



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(Established under Haryana Act No.XXV of 1975)
'A+' Grade University accredited by NAAC

No. AC-IV/Misc./20/ 1514
Dated: 12-02-2020

To

The Director,
Computer Centre,
M.D.University, Rohtak

Subject: **Amendments/Modifications to various Ordinances and Rules & Regulations.**

Sir,

Find enclosed copy of Amendments/Modifications to various Ordinances and Rules & Regulations approved by the Executive Council in its meeting held on 31.12.2019 for uploading the same on the University website at appropriate place. You are also requested to supply the PDF file of the same to this office at the earleast for taking further necessary action.

Yours faithfully,

Encl: As above.

S. Balg 12/2/20
Dy. Superintendent (Academic)
for REGISTRAR

G. Saurabh
12/02/2020

CO



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(Established under Haryana Act No.XXV of 1975)
'A+' Grade University accredited by NAAC

The Executive Council in its meeting held on 31.12.2019 has approved the amendments/modifications to various Ordinances and Rules & Regulations as per Annexure-I and II, respectively. These amendments/modifications are being sent for keeping the record up-to-date.

REGISTRAR

Endst.No.AC-IV/CS/20/ 1210-95 Dated: 06-02-2020

A copy of the above is forwarded to the following for information and necessary action:

1. The Secretary to Governor-Chancellor, Haryana Raj Bhavan, Chandigarh.
2. The Director General, Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula.
3. The Registrar, Kurukshetra University, Kurukshetra.
4. The Controller of Examinations, M.D.University, Rohtak.
5. University Librarian, Vivekananda Library, M.D.University, Rohtak.
6. The Dean, Students' Welfare, M.D.University, Rohtak.
7. All the Heads of the University Teaching Departments, M.D.University, Rohtak.
8. The Chief Warden (Boys), M.D.University, Rohtak.
9. The Chief Warden (Girls), M.D.University, Rohtak.
10. All the Branch Officers, M.D.University, Rohtak.
11. The Joint Director (Audit), M.D.University, Rohtak.
12. The Director, University Computer Centre, M.D.University, Rohtak. He is requested to kindly upload the same on the University website at appropriate place.
13. OSD to Vice-Chancellor, M.D.University, Rohtak.
14. OSD to Registrar, M.D.University, Rohtak.
15. Superintendent (Acad.), M.D.University, Rohtak.
16. AC-II and VI Sets, Academic Branch, M.D.University, Rohtak.

M. B. T.
Assistant Registrar (Academic) / 20.
for REGISTRAR *dt*

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
INDEX**

Correction Slip No.	Particulars	Page No.
ORDINANCES		
1.	Revision of rate of remuneration of the Observer, Nodal Centre	1
2.	Prescription of Qualifications and Selection Criteria for direct recruitment to the posts of Steno-typist and Clerk-cum-Junior Data Entry Operator	1
3.	Paper Setting and evaluation of Ph.D course work/M. Phil	1
4.	Modification in MoUs for charging GST over the rent of the buildings provided to NCC Group Headquater and I Haryana Bn	2
RULES & REGULATIONS		
5.	Revision of rates of room rent/meal charges and amendment in the rules for the University Faculty House	3
6.	Assent of the Hon'ble Chancellor, Haryana for amendment to Statute-26 and 27	3
7.	Amendments in Chapter-34 "Compassionate Assistance to the dependent of deceased University employees"	4
8.	Implementation of Govt. instructions with regard to grant of Honorarium in the shape of pension to the retirees of University who retired prior to 01.04.1995	4
9.	Substitution of the word 'initial post' in place of 'feeder post' in the cadre post within hierarchy or ordinary line of promotion in the cadre	4
10.	Amendment in House Allotment Rules	5-13
11.	Amendment in the rules "Publication and Distribution of Research Journals"	13
12.	Guidelines for appointment of Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, Floating Faculty and Professor Emeritus in the University	14

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ANNEXURE- A/1

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
ORDINANCES**

1. Revision of rate of remuneration of the Observer, Nodal Centre

Revision of rate of remuneration of Observer, Nodal Centre from Rs.450/- per day to Rs.350/- per session w.e.f. coming session of November, 2019 examinations.

[E.C. Reso. No. 17 of 31.12.2019]

2. Prescription of Qualifications and Selection Criteria for direct recruitment to the posts of Steno-typist and Clerk-cum-Junior Data Entry Operator

Prescription of Qualifications and Selection Criteria for direct recruitment to the posts of Steno-typist and Clerk-cum-Junior Data Entry Operator (Appendix C/1 pages 1-6).

[E.C. Reso. No. 20 of 31.12.2019]

3. Paper Setting and evaluation of Ph.D course work/M. Phil

Paper Setting and evaluation of Ph.D course work/M.Phil from the External Examiners as under:-

1. Panel of at least 10 outside examiners, for paper setting and evaluation of answer books, be supplied to the Secrecy Branch by the HOD concerned along with their Mobile No., e-mail ID for each paper.
2. Rates may be revised of Ph.D course work/M.Phil for paper setting to Rs.1000/-for each paper.
3. Rates of evaluating Ph.D. Course work/M.Phil answer books may be revised to Rs.25/- each, subject to the minimum of Rs.200/-.
4. In case, if the paper is not set by external examiner, paper may be got set through extended panel supplied by the HOD comprising the Faculty from the concerned Department.

[E.C. Reso. No. 21 of 31.12.2019]

4. Modification in MoUs for charging GST over the rent of the buildings provided to NCC Group Headquarter and I Haryana Bn

Modification in MoUs for charging of 18% GST over the rent of the buildings provided to NCC Group Headquarter and I Haryana Bn (Appendix C/2 pages 7-10).

[E.C. Reso. No. 23 of 31.12.2019]


Assistant Registrar (Academic)
for REGISTRAR 

ANNEXURE- A/2
MAHARSHI DAYANAND UNIVERSITY ROHTAK
RULES & REGULATIONS

5. Revision of rates of room rent/meal charges and amendment in the rules for the University Faculty House

Revision of rates of room rent/meal charges and amendment in the rules for the University Faculty House (Appendix C/3 pages 11-15).

