withdrawal under NPS. I have verified the genuineness of the reasons for his/her withdrawal request and bank details submitted by him/her in respect of his/her request for partial withdrawal are correct.

Date

 Registration No. of POP-SP/NL-CC/CHO

Signature & stamp of the Authorised person at POP-SP/NL-CC/CHO

Date

 Registration No. of POP/NL-AO

Signature & stamp of the Authorised person at POP/NL-AO

ACKNOWLEDGMENT RECEIPT

Acknowledgment slip to the NPS Subscriber on receipt of partial withdrawal application form
 (To be filled by DDO/CDDO/PAO/DTO/POP/Aggregator)

Received from PRAN : DDO/POP-SP/NL-CC Registration Number: PAO/CDDO/DTO/POP/NL-AO Registration Number Acknowledgement Number Date Received at

FORM: 601 PW

(Under Regulation 8 of PFRDA (Exits & Withdrawals under NPS) Regulations 2015 and amendments thereto)

Instructions**Instructions for filling up the form:**

1. All fields marked with * are mandatory. All dates should be in DDDMMYYYY format.
2. The Subscriber shall submit the application to the respective Nodal Office/POP/Aggregator for processing of request.
3. Before submitting the withdrawal form, subscriber should ensure that the bank account details are matched from the bank passbook/ bank statement or cheque etc to ensure that the details are correct. Subscriber should also attach the bank proof (cancelled cheque/copy of bank passbook/bank certificate) with the Partial Withdrawal Form submitted.
4. Subscriber should specify the purpose of Partial Withdrawal and a proof need to be submitted for the same.
5. Subscriber should be in the NPS atleast for a period of 3 years.
A subscriber shall be permitted to withdraw not exceeding 25% of the contributions made by such subscriber to his/her individual pension account,
6. The Nodal officer/POP/Aggregator must verify the details of the bank account of subscriber.
7. Withdrawal amount received after the execution of the withdrawal request can be different from the requested amount to the extent of difference in NAV of two different days.
8. The withdrawal amount shall directly be credited to the bank account of the subscriber as mentioned in the withdrawal form.
9. In case, the subscriber already owns either individually or in the joint name a residential house or flat, other than ancestral property, no withdrawal under PFRDA regulations is permitted.
10. Treatment of specific illness covers the subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents suffer from the specified illness, which shall comprise of hospitalization and treatment.
11. Withdrawal under skill development/re-skilling is applicable as per following conditions:
 - Skill Development program/activities sponsored by employer for employees is not eligible for partial withdrawal
 - Amount which can be released under Skill Development option shall be subject to the actual fee of the course/training, subject to the maximum ceiling of 25% of employees own contribution without considering returns thereto.
 - Duration of the course should be of 3 months or more
 - The course should be either a regular program or distance education program or a skill development program
12. Withdrawal under establishment of own venture or any start up is applicable to subscribers registered under All India Citizen (UOS) sector only
13. For further details regarding point no 11 & 12 kindly refer PFRDA Circular No: PFRDA/2018/55/Exit/5 dated August 06, 2018.
14. The permitted withdrawal shall be allowed only if the eligibility criteria and limit for availing the benefit are complied with by the subscriber.
15. Frequency: the subscriber shall be allowed to withdraw only a maximum of three times during the entire tenure of subscription under the National Pension System.
16. For more detailed description of Partial Withdrawal option under NPS, please refer Regulation 8 of PFRDA (Exits & Withdrawals under NPS) Regulations 2015 and amendments thereto
17. The Nodal office/POP/Aggregator shall capture the details of the subscriber mentioned on the form and forward the same to NPS Claims Processing Cell (NPS CPC) at address mentioned below:
NPS Claim Processing Cell,
Central Record Keeping Agency, NSDL,
10th Floor, Times Tower, Kamala Mills Compound,
Senapati Bapat Marg, Lower Parel West, Mumbai - 400013
18. Document to be submitted for availing partial withdrawal.

| Sr. No. | Type of Withdrawal | Documents Required |
|---------|---|--|
| 1. | For Higher education | Copy of admission letter of the Institute along with Fees schedule |
| 2. | For marriage of his or her children | Self-Declaration |
| 3. | For purchase or construction of a residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse | Photocopy of Title Documents of the Property. Approved Plan and self-declaration OR Loan offer letter from a housing finance company or a Bank and self-declaration |
| 4. | For treatment of specified illnesses: if the subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents. | Certificate from Doctor |
| 5. | to meet medical and incidental expenses arising out of the disability or incapacitation suffered by the subscriber | Disability certificate from a Government surgeon or Doctor (treating such disability or invalidation of subscriber) stating the nature and extent of disability and also certifying that subscriber need not be discharged from duty. |
| 6. | For Skill development/re-skilling or any other self-development activities | <ol style="list-style-type: none"> a) Admission/Sanctions letter from university in India/abroad with fee detail b) For distance learning programs, copy/s of invoice/s which confirm the payment of required fee for desired course c) For other skill development programmes, copy of invoices confirming payment of fee for the desired course d) study leave sanction letter/NOC provided by the organisation/ department/ministry, if required in terms of the employee's service conditions (not applicable where employee-employer relationship does not exist) |
| 7. | For Establishment of own venture or any start-up | <ol style="list-style-type: none"> a) Registration Certificate of entity b) Proof of ownership of the entity (it should be in the name of the subscriber) c) Registration number issued by Government Authorities like GST/ Income Tax/Govt. Departments |

Form AU-10B/9
Referred to in Rule 10B.10(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

| Sr.No | Particular | Remarks |
|---|---|--|
| Section A - Subscriber's Personal Details | | |
| | Subscriber Sector* | 1. Govt. Sector <input type="checkbox"/> 2. All India citizens/corporate <input type="checkbox"/> 3. NPS Lite / GDS <input type="checkbox"/> |
| 1. | Organisation Name* (PAO/DTO/CHO/NLAO Name) | |
| 2. | PRAN* | |
| 3. | Full Name* | First Middle Last |
| 4. | Subscriber Gender* | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 5. | Father's Name* | First Middle Last |
| 6. | Marital Status* | Married <input type="checkbox"/> Unmarried/Others <input type="checkbox"/> |
| 7. | Maiden Name (In case of female married subscriber) | First Middle Last |
| 8. | Spouse's Name (only if subscriber is married & spouse is alive) | First Middle Last |
| 9. | Spouse Gender (only if subscriber is married & spouse is alive) | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 10. | Date of Retirement / attaining 60 / 65 years of age / Discharge (In case of Incapacitation)* | DD / MM / YYYY |
| 11. | Date of Birth (As in PRAN Card)* | DD / MM / YYYY |
| 12. | Aadhar/VID | |
| 13. | PAN* | |
| 14. | CKYC Number | |
| 15. | Are you a Politically Exposed Person (PEP)* | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 16. | Are you related to a Politically Exposed Person (PEP)* | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 17. | Do you have any history of conviction under any criminal proceedings in India or abroad?* | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | If Yes, please provide details | |
| 18. | Contact details | Mobile number* : +91 Alternate phone number : E-mail ID* : |
| 19. | Subscriber's full address with pin code* (Please refer instruction No. 9 for documents to be submitted) | |
| Section B - Subscriber's Bank Details - (Please refer instruction No. 7) | | |
| 20. | Bank Account Number*# : | |
| 21. | Bank Name* | |
| 22. | Bank Branch Name and Address : The monthly pension and lump sum amount would be deposited into this account and hence fill in all the details carefully.* | |
| 23. | IFSC Code (attach a cancelled cheque leaf or copy of bank passbook/bank certificate containing IFSC code)* | |
| Fields marked with * are mandatory. # Should be same where last salary credited in case of Government sector/Corporate sector subscribers | | |
| Section C - Subscriber's Withdrawal Details - (Please refer instruction No. 8) | | |
| On attaining superannuation or attaining 60 / 65 years of age or superannuation due to Incapacitation | | |
| a) | Would you like to withdraw full amount (if less than or equal to 2 Lakh/1 Lakh (NPS Lite)) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| b) | Would you like to have normal Withdrawal (Lump sum & Annuity Withdrawal)* | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| c) | Would you like to opt for Withdrawal of Deferred Corpus*: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Lump Sum Withdrawal <input type="checkbox"/> or Annuity Withdrawal <input type="checkbox"/> | |
| d) | Would you like to opt for Phase withdrawal : Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | Enter Withdrawal amount <input type="text"/> Withdraw total holdings <input type="text"/> | |
| * Please provide the Percentage of corpus that you wish to opt for lump sum withdrawals and purchase of annuity | | |
| % of corpus opted for lump sum withdrawal (Max 60%) | Percentage of corpus opted for purchase of annuity (Min 40%) | Total (100%) |
| | | |

NATIONAL PENSION SYSTEM (NPS)
Exit from National Pension System Due to Superannuation/Incapacitation

Claim ID Acknowledgement No

To,
NPS Trust.
Sir/Madam,

I _____ hereby apply for the payment of the accumulated pension wealth in my NPS Tier-I account as per the relevant provisions of the PFRDA (Exits and withdrawals under NPS) Regulations, 2015 as amended.

Tier II:- The entire accumulated pension wealth in Tier II account would be paid along with lumpsum withdrawal of Tier I account.

I herewith give below the necessary details:

*In case of female right thumb Impression and in case of male left thumb Impression may be taken.

Affix recent colour photograph of 3.5 cm x 2.5 cm size / Passport size

Signature / Thumb Impression* of the Subscriber

Section D - Subscriber's Annuity Details - (Please refer instruction No. 12 & 13) (Not to be filled in case of complete withdrawal, Withdrawal of Deferred Lump Sum Corpus & phase withdrawal)

Select Annuity Service Provider (please tick one of the below options as per your choice)

- Life Insurance Corporation of India HDFC Life Insurance Company Ltd
 ICICI Prudential Life Insurance SBI Life Insurance Company Ltd
 Star Union Dai-ichi Life Insurance Company Limited

Select Annuity Scheme (please tick one of the below options as per your choice)

- Annuity for Life
 Annuity for Life with return of purchase price on death
 Annuity payable for life with 100% annuity payable to spouse on death of annuitant
 Annuity payable for life with 100% annuity payable to spouse on death of annuitant with return on purchase of annuity
 NPS-Family Income option (Default annuity)
 Other (Please Specify) _____

Select Annuity Frequency: Please tick one of the below options as per your choice. (For Government Subscriber, annuity frequency is monthly only)

- Monthly Quarterly Half Yearly Annual

Date : DD / MM / YYYY

* Signature/Thumb Impression of the Subscriber

*In case of female right thumb Impression and in case of male left thumb Impression may be taken

Section E - Subscriber's Nomination Details*

Nomination Details: Applicable to those eligible sums as per regulations. Nominee must be immediate family member of subscriber (Spouse, Children etc) in general except for exceptions as provided in Regulations.

 Name :
 Relationship : Percentage Share:
 Date of Birth of Nominee (Only in case of minor) : DD / MM / YYYY
 Guardian Name (Only in case of minor)
 Guardian DOB (Only in case of minor)
 Address & Contact Details :

Guardian Signature (Only in case of minor)

 Name :
 Relationship : Percentage Share:
 Date of Birth of Nominee (Only in case of minor) : DD / MM / YYYY
 Guardian Name (Only in case of minor)
 Guardian DOB (Only in case of minor)
 Address & Contact Details :

Guardian Signature (Only in case of minor)

 Name :
 Relationship : Percentage Share:
 Date of Birth of Nominee (Only in case of minor) : DD / MM / YYYY
 Guardian Name (Only in case of minor)
 Guardian DOB (Only in case of minor)
 Address & Contact Details :

Guardian Signature (Only in case of minor)

Section F - Subscriber's Family Member Details* (To be filled in case subscriber has selected Joint Life Policy or NPS-Family Income option)

Family Member Details for providing annuity as chosen by the subscriber.

| Sr.No | Details | Full Name | Aadhar/VID | PAN ⁵ | Date of Birth |
|-------|------------------------------|-----------|------------|------------------|----------------|
| 1. | Spouse ⁴ | | | | DD / MM / YYYY |
| 2. | Dependent Mother (if living) | | | | DD / MM / YYYY |
| 3. | Dependent Father (if living) | | | | DD / MM / YYYY |
| 4. | Child 1 (if living) | | | | DD / MM / YYYY |
| 5. | Child 2 (if living) | | | | DD / MM / YYYY |
| 6. | Child 3 (if living) | | | | DD / MM / YYYY |

Note: In case of children being more than 3, please specify in an additional sheet.

Fields marked with* are mandatory.

⁵Mandatory in case subscriber opts for Joint Life Policy & NPS-Family Income option.

Declaration by the Subscriber

I hereby declare and state that all the personal details provided by me in the form as above are true and correct to the best of my knowledge. I also agree that NPS Trust / CRA shall not be held responsible/liable for any losses or delays that may arise due to provision of incorrect details including details pertaining to bank account by me. Further, I authorize the National Pension System Trust (NPST)/ CRA to share informations pertaining to my withdrawal application with the Annuity Service Providers for facilitating the purchase of annuity in applicable cases as is required under NPS.

Date : DD / MM / YYYY

* Signature/Thumb Impression of the Subscriber

*In case of female right thumb Impression and in case of male left thumb Impression may be taken.

Declaration by the Proposer: (Not to be filled in case of complete withdrawal, Withdrawal of Deferred Lump Sum Corpus & phase withdrawal)

I hereby declare that the foregoing statements and informations have been given by me after fully understanding the questions and the annuity options and the same are true, accurate and complete in every manner and respects and that I have not withheld or omitted to give any material information. I understand and agree that the statements in this proposal constitute warranties. I do hereby agree and declare that these statements and this declaration shall be the basis of the contract of assurance between me and Annuity Service Provider (Company) and that if there be any misstatement or suppression of material information or if any untrue statement is contained therein or in case of fraud by me, which comes to the knowledge of the company at any future point of time, the said contract shall be treated as per provisions of Section 45 of the Insurance Act 1938 or any other applicable provisions as amended from time to time. I also understand and agree that the company shall additionally levy or recover all the applicable taxes like service tax, surcharges, cess etc. from the premiums which are necessitated by various enactments of central and/or state legislatures from time to time.