[E.C. Reso. No. 51 of 04.09.2019 &
Reso. No. 1 of 31.12.2019]

6. Assent of the Hon'ble Chancellor, Haryana for amendment to Statute-26 and 27

Assent of the Hon'ble Chancellor, Haryana Raj Bhawan as received vide letter No.HRB-UA-29(2)-02/6404 dated 15.11.2019 for making the amendment to Statute 26 and 27 of MDU Act, 1975. (Appendix C/4 pages 16-17) as under:

Existing	Amended
Statute-26 "Departments" There shall be the following University Teaching Departments:- 1-10 xx xx xx 11. Department of History	Statute-26 "Departments" No Change 1-10 xx xx xx 11. Department of History and Archaeology
Statute- 27 "Assignment of Departments of Studies to Faculties." The following shall be the departments of studies assigned to various faculties:- I-II xx xx xx III Faculty of Social Sciences:- 1 to 20 xx xx xx 21. History	Statute- 27 "Assignment of Departments of Studies to Faculties." No Change No change No Change 21. Department of History and Archaeology

[E.C. Reso. No. 11 of 31.12.2019]

7. Amendments in Chapter-34 "Compassionate Assistance to the dependent of deceased University employees"

Amendments in Chapter-34 "Compassionate Assistance to the dependent of deceased University employees" appearing in University Calendar Volume-IV in terms of the instructions issued by the Chief Secretary to Government Haryana vide letter No. 07/05/2018-1GSII dated 19th September, 2019 (Appendix C/5 pages 18-44).

[E.C. Reso. No. 13 of 31.12.2019]

8. Implementation of Govt. instructions with regard to grant of Honorarium in the shape of pension to the retirees of University who retired prior to 01.04.1995

Implementation of the Govt. letter Memo No. 18/220-2017/UNP(3) dated 19.09.2019 (Appendix C/6 pages 45-46) in granting Honorarium in the shape of pension under Pt. Deen Dayal Upadhyaya scheme to the retired who retired prior to 01.04.1995.

[E.C. Reso. No. 14 of 31.12.2019]

9. Substitution of the word 'initial post' in place of 'feeder post' in the cadre post within hierarchy or ordinary line of promotion in the cadre

Substitution of the word 'initial post' in place of 'feeder post' in the cadre post within hierarchy or ordinary line of promotion in the cadre retrospective effect.

[E.C. Reso. No. 19 of 31.12.2019]

5

10. Amendment in House Allotment Rules

Amendment in House Allotment Rules (Appendix C/7 pages 47-49):

Existing		Proposed
1	These rules may be called "M.D. University Residential Accommodation Rules."	These rules may be called "M.D. University Residential Accommodation Rules."
2	<ul style="list-style-type: none"> i) These rules apply to allotment of residential accommodation of different types constructed by the University from time to time for various categories of the staff. ii) The House Allotment Committee will have the power to recommend the allotment of the house as per Seniority List to the Vice Chancellor. iii) Proposals/recommendations for allotment of residential accommodation shall not emanate from any other University Officer/Body. iv) The constitution of House Allotment Committee shall be as under :- <ul style="list-style-type: none"> a) A professor from U.T.D to be nominated by the Vice Chancellor, Chairman. b) Registrar c) A Associate Professor from the U.T.D to be nominated by the Vice- Chancellor. d) President, M.D. University NonTeaching Employees Association. e) President, M.D. University Teachers' Association. f) Asstt. Registrar/Deputy Registrar (General) will act as Secretary of the House Allotment Committee. i) The quorum of the meeting of the House Allotment Committee will be 2/3 of the total membership. ii) The term of the House Allotment Committee shall be one year w.e.f. January to December of a particular year. 	<p align="center">No change</p> <p align="center">No change</p> <p align="center">No change</p> <ul style="list-style-type: none"> c) An Associate Professor from UTD to be nominated by the Vice-Chancellor <p align="center">No change</p>
3	No University employee shall claim the allotment of a residence as a matter of right	No change

4.

For the purpose of allotment of residential accommodation, the University employees shall be classified on the basis of the initial basic pay of their pay scale as follows:-

Sr. No.	Type of House	Pay Scale with Grade Pay/Academic Grade Progression
1	Type-I	4440-7440 + 1300 and above
2	Type-IA	5200-20200 + 1800 and above 4440-7440 + 1800 and above
3	Type-II	9300-34800 + 3200 and above 5200-20200 + 3200 and above
4	Type-IIA	9300-34800 + 4200 and above
5	Type-III/ Type-III Duplex	15600-39100 + 5400 and above 9300-34800 + 5400 and above
6	Type-9J/University Flat	15600-39100 + 7000 and above
7	Type-IV	37400-67000 + 8000 and above 15600-39100 + 7600 and above

The seniority of a particular Type of a House shall be determined on the basis of entry into their Pay Scale including GP/AGP *vis-a-vis* corresponding unrevised pay scale for a particular Type of House Category.

a.) Earmarked houses may be allotted by HAC/Vice Chancellor only to those for whom the said house/houses have/has been earmarked.

b.) If houses of different types in the common category i.e. Type-III/Type-III Duplex or 9J/University Flats are to be allotted simultaneously, preference of eligible employees shall be taken into the account in the order of Seniority as defined above.

c.) Any other residential accommodation which is not categorized in the above types at present shall be categorized by the House Allotment Committee.

d.) The office will circulate the seniority list to the employees giving **15 days** time for filing objections. The objections received shall be considered by the House Allotment Committee. If no objection is received within the stipulated period, the list circulated will be accepted as valid. The seniority list should be updated and circulated at least once a year.

e.) **Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July.** The office will prepare the category-wise seniority lists of applicants as per Clause 4 above and get it vetted by the Estt. Br and also it is to be determined on the last date of submission of applications in respective months. The House Allotment Committee shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to

The following classification shall be taken into account for allotment of residential accommodation:

Sr No	Type of House	Grade Pay as per 7th Pay Commission Scale	
		Functional level	ACP Level
1	Type-I	L-DL	-
2	Type-IA	L-1 to L-5	ACPL-1 to ACPL-5
3	Type-II	L-6	ACPL-6 to ACPL-9
4	Type-IIA	L-7 to L-8	ACPL-10 to ACPL-11
5	Type-III / Type-III Duplex / Type-III Flats	L-9 to L-10 AL-10	ACPL-12 to ACPL-14
6	Type-9J / University Flat / Faculty Flats	L-11 AL-11	ACPL-15
7	Type-IV	L-12 and above AL-12 to AL-15	ACPL-16 to ACPL-19 and above

Note: If an employee is drawing salary as per the 6th pay commission, he/ she may be considered for allotment of house by placing him/ her in the corresponding level of 7th pay commission.

a) If any of the earmarked houses remains to be allotted, the same may be allotted by the Vice-Chancellor using discretion to the employees getting salary in the same level for which the specific house was earmarked.

No change

No change

d) The office will circulate the seniority list to the employees giving **07 days** time for filing objections. The objections received shall be considered by the General Administration Office for removal of errors at its level and thereafter by House Allotment Committee. If no objection is received within the stipulated period, the list circulated will be accepted as valid. The seniority list should be updated and circulated at least once a year.

e) **Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July.** The office will prepare the category-wise seniority lists of applicants as per Clause 4 above and get it vetted by the Establishment Branch and also it is to be determined on the last date of submission of applications in respective months. The House Allotment Committee shall consider allotment of houses on the basis of seniority and

	<p>accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Seniority list after obtaining the approval of the Registrar.</p> <p>Preference for allotment of house on the ground floor may be considered on medical grounds supported by a certificate issued by the CMO only.</p> <p>f) In allocation of vacant houses, requests for shifting and fresh allotment shall be clubbed together and allotment shall be done on the basis of seniority. However, request for Ground floor accommodation supported by adequate medical ground/ physically challenged and certificate issued by CMO/other competent authority recommending ground floor living/avoidance of stairs climbing may be given due consideration. Moreover, mutual shifting in the same category shall be allowed by the Vice Chancellor subject to the condition that the employees concerned must have at least one year service period at his credit at the time of mutual shifting.</p>	<p>willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letter to the employee next in the waiting list after obtaining the approval of the Registrar. The HAC will prepare waiting list of 3 employees in each category, which will remain valid till the next meeting of HAC.</p> <p>Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July. There is no need to apply afresh by the applicants for 2nd cycle of a year who had applied for the allotment of houses during the 1st cycle of the year. The office will prepare the category-wise seniority lists of applicants as per Clause 4 above and get it vetted by the Estt. Br and also it is to be determined on the last date of submission of applications in respective months. The House Allotment Committee shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Seniority list after obtaining the approval of the Registrar.</p> <p>Preference for allotment of house on the ground floor may be considered on medical grounds supported by a certificate issued by the CMO only.</p> <p>f) In allocation of vacant houses, requests for shifting and fresh allotment shall be clubbed together and allotment shall be done on the basis of seniority. However, request for Ground floor accommodation supported by adequate medical ground/ physically challenged and certificate issued by CMO/other competent authority recommending ground floor living/avoidance of stairs climbing may be given due consideration. Moreover, mutual shifting in the same category shall be allowed by the Vice Chancellor subject to the condition that in case of Mutual Shifting of houses, there is a condition that the remaining period of service of employees should be at least one year. In such cases, if a person after mutual shifting, leaves the house before completion of one year after mutual shifting, he/ she will be liable to pay HRC and other charges for one complete year including the period of his/ her stay after shifting and he/ she will not be paid HRA during this period by the University.</p>
<p>5</p>	<p>i) As soon as any accommodation becomes available, the House Allotment Committee will allot the houses strictly in order of seniority list except clause-6(ii). In any case the seniority will not be violated.</p> <p>ii) The date of entry of an employee into the pay scale and GP/AGP (as mentioned in Clause 4) shall be the basis of allotment for a house of that category. If the date of eligibility for a particular category of houses is the same in the case of more than one employee then the date of eligibility for lower category of houses will be the criterion for determining seniority. In case this date is also the same, the employee older in the age shall be senior.</p> <p>iii) If a house in the category to which an employee is entitled is not available, he may be allotted a house in the lower category i.e. one step below the one to which he is eligible. For this purpose, the date of joining against a post in the</p>	<p>i) As soon as any accommodation becomes available, the House Allotment Committee will allot the houses strictly in order of seniority except clause-6(ii). In any case the seniority will not be violated.</p> <p>ii) The date of entry of an employee into the pay scale and GP/AGP (as mentioned in Clause 4) shall be the basis of allotment for a house of that category. If the date of eligibility for a particular category of houses is the same in the case of more than one employee then the date of eligibility for lower category of houses will be the criterion for determining seniority. In case this date is also the same, the employee older in the age shall be considered senior.</p> <p>iii) If a house in the category to which an employee is entitled is not available, he may be allotted a house in the lower category i.e. one step below the one to which he is eligible if the employee had made such a request while applying. For this purpose, the date of joining against a</p>