I understand that the contract will be governed by the provisions of the Insurance Act 1938, and other applicable laws in India and that the contract will not commence until a written acceptance of this proposal is issued by the company and that the benefits under the policy shall be subject to the terms and conditions contained in the contract. I also agree that the amount held in proposal/policy deposit shall not earn any interest.

I further state that the product features and terms and conditions of the policy have been thoroughly explained to me and having understood, I consent to the same.

I further understand that the final annuity amount would be subject to the actual corpus value to be utilised for purchase of annuity at the time of its issuance. I also acknowledge and agree that the funds will not be returned to me in case I choose to cancel the policy under free look period. These funds will be payable by company directly to any other annuity scheme chosen by me which is authorized and approved under the prevalent regulations and applicable rules. Further, no interest will be payable to me on the funds held during this transition period.

I hereby authorize company to send information and servicing related communication regarding this proposal or resulting policy through Email/SMS/Phone Call.

I hereby authorize the company to provide me/our details to banks, financial institutions and third party service providers that the company may have tie-ups with, for verification of proposal details and for servicing of policies.

Signature of the witness

Signature / Left thumb Impression of the Proposer

Affix a recent self signed photograph

Name and Address of witness: _____

Place: _____

Date: DD / MM / YYYY

Declaration when Proposal form is filled by person other than proposer/proposer signs in a vernacular language/proposer is illiterate (Not to be filled in case of complete withdrawal, Withdrawal of Deferred Lump Sum Corpus & phase withdrawal)

I hereby state that I have read out and explained the contents of this proposal form and all other relevant documents to the proposer in _____ language, he/she/they have understood the same and agree to abide by the terms and conditions of the resulting policy and have affixed his/her/their signature/thumb impression on the proposal form in my presence.

I/We state that the product details, contents of this form and relevant documents have been fully explained to me/us and that I/We have fully understood them. I/We certify that the replies in the proposal form have been recorded as per the information provided by me/us.

Signature of the person making the declaration

Name & Address _____

Place _____ Date: DD / MM / YYYY

Signature / Left thumb Impression of the Proposer

Section G - Declaration & Attestation by Nodal Office

TO BE FILLED/ATTESTED BY DDO/PAO/POP-SP

- I/we have verified the documents as submitted by the Subscriber with the originals and authorized this application for processing of the subject claim of the subscriber. It is certified that the details as provided in this application form are matching with the information available in the official record maintained by us. The complete information provided in this form including declaration and nomination details have been provided by the Subscriber Sh/Smt/Ms. _____ after he / she having read the entries / entries have been read over to him / her by me and got confirmed by him / her.
- That all the contributions with respect to the Subscriber's NPS contribution and employer contribution have been transferred in to the PRAN of the subscriber and no further contributions are pending at Nodal Officer level. (only for government nodal office)
- That Identity of the Subscriber is certified as provided in the withdrawal form above. The name of Subscriber as mentioned on the withdrawal form has been verified and can be accepted as final.
- It is certified that the bank account (Salary Account) details provided in the form is as per the salary records maintained in our office. The bank account details (salary account) of subscriber as provided in bank details section have been checked and verified and the same can be accepted for payment. (only for government nodal office).
- We hereby certify that the subscriber has been discharged from the services of the concerned office on account of invalidation or disability (in case of Govt. Subscriber). We hereby certify that we have checked Disability Certificate issued by Government Surgeon or Doctor stating the nature and extent of disability (in case of Non Govt. Subscriber) [applicable in case of Withdrawal due to incapacitation only]

Rubber Stamp of the DDO/POP-SP/NLCC

Signature of the Authorised Person

DDO/POP-SP/NLCC Registration Number _____

Designation of the Authorised Person: _____ DDO/POP-SP/NLCC Office Name: _____

Date / /

Rubber Stamp of the DTO/PAO/POP/Aggregator

Signature of the Authorised Person

DTO/PAO/POP/ Aggregator Registration Number _____

Designation of the Authorised Person : _____ DTO/PAO/POP/ Aggregator Office Name: _____

Date / /

[As per Regulation 3(a)/4(a)/5(a) of PFRDA (Exits and Withdrawals) under the Regulations, 2015]
(To be filled in case of complete withdrawal)

Request cum under taking form for withdrawal of total pension wealth at superannuation and where the total pension wealth is equal to or less than Rs. 2,00,000/- for NPS subscriber and Rs. 1,00,000/- in case of NPS lite Subscriber respectively

I, _____ S/D/W/o _____, aged about _____ years, residing at _____ do hereby solemnly affirm and declare as under:

- That I am a Subscriber of National Pension System, holding PRAN _____
- That since the total amount receivable by me as the benefit receivable upon exit from NPS is Rs. _____ which is less than/equal to the limit of Rs. 2,00,000/- (Rs. 1,00,000/- for NPS Lite), I understand that I am eligible to opt for withdrawal of the total pension wealth under NPS rules/guidelines,

Basing on the above, I hereby opt to withdraw my complete pension wealth lying to my credit in my aforesaid PRAN account being the full and final benefits receivable by me.

I also understand that with the aforesaid withdrawal, I or my family members shall not be entitled to receive any other or further benefits under the National Pension System (NPS) including the benefits as provided under PFRDA (Exits and Withdrawals under the National Pension System) Regulations 2015.

I also certify that all the details provided in the form above are true and correct to the best of my knowledge

Date : DD / MM / YYYY

* Signature/Thumb Impression of the Subscriber

*In case of female right thumb Impression and in case of male left thumb Impression may be taken.

Rubber Stamp of the DDO/POP-SP/ NLCC

Signature of the DDO/POP-SP/ NLCC

Date / /

 Registration No. of DDO/POP-SP/ NLCC

Rubber Stamp of the DTO/PAO/POP/Aggregator

Signature of the DTO/PAO/POP/Aggregator

Date / /

 Registration No. of DTO/PAO/POP/ Aggregator

INSTRUCTIONS FOR FILLING FORM

This application should be filled by the Subscriber seeking to withdraw pension wealth benefits upon Superannuation or attaining 60 / 65 years of age

General Instructions:

1. As per NPS Trust directive, Withdrawal of benefits from NPS account will not be allowed if NPS subscribers registered on or after July 1, 2014 are NOT FATCA compliant. Hence, subscribers are requested to provide FATCA Self-Certification online by log-in to NPS Account (www.cra-nsdl.com). Alternatively subscriber can submit FATCA Self Certification to their Nodal Office.
2. As per amendments made under Prevention of Money-Laundering (Maintenance of Records) Second Amendment Rules, 2017, Withdrawal of benefits from NPS account will not be allowed if Aadhaar and PAN are not seeded into PRAN. Subscribers are requested to seed their Aadhaar and PAN into NPS account before initiating withdrawal request (Aadhaar not mandatory till Hon'ble supreme court order)
- 3a. It is advisable that subscriber fills in the Exit/Withdrawal form online and takes a print out of online form and submits it to the nodal office/POP along with KYC document for further approval/processing. However, he/she has the option to submit the physical form to his nodal office/POP. The nodal office has to compulsorily submit the form in online mode only. Physical forms submitted to CRA will not be processed.
- 3b. Subscriber (other than government sector & Corporate) has an option to initiate a self-authorization using Aadhaar. This facility will be available only if the NPS pension wealth is below threshold limit as prescribed in PFRDA (Exits and Withdrawals under National Pension System) Regulation 2015 or circular issued by the authority.
4. All the columns in the form should be filled with black ink pen without any overwriting.
5. Fields marked with (*) are mandatory.
6. Correct postal address, including the pin code should be provided.
7. **Documents to be enclosed with withdrawal application form:**
 - i. **Copy of the Address proof** attested by the Nodal Office in support of the address provided on the withdrawal form. The address on the withdrawal form should match with address present on the address proof.
 - ii. **Copy of the Identity proof** attested by the Nodal Office.
 - iii. **Copy of PRAN card** (Not required in case of Government Sector Subscriber) If Copy of PRAN Card is not available, print out of ePRAN or submit a duly notarized Affidavit as to the reasons of non-submission of the PRAN card.
 - iv. **Cancelled cheque** (containing Subscriber Name, Bank Account Number and IFS Code) or Bank Certificate/ Bank Passbook Containing Name, Bank Account Number and IFS code, for direct credit or electronic transfer.
8. **Withdrawal preference:**
 - i. Select the Withdrawal preference as Normal withdrawal or Complete Withdrawal (if accumulated NPS wealth is less than or equal to Rs. 2 lacs/Rs. 1 lacs (For NPS Lite Subscribers)).
 - ii. If subscriber selects the Normal withdrawal option, he/she needs to fill up percentage of allocation for amount to be withdrawn as Lump-sum and amount to purchase life annuity provided under Section C of the Form.
 - iii. If subscriber selects deferred withdrawal option, he/she can defer the lump sum withdrawal amount up to 70 years of age while annuity purchase can be deferred up to 3 years from the date of attainment of superannuation. In case of deferment as well, the subscriber needs to fill up percentage of allocation for amount to be withdrawn as Lump-sum and amount to purchase life annuity provided under Section C of the Form.
 - iv. In case of percentage of withdrawal is not provided by the subscriber, a default 60% of the accumulated pension wealth shall be paid as lump sum to the subscriber and rest 40% of the amount shall be utilised for annuity purchase.
 - v. The subscriber needs to provide the Annuity details under Section D-Annuity Details, in case of Normal withdrawal or Deferred withdrawal. The selection of Annuity scheme and Annuity Service Provider is mandatory.
 - vi. The subscriber availing the complete withdrawal option (where the accumulated amount at superannuation is less than Rs. 2 lacs/ Rs.1 lacs (For NPS Lite Subscribers)) shall leave the Annuity Details section and Subscriber Family Member Details section blank and fill up Request Cum Undertaking Form provided along with the Form.
 - vii. In case of death of subscriber during deferment period of annuity purchase, the deferred amount shall be paid as per PFRDA (Exits and Withdrawal under National Pension System) Regulation, 2015
 - viii. In case of death of subscriber during deferment period of annuity purchase, the annuity shall be purchased by the spouse as defined under Regulation 3(a) (iii) PFRDA (Exits and Withdrawal under National Pension System) Regulation, 2015 (applicable for

Government Sector subscribers)

- ix. During deferment period, the account maintenance charges and including the charges payable to Central Record Keeping Agency, Pension Fund, Trustee Bank and any other intermediary shall continue to apply and shall be charged by deducting units from the account
 - x. In case of Phased Withdrawal, Subscriber needs to purchase Annuity first
 - xi. For more details of Annuity options, please refer to Instructions No. 12
9. List of documents acceptable as Proof Identity and Address for exit under NPS (for all variants):-

| Sl. No. | Proof of Identity (Copy of any one of the given below documents) | Proof of Address (Copy of any one of the given below documents) |
|---------|---|--|
| a | Passport issued by Government of India. | Passport issued by Government of India. |
| b | Ration Card with Photograph. | Ration card with photograph and residential address. |
| c | Bank pass book or Certificate with Photograph | Bank Pass book or certificate with photograph and residential address. |
| d | Voters Identity card with photograph and residential address. | Voters Identity card with photograph and residential address. |
| e | Valid Driving license with photograph. | Valid Driving license with photograph and residential address. |
| f | PAN Card issued by income tax department. | Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional Commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc. |
| g | Certificate of identify with photograph signed by a Member of Parliament or Member of Legislative Assembly. | Certificate of address with photograph signed by a Member of Parliament or member of Legislative Assembly. |
| h | Aadhar Card/letter issued by Unique identification Authority of India. | Aadhar Card/letter issued by Unique identification Authority of India. Clearly showing the address. |
| i | Job Cards issued by NREGA duly signed by an Officer of the State Government. | Job Cards issued by NREGA duly signed by an Officer of the State Government. |
| j | Photo Identity card issued by Defence, Paramilitary and Police Departments. | Latest Electricity/Water bill in the name of the subscriber / Claimant and showing the address (Less than 6 months old). |
| k | Ex-Service Man Card issued by Ministry of Defence to their employees. | Latest Telephone bill in the name of the subscriber/ Claimant and showing the address (less than 6 months old). |
| l | Photo credit Card. | Latest property/house Tax Receipt (not more than one year old). |
| m | - | Existing Valid registered lease agreement of the house on stamp paper (in case agreement of the house on stamp paper (in case of rented/leased accommodation). |
| n | Identity card issued by Central /State government and its Departments, Statutory Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc. | The identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Schedules Commercial Banks, Public Financial Institution for their Employees. |

10. The subscriber needs to provide his/her complete bank details like name of the bank, branch, complete address of branch, account type and IFSC otherwise the form may get rejected by CRA. Please make sure there is no cutting attempt on this section. The lump sum payment shall be directly credited to the bank account of the subscriber through electronic mode of payment.

If there is any change in Bank Details and Address details, subscribers are requested to update the same in CRA records prior to initiation of online withdrawal request. At the time of initiation of online withdrawal request, updation of Bank Details and Address Details is not allowed.

11. The nodal office after verifying the completeness of the Withdrawal Form and supporting documents in all respects after signature/thumb impression of subscriber and declaration and attestation of the authorized person at nodal office shall send at below mentioned address for record keeping within 90 days from the date of approval:

NPS Claims Processing Cell,

Central Record Keeping Agency,
NSDL e-Governance Infrastructure Ltd,
1st Floor, Times Tower,
Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel, Mumbai - 400013.

12. Annuity Service Providers

There are 5 Annuity Service Providers empanelled by PFRDA for providing the annuity services to NPS subscribers as per the list provided below:

- Life Insurance Corporation of India
- SBI Life Insurance Co. Ltd.
- ICICI Prudential Life Insurance Co. Ltd.
- Star Union Dai-ichi Life Insurance Co. Ltd.
- HDFC Standard Life Insurance Co Ltd

Annuity selection matrix on the basis of Age and Corpus is as follows

| Annuity Service Provider Name | Minimum Age | Minimum Corpus |
|-------------------------------|-------------|----------------|
| LIC Of India | 30 | 1,00,000 |
| SBI Life Insurance | 40 | 2,40,000 |
| ICICI Prudential Life | 30 | Any Amount |
| HDFC Life Ltd | 30 | Any Amount |
| Star Union Dai-ichi Life | 45 | 1,00,000 |

The following are the variants that are available in India and with most of the ASPs. Subscriber needs to select any of the below mentioned option on the page 1 of the withdrawal form:

1. **Annuity for life** - On death of the annuitant, payment of annuity ceases

2. **Annuity for life with return of purchase price on death** - On death of the annuitant, payment of annuity ceases and the purchase price is returned to the nominee.