	<p>lower pay scale or the date of entering the University service (whichever is later) shall determine his seniority viz-a-viz others entitled to that category. Provided this will not debar him subsequently from the allotment of a house to which he is entitled.</p>	<p>post in the lower pay scale or the date of entering the University service (whichever is later) shall determine his seniority vis-a-vis others entitled to that category. Provided this will not debar him subsequently from the allotment of a house to which he is entitled.</p>																																																																	
<p>6</p>	<p>i) a) The rent for the accommodation provided by the University shall be charged as per rates prescribed by the University from time to time. From 1st July 2012, the following rates have been prescribed:</p> <p>1.5% of (Basic Pay + GP/AGP) (for all categories of houses).</p> <p>As 1.5% of initial basic pay is less than the standard rent in case of all types of houses the same is approved fixed as monthly rent (HRC) in addition to HRA.</p> <p>b) Water charges, Lawn charges (only for ground floor) and fan charges shall be charged from the employees on account of allotment of residential accommodation on the campus as given below:</p> <table border="1" data-bbox="199 846 767 1350"> <thead> <tr> <th>Sr No</th> <th>Category of House</th> <th>Water Charges P.M.</th> <th>Lawn Charges P.M.</th> <th>Fan Charges P.M.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Type-IV</td> <td>Rs. 70/-</td> <td>Rs. 50/-</td> <td>Rs.10/-per fan for all categories</td> </tr> <tr> <td>2.</td> <td>Type-III/ Type-III duplex/ Type-9J/ University Flats</td> <td>Rs. 40/-</td> <td>Rs. 30/-</td> <td></td> </tr> <tr> <td>3.</td> <td>Type-IIA/ supervisor Houses</td> <td>Rs. 40/-</td> <td>Rs. 30/-</td> <td></td> </tr> <tr> <td>4.</td> <td>Type-II</td> <td>Rs. 40/-</td> <td>N.A</td> <td></td> </tr> <tr> <td>5.</td> <td>Type-IA/ Type-I/ horticulture Houses</td> <td>Rs. 20/-</td> <td>N.A</td> <td></td> </tr> </tbody> </table> <p>c) Normal Monthly Rent would mean "HRA (fixed by Govt. of Haryana from time to time) on the Basic Pay + HRC" during the permissible period retention of a University house.</p> <p>ii) The House Allotment Committee may allot accommodation on priority basis to employees falling in the category of essential services as define below:</p> <ol style="list-style-type: none"> S. E. or XEN One member of the secretarial Staff of each of Vice-Chancellor, PVC, Registrar and COE. However, if one member of these officers has been allotted a house, no one else can be allotted until the former has vacated the house. Driver of the VC S.D.E (Electricity & Public Health) Pump Driver of University Water Works/Disposal. Head, Security Wing, Visually/Physically handicapped with a degree of 70% or more disability. The certificate in 	Sr No	Category of House	Water Charges P.M.	Lawn Charges P.M.	Fan Charges P.M.	1.	Type-IV	Rs. 70/-	Rs. 50/-	Rs.10/-per fan for all categories	2.	Type-III/ Type-III duplex/ Type-9J/ University Flats	Rs. 40/-	Rs. 30/-		3.	Type-IIA/ supervisor Houses	Rs. 40/-	Rs. 30/-		4.	Type-II	Rs. 40/-	N.A		5.	Type-IA/ Type-I/ horticulture Houses	Rs. 20/-	N.A		<p>No change</p> <p>b) Water charges, Lawn charges (only for ground floor) and fan charges shall be charged from the employees on account of allotment of residential accommodation on the campus as given below:</p> <table border="1" data-bbox="810 846 1362 1429"> <thead> <tr> <th>Sr No</th> <th>Category of House</th> <th>Water Charges P.M.</th> <th>Lawn Charges P.M.</th> <th>Fan Charges P.M.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Type-IV</td> <td>Rs.200/-</td> <td>Rs.100/-</td> <td>Rs.20/-per fan for all categories</td> </tr> <tr> <td>2.</td> <td>Type-III/ Type-III duplex/ Type-9J/ University Flats</td> <td>Rs.100/-</td> <td>Rs.60/-</td> <td></td> </tr> <tr> <td>3.</td> <td>Type-IIA/ supervisor Houses</td> <td>Rs.100/-</td> <td>Rs.60/-</td> <td></td> </tr> <tr> <td>4.</td> <td>Type-II</td> <td>Rs.100/-</td> <td>N.A</td> <td></td> </tr> <tr> <td>5.</td> <td>Type-IA/ Type-I/ horticulture Houses</td> <td>Rs. 50/-</td> <td>N.A</td> <td></td> </tr> <tr> <td>6</td> <td>Earmarked category houses</td> <td colspan="3">As per entitlement of employee in respective category of house on the basis of pay scale.</td> </tr> </tbody> </table> <p>c) Normal Monthly Rent would mean "HRA (fixed by Govt. of Haryana from time to time) on the Basic Pay + HRC" during the permissible period of retention of a University house.</p> <p>No Change</p> <p>No Change</p>	Sr No	Category of House	Water Charges P.M.	Lawn Charges P.M.	Fan Charges P.M.	1.	Type-IV	Rs.200/-	Rs.100/-	Rs.20/-per fan for all categories	2.	Type-III/ Type-III duplex/ Type-9J/ University Flats	Rs.100/-	Rs.60/-		3.	Type-IIA/ supervisor Houses	Rs.100/-	Rs.60/-		4.	Type-II	Rs.100/-	N.A		5.	Type-IA/ Type-I/ horticulture Houses	Rs. 50/-	N.A		6	Earmarked category houses	As per entitlement of employee in respective category of house on the basis of pay scale.		
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	<p align="center">respect of disability will be issued by CMO.</p> <p>h) One Medical Officer</p> <p>Note :</p> <p>a) The house to the above Officers /Officials shall be allotted in the category of houses to which they are entitled. An up to date list of allocation under this category, office-wise shall be maintained.</p> <p>b) The House to the persons mentioned at (d) & (f) above shall not be allotted if any other officer from the said Department/Office is already residing in the University Campus.</p> <p>iii) Person getting residential accommodation in terms of Clause-6(ii) shall hold accommodation only for such time as they continue to hold the office for which they were allotted accommodation and that as soon as they cease to hold that office, they would automatically be required to vacate the residential accommodation within one month failing which action will be taken against them as provided in the note to Clause-9 below. Such employees shall have to submit an affidavit (Annexure-'A') in this regard prior to moving into the house.</p> <p>iv) When a University employee having house in the Campus dies or retires from the University service, the spouse or son/daughter of the deceased/retired employee, who is already in the University service may be allowed to retain the accommodation occupied by the employee prior to his/her death/retirement by the HAC/Vice Chancellor. However, the spouse/son/daughter of the deceased/retired employee shall have to vacate the accommodation, on allotment of accommodation to which he/she is entitled, which shall be done on priority basis. In the intermittent period, he shall pay all the charges, as per entitlement of House, initial of the Basic pay of that Category.</p> <p>v) Besides the provision under Clause-6(ii), the Vice-Chancellor shall be competent to allot accommodation on priority basis to any regular employee of the University as per his/her entitlement. However, allotment under this category shall not exceed 10% of the total houses of a category for allotment. In addition to above, the Vice-Chancellor on the recommendation of the Selection Committee shall be competent to offer accommodation to an employee on priority basis. This shall, however, be done only at the time of appointment.</p>	<p>i) Other essential services as may be deemed fit by the Vice- Chancellor.</p> <p>No Change</p> <p>No Change</p> <p>No Change</p> <p>Besides the provision under Clause-6(ii), the Vice-Chancellor shall be competent to allot accommodation on priority basis to any regular employee of the University as per his/her entitlement. However, allotment under this category shall not exceed 10% of the total houses of a category for allotment. In addition to above, the Vice-Chancellor on the recommendation of the Selection Committee shall be competent to offer accommodation to an employee on priority basis. This shall, however, be done only at the time of appointment. Discretionary Quota: There is 10% discretionary quota for the Vice-Chancellor. As and when a junior person to an employee who had been allotted house under Discretionary Quota of the Vice-Chancellor, gets a house (of the same category) allotted as per seniority, then the said employee will be deemed to be allotted house as per seniority and hence will be considered out of the preview of the said Discretionary Quota.</p>
7	<p>The allotment once made shall not ordinarily be disturbed except for any of the following reasons :</p> <p>a) The University Employee occupying University accommodation retires, resigns or his services are terminated.</p> <p>b) The University employee becomes entitled to a higher category of accommodation and when such accommodation is available, if he so desires.</p> <p>c) In case of shifting on request as per rules</p>	<p>No Change</p>