3. **Annuity payable for life with 100% annuity payable to spouse on death of annuitant** - On death of the annuitant, annuity is paid to the spouse during his/her life time. If the spouse predeceases the annuitant, payment of annuity will cease after the death of the annuitant.

4. **Annuity payable for life with 100% annuity payable to spouse on death of annuitant with return on purchase of annuity** - On death of the annuitant, annuity is paid to the spouse during his/her life time and purchase price is returned to the nominee after the death of the spouse. If the spouse predeceases the annuitant, payment of annuity will cease after the death of the annuitant and purchase price is paid to the nominee.

Note:

Please note the exit from NPS and purchase of annuity from empanelled ASP are two separate processes. It is mandatory for subscribers to purchase annuity scheme from Annuity Service Providers (ASP) empanelled by PFRDA. Post receipt of the form by ASP and completely satisfying themselves of completeness of the form and KYC requirements, annuity shall be issued to subscriber.

The more details on availability of particular annuity scheme with an ASP and annuity quotes etc. are available on the CRA's website as per link below:

www.npscra.nsdl.co.in/annuity-service-providers.php

ASP Scheme Details and Annuity Selection Matrix may change. Please visit CRA website before filling Annuity Details. The list of empanelment of ASPs may undergo changes depending upon new empanelment of ASPs by PFRDA from time to time.

13. Default Annuity Scheme (Applicable in case of Government Sector Subscribers only)

The subscriber upon exit from NPS shall have to purchase annuity with a minimum of 40% of the accumulated pension wealth which shall provide for annuity for life of the subscriber and his or her spouse (if any) with provision for return of purchase price of the annuity and upon the demise of such subscriber, the annuity be re-issued to the family members in the order specified hereunder at a premium rate prevalent at the time of purchase of such annuity by utilizing the purchase price required to be returned under the annuity contract (until all the family members in the order specified below are covered) :

- (a) living dependent mother of the deceased subscriber;
- (b) living dependent father of the deceased subscriber.

After the coverage of all the family members specified above, the purchase price shall be returned to the surviving children of the subscriber and in the absence of children, the legal heirs of the subscriber, as may be applicable

However, the subscriber who does not wish to opt default option mentioned above and wishes to choose the annuity contract of his choice from the available annuity types or contracts with the annuity service providers may choose an option as mentioned under instruction no.12 above.

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

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Page 1

National Pension System (NPS)

Withdrawal of Accumulated Pension Wealth by Claimant due to the death of the subscriber (Please fill all the details in CAPITAL LETTERS & in BLACK INK only.)

This application should be filled by:-

If a valid nomination subsists: By the Nominee (s), if the nominee (s) is/are minor (s) guardian of the minor(s)
If no nomination subsists: By the family members (family includes posthumous child if any) except major sons and married daughters whose husbands are live, of the deceased family member duly supported by a list of surviving family members furnished by Executive Magistrate indicating complete particulars such as name, relationship with the deceased member (in case of parents whether dependent or not) age, marital status. Also, if any family member is minor by the guardian of the minor.

If both 1 & 2 above are not applicable, By legal heir (s) duly supported by a 'legal heir certificate' from the appropriate state authority.

In case of multiple claimants, separate forms need to be filled and submitted.

(FOR OFFICE PURPOSE ONLY-NOT TO BE FILLED IN BY THE CLAIMANTS)

Date :

Acknowledgement Number :

(DD/MM/YYYY)

(Generated by CRA)

DDO Registration No.: _____

PAO/DTO/POP/POP-SP Registration No.: _____

Receipt Number issued by receiving office:

Entered By: _____ Date: _____ Verified By: _____ Date: _____

Sir/Madam,

I/We being a nominee(s)/legal heir(s)/guardian of minor nominee(s) or minor heir(s) of the deceased subscriber apply for the payment of the accumulated pension wealth of the deceased subscriber under the NPS for both Tier-I / Tier-II (please tick as applicable). I / we understand further that the entire accumulated pension wealth in both Tier I and Tier II (as applicable) would be settled as per the NPS scheme and hereby give below the necessary details:

Section A – Subscriber’s Details:

1. PRAN #:

2. Full Name (As in PRAN Card) *:

First Name*

Middle Name

Last Name

3. Father's name/Spouse' Name*:

First Name*

Middle Name

Last Name

4. Date of Birth of the deceased subscriber *(As in PRAN Card): (DDMMYYYY)

5. Date of subscriber's death (DDMMYYYY)

Section B – Details of the Claimant (person entitled to receive claim proceeds under the policy):

1. Name of the Claimant

| First Name* | Middle Name | Surname/last name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

2.Claimant’s current communication Address:

Flat/Unit No, Block no* _____

Name of Premise/Building/Village _____

Area/Locality/Taluka _____

District/Town/City* _____

State / Union Territory* _____

Country* _____ Pin Code* _____ Email ID: _____ Mobile No. _____

3. Date of Birth of the Claimant (DDMMYYYY):

4. Relationship with the Subscriber*:
 (e.g. If claimant is son, claimant should fill the relationship as ‘Son’)

5.Claimant’s Guardian Details*(only in case of a minor):

| First Name* | Middle Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Section C – Claimant’s Bank Details(Please refer General Instruction no.6):

I. Bank Details of the Claimant:

1. For Electronic transfer or Direct Credit through ECS/NEFT/RTGS, Proof attached for Bank Details*:

Cancelled Cheque Bank Certificate

2. Type of Bank Account*: Savings A/c Current A/c

3. Bank A/c Number*

4. Bank Name*

5. Bank Branch*

6. Bank Address*

7. Pin Code * 8. Bank IFS Code*

9. Bank MICR Code (Wherever applicable)

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Declaration:

I/We (as mentioned below), the nominee(s)/legal heir(s)/guardian of minor nominee(s) or minor heir(s) of NPS Subscriber Shri/Smt./Ms. _____ do hereby declare that the information provided above is true to the best of my/our knowledge and belief.

Claimants Signature (Signature of guardian in case the claimant is a minor)

Signature/Left Thumb Impression*

Name of the Claimant or of guardian

Date :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

D D M M Y Y Y Y

Self attested photograph of the Claimant /guardian

TO BE FILLED/ATTESTED BY DDO/POP-SP

Certified that the above declaration and details has been signed / thumb impressed before me by Sh./Smt/Ms. _____ after the nominee(s)/legal heir(s)/guardian of minor nominee(s) or minor heir(s) has read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Rubber Stamp of the DDO/POP-SP

Signature of the Authorised Person

DDO/POP-SP Registration Number _____
(Allotted by CRA)

Date :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

D D M M Y Y Y Y

Designation of the Authorised Person : _____

DDO/POP-SP Office Name : _____

TO BE FILLED/ATTESTED BY PAO/DTO/POP/POP-SP

Rubber Stamp of the PAO/DTO/POP/POP-SP

PAO/DTO/POP/POP-SP Registration Number (Allotted by CRA):

Signature of the Authorised Person

CLAIM FOR THE WITHDRAWAL OF ACCUMULATED PENSION WEALTH BY CLAIMANTS – DUE TO THE DEATH OF THE SUBSCRIBER UNDER NATIONAL PENSION SYSTEM

Advanced Stamped Receipt

Claimant / Guardian of the Claimant (if the claimant is minor)

Received a sum of Rs. /- (Rupees.....Only) from National Pension System / National Pension System Trust by deposit in my Saving Bank / Current account towards the settlement of National Pension System account of late Shri/Smt.....with PRAN Number

Affix 1 Rupee Revenue Stamp and sign across

Signature or Left/ Right hand thumb impression of the Nominee/Guardian*

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| Requirements submitted along with this form | Yes / No |
|--|----------|
| Original PRAN Card | |
| In the absence of PRAN card, notarized affidavit | |
| Death certificate in original issued by local authorities | |
| Photo ID | |
| Address proof of the Claimant | |
| Date of birth proof of claimant | |
| Legal heir certificate | |
| Certified copy of family member's certificate issued by Executive Magistrate | |
| Cancelled cheque (containing nominee Name, Bank Account Number and IFS Code) or Bank Certificate | |
| Discharge Certificate from the employer (in case claim is lodged through a POP/POP-SP) | |
| Note: PFRDA reserves the right to call for additional requirements, if needed for establishing a valid claim under National Pension System. | |

DECLARATION & AUTHORIZATION

I hereby declare that the information given on this death claim application form is true and complete to the best of my knowledge and belief. I hereby declare and agree that any personal information collected or held by the National Pension System (NPS) (whether contained in this application or otherwise obtained) is provided and may be held, used, and disclosed by the Company to individuals/organisations associated with the NPS or any selected third party (within or outside of India) for the purposes of processing this application.

Witness Signature _____ Claimant Signature _____

Name of the Witness _____ Name of Claimant _____
(in block letters, family name first)

Address of Witness: _____ Date: ___/___/___
DD M M Y YYY

Date: ___/___/___
D D M M Y YYY

ACKNOWLEDGMENT RECEIPT

Acknowledgment slip to the Claimant on receipt of completed application form for Withdrawal due to death of the subscriber
(To be filled by PAO/DTO/POP/POP-SP)

Received from PRAN :

PAO/DTO/POP/POP-SP Registration Number: _____ PAO/DTO/POP/POP-SP Office Name : _____

Received at: _____ Date : _____ Time: _____

Acknowledgement Number :
(Generated by CRA)

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INSTRUCTIONS FOR FILLING UP THE FORM

1. All the columns in the form should be filled with black ink pen without any overwriting
2. Fields marked with (*) are mandatory.
3. The day on which CRA receives the confirmation of funds transferred to Subscriber's accounts; the PRAN will be deactivated in the CRA System.
4. Correct postal address, including the pin code should be provided
5. The literate claimant should sign the application form. In case of the claimant being illiterate, Left hand thumb impression by illiterate male claimant and Right hand thumb impression by illiterate female should be affixed in the claim form.
6. If the Nominee/ legal heir is minor, Bank account number should be in the name of nominee/ legal heir. Bank account's guardian should be same as mentioned in the withdrawal form.

Documents to be enclosed with the application:-

1. Death certificate in original of the deceased subscriber.
2. PRAN card in original. In case PRAN card is not available, a duly notarized affidavit as to the reasons of non-submission of the PRAN card is needs to be submitted.
3. Certified copy of family member's certificate issued by Executive Magistrate for cases where no nomination was registered with us.
4. Legal heir certificate when the claim is being made by.
5. Cancelled cheque (containing nominee Name, Bank Account Number and IFS Code) or Bank Certificate containing Name, Bank Account Number and IFSC code, for direct or electronic transfer.
6. A pre-signed receipt acknowledging the receipt of the proceeds by nominee/nominees/legal heir (as applicable)
1. Identification and address proof of the nominee or nominees, in case of multiple nominees. The photocopies of documents (Sr. No. a to h) and original document (Sr. No. i) that can be provided as identification and address proof are as mentioned below:
 - a) Ration Card with photograph and residential address
 - b) Bank Passbook with photograph and residential address
 - c) Credit Card with photograph, any other address proof like latest telephone bill, electricity bill in the name of the nominee.
 - d) Passport
 - e) Aadhar Card issued by UIAD
 - f) Voter's Photo Identity Card with residential address
 - g) Driving license with photograph and residential address
 - h) PAN card and any other address proof like latest telephone bill, electricity bill in the name of the nominee.
 - i) Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer and any other address proof like latest telephone bill, electricity bill in the name of the nominee (to be provided original)

In case if the address is not present on any of the above documents or differs with address provided in this form, proof in respect of current residential address like latest telephone bill, electricity bill in the name of the nominee should be submitted.

For the purpose of this document Pension Wealth means: The total amount of contributions made by the subscriber in the scheme plus the investment income derived from the investment of the contributions made by the subscriber from the date of joining of National Pension System till the date of execution of withdrawal request in the CRA System.

Section D - Subscriber's Annuity Details (Please refer instruction No. 15 & 16) (Not to be filled in case of complete withdrawal)

Select Annuity Service Provider (please tick one of the below options as per your choice)

- Life Insurance Corporation of India HDFC Life Insurance Company Ltd
 ICICI Prudential Life Insurance SBI Life Insurance Company Ltd
 Star Union Dai-ichi Life Insurance Company Limited

Select Annuity Scheme (please tick one of the below options as per your choice)

- Annuity for Life
 Annuity for Life with return of purchase price on death
 Annuity payable for life with 100% annuity payable to spouse on death of annuitant
 Annuity payable for life with 100% annuity payable to spouse on death of annuitant with return on purchase of annuity
 NPS-Family Income option (Default annuity)
 Other (Please Specify) _____

Select Annuity Frequency: Please tick one of the below options as per your choice. (For Government Subscriber, annuity frequency is monthly only)

- Monthly Quarterly Half Yearly Annual

Date : DD / MM / YYYY

* Signature/Thumb Impression of the Subscriber

*In case of female right thumb Impression and in case of male left thumb Impression may be taken

Section E - Subscriber's Nomination Details*

Nomination Details: Applicable to those eligible sums as per regulations. Nominee must be immediate family member of subscriber (Spouse, Children etc) in general except for exceptions as provided in Regulations.

Name :
 Relationship : Percentage Share:
 Date of Birth of Nominee (Only in case of minor) : DD / MM / YYYY
 Guardian Name (Only in case of minor)
 Guardian DOB (Only in case of minor)
 Address & Contact Details :

Guardian Signature (Only in case of minor)

Name :
 Relationship : Percentage Share:
 Date of Birth of Nominee (Only in case of minor) : DD / MM / YYYY
 Guardian Name (Only in case of minor)
 Guardian DOB (Only in case of minor)
 Address & Contact Details :

Guardian Signature (Only in case of minor)

Name :
 Relationship : Percentage Share:
 Date of Birth of Nominee (Only in case of minor) : DD / MM / YYYY
 Guardian Name (Only in case of minor)
 Guardian DOB (Only in case of minor)
 Address & Contact Details :

Guardian Signature (Only in case of minor)

Section F - Subscriber's Family Member Details* (To be filled in case subscriber has selected Joint Life Policy or NPS-Family Income option)

Family Member Details for providing annuity as chosen by the subscriber.

| Sr.No. | Details | Full Name | Aadhar/VID | PAN ⁵ | Date of Birth |
|--------|------------------------------|-----------|------------|------------------|----------------|
| 1. | Spouse ⁴ | | | | DD / MM / YYYY |
| 2. | Dependent Mother (if living) | | | | DD / MM / YYYY |
| 3. | Dependent Father (if living) | | | | DD / MM / YYYY |
| 4. | Child 1 (if living) | | | | DD / MM / YYYY |
| 5. | Child 2 (if living) | | | | DD / MM / YYYY |
| 6. | Child 3 (if living) | | | | DD / MM / YYYY |

Note: In case of children being more than 3, please specify in an additional sheet.

Fields marked with* are mandatory.

⁵Mandatory in case subscriber opts for Joint Life Policy & NPS-Family Income option

Declaration by the Subscriber

I hereby declare and state that all the personal details provided by me in the form as above are true and correct to the best of my knowledge. I also agree that NPS Trust / CRA shall not be held responsible/liable for any losses or delays that may arise due to provision of incorrect details including details pertaining to bank account details provided by me. Further, I authorize the National Pension System Trust (NPST)/ CRA to share informations pertaining to my withdrawal application with the Annuity Service Providers for facilitating the purchase of annuity in applicable cases as is required under NPS.

Date : DD / MM / YYYY

* Signature/Thumb Impression of the Subscriber

*In case of female right thumb Impression and in case of male left thumb Impression may be taken.

Declaration by the Proposer: (Not to be filled in case of complete withdrawal)

I hereby declare that the foregoing statements and informations have been given by me after fully understanding the questions and the annuity options and the same are true, accurate and complete in every manner and that I have not withheld or omitted to give any material information. I understand and agree that the statements in this proposal constitute warranties. I do hereby agree and declare that these statements and this declaration shall be the basis of the contract of assurance between me and Annuity Service Provider (Company) and that if there be any misstatement or suppression of material information or if any untrue statement is contained therein or in case of fraud by me, which comes to the knowledge of the company at any future point of time, the said contract shall be treated as per provisions of Section 45 of the Insurance Act 1938 or any other applicable provisions as amended from time to time.

I also understand and agree that the company shall additionally levy or recover all the applicable taxes like service tax, surcharges, cess etc. from the premiums which are necessitated by various enactments of central and/or state legislatures from time to time.

I understand that the contract will be governed by the provisions of the Insurance Act 1938, and other applicable laws in India and that the contract will not commence until a written acceptance of this proposal is issued by the company and that the benefits under the policy shall be subject to the terms and conditions contained in the contract. I also agree that the amount held in proposal/policy deposit shall not earn any interest.

I further state that the product features and terms and conditions of the policy have been thoroughly explained to me and having understood, I consent to the same.

I further understand that the final annuity amount would be subject to the actual corpus value to be utilised for purchase of annuity at the time of its issuance. I also acknowledge and agree that the funds will not be returned to me in case I choose to cancel the policy under free look period. These funds will be payable by company directly to any other annuity scheme chosen by me which is authorized and approved under the prevalent regulations and applicable rules. Further, no interest will be payable to me on the funds held during this transition period.

I hereby authorize company to send information and servicing related communication regarding this proposal or resulting policy through Email/SMS/Phone Call.

I hereby authorize the company to provide me/our details to banks, financial institutions and third party service providers that the company may have tie-ups with, for verification of proposal details and for servicing of policies.

Signature of the witness

Signature / Left thumb Impression of the Proposer

Affix a recent self signed photograph

Name and Address of witness: _____

Place: _____

Date: DD / MM / YYYY

Declaration when Proposal form is filled by person other than proposer/proposer signs in a vernacular language/proposer is illiterate
(Not to be filled in case of complete withdrawal)

I hereby state that I have read out and explained the contents of this proposal form and all other relevant documents to the proposer in _____ language, he/she/they have understood the same and agree to abide by the terms and conditions of the resulting policy and have affixed his/her/their signature/thumb impression on the proposal form in my presence.

I/We state that the product details, contents of this form and relevant documents have been fully explained to me/us and that I/We have fully understood them. I/We certify that the replies in the proposal form have been recorded as per the information provided by me/us.

Signature of the person making the declaration

Name & Address _____

Signature / Left thumb Impression of the Proposer

Place _____ Date: DD / MM / YYYY

Section G - Declaration & Attestation by Nodal Office

TO BE FILLED/ATTESTED BY DDO/PAO/POP-SP

- I/we have verified the documents as submitted by the Subscriber with the originals and authorized this application for processing of the subject claim of the subscriber. It is certified that the details as provided in this application form are matching with the information available in the official record maintained by us. The complete information provided in this form including declaration and nomination details have been provided by the Subscriber Sh/Smt/Ms. _____ after he / she having read the entries / entries have been read over to him / her by me and got confirmed by him / her.
- That all the contributions with respect to the Subscriber's NPS contribution and employer contribution have been transferred in to the PRAN of the subscriber and no further contributions are pending at Nodal Officer level. (only for government nodal office)
- That identity of the Subscriber is certified as provided in the withdrawal form above. The name of Subscriber as mentioned on the withdrawal form has been verified and can be accepted as final.
- It is certified that the bank account (Salary Account) details provided in the form is as per the salary records maintained in our office. The bank account details (salary account) of subscriber as provided in bank details section have been checked and verified and the same can be accepted for payment. (only for government nodal office).

Rubber Stamp of the DDO/POP-SP/NLCC

Signature of the Authorised Person

DDO/POP-SP/NLCC Registration Number _____

Designation of the Authorised Person : _____ DDO/POP-SP/NLCC Office Name: _____

Date / /

Rubber Stamp of the DTO/PAO/POP/Aggregator

Signature of the Authorised Person

DTO/PAO/POP/Aggregator Registration Number _____

Designation of the Authorised Person : _____ DTO/PAO/POP/Aggregator Office Name: _____

Date / /

[As per Regulation 3(b)/4(b)/5(b) of PFRDA (Exits and Withdrawals) under the Regulations, 2015]
(To be filled in case of complete withdrawal)

Request cum under taking form for withdrawal of total pension wealth before the age of superannuation and where the total pension wealth is equal to or less than rupees 1,00,000/-.

I, _____ S/D/W/o _____, aged about _____ years, residing at _____ do hereby solemnly affirm and declare as under:

- That I am a Subscriber of National Pension System, holding PRAN _____
- That since the total amount receivable by me as the benefit receivable upon exit from NPS is Rs. which is less than/equal to the limit of Rs. 1,00,000/-, I understand that I am eligible to opt for withdrawal of the total pension wealth under NPS rules/guidelines,

Basing on the above, I hereby opt to withdraw my complete pension wealth lying to my credit in my aforesaid PRAN account being the full and final benefits receivable by me.

I also understand that with the aforesaid withdrawal, I or my family members shall not be entitled to receive any other or further benefits under the National Pension System (NPS) including the benefits as provided under PFRDA (Exits and Withdrawals under the National Pension System) Regulations 2015.

Date : DD / MM / YYYY

Place : _____ * Signature/Thumb Impression of the Subscriber

*In case of female right thumb impression and in case of male left thumb impression may be taken.

Rubber Stamp of the DDO/POP-SP/ NLCC

Signature of the DDO/POP-SP/ NLCC

Date / /

Registration No. of DDO/POP-SP/ NLCC

Rubber Stamp of the DTO/PAO/POP/Aggregator

Signature of the DTO/PAO/POP/Aggregator

Date / /

Registration No. of DTO/PAO/POP/ Aggregator

INSTRUCTIONS FOR FILLING UP THE FORM

This application should be filled by the Subscriber seeking to withdraw pension wealth on account of Pre-Mature withdrawal

General Instructions:

1. As per NPS Trust directive, Withdrawal of benefits from NPS account will not be allowed if NPS subscribers registered on or after July 1, 2014 are NOT FATCA compliant. Hence, subscribers are requested to provide FATCA Self-Certification online by log-in to NPS Account (www.cra-nsdl.com). Alternatively subscriber can submit FATCA Self Certification to their Nodal Office.

2. As per amendments made under Prevention of Money-Laundering (Maintenance of Records) Second Amendment Rules, 2017, Withdrawal of benefits from NPS account will not be allowed if Aadhaar and PAN are not seeded into PRAN. Subscribers are requested to seed their Aadhaar and PAN into NPS account before initiating withdrawal request (Aadhaar not mandatory till Hon'ble supreme court order)

3a. It is advisable that subscriber fills in the Exit/Withdrawal form online and takes a print out of online form and submits it to the nodal office/POP along with KYC document for further approval/processing. However, he/she has the option to submit the physical form to his nodal office/POP. The nodal office has to compulsorily submit the form in online mode only. Physical forms submitted to CRA will not be processed.

3b. Subscriber (other than government sector & Corporate) has an option to initiate a self-authorization using Aadhaar. This facility will be available only if the NPS pension wealth is below threshold limit as prescribed in PFRDA (Exits and Withdrawals under National Pension System) Regulation 2015 or circular issued by the authority.

4. All the columns in the form should be filled with black ink pen without any overwriting.

5. Fields marked with (*) are mandatory.

6. Correct postal address, including the pin code should be provided.

7. Documents to be enclosed with withdrawal application form:

i. **Copy of the Address proof** attested by the Nodal office in support of the address provided on the withdrawal form. The address on the withdrawal form should match with address present on the address proof.

ii. **Copy of the Identity proof** attested by Nodal Office.

iii. **Copy of PRAN card** (Not required in case of Government Sector Subscriber) If Copy of PRAN Card is not available, print out of ePRAN or submit a duly notarized Affidavit as to the reasons of non-submission of the PRAN card.

iv. **Cancelled cheque** (containing Subscriber Name, Bank Account Number and IFS Code) or Bank Certificate/ Bank Passbook Containing Name, Bank Account Number and IFSC code, for direct credit or electronic transfer.

8. Withdrawal preference:

i. Select the Withdrawal preference as Normal withdrawal or Complete Withdrawal (if accumulated NPS wealth is less than or equal to Rs. 1 lakh).

ii. If subscriber selects the Normal withdrawal option, he/she needs to fill up percentage of allocation for amount to be withdrawn as Lump- sum and amount to purchase life annuity provided under Section C of the Form.

iii. In case of percentage of withdrawal is not provided by the subscriber, a default 20% of the accumulated pension wealth shall be paid as lump sum to the subscriber and rest 80% of the amount shall be utilised for annuity purchase. The subscriber needs to mandatorily provide the Annuity details under Section D - Annuity Details, in case of Normal withdrawal.

iv. The subscriber availing the complete withdrawal option (where the accumulated amount is less than Rs. 1 lakh) shall leave the Annuity Details section and Subscriber Family Member Details blank and fill up Request Cum Undertaking Form provided along with the Form.

v. If the accumulated pension wealth of the subscriber is more than one lakh rupees but the age of the subscriber is less than the minimum age required for purchasing any annuity from any of the empanelled annuity service providers as chosen by such subscriber, such subscriber shall continue to subscribe to the National Pension System, until he or she attains the age of eligibility for purchase of any annuity

9. For details of Annuity options and Annuity Service Providers, please read instructions No. 15.

10. List of documents acceptable as Proof Identity and Address for exit under NPS (for all variants):-

| Sl. No. | Proof of Identity (Copy of any one of the given below documents) | Proof of Address (Copy of any one of the given below documents) |
|---------|--|--|
| a | Passport issued by Government of India. | Passport issued by Government of India. |
| b | Ration Card with Photograph. | Ration card with photograph and residential address. |
| c | Bank pass book or Certificate with Photograph | Bank Pass book or certificate with photograph and residential address. |
| d | Voters Identity card with photograph and residential address. | Voters Identity card with photograph and residential address. |
| e | Valid Driving license with photograph. | Valid Driving license with photograph and residential address. |
| f | PAN Card issued by income tax department. | Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional Commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc. |
| g | Certificate of identify with photograph signed by a Member of Parliament or Member of Legislative Assembly. | Certificate of address with photograph signed by a Member of Parliament or member of Legislative Assembly. |
| h | Aadhar Card/letter issued by Unique identification Authority of India. | Aadhar Card/letter issued by Unique identification Authority of India. Clearly showing the address. |
| i | Job Cards issued by NREGA duly signed by an Officer of the State Government. | Job Cards issued by NREGA duly signed by an Officer of the State Government. |
| j | Photo Identity card issued by Defence, Paramilitary and Police Departments. | Latest Electricity/Water bill in the name of the subscriber / Claimant and showing the address (Less than 6 months old). |
| k | Ex-Service Man Card issued by Ministry of Defence to their employees. | Latest Telephone bill in the name of the subscriber/ Claimant and showing the address (less than 6 months old). |
| l | Photo credit Card. | Latest property/house Tax Receipt (not more than one year old). |
| m | - | Existing Valid registered lease agreement of the house on stamp paper (in case agreement of the house on stamp paper (in case of rented/leased accommodation). |
| n | Identity card issued by Central /State government and its Departments, Statuary Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc. | The identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statuary/Regulatory Authorities, Public Sector Undertakings, Schedules Commercial Banks, Public Financial Institution for their Employees. |

11. The subscriber needs to provide his/her complete bank details like name of the bank, branch, complete address of branch, account type and IFSC otherwise the form may get rejected by CRA. Please make sure there is no cutting attempt on this section. The lump sum payment shall be directly credited to the bank account of the subscriber through electronic mode of payment.

If there is any change in Bank Details and Address details, subscribers are requested to update the same in CRA records prior to initiation of online withdrawal request. At the time of initiation of online withdrawal request, updation of Bank Details and Address Details is not allowed.

12. Subscriber of All Citizen model (including corporate sector) has to be part of NPS for atleast 10 years as per Regulation 4 (b) of the PFRDA (Exits and Withdrawal under National Pension System) Regulation 2015.

13. Subscriber of NPS Life seeking to withdraw pension wealth benefits before attaining the age of 60 years should be subscribing to the NPS for at least 25 years as per Regulation 5 (b) of the PFRDA (Exits and Withdrawal under National Pension System) Regulation 2015. This Condition does not apply to subscriber who have not received swavalamban credit.