8	<p>A residence shall be deemed to have been allotted to an employee from the date he accepts the offer. Such acceptance shall be in writing and shall not be later than 15 days of the date of offer conveyed to him/her. However, an allottee who has accepted the offer will be free to occupy the University accommodation within 15 days of offer made. If he does not occupy the premises allotted to him or declines the offer already accepted, within 15 days he will have to pay rent for one month of house allotted to him.</p> <p>If acceptance of offer is not received by the Registrar within 15 days of the offer made, the allotment shall be deemed to have been refused and he shall not be eligible for allotment of a house on the Campus for one year.</p> <p>Further, if an employee refuses the allotment, he shall not be considered for allotment of any category of accommodation before the expiry of one year from the date his refusal is received/recorded by the Registrar.</p>	<p>No Change</p> <p>Delete</p>												
9	<p>i) An allotment made under these rules shall continue in force until :-</p> <ol style="list-style-type: none"> The expiry of the concessional period permissible under Clause - 9 (ii) below after the employee ceases to be at the place of his duty. It is cancelled/withdrawn by the Vice-Chancellor/ House Allotment Committee or has been cancelled under any other provision of the rules. It is surrendered by the allottee, or The allottee ceases to occupy the residence. The allottee ceases to occupy the residence. <p>ii) A residence allotted to an employee may be retained in the happening of any of the events specified in column 2 of the table given below for the period specified against it, provided that the residence is required for the bonafide use of the employee or member of his family :-</p> <table border="1" data-bbox="191 1198 782 1926"> <thead> <tr> <th>Sr</th> <th>Events</th> <th>Permissible period for retention of the residence</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Resignation, dismissal, removal or unauthorized absence from duty.</td> <td>One Month</td> </tr> <tr> <td>2.</td> <td>Retrenchment or Retirement</td> <td>Three months. Such employee will pay the normal rent (excluding HRA) being paid by them before their retirement. Blind employees can retain the accommodation for six months after their Retirement.</td> </tr> <tr> <td>3.</td> <td>Death of the allottee</td> <td>The family of the deceased employee may be allowed to retain the allotted house on usual charges at the existing rate i.e. HRA last-drawn + HRC and other usual charges till the date upto which university gives/provides financial aid to the family of deceased employee.</td> </tr> </tbody> </table>	Sr	Events	Permissible period for retention of the residence	1.	Resignation, dismissal, removal or unauthorized absence from duty.	One Month	2.	Retrenchment or Retirement	Three months. Such employee will pay the normal rent (excluding HRA) being paid by them before their retirement. Blind employees can retain the accommodation for six months after their Retirement.	3.	Death of the allottee	The family of the deceased employee may be allowed to retain the allotted house on usual charges at the existing rate i.e. HRA last-drawn + HRC and other usual charges till the date upto which university gives/provides financial aid to the family of deceased employee.	<p>No Change</p> <p>b) It is cancelled or withdrawn by the Vice-Chancellor HAC under any other provision of these rules</p> <p>No Change</p> <p>No Change</p> <p>Such employees will pay the normal rent (excluding HRA) being paid by them before their retirement. Visually impaired employee can retain the accommodation for six months after superannuation.</p> <p>No Change</p>
Sr	Events	Permissible period for retention of the residence												
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<p>4. Transfer to an outside place</p> <p>5. The employee who proceeds on fellowship, scholarship, study leave, EOL for studies visiting assignments etc.</p> <p>6. The employee who proceeds on EOL for job or new assignment in India or aboard or on deputation.</p>	<p>Six Months</p> <p>Period of leave granted by the University.</p> <p>Period of leave granted by the University.</p>	<p>No Change</p> <p>No Change</p> <p>6. The employee who proceeds on EOL for job or new assignment in India or abroad or on deputation.</p>
<p>Note: If the accommodation is not vacated on the expiry of permissible period for retention of the residence under any of the clauses, eviction and rent recovery proceedings as per law under "Haryana Premises & Land Eviction and Rent Recovery Act - 1972" shall be initiated by filing a case in the Court of Law and the person concerned shall be required to pay penal rent as under :</p> <p>i) <i>Upto one month: normal rent + 10% of the Basic pay last drawn.</i></p> <p>ii) <i>For 2nd & 3rd month: normal rent + 20% of the Basic pay last drawn.</i></p> <p>iii) <i>For 4th to 6th month: normal rent + 30 % of the</i></p> <p>In any case i.e. after the retirement, an employee shall have to vacate the premises after nine months (i.e. 3 months permissible period and 6 months penal rent period mentioned above).</p> <p>The Vice-Chancellor may allow retention of residential accommodation beyond the permissible period on normal rent and waive off the condition of the penal rent and deserving cases on merits, where he considers it so necessary on request of the allottee.</p>		<p>No Change</p> <p>After the retirement an employee shall have to vacate the premises after nine months (i.e. 3 months permissible period and 6 months penal rent period mentioned above).</p> <p>The Vice-Chancellor may allow retention of residential accommodation beyond the permissible period on normal rent and waive off the condition of the penal rent in deserving cases on merit, where he considers it so necessary on request of the allottee</p>
<p>10</p>	<p>Every person to whom accommodation has been allotted shall maintain the allotted premises in clean and sanitary conditions to the satisfaction of the University/Municipal and Health authorities.</p>	<p>No Change</p>
<p>11</p>	<p>The allottee shall be responsible for any damage beyond reasonable wear and tear of all fittings and fixture provided in the allotted premises, during the period for which the residence has been and remains allotted to him.</p>	<p>No Change</p>
<p>12</p>	<p>The allottee shall not:-</p> <p>a) Sublet or part with the possession of the whole or part of the allotted premises under any circumstances.</p> <p>b) Construct temporary or unauthorized structures in any part of the allotted premises or make alternations in the building;</p> <p>c) Use the allotted premises or part thereof for purposes other than for which they were meant;</p> <p>d) Make unauthorized extensions from the electric or water connections or temper with them.</p> <p>In the event of an allottee violating any of the above conditions, the University would be competent to withdraw the allotment or take any other necessary action against the allottee as provided in the note to clause-9 above.</p>	<p>No Change</p>