14. The nodal office after verifying the completeness of the Withdrawal Form and supporting documents in all respects after signature/thumb impression of subscriber and declaration and attestation of the authorized person at nodal office shall send at below mentioned address for record keeping within 90 days from the date of approval:

NPS Claims Processing Cell,

Central Record Keeping Agency,

NSDL e-Governance Infrastructure Ltd.,

1st Floor, Times Tower,

Kamala Mills Compound,

Senapati Bapat Marg, Lower Parel,

Mumbai - 400013.

15. Annuity Service Providers

There are 5 Annuity Service Providers empanelled by PFRDA for providing the annuity services to NPS subscribers as per the list provided below:

- Life Insurance Corporation of India
- SBI Life Insurance Co. Ltd.
- ICICI Prudential Life Insurance Co. Ltd.
- Star Union Dai-ichi Life Insurance Co. Ltd.
- HDFC Standard Life Insurance Co Ltd

Annuity selection matrix on the basis of Age and Corpus is as follows

| Annuity Service Provider Name | Minimum Age | Minimum Corpus |
|-------------------------------|-------------|----------------|
| LIC Of India | 30 | 1,00,000 |
| SBI Life Insurance | 40 | 2,40,000 |
| ICICI Prudential Life | 30 | Any Amount |
| HDFC Life Ltd | 30 | Any Amount |
| Star Union Dai-ichi Life | 45 | 1,00,000 |

The following are the variants that are available in India and with most of the ASPs. Subscriber needs to select any of the below mentioned option on the withdrawal form:

1. **Annuity for life** - On death of the annuitant, payment of annuity ceases
2. **Annuity for life with return of purchase price on death** - On death of the annuitant, payment of annuity ceases and the purchase price is returned to the nominee
3. **Annuity payable for life with 100% annuity payable to spouse on death of annuitant** - On death of the annuitant, annuity is paid to the spouse during his/her life time. If the spouse predeceases the annuitant, payment of annuity will cease after the death of the annuitant.
4. **Annuity payable for life with 100% annuity payable to spouse on death of annuitant with return on purchase of annuity** - On death of the annuitant, annuity is paid to the spouse during his/her life time and purchase price is returned to the nominee after the death of the spouse. If the spouse predeceases the annuitant, payment of annuity will cease after the death of the annuitant and purchase price is paid to the nominee.

Note:

Please note the exit from NPS and purchase of annuity from empanelled ASP are two separate processes. It is mandatory for subscribers to purchase annuity scheme from Annuity Service Providers (ASP) empanelled by PFRDA. Post receipt of the form by ASP and completely satisfying themselves of completeness of the form and KYC requirements, annuity shall be issued to subscriber.

The more details on the availability of particular annuity scheme with an ASP and annuity quotes etc. are available on the CRA's website as per link below:

www.npscra.nsdl.co.in/annuity-service-providers.php

ASP Scheme Details and Annuity Selection Matrix may change. Please visit CRA website before filling Annuity Details. The list of empanelment of ASPs may undergo changes depending upon new empanelment of ASPs by PFRDA from time to time.

16. Default Annuity Scheme (for Government Sector subscriber only)

The subscriber upon exit from NPS shall have to purchase annuity with a minimum of 80% of the accumulated pension wealth which shall provide for annuity for life of the subscriber and his or her spouse (if any) with provision for return of purchase price of the annuity and upon the demise of such subscriber, the annuity be re-issued to the family members in the order specified hereunder at a premium rate prevalent at the time of purchase of such annuity by utilizing the purchase price required to be returned under the annuity contract (until all the family members in the order specified below are covered) :

- (a) living dependent mother of the deceased subscriber;
- (b) living dependent father of the deceased subscriber.

After the coverage of all the family members specified above, the purchase price shall be returned to the surviving children of the subscriber and in the absence of children, the legal heirs of the subscriber, as may be applicable.

However, the subscriber who does not wish to opt default option mentioned above and wishes to choose the annuity contract of his choice from the available annuity types or contracts with the annuity service providers may choose an option as mentioned under instruction no. 15 above.

| Wages in kind | Net weight in store | | | No. of entry in Produce Book | Difference/variation between expected yield and actual out-turn | Reasons for variation (in brief) | Initials of Store Keeper | Yield per acre | | | | | | Remarks | |
|---------------|---------------------|-------|-------|------------------------------|---|----------------------------------|--------------------------|----------------|-------|-------|-------|-------|-------|---------|--|
| | Qts. | Kilo. | Grams | | | | | Grain | | | Straw | | | | |
| | | | | | | | | Qts. | Kilo. | Grams | Qts. | Kilo. | Grams | | |
| 24 | Qts. | 25 | Grams | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | |

Form AU 11/3 (a)
{Referred to in Rule 11.6 (d)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Vegetable Fruit Picking and Disposal Register

| Sr. No. | Date of picking | Previous bal- ance | Quantity picked | Total | Quantity sold | Balance | Rate (Rs.) | Amount re- ceived (Rs.) | Cash Receipt No. (Veg./Hort. Deptt.) | Cash Receipt No. of (D/F) | Sign. of official Incharge | Sign. of Officer Incharge | Remarks |
|---------|-----------------|-----------------------|--------------------|-------|---------------|---------|------------|----------------------------|--|------------------------------|-------------------------------|------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |

Form AU 11/4
{Referred to in Rule 11.9 (a)}

| CCS HARYANA AGRICULTURAL UNIVERSITY | | CCS HARYANA AGRICULTURAL UNIVERSITY | | | | | | | |
|-------------------------------------|----------------|-------------------------------------|----------------|---------|--------------|-------------|------------|--------------|---------|
| Bill Book | | Bill Book | | | | | | | |
| Book No. _____ | Book No. _____ | Book No. _____ | Book No. _____ | | | | | | |
| Bill No. _____ | Bill No. _____ | Bill No. _____ | Bill No. _____ | | | | | | |
| Dated _____ | Dated _____ | Dated _____ | Dated _____ | | | | | | |
| To _____ | To _____ | To _____ | To _____ | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | |
| Month & Date | Particulars | Rate (Rs.) | Amount (Rs.) | Remarks | Month & Date | Particulars | Rate (Rs.) | Amount (Rs.) | Remarks |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| | | | | | | | | | |

1. Date of Reminder
2. Date on which paid should
3. Sr. No. of entry in Cash Book
- N.B. – Remittance to be made payable to _____
Please quote number of bill when remitting. Commission
- be added when remittances are made by cheques.
- Signature _____
Designation _____
- Signature _____
Designation _____

Form AU 11/6
{Referred to in Rule 11.14}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Livestock Register of the Agricultural Research Farm/Station

| Sr. No. | Date of entry of purchase | Name of the person and place purchased from | Authority for purchasing | Price Rs. P. | January 20__ | | January 20__ | | January 20__ | | Remarks | | | | | |
|---------|---------------------------|---|--------------------------|-----------------|----------------------|---------------------|----------------------|---------------------|----------------------|---------------------|---------|----|----|----|----|----|
| | | | | | Evaluation Rs. P. | Condition of animal | Evaluation Rs. P. | Condition of animal | Evaluation Rs. P. | Condition of animal | | | | | | |
| 1 | 2 | | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Form AU 11/9 (d)
{Referred to in Rule 11.17(d)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register for Fruit Trees

| 1 | 2 | Name of the fruit crop with details of varieties | | Number of Fruit Trees/Plants at the commencement of the year | | | 6 | 7 | 8 | 9 | No. of planted trees during the year | Details of inputs | | | | | | | | | | | | | | |
|----|--|--|-------------------------------|--|---|--|---|----|-------------------------------|----|--------------------------------------|--|------|--------------|----------|------------|----|----------|----|----------|----|--------|----|----------|----|------------------------------------|
| | | 3 | 4 | 5 | 6 | 7 | | | | | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | |
| | | Fruit bearing trees | Still in the un-bearing stage | Others | Source and date of receipt of fruit trees | Date of planting of Fruit Trees in the field | Cost in case of purchase & ref. to page in case of transfer from Nursery Register | | | | | Initials | Date | Item | Quantity | Initials | | | | | | | | | | |
| 15 | Tree/Plants found dead during the year | 16 | Reason of death of plants | 17 | Total survived (3+4+5+9)-(15) | 18 | Bearing fruit trees | 19 | Still in the un-bearing stage | 20 | Others | Condition of plants/trees at the time of fruitation and periodic review and date of review | 21 | Expected QH. | 22 | Actual QH. | 23 | Initials | 24 | Expected | 25 | Actual | 26 | Initials | 27 | Income from sale of fruit/ produce |

**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
FARM**

Office of _____

Gate Pass No. _____

Date _____

Purpose _____

The following articles are allowed to be taken out by Sh. _____

Signature with designation
of receiving person

Signature with designation
of receiving person

Form AU 12/1
 {Referred to in Rule 12.4 }

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Job Order and Evaluation Register

Year _____

| | | |
|----|-----------------------------------|--|
| 1 | Sr. No. of Job Order | |
| 2 | Date | |
| 3 | Name and party placing the order | |
| 4 | Details of the order | |
| 5 | Size of the publication | |
| 6 | Quantity | |
| 7 | Kind of material involved | |
| 8 | Date of actual completion | |
| 9 | Bill No. | |
| 10 | Amount | |
| 11 | Initials of Incharge of the Press | |
| 12 | Remarks | |

Form AU 12/4
{Referred to in Rule 12.5}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Receipt of Paper

S.No. _____ Date _____

Received the following quantity of paper for the job mentioned from the Deptt. of _____ vide Order No. _____ dated _____

| S.No. | Particulars of paper | Quantity | Job |
|-------|----------------------|----------|-----|
| | | | |

Consumption Certificate will be issued after the job is executed and the department may please collect it from the University Press.

Incharge press

Form AU 12/5
{Referred to in Rule 12.5}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Certificate of Consumption of Material

To

Reference your order No. _____ Dated _____

The detailed consumption of material supplied by your office against the job is as under :-

| | | |
|--|---|-------|
| Description of job | : | _____ |
| | | _____ |
| Size | : | _____ |
| Number of pages | : | _____ |
| Number of copies printed (including reprints if any) | : | _____ |
| Kind of paper and size supplied to the Press | : | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| Quantity of paper consumed including wastage @ 2% | : | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| Balance, if any | : | _____ |

Incharge Press

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
FARM WORKSHOP
JOB ORDER

Form No. _____

Dated _____

Tractor Make/Implements _____

Tractor No. _____

Hours run _____

Department _____

Name of Scheme & No. _____

(A) Description of work

Signature of Driver

Signature of HOD with seal

(B) Report of Workshop

Signature of Mechanic

Signature of Workshop Engineer

(C) List of Parts used

Certified that the above parts have been fitted in my presence and repairs work got done to my satisfaction and relevant old parts have been received by the driver/S.K. of concerned department.

Signature of Driver

Signature of Mechanic

Signature of Workshop Engineer

Form AU 13/2
{Referred to in Rule 13.3}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
FARM WORKSHOP
JOB ORDER REGISTER

| Job order No. & date | Defects | Action taken | Date of deliv- ery of tractor | Signature of Tractor Driver |
|-------------------------|---------|--------------|----------------------------------|-----------------------------------|
| | | | | |

Form AU 13/3
{Referred to in Rule 13.3}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

FARM WORKSHOP N.A. REGISTER

| Job Order No. & date | Defects | Reasons of issue of N.A. | Signature of Workshop Engi- neer |
|-------------------------|---------|-----------------------------|--|
| | | | |

Form AU 13/4
 {Referred to in Rule 13.4 (a)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
FARM WORKSHOP
INDENT FORM

| Description of parts | Qty. | Cost | Vehicle No. | LFO No. | Ref.old part | Remarks |
|----------------------|------|------|-------------|---------|--------------|---------|
| | | | | | | |

Certified that the above articles are essential for the execution of job.

Workshop Engineer

Approving Authority

Signature of receiver

Store keeper

Form AU 13/5
{Referred to in Rule 13.4(b)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
FARM WORKSHOP
RETURN SLIP

Book No. _____ Indent No. _____

Slip No. _____

Job Order No. _____ Name of the Job _____

| Sr. No. | Nomencla- ture | Quantity returned | Cost Rs. P. | Remarks | Stock Led- ger posting reference |
|---------|-------------------|----------------------|----------------|---------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Certified that the above articles are surplus from the Job Order Reference.

Taken on

Signature of the
Returning Officer

Signature of the
Supervisor

Signature of the
Store keeper

Form AU 13/6
{Referred to in Rule 13.5}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
FARM WORKSHOP
GATE PASS

Gatte Pass No. _____ Indent No. _____

Date _____

Purpose _____

The following articles are allowed to be taken by Shri

Signature of person

Foreman

Form AU 13/7
{Referred to in Rule 13.6}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

FARM WORKSHOP

| <p>Bill-cum-invoice Book No. _____ Page No. ___ Despatch No. ___ Date ___ Job order No. ___ Name of the Job ___ To _____ The _____ _____</p> <p>Reference your order No. ___ dated ___</p> <p>The order has since been complied with and the articles delivered to you on _____</p> <p>2. The cost thereof as detailed below may please be remitted in cash/will be adjusted by the Comptroller by book transfer.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Rs.</th> <th style="width: 10%; text-align: center;">P.</th> </tr> </thead> <tbody> <tr> <td>Cost of material consumed</td> <td></td> <td></td> </tr> <tr> <td>Cost of labour</td> <td></td> <td></td> </tr> <tr> <td>Cost of outside services</td> <td></td> <td></td> </tr> <tr> <td>Overhead charges</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> </tbody> </table> | | Rs. | P. | Cost of material consumed | | | Cost of labour | | | Cost of outside services | | | Overhead charges | | | Total | | | <p>Bill-cum-invoice Book No. _____ Page No. ___ Despatch No. ___ Date ___ Job order No. ___ Name of the Job ___ To _____ The _____ _____</p> <p>Reference your order No. ___ dated ___</p> <p>The order has since been complied with and the articles delivered to you on _____</p> <p>2. The cost thereof as detailed below may please be remitted in cash/will be adjusted by the Comptroller by book transfer.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Rs.</th> <th style="width: 10%; text-align: center;">P.</th> </tr> </thead> <tbody> <tr> <td>Cost of material consumed</td> <td></td> <td></td> </tr> <tr> <td>Cost of labour</td> <td></td> <td></td> </tr> <tr> <td>Cost of outside services</td> <td></td> <td></td> </tr> <tr> <td>Overhead charges</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> </tbody> </table> | | Rs. | P. | Cost of material consumed | | | Cost of labour | | | Cost of outside services | | | Overhead charges | | | Total | | |
|--|-----|-----|----|---------------------------|--|--|----------------|--|--|--------------------------|--|--|------------------|--|--|-------|--|--|--|--|-----|----|---------------------------|--|--|----------------|--|--|--------------------------|--|--|------------------|--|--|-------|--|--|
| | Rs. | P. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of material consumed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of labour | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of outside services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overhead charges | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Rs. | P. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of material consumed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of labour | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of outside services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overhead charges | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Signature & designation`
designation

Signature &

Form AU 13/8
{Referred to in Rule 13.9}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
JOB ORDER FORM

To

The Head,
Department of Agricultural Engineering,
College of Agricultural Engg. & Tech.,
CCS HAU, Hisar

Memo. No. _____

Dated : _____

You are requested to execute the under noted manufacturing/repair job and debit the cost to _____(scheme)/send the bill for payment to the undersigned. Certified that sanction of the competent authority has been obtained and funds exist. Efforts may please be made to execute the job by _____(date).

(Details of jobs)

Signature and Designation of Indentor

Job Order No. _____

Department of Agricultural Engineering

No. _____

Date _____

Ref. : His Memo. No. _____ dated _____

- 1. It is regretted that the job for which order has been placed cannot be executed by the Departmental Workshop.

OR

- 2. The job in question has been taken in hand and is likely to be completed by _____

Prof. & Head,
Department of Agril. Engineering

To

Form AU 13/10
 {Referred to in Rule 13.11}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Daily Work Sheet

Name of worker _____ Daily/Monthly pay _____

Designation _____ Month _____

| Date | Hours | Daily work | Signature of Supervisor/ AE(W) |
|------|-------|------------|--------------------------------|
| 1 | 2 | 3 | 4 |
| | | | |

Form AU 13/11
 {Referred to in Rule 13.12 (a)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Job Indent (For Material Required)

Book No. _____ Date _____

Indent No. _____ Job Order No. _____

Name of the Job

| Sr. No. | Articles indented | Qty. indented | Qty. issued | Cost Rs. | Reference to stock ledger |
|---------|-------------------|---------------|-------------|----------|---------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Certified that the above articles are essentially required for the execution of the job.

Work Incharge

Agril. Engineer(Workshop)/Officer concerned

Received item Sr. No. 1 to _____

Receiver

Issued on _____

Store keeper

Form AU 14/2
(Referred to in Rule 14.2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Tractor Log Book

| Date | Kind of operation and brief details of work done | Scheme | Section in which worked | Working hours | | | Fuel & Lubricants | | | | | | | | | Signature of Driver | Signature of Incharge | Remarks | |
|------|--|--------|-------------------------|---------------|----|--------------|-------------------|----------|----------|---------|----------|----------|---------|----------|----------|---------------------|-----------------------|---------|--|
| | | | | From | To | No. of hours | Diesel | | | M. Oil | | | Greese | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | | | | | | | | Received | Consumed | Balance | Received | Consumed | Balance | Received | Consumed | Balance | | | |

Form AU 14/3
{Referred to in Rule 14.4(1)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Particulars of Vehicles and Incumbency of Drivers

1. Type of vehicle: Car/Station Wagon/Lorry/Jeep/ Truck
2. Mark of Vehicle
3. Registered No. of the vehicle
4. Engine No.
5. Chassis number
6. Horse Power
7. Whether petrol or diesel engine
8. Date of Acquisition
9. How acquired (by purchase or transfer from other department)
10. Whether New or Second Hand
11. Tyres No. 1 2 3 4 5
12. List of tools and accessories
13. List of spare parts to be kept with the driver

Particulars of the driver in charge of the vehicle

| Sr. No. | Name of driver | Period of charge From To | Signature of the driver | Signature of the Controlling officer |
|---------|----------------|--|-------------------------|--------------------------------------|
| 1 | 2 | 3 | 4 | 5 |

Check of tools & accessories

| Date of checking | Name & full designation of checking officer | Result of checking | Initials of checking officer | Remarks |
|------------------|---|--------------------|------------------------------|---------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Form AU 14/4
{Referred to in Rule 14.4(2)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Repairs and replacement of Tyres and batteries of
University Vehicle No.....

| Sr. No. | Date | Repairs/Replacement of Tyres, batteries, changing of oil filter elements etc. | Expenditure | | Signature of Controlling Officer | Remarks |
|---------|------|---|-------------|--------------------|----------------------------------|---------|
| | | | Amount(Rs.) | Voucher No. & Date | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Requisition for a University vehicle

1. Date on which required:
2. Time of start of journey:
3. Time and date of end of journey
4. Place of commencement of journey
5. Purpose of journey:
6. Places/stations to be visited:
7. Name and designation of officers/officials travelling on official duty:
8. Name of the Department from whom charges are to be made
9. Whether the funds exist for meeting the expenditure in the current financial year
10. Scheme under which expenditure is to be booked

Signature of Indenting Office
Designation.....

HOD concerned

Remarks regarding availability of the vehicles of required category

Controlling Officer

Secretary to Vice-Chancellor

Form AU 14/6(a)
 {Referred to in Rule 14.6(2)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Duty Register

| Date | Sr. No. of Duty slip | Designation of the Requisitioner | Purpose of journey/ use | Place/Time | Duration for which allowed | Scheme to which chargeable | No. of vehicle | Kind of vehicle | Acknowledgement of duty slip by driver | Remarks |
|------|----------------------|----------------------------------|----------------------------|------------|----------------------------|----------------------------|----------------|-----------------|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Duty Slip

- 1. Name of driver on duty:
- 2. Vehicle No.
- 3. Details of Journey
-
-
- 4. Approximate mileage
- 5. Approximate time of commencement of journey
- 6. Approximate time of end of journey.....
- 7. Purpose of journey.....
- 8. Chargeable to

Signature of Controlling Officer
Designation

Form AU 14/7
(Referred to in Rule 14.7)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Particulars of consumption of Fuel, Oil and Lubricants

| Month | Petrol or diesel oil used in kilometers per liter | Engine oil consumed in milliliter per kilometer | Remarks |
|-------|---|---|---------|
| 1 | 2 | 3 | 4 |
| | | | |

Form AU 14/9
{Referred to in Rule 14.12(6)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Bill for Private Journeys

1. Name of the Officer/official
2. No. of vehicles
3. Date on which used
4. Time of commencement of journey
5. Time on which journey ended
6. Extremities of the journey
7. Mileage of the journey
8. Rate
9. Amount due

Transport Officer/
Controlling Officer

Form AU 14/10
{Referred to in Rule 14.13(a)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register for Old Spare Parts

| Sr. No. | Name of item (old parts) | Original purchase price | Indent No. & date vide which new parts have been obtained | Vehicle No. | Signature of Store keeper | Signature of Store Incharge |
|---------|--------------------------|-------------------------|---|-------------|---------------------------|-----------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form AU 15/1
{Referred to in Rule 15.2(2)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Transfer Entry

Name of Organization Officer.....

Entry No.....

| Reference to order when necessary | Details of supplies or service rendered or misclassification | Quantity | Rate Rs. | Amount Rs. | Incidental Rs. | Total Rs. |
|-----------------------------------|--|----------|----------|------------|----------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Minor Head or Scheme..... Minor Head or scheme.....

| Amount ± | | | Amount ± | | |
|------------|-----------------|-----|------------|-----------------|-----|
| Income Rs. | Expenditure Rs. | SOE | Income Rs. | Expenditure Rs. | SOE |
| | | | | | |

Forwarded to the Comptroller for carrying out the adjustment and advising the month in which it is done.

Signature & Designation of
HOD/Office

Transfer carried out in the month of.....

Copy forwarded to :

1. J.D. Audit.
- 2.
- 3.

Comptroller

Form AU 15/2
{Referred to in Rule 15.2(2)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register of Transfer Entries

| Date | No. of transfer entry | Disbursing Officer Affected | Amount(Rs.) | Initial of Clerk or Assistant | Date of receipt of the T.E. from the Comptroller | Month in which carried out | Signatures in token of incorporation of the amount in the monthly account | Remarks |
|------|-----------------------|-----------------------------|-------------|-------------------------------|--|----------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Form AU 16/1
(Referred to in Rule 16.3)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Applications for appointments/admissions

Name of Post..... Last date for the receipt of applications.....

| Sr. No. of Application | Date of receipt | Name of Applicant | Address of Applicant | Amount of application fee paid | No. of Postal Order or cash receipt | Initials of the employee empowered to receive application | Remarks |
|------------------------|-----------------|-------------------|----------------------|--------------------------------|-------------------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Form AU 16/2
(Referred to in Rule 16.4)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Medical Certificates

| Date of application | Name of applicant | Designation | Amount of Fee Rs. | No. of Postal Order or cash receipt | Date of Examination | Whether issued or refused | Signature of the Medical Officer | Remarks |
|---------------------|-------------------|-------------|-------------------|-------------------------------------|---------------------|---------------------------|----------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Form AU 16/5
(Referred to in Rule 16.10)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Degrees to be issued in Absentia

| Date of convocation | Name of degree | Name of Absentee | University Admission No. | Date of application for issue of Degree | Fee paid Rs. | No. & Date of receipt or Postal Order | Date of issue or dispatch of degree | Initials of dealing Asstt. | Initials of Registrar/Asstt. Registrar | Remarks |
|---------------------|----------------|------------------|--------------------------|---|--------------|---------------------------------------|-------------------------------------|----------------------------|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Form AU 16/6
(Referred to in Rule 16.11(2))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Duplicate and Other Certificates

| Date | Name of applicant | Nature of certificate re-quired | Fee paid Rs. | No. and date of receipt/ Postal Order | No. and date of certificate issued | Initials of the dealing Asstt. | Initials of the Registrar/Asst Registrar | Remarks |
|------|-------------------|---------------------------------|--------------|--|------------------------------------|--------------------------------|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Form AU 16/7
(Referred to in Rule 16.15(1))

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Receipt book for students' fees

College..... Date.....
Received from Shri..... Class.....
Admission No.....the following dues for the period.....

| University dues | Rs. P. | Amalgamated Fund | Rs. P |
|-----------------|--------|------------------|-------|
|-----------------|--------|------------------|-------|

| | | | |
|--------------------------------|--|-----------------------------|--|
| University Admission/ | | University Sports and Youth | |
| Readmission Fee | | Welfare Fund | |
| College Admission/ | | Magazine Fund | |
| Readmission Fee | | Medical Fund | |
| Room Rent | | N.C.C. Fund | |
| Tuition Fee | | Curricular activates Fund | |
| Delay Fine | | Clubs Funds: | |
| Other Fines | | a) Badminton | |
| Examination Fee | | b) Tennis | |
| Dropping and adding course fee | | c) Music | |

Total:

Total:

| Hostel Fund | Rs. P. | Deposits | Rs. P |
|-------------|--------|----------|-------|
|-------------|--------|----------|-------|

| | | | |
|-------------------------------------|--|------------------|--|
| Hostel Maintenance Fund | | Library Security | |
| Common Room Fund | | Hostel Security | |
| Utensil, Crockery and Breakage Fund | | College Security | |
| Electricity Fund | | | |
| Cycle Stand Fund | | | |
| Additional Electricity Charges | | | |
| Fan charges | | | |

Total:

Total:

Grand Total Rs.....

(In words)

Posted in

1. Day Book Page..... Signature
2. Demand and Collection Ledger
3. Signature of Ledger Keeper

Sign. of Dues Receiving Clerk

Form AU 16/8
{Referred to in Rule 16.15(3)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Daily Fee Collection Register

| Sr. No. | Name | Admission No. | Class | University/College dues | | | | | | | | | | Hostel Fund | | | |
|---------|------|---------------|-------|--|---------------------------------------|-------------|------|-----------|-----------------|-------------------------------------|-------|----------------------------|---------------------|--|------------------|--------------|-------|
| | | | | University Admis- sion/Readmission Fee | College Admission/ Readmission Fee | Tuition fee | Fine | Room Rent | Examination fee | Dropping and add- ing course fee | Total | Hostel maintenance Fund | Common Room Fund | Utensil, Crockery and breakage Fund | Electricity Fund | Fan. Charges | Total |
| | | | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |

Contd. Form 16/8

| University /College dues | | Deposits | | | |
|--|-----|----------|-----|-----|-----|
| University Sports and Youth Welfare fund | Rs. | Rs. | Rs. | Rs. | Rs. |
| Medical Fund | 20 | 20 | 21 | 22 | 23 |
| N.C.C. Fund | Rs. | Rs. | Rs. | Rs. | Rs. |
| Co-curricular activities fund | 22 | 22 | 23 | 24 | 25 |
| (a) Badminton (b) Tennis (c) Music | Rs. | Rs. | Rs. | Rs. | Rs. |
| College Magazine Fund | 24 | 24 | 25 | 26 | 27 |
| Total | Rs. | Rs. | Rs. | Rs. | Rs. |
| Library security | Rs. | 26 | 27 | 28 | 29 |
| Hostel security | Rs. | 27 | 28 | 29 | 30 |
| College Security | Rs. | 28 | 29 | 30 | 31 |
| Total | Rs. | 29 | 30 | 31 | 32 |
| Grand total | Rs. | 30 | 31 | 32 | 33 |
| Receipt No. | Rs. | Rs. | Rs. | Rs. | Rs. |
| Date | Rs. | Rs. | Rs. | Rs. | Rs. |