13	The allottee shall not use the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighbourhood.	No Change
14	Every allottee shall permit any officer of the University so authorized or an employee of the University Engineering cell to enter the allotted premises for inspection, etc. between sunrise and sunset.	No Change
15	If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises, to be used for any purpose, which the Vice-Chancellor considers to be improper, the Vice-Chancellor may :- a) require him to vacate the premises; and b) declare him ineligible for University accommodation for a period as may be specified in each case.	No Change
16	An allottee shall on occupation or vacation of the residence, sign an inventory of fittings and/or furniture in the residence. Such an inventory shall be prepared and countersigned by the Registrar or an Officer of the University authorized by the Registrar to do so.	No Change
17	The House Allotment Committee shall be the final authority for interpretation of these rules and an appeal against the recommendations of the House Allotment Committee shall with the Executive Council.	The House Allotment Committee shall be the final authority for interpretation of these rules and authority to decide an appeal against the recommendations of the House Allotment Committee shall rest with the Executive Council.
18	Electricity Charges "Whenever HSEB/ University meters are provided, the allottee must pay to the HSEB/University its dues regularly and in time. In case of default, if electric connection to a house is disconnected, it shall be the responsibility of the allottee to get it reconnected by payment of requisite charges.	No Change
19	The University office shall deduct all charges from the salary bills of the allottee at the rates that may be prescribed by the competent authority from time to time.	No Change
20	In case any allottee fails to pay the electricity charges / water charges to the UHVPN/Public Health Department, the University shall have the power to deduct the same from his salary or other dues.	No Change
21	No separate garage will be provided to the allottee of ground floor, if there is already a provision of parking a car in that house.	No Change
22		After vacation of a house by an occupant the same be immediately handed over to the Engineering Cell (within 7 days) to make the same worth living by carrying necessary repairs and whitewash etc. (within 15 days). The XEN will issue a certificate of perfectly livable condition of the house to the General Administration Office and that will instantly be allotted to the allottee as per HAC recommendations.
23		In case a non-teaching officer is applicant for allotment of a house competing with teaching faculty members in the entitled category, 10% of the houses may be kept reserved for allotment by the House Allotment Committee, to such officer on the basis of seniority within non-teaching applicants in each meeting. The fraction to this effect will be carried forward to the subsequent meeting. As and when cumulative fraction crosses a whole number, house(s) to extent of such whole number will be allotted to such non-teaching officers.
24		It has been noticed that various requests are received from the employees for temporary use of various category of vacant houses for solemnization of marriage or other family function. Such requests may be acceded to on first come first serve basis on the following rates per day alongwith electricity charges (as per meter reading), for

		use of various category of houses:-																
		<table border="1"> <thead> <tr> <th>Category of Houses</th> <th>Rent Per Day (In Rupees)</th> </tr> </thead> <tbody> <tr> <td>Type-I</td> <td>Rs. 300/-</td> </tr> <tr> <td>Type-IA</td> <td>Rs. 500/-</td> </tr> <tr> <td>Type-II</td> <td>Rs. 800/-</td> </tr> <tr> <td>Type-IIA</td> <td>Rs. 800/-</td> </tr> <tr> <td>Type-III</td> <td>Rs. 1000/-</td> </tr> <tr> <td>Type-9J/ Flats</td> <td>Rs. 1200/-</td> </tr> <tr> <td>Type-IV</td> <td>Rs. 1500/-</td> </tr> </tbody> </table>	Category of Houses	Rent Per Day (In Rupees)	Type-I	Rs. 300/-	Type-IA	Rs. 500/-	Type-II	Rs. 800/-	Type-IIA	Rs. 800/-	Type-III	Rs. 1000/-	Type-9J/ Flats	Rs. 1200/-	Type-IV	Rs. 1500/-
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Type-9J/ Flats	Rs. 1200/-																	
Type-IV	Rs. 1500/-																	
25		A person holding the statutory post on regular basis may be considered for allotment of a house one step up beyond his/ her entitlement.																