Contd From AU 16/9

| | | University /College dues | | | | Club Fund | | | | Deposits | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|----|--------------------------|--|--|--|-----------|-----|--|--|--------------|----|-----|--|--|-------------|----|-----|--|--|-------------------------------|----|-----|--|--|--|----|-----|--|--|-----------------------|----|-----|--|--|------------------|
| Fan Charges | 15 | Rs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 16 | Rs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 17 | Rs. | | | University Sports and Youth Welfare Fund | 18 | Rs. | | | Medical Fund | 19 | Rs. | | | N.C.C. Fund | 20 | Rs. | | | Co-curricular activities fund | 21 | Rs. | | | (a) Badminton (b) Tennis (c) Music | 22 | Rs. | | | College Magazine Fund | 23 | Rs. | | | Total |
| | 18 | Rs. | | | | 19 | Rs. | | | | 20 | Rs. | | | | 21 | Rs. | | | | 22 | Rs. | | | | 23 | Rs. | | | | 24 | Rs. | | | Library Security |
| | 24 | Rs. | | | | 25 | Rs. | | | | 26 | Rs. | | | | 27 | Rs. | | | | 28 | Rs. | | | | 29 | Rs. | | | | 30 | Rs. | | | Hostel Security |
| | 26 | Rs. | | | | 27 | Rs. | | | | 28 | Rs. | | | | 29 | Rs. | | | | 30 | Rs. | | | | 31 | Rs. | | | | 32 | Rs. | | | College Security |
| | 28 | Rs. | | | | 29 | Rs. | | | | 30 | Rs. | | | | 31 | Rs. | | | | 32 | Rs. | | | | 33 | Rs. | | | | 34 | Rs. | | | Total |
| | 29 | Rs. | | | | 30 | Rs. | | | | 31 | Rs. | | | | 32 | Rs. | | | | 33 | Rs. | | | | 34 | Rs. | | | | 35 | Rs. | | | Grand Total |
| | 30 | Rs. | | | | 31 | Rs. | | | | 32 | Rs. | | | | 33 | Rs. | | | | 34 | Rs. | | | | 35 | Rs. | | | | 36 | Rs. | | | Receipt No. |
| | 31 | Rs. | | | | 32 | Rs. | | | | 33 | Rs. | | | | 34 | Rs. | | | | 35 | Rs. | | | | 36 | Rs. | | | | 37 | Rs. | | | Date |
| | 32 | Rs. | | | | 33 | Rs. | | | | 34 | Rs. | | | | 35 | Rs. | | | | 36 | Rs. | | | | 37 | Rs. | | | | 38 | Rs. | | | Remarks |

Form AU 16/11
{Referred to in Rule 16.21(1)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Funds Cash Book

| Income | | | | Expenditure | | | | | | | | | |
|--------|--------------------|---------------------------------|-------|------------------------|------|--------------|-----------------|-------------|------------|---------------------------------|-------|---------|--|
| Date | From whom received | Name of the Funds to be printed | Total | Date of credit in bank | Date | To whom paid | On what account | Voucher No. | Cheque No. | Name of the Funds to be printed | Total | Remarks | |
| | | Rs. Rs. Rs. | | | | | | | | Rs. Rs. Rs. | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |

| | | | | | | | |
|-------------------------|----|--|--|----|--|--|--|
| By whom or how occupied | 12 | | Roof | 13 | | | |
| | | | Floor | 14 | | | |
| | | | Walls | 15 | | | |
| | | | No. of storeys | 16 | | | |
| | | | Plinth area including verandahs of building / length & width of Road | 17 | | | |
| | | | Cost per square feet of plinth area of building only (Col. 8) Rs. | 18 | | | |
| Remarks | 19 | | | | | | |

FormAU-17/1 (a)
[Referred to in Rule 17.2]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Register of land record

| Sr. No | Khasra No. | Area and nature of land | Kind of use (whether irrigated/under building or roads) | Name of the owner with description if any | Whether purchased/acquired or taken on lease and cost thereof | Name of the department/section which controls the area of land. | Remarks |
|--------|------------|-------------------------|---|---|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Form AU-17/3(b)
[Referred to in Rule 17.5(2)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Distribution Register of Un-Consumable Articles

| Date of Issue | Sr. No. of the article as entered in the non-consumable register | Name of article | Total No. of articles issued | Name and designation of the person to whom issued | Signatures of the person to whom issued | Date of return | Quantity returned | Balance | Signature of DDO |
|---------------|--|-----------------|------------------------------|---|---|----------------|-------------------|---------|------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Form AU-17/5
[Referred to in Rule 17.6(1)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Indent Form for Consumable Stores and Stationary articles

Indent Book No.....

Indent No.....

Dated.....

Please supply the following stores/stationary articles for official use to

| Sr. No. | Name of the article | Quantity/number (both in Nos. & words) | Page No. with Stock Register No. | Remarks |
|---------|---------------------|--|----------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 |

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Signature of the Indentor

Received above articles in good condition

Signature of the receiver

APPROVED

Signature of officer Incharge

Issued and entered in the Stock Register

Store Keeper

Verified

Officer Incharge

Form AU-17/6(a)
[Referred to in Rule 17.6(3)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
SUBSIDIARY REGISTER FOR GLASSWARES

Name of article.....

| Date | Source of Receipt | Quantity received | Breakage/ consumption since last receipt | Balance | Note of review by Head of Deptt. |
|------|-------------------|-------------------|--|---------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Form AU-17/6 (b)
[Referred to in Rule 17.6(3)]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
SUBSIDIARY REGISTER FOR CHEMICALS

Name of chemical.....

| Date | Source of Receipt | Quantity Received | Consumption since last receipt | Balance | Signature of the user | Note of review by Head of Deptt. |
|------|-------------------|-------------------|--------------------------------|---------|-----------------------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form AU-17/7
[Referred to in Rule 17.7)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Demand Voucher (Indent)

Name of the indenting Department I.V. No.....
Date.....

Please supply the following articles and debit expenditure to scheme

| Sr. No. | Description | | Quantity | | Rate Rs. | Amount Rs. | Ledger folio | Inventory ref. | Entered in Stock Register at page | Remarks |
|---------|-------------|---------------|----------|--------|----------|------------|--------------|----------------|-----------------------------------|---------|
| | Recurring | Non-recurring | Indented | Issued | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

| | | |
|---|--|--|
| Certified that the funds are available, financial sanction of the competent authority exists and quantities indented are in accordance with the approved scales . | | Total Plus overhead charges if any Grand Total |
| Signature of Head of the Deptt. | Person authorised to draw..... Name | For Store Purchase Officer, Valued/Checked by..... Posted Store Ledger..... |

Form AU-17/8
[Referred to in Rule 17.8]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Despatch Register (For postage stamps account)

| Despatch No. | Date | Complete designation & address to whom letter despatched | Subject | Dairy No. | Value of the postage stamps affixed |
|--------------|------|--|---------|-----------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Form AU-17/10
[Referred to in Rule 17.12]

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Inventory Register

| Sr. No. Of the Register | Name of the Register | Pages | Volume No. | Name & designation of the official maintaining the Register | Date on which brought into use | Date on which closed | Initial of HOD/DDO | Remarks |
|-------------------------|----------------------|-------|------------|---|--------------------------------|----------------------|--------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | The date of destruction to be shown in this column if the life has been pre-scribed |

Form AU 18/3
{Referred to in Rule 18.3(2)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
LIBRARY

Gift Acknowledgement

Book No.....

Reference No.....

Acknowledgment No.....

Dated.....

Receipt of gifts specified below from.....is hereby acknowledged with thanks:

| Sr. No. | Particulars of the gift | Quantity | Accession No. |
|---------|-------------------------|----------|---------------|
|---------|-------------------------|----------|---------------|

Deputy/Asstt. Librarian

Form AU 18/5
{Referred to in Rule 18.4(4)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR LIBRARY

Subscription Record of Journals and other periodicals

Title..... Call No.....
 Publisher.....

| Agent | Period covered | Vol. No. | Amount of Subscription | Invoice No. & Date | Period extended | Refund | Remarks |
|-------|----------------|----------|------------------------|--------------------|-----------------|--------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Attendance Record

| Year | Volume | January | February | March | April | May | June | July | August | September | October | November | December | Remarks |
|------|--------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

Frequency..... Volume per year..... Dept.....

Library has.....

Title

Form AU 18/6
(Referred to in Rule 18.5)

**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
LIBRARY**

Overdue Charges Register

| Date | Name | Acc. No. | Date of Return | Overdue charges | Receipt No. | Remarks |
|------|------|----------|----------------|-----------------|-------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Form AU 18/8
(Referred to in Rule 18.15)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Library Book Shop

Daily Sale Register

| Date | Bookshop Cash Memo or Invoice No. | Amount | Cash Book Page | Initial | Remarks |
|------|---|--------|----------------|---------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Form AU 18/9
(Referred to in Rule 18.15)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Library Book Shop

Credit Sales-cum-no Dues Register

| Bill No. & Date | Amount | Customers Name | Deptt. | Details of Payment | Remarks |
|-----------------|--------|----------------|--------|--------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Form AU 18/10
(Referred to in Rule 18.16)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Library, Bookshop

Cash Memo

Receipt No..... Dated.....
Customer's Name.....

| Stock No. | Author & Title | Publisher's Price | Amount | |
|-----------|----------------|-------------------|--------|----|
| | | | Rs. | P. |

Total Amount..... Signature

Form AU 18/11
(Referred to in Rule 18.19)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Library, Bookshop

Bill Book

Receipt No.....

Dated.....

Customer's Name.....

| Sr. No. | Stock No. | Author & Title | Publisher's Price | Quantity | Amount | |
|---------|-----------|----------------|----------------------|----------|--------|----|
| | | | | | Rs. | P. |

Bill prepared by.....Checked by.....

- Note
1. Payment should be made within three weeks.
 2. Payment due from Deptt./Offices/Library should be made by Book adjustment/Transfer entries.
 3. Payment due from Fellowship Holders should be made by crossed cheque drawn in favor of Director, Library Book Shop, HAU Books will be delivered on receipt of payment.

Books received by:

Signature with date
and Office seal

For Director
CCS HAU, Book Shop

Form AU 18/12
(Referred to in Rule 18.21)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Library, Bookshop

Annual Statement of Accounts for the year.....

| Purchases | Receipts |
|---|--|
| 1. Opening stock | 1. Closing stock |
| 2. Payments made for purchases effected during transfer the financial year. | 2. Payments received through entries. |
| 3. Payments yet to be made to the suppliers for the purchases made during the financial year. | 3. Payments received in cash/by cheque. |
| 4. Payments received out of the outstanding payments pertaining to the previous year(s). | 4. Payments yet to be received. |
| 5. Expenditure made out of permanent imprest during the financial year. | 5. Payments made during the financial year for the previous year (s) Purchases already shown in savings. |
| 6. Total (1-5) | 6. Total (1-5) |

| | |
|--|---|
| A. Total receipts. | = |
| B. Total purchases | = |
| C. Gross savings (A-B) | = |
| D. Establishment expenditure on the staff engaged in the Library Bookshop | = |
| E. Net savings (C-D) | = |

Director,
HAU, Bookshop

Form AU 19/1
{Referred to in Rule 19.2(1) }

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Licence Fees of Buildings and Lands

| Registered No. of building or land | Particulars of property (including class & name in case of building) | By whom occupied | | Standard Licence Fee (In red ink) | | Arrears from last year | Month | Assessment (Rs.) | Realization (Rs.) | Balance (Rs.) | Remarks |
|------------------------------------|--|--------------------|----------------------|-----------------------------------|----------|------------------------|--------|------------------|-------------------|---------------|---------|
| | | Name Rank & Office | Pay & Allowances Rs. | Authority | Rate Rs. | | | | | | |
| | | | | | | | April, | | | | |
| | | | | | | | May | | | | |
| | | | | | | | June | | | | |
| | | | | | | | July | | | | |
| | | | | | | | Aug. | | | | |
| | | | | | | | Sept. | | | | |
| | | | | | | | Oct. | | | | |
| | | | | | | | Nov. | | | | |
| | | | | | | | Dec. | | | | |
| | | | | | | | Jan., | | | | |
| | | | | | | | Feb. | | | | |
| | | | | | | | March | | | | |

Form AU 19/2
{Referred to in Rule 19.3(1) }

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Licence Fee Roll

Statement of Licence Fees recoverable in cash or by deduction from pay bills for the month of _____

Name of Campus/Station _____

| Sr. No. | Reference to Register of Licence Fees | Particulars of the building | Name, rank & office of occupant with his pay and allowances as known to the Deputy Estate Officer | Licence Fee Rs. | Fan charges Rs. | Hedge charges Rs. | Meter charges Rs. | Water charges Rs. | Arrears if any & nature thereof Rs. | Total Rs. | Amount recovered during Rs. | Remarks with date and other particulars of changes of the rates of emoluments shown in Col.4 |
|---------|---------------------------------------|-----------------------------|---|-----------------|-----------------|-------------------|-------------------|-------------------|-------------------------------------|-----------|-----------------------------|--|
| 1 | 2 | | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

To be filled in by the DDO

Forwarded to _____ Dated _____
No. DEO/_____

Deputy Estate Officer

Completed and returned to the Deputy Estate Officer.

Certified that the pay and allowances of the licencees named herein remained unchanged during the month and that no arrears of emoluments were paid to them during the previous month except as indicated in Col.13.

Dated _____

Drawing and Disbursing Officer

Form AU 21/2
{Referred to in Rule 21.7 (b)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Bill Maintenance Register

| Sr. No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|---------|---|------|--------------------|-----------------|----------|-------------------|-----------------------------------|-----------------|--------------------------------|----------|--------------|----------------------------------|---------------------------------------|---------|
| | | Date | Name of the Debtor | On what account | Rate Rs. | Other charges Rs. | Total amount recover- able Rs. | No. of the Bill | Sent vide this office memo. | Initials | Reminder No. | Date of receipt or adjustment | Entry in the Cash Book Receipt No. | Remarks |

Form AU 21/3
(Referred to in Rule 21.10)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Annual review relating to publication of Haryana Kheti by The
Directorate of Extension Education for the Financial Year _____ -

| Month | Total No. of copies printed | Disposal | | | | | | Sale/subscription proceeds including credit sales | Proceeds from advertisement etc. | Total proceeds |
|-------|-----------------------------|------------------------|------------------|-------------|----------------------|-------|-----------------------|---|----------------------------------|----------------|
| | | To regular subscribers | Casual cash sale | Credit sale | Complementary copies | Total | Balance unsold copies | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| April | | | | | | | | | | |
| May | | | | | | | | | | |
| June | | | | | | | | | | |
| July | | | | | | | | | | |
| Aug. | | | | | | | | | | |
| Sept. | | | | | | | | | | |
| Oct. | | | | | | | | | | |
| Nov. | | | | | | | | | | |
| Dec. | | | | | | | | | | |
| Jan. | | | | | | | | | | |
| Feb. | | | | | | | | | | |
| March | | | | | | | | | | |
| Total | | | | | | | | | | |

| A. | Income for the year | | B. | Expenditure for the year | | C. | Profit/Loss |
|----|---------------------|--|----|--------------------------|----------------------|----|-------------|
| | (i) | Cash Income Rs. | | (i) | Expenditure incurred | | |
| | (ii) | Income due against credit sales or advertisement Rs..... | | (ii) | Expenditure accrued | | |
| | | Total..... | | | Total | | |

Officer-in-charge
Haryana Kheti

Form AU 22/1
{Referred to in Rule 22.1(2)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Admission & Withdrawal Register of the Campus School at Hisar

| Date of admission | Sr. No. | Name of the student | Date of birth (in words & figures) | Father's Name | Father's occupation | Whether Father/ Mother HAU employee | Whether entitled to free education being child of HAU/Class IV employees/ University labour | Date of withdrawal | Remarks |
|-------------------|---------|---------------------|------------------------------------|---------------|---------------------|-------------------------------------|---|--------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Note : The age entries should be recorded in words, and any change in such entries should be initialed by the Principal and explained in the remarks column.

Form AU 22/2
{Referred to in Rule 22.3(1)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Register of Daily Attendance in The _____

| Sr. No. in the admission register | Class and Name of student | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
|-----------------------------------|---------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Number of students on rolls at the beginning of month _____

Number of students on rolls at the end of the month _____

Number of school meeting during the month _____

Total of attendances during the month _____

Average daily attendance during the month _____

N.B. : Presence should be indicated by a down stroke; absence without leave by the letter A; absence on sick leave, by the letter S; and absence on other leave by the Letter L; at each roll call in the column provided for the purpose.

All changes should be attested by the Principal.

Contd..- Form AU 22/2
{Referred to in Rule 22.3(1)}

Class of the Campus School at Hisar.

| Amount collected during the month on account of | | | | | | | Tuition fee etc. | Arrears due | | Total |
|---|---------------------|-------------------|------|-------|-------|------|---------------------|-------------|--|-------|
| Admission fee | Tuition fee etc. | Arrears of fee | Fine | Funds | Total | Fine | | Funds | | |
| | | | | | | | | | | |

Amount realized and credited : Rs.
First instalment on.
Second instalment on.
3rd instalment on.

Total Rs.
Signature of the Teacher Incharge
Checked by

Principal

Form AU 22/3
{Referred to in Rule 22.3(3)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Demand & Collection Register of the Campus School

Number of students at the end of each month

| Paying full fee | Children of University employee/labour | | | Other Students | | |
|-----------------|--|----------------------------------|---|-----------------|---------------------------------------|-------|
| | Entitled to brother/sister concession | Entitled to employees concession | Labour children & children of Class-IV employees entitled to free education | Paying full fee | Entitled to brother/sister concession | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Nursery I | | | | | | |
| Nursery II | | | | | | |
| KG-I | | | | | | |
| KG-II | | | | | | |
| 3 rd | | | | | | |
| 4 th | | | | | | |
| 5 th | | | | | | |
| 6 th | | | | | | |
| 7 th | | | | | | |
| 8 th | | | | | | |
| 9 th | | | | | | |

| | | | | | | | | | |
|------------------|--|--|--|--|--|--|--|--|--|
| 10 th | | | | | | | | | |
| 11 th | | | | | | | | | |
| 12 th | | | | | | | | | |
| Total | | | | | | | | | |

Certified that I have personally verified the accuracy of the above amounts by comparison with the relevant Attendance Register, relevant Cash Book and other relevant record.

Principal
Campus School

Contd.- Form AU 22/3
 {Referred to in Rule 22.3(3)}

For the month of _____

| Admission fee | Realisation 1 st Instalment | | | Realisation 2 nd Instalment | | | Realisation 3 rd Instalment | | | | Remarks | | |
|---------------|--|------|-------|--|------------------|------|--|---------------|------------------|------|---------|-------|--|
| | Tuition fee etc. | Fine | Funds | Admission fee | Tuition fee etc. | Fine | Funds | Admission fee | Tuition fee etc. | Fine | | Funds | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |

Form AU-23/1
(Referred to in Rule 23.2)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Group Saving Linked Insurance Scheme (GSLIS)

Particulars for admission to the GSLIS (to be sent in duplicate by 15th July each year)

The following persons have joined during the year from 1st August to 31st July

| Name & Designation | Father's Name | Scale | Date of birth | Date of joining | Category | Membership No. (to be Allotted by CAU Office) | Rate of monthly premium | Remarks |
|--------------------|---------------|-------|---------------|-----------------|----------|---|-------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Certified that:

- (i) The above particulars are true and correct.
- (ii) The above listed employees(s) has/have been in continuous service during the six months immediately preceding the Effective Date/Annual Renewal Date/Accounting Date and are whole time salaried employee(s)
- (iii) has/have not been absent to an active work on grounds of ill-health for a continuous period of more than six days at a stretch on any one occasion or for more than a total of thirteen days during the period of six months immediately preceding the Effective Date/Annual Renewal Date/Accounting Date.
- (iv) Were actively at work on full time on Effective Date/Annual Renewal Date/Accounting Date.

The nominations have been obtained from each of them. The Membership No. may please be allotted.

Signature of HOD

To

The Comptroller
CCS HAU, Hisar

No. _____

Date: _____

Returned after doing the needful. This letter be pasted in the service book

Asstt. Comptroller/A&AO
For Comptroller

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Form of Nomination for Group Saving Linked Insurance Scheme

Name of Employee

Father's/Husband's Name

I _____ hereby nominate the persons mentioned below who are members/not members of my family as defined in Haryana Civil Services Rules to receive the amount that may be admissible from Group Saving Linked Insurance in the event of my premature death and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

| Name & Address of nominee | Relation-ship with employee | Age | Amount of share of assistance be paid to each (*) | Contingen-cies on the happening of which the nomination shall become invalid | Name, address & relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her pre-deceasing the employee on the happening of the contingency or contingencies specified in the previous column. |
|---------------------------|-----------------------------|-----|---|--|--|
| | | | | | |

Dated.....Day of.....20.....

At.....

Two witnesses to Signature
(with designation & address)

Signature of the employee

1.
(Name in capital)

Accepted

2.
(Name in capital)

HOD

Note (*) This column should be filled in so far as to cover the whole amount of assistance that may be admissible.

Form AU-23/4
(Referred to in Rule 23.6)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Deduction Bill towards GSLIS

Part-A

Particulars of members in whose case the contribution is being drawn in Regular bill

Name of Deptt./Office..... For the month of.....

No. & Name of Scheme.....

| Name | Designation | GSLIS Account No. | Amount of Contribution | Remarks |
|------|-------------|-------------------|------------------------|---------|
| 1 | 2 | 3 | 4 | 5 |

Drawing & Disbursing Officer
For use in Comptroller's Office
Paid Vide Vr. No.....
Cheque No.
Dated.....
Classified

Part-B

Particular of members in whose case the contribution is not being drawn & will be drawn as Arrears.

Name of Deptt./Office

No. & Name of Scheme.....

| Name | Designation | GSLIS Account No. | Amount of Contribution | Reason for not drawing the salary |
|------|-------------|-------------------|------------------------|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 |

HOD

Form AU-23/8
(Referred to in Rule 23.9)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Group Saving Linked Insurance Scheme
Register of Deletions

For the month of.....

| Membership No. | Name | Month from which discontinued | Position at the end of the Month | | | | |
|----------------|------|-------------------------------|----------------------------------|-------|----|-----|----|
| | | | Description | Class | | | |
| | | | | I | II | III | IV |
| 1 | 2 | 3 | 4 | | | | |

- (i) No. of Members at end of last Month
(ii) No. of Members left During the Month
(iii) No. of Members at the Close of the Month

Asstt. Comptroller/A&AO
For Comptroller

Form AU-23/9
(Referred to in Rule 23.11)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Group Saving Linked Insurance Scheme

Allotment of Revised Membership No. of Group Saving Linked Insurance Scheme

Promotion/Demotion on receipt of information from HOD

- 1. Name of Employee _____
- 2. Membership No. _____
- 3. Class to which relates _____
- 4. Class to which to be admitted _____
- 5. Reasons of change due to promotion/demotion _____
- 6. Scale of present post _____
- 7. Date of promotion/demotion _____
- 8. Designation _____
- 9. Remarks _____

Dated.....

Signature of H.O.D.
(With seal)

Returned to theNew Membership No. is.....
The entries in the Service Book may please be made accordingly. For further correspondence, the new membership number only may be quoted.

Asstt. Comptroller/A&AO
For Comptroller

Form AU 24/1
{Referred to in Rule 24.7}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Application for Release of Financial Aid out of
Employees' Welfare Fund

| | | | |
|----|--|--|---|
| 1. | Full information of the deceased University Employee | | |
| | (i) | Name & Designation | : |
| | (ii) | Deptt./office | : |
| | (iii) | Date of Birth | : |
| | (iv) | Date of joining of employee | : |
| | (v) | Date of death (with proof) | : |
| | (vi) | Pay scale | : |
| 2. | Full information of Applicant/claimant | | |
| | (i) | Name | : |
| | (ii) | Full Address | : |
| | (iii) | Relationship with the deceased University employee | : |
| 3. | Any other information | | |
| | It is requested to release the Financial Aid out of the Employees Welfare Fund as per CCS HAU Rules. | | |

Encl : Death Certificate

Place :

Signature of the applicant

Date :

Form AU 25/1
 {Referred to in Rule 25.4(2)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Proforma for Starting a new Self Financing Scheme

1. Name of Scheme
2. Location
3. Name of Deptt.
4. Objectives of the scheme
5. Practical /commercial utilities of operation
6. Budget required under each
SOE(add SNE BM-3)
7. Anticipated income
8. Details of other schemes running in the deptt.

| Sr. No. | Name of scheme | Financing Agency | Income of scheme during last 3 years | Average of three years | Contingent budget of last year |
|---------|----------------|------------------|--|------------------------|--------------------------------|
| | | | 1 st yr. 2 nd yr. 3 rd yr. | | |
| | | | | | |

HOD

Form AU 25/2
{Referred to in Rule 25.4 (14)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
PROFORMA FOR GRANT OF INCENTIVE

| Name of Self Financing Scheme | Year | Allotment | Expenditure | Depreciation of equip. & other items specially purchased for SF scheme | Total expnd. (4+5) | Income | Profit/Loss (7-6) |
|--|------|------------------|--|--|--|------------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Refund of seed money 20% from 5 th year onwards (where seed money has not yet been recovered, the same be recovered now in five installments) | 9 | Net Profit (8-9) | Incentive (equal to 10% of net profit to be distributed to the actual workers) | Amount of incentive to be given | Amount/incentive recommended by the committee & approved by the V.C. | Closing balance (9+13) | Remarks |
| | 10 | 11 | 12 | 13 | 14 | 15 | |

Form AU 25/3
{Referred to in Rule 25.5}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Balance Sheet of Self Financing Scheme for the Year.....

- Name of Scheme
- Year of start

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|------------------------|------------------------------|-----------------------------------|---|--------------------|--------------------------------|--------------|------------|--------------------|----------------------------|----------------------------------|-----------------------------|--------------------------------------|-----------------------|--|
| Allotment for the year | Targetted income of the year | Expnd. (including transfer entry) | Depreciation of equip. and other items specifically purchased for S.F. Scheme | Total Expend.(3+4) | Income accrued during the year | Profit (6-5) | Loss (5-6) | Seed money, if any | Incentive for current year | Ploughing back of income, if any | Closing balance of the year | Net closing balance as per last year | Total Closing balance | In case of loss or less income then targetted to proportionate expenditure |
| | | | | | | | | | | | | | | |

Certified that:

- No Income of other schemes has been booked to the Self Financing Scheme.
- All the income booked actually relates to the scheme.
- No expenditure of input relating to the scheme has been booked to other scheme(s).
- All the pending bills relating to this scheme have been included.
- There is no down-fall of income of other schemes running in the deptt. and there is increase in income of each scheme, proportionate to the increase in the contingent budget. Statement of details of income of other schemes in the deptt. is enclosed.

Head of Department

Form AU 25/4
(Referred to in Rule 25.5)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Income position of the schemes other than Self Financing Scheme of the Dept.

| Sr.No. | Name of scheme(s) other than S.F. Scheme running in the Dept. | Name of Financing Agency | Average income of Last 3 years of the scheme | Contingent budget of last year | Contingent budget current year | %age increase in contingent budget | %age decrease in contingent budget | Income of last year | Actual income of current year | %age increase in income | %age decrease in income | Reasons for downfall of income |
|--------|---|--------------------------|--|--------------------------------|--------------------------------|------------------------------------|------------------------------------|---------------------|-------------------------------|-------------------------|-------------------------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

Head of Department

Form AU 27/1
{Referred to in Rule 27.4 (iv)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
BALANCE SHEET OF SELF FINANCING SCHEME ON EXPERIENTIAL LEARNING
FOR THE YEAR _____

Name of the Department _____ Name of the scheme _____
Year of Start _____

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|------------------------|-----------------------------|-------------------|--------------------------------|-------------|----------------------------|---|---|-----------------------------|--------------------------------------|-----------------------|---------------------------------------|
| Allotment for the year | Targeted income of the year | Total expenditure | Income accrued during the year | Profit/Loss | Incentive for current year | Transfer of income to Central Training Fund | Depreciation of equipment and other items | Closing balance of the year | Net closing balance as per last year | Total closing balance | Closing balance as per Bank Pass Book |
| | | | | | | | | | | | |

Certified that:

1. No income of other schemes has been booked to the Self Financing Scheme.
2. All the income booked actually relates to the scheme.
3. No expenditure of input relating to the scheme has been booked to other scheme(s).
4. All the pending bills relating to this scheme have been included.

Lead Faculty

Head of Department

Form AU 27/2
{Referred to in Rule 27.6 (v)}

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
PROFORMA FOR GRANT OF INCENTIVE

| | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|------|---|-----------|---|-------------------|---|--------|---|-------------|---|---|---|--|---|---------------------------------|----|---|----|-----------------|
| 1 | Name of Self Financing Scheme on Experiential learning | 2 | Year | 3 | Allotment | 4 | Total Expenditure | 5 | Income | 6 | Profit/Loss | 7 | Incentive of net profit to be distributed | 8 | Names of Trainees/Students/Staff (Attendance to be maintained) | 9 | Amount of incentive to be given | 10 | Justification for recommending the proposed incentive | 11 | Closing balance |
| | | | | | | | | | | | | | | | | | | | | | |

Lead Faculty

Head of Department