[E.C. Reso. No. 24 of 31.12.2019]

11. Amendment in the rules "Publication and Distribution of Research Journals"

Amendment in the rules "Publication and Distribution of Research Journals"(Chapter-55 of the University Calendar Volume-III) as under:-

Existing	Amended
<p>The Editorial Board will be constituted by the Chief Editor with the approval of the Vice-Chancellor. The number of members on the Editorial Board (including the Chief Editor) shall not be more than seven. However, there may also be an Advisory Board, constituted by the Editorial Board.</p> <p>xx xx xx</p>	<p>The Editorial Board will be constituted by the Editor-in-Chief with the approval of the Vice-Chancellor. It will comprise of Editor-in-Chief, Editors, Editorial Board, Outside Members. However, there may also be an Advisory Board, constituted by the Editorial Board.</p> <p>Note: The word Chief Editor wherever occurring in the rules 'Publication and Distribution of Research Journals' (Chapter-55 of the University Calendar Volume-III) be replaced with Editor-in-Chief.</p> <p>Annual subscription of Rs.1000/- will be mandatory for contributors (Author and co-authors) w.e.f. 2020 in which his/ her/their article(s) appear(s).</p>

[E.C. Reso. No. 27 of 31.12.2019]

12. Guidelines for appointment of Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, Floating Faculty and Professor Emeritus in the University

Guidelines for appointment of Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, Floating Faculty and Professor Emeritus in the University (Appendix C/8 pages 50-57).

NOTE: THE UGC NOTIFICATION NO. F.10-8/2011 (Admn.I/A&B) DATED 29.05.2013 (Appendix C/9 page 58) TO ENGAGE CONSULTANTS BE ALSO ADOPTED WITH AUTHORISATION TO THE VICE-CHANCELLOR FOR DECIDING THE CONSULTANCY FEE WITHIN THE RANGE PRESCRIBED BY THE UGC FOR THE CONCERNED LEVEL OF THE CONSULTANT TO BE ENGAGED.

[E.C. Reso. No. 28 of 31.12.2019]


Assistant Registrar (Academic)
for REGISTRAR 

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR PRESCRIBING QUALIFICATIONS AND SELECTION CRITERIA IN RESPECT OF VARIOUS NON-TEACHING POSTS OF GROUP(S) A, B, C AND D FOR DIRECT RECRUITMENT HELD ON 08.11.2019 AT 11:00 AM IN THE REGISTRAR'S COMMITTEE ROOM AND ON 23.11.2019 AT 10.00 AM IN THE DEPTT. OF MATHEMATICS, MAHARSHI DAYANAND UNIVERSITY ROHTAK

The following members were present:-

- | | |
|---|----------|
| 1. Prof. J.S. Nandal, Deptt. of Mathematics | Convener |
| 2. Prof. J.P. Yadav, Deptt. of Genetics | Member |
| 3. Prof. Bhagwan Singh, Deptt. of Geo-Physics(KUK) | Member |
| 4. Dr. Satish Malik, Librarian | Member |
| 5. Finance Officer | Member |
| 6. Supdt. Incharge (Estt. NT)
(nominee of Assistant Registrar(Estt. N.T.)) | Member |

The Committee has discussed the matter at length regarding Qualifications & Selection Criteria for the post of Steno-Typist (English/Hindi) and Clerk-cum-Junior Data Entry Operator for Budgeted as well as SFS posts and recommended the same as under:-

STENO-TYPIST (ENGLISH/ HINDI) :-

QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF STENO-TYPIST (ENGLISH/HINDI)

Qualification :-

Graduate with at least 50% marks from a recognized University or its equivalent.

Knowledge of Hindi/Sanskrit upto Matric standard.

Qualifies a test in Stenography in English at the speed of 80 W.P.M. and transcription thereof on Computer at the speed of 15 W.P.M. (5% mistakes are allowed).

OR

Qualifies a test in Stenography in Hindi at the speed of 64 W.P.M. and transcription thereof on Computer at the speed of 11 W.P.M. (5% mistakes are allowed).

Selection Criteria:-

Total : 100 Marks

	Criteria for Selection to the post of Steno-Typist	Maximum Marks
a.	Who qualify test on computer in Stenography in English/Hindi without any mistake. One mark for each mistake will be deducted from total marks.	70 Marks
b.	Academic Record	15 Marks
i)	Graduation upto 50 % Marks	00 Marks
ii)	Graduation above 50% to 60% Marks	02 Marks
iii)	Graduation above 60% to 70% Marks	05 Marks
iv)	Graduation above 70% Marks	07 Marks
v)	Any two /three years degree course in	05 Marks

(Handwritten signatures and notes at the bottom of the page)

	Computer Science/I.T./Computer Engineering after graduation from a university/institution recognised by UGC/AICTE/ Central/ State Govt.	
vi)	Regular Diploma Course of atleast one year duration (Accountancy/Data Entry/Computer, Stenography, Secretarial Training and any other field relevant to the post) from a university/institution recognised by UGC/AICTE/ Central/ State Govt. (Note: In case a diploma has been cumulated for a degree programme its weightage shall not be counted for these 03 marks)	03 Marks
c.	Socio-Economic Criteria and Experience	15 Marks*

*In light of G.S.R. 25/Const./Art.309/2019 dated 11 June, 2019 issued by Chief Secretary to Government, Haryana, the 15 marks for socio-economic criteria and experience shall be allocated as follows:-

- a) If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India; **(5 Marks)**
- b) If the applicant is:-
 - (i) a Widow ; or
 - (ii) the first or the second child and his father had died before attaining the age of forty two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years; **(5 Marks)**
- c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class; **(5 Marks)**
- d) Experience: One (1) mark for each year or part thereof exceeding six months of experience out of maximum of ten years on the same or a higher post in any Department/Board/ Corporation/ Company/ Statutory Body/ Commisison/ Authority of Govt. of Haryana. No marks shall be awarded for any period less than six months. **(10 Marks)**

Note: No applicant shall be given more than a total of 15 marks for Socio-Economic Criteria and Experience.

Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

- a) Higher marks in Stenography Type.
- b) Higher marks in Qualifying Examination.
- c) Senior in age.

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QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF CLERK-CUM-JUNIOR DATA ENTRY OPERATOR

QUALIFICATION:-

- a) Graduate with at least 50% marks from a University recognized by UGC or its equivalent.
- b) Knowledge of Hindi/Sanskrit upto Matric standard.
- c) Valid certificate of passing the State Eligibility Test in Computer Appreciation and Applications (SETC). However, exemption from SETC will be given to those candidates who have cleared/passed the courses as mentioned vide letter No. 42/164/2008/3-GSII dated 19.09.2019 issued by the State Govt. (Annexure-A).

SELECTION CRITERIA:-

A) Computer Typing (Test-A)	40 Marks
B) General Aptitude Test (Test - B)	30 Marks
C) Academic Qualifications	15 Marks
D) Socio-Economic Criteria and Experience	15 Marks

Note:-

- > The process will start with the holding of Computer Typing Test first. Only those candidates who qualify the typing test will be called for General Aptitude Test.
- > A merit list shall be prepared based upon the scores in criterion A to D.

(A) Computer Typing Test :-

Time : 10 minutes

Max. Marks : 40

Candidate will be provided with a passage comprising of 600 words in English. The required qualifying speed on Computer for Typing Test is 30 Words Per Minute (WPM). The duration of test will be TEN (10) minutes.

Formula of Calculation of Marks in Computer Type Test (Test - A)

Marks in Computer Typing Test out of 40 = ('Words Per Minute' minus 30) = (WPM-30)

Note:

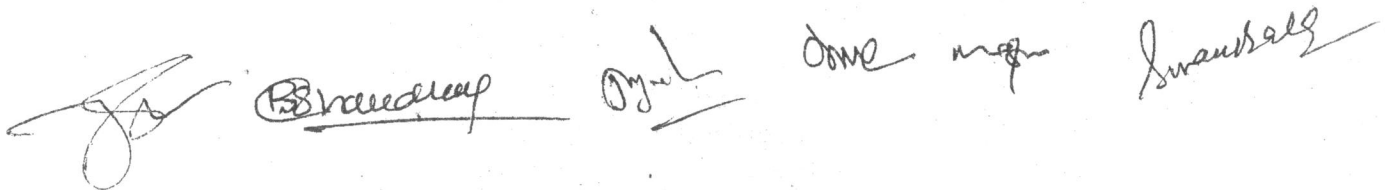
- (i) The transcripts of those candidates of less than 300 words will not be evaluated.
- (ii) No Marks will be given to those who will not qualify the 30 WPM. They will be declared as 'Not Qualified'.

(B) General Aptitude Test (Test-B):-

Max. Marks : 100 Marks

Time : 90 Minutes

Question paper will comprise of 5 Sections of equal weightage and will contain 100 MCQs, each of one mark. There will be negative marking, ¼ (0.25) marks will be deducted for each wrong answer. Marks obtained will then be converted proportionately out of 30.



SYLLABUS

Section - I

20 Marks

(General Knowledge and Current Affairs)

General Knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

Section - II

20 Marks

(General Science)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - III

20 Marks

(English)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - IV

20 Marks

(Arithmetic and Reasoning)

Arithmetic: Syllabus up to 10th Standard as approved by the Haryana Board of School Education,
Reasoning: Verbal and Non Verbal.

Section - V

20 Marks

(Computer Knowledge)

Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices and Output Devices, Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network, Data Transmission Medium and Modes, Historical Development of Internet, Internet Browsers, Search Engines, Website, Home Page, E-mail and M.S. Office.

(C) ACADEMIC QUALIFICATIONS :-

	Criteria for Selection to the post of Clerk-cum-JDEO	Maximum Marks
a.	Academic Record	15 Marks
i)	Graduation upto 50 % Marks	00 Marks
ii)	Graduation above 50% to 60% Marks	02 Marks
iii)	Graduation above 60% to 70% Marks	05 Marks
iv)	Graduation above 70% Marks	07 Marks
v)	Any two /three years degree course in Computer Science/I.T./Computer Engineering after graduation from a university/institution recognised by UGC/AICTE/ Central/ State Govt.	05 Marks
vi)	Regular Diploma Course of atleast one year duration (Accountancy/Data Entry/Computer, Stenography, Secretarial Training and any other field relevant to the post) from a university/institution recognised by UGC/AICTE/ Central/ State Govt. <i>(Note: In case a diploma has been cumulated for a degree programme its weightage shall not be counted for these 03 marks)</i>	03 Marks

-5-

(D) SOCIO-ECONOMIC CRITERIA AND EXPERIENCE

In light of G.S.R. 25/Const./Art.309/2019 dated 11 June, 2019 issued by Chief Secretary to Government, Haryana, the 15 marks for socio-economic criteria and experience shall be allocated as follows:-

- 1) If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India;
(5 Marks)
- 2) If the applicant is:-
 - (i) a Widow ; or
 - (ii) the first or the second child and his father had died before attaining the age of forty two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years;**(5 Marks)**
- 3) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapiwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class;
(5 Marks)
- 4) Experience: One (1) mark for each year or part thereof exceeding six months of experience out of maximum of ten years on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commisison/ Authority of Govt. of Haryana. No marks shall be awarded for any period less than six months.
(10 Marks)

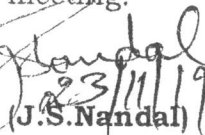
Note: No applicant shall be given more than a total of 15 marks for Socio-Economic Criteria and Experience.

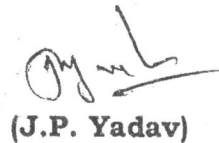
Tie-Breaking Criterion

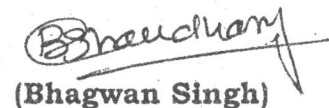
In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

- a) Higher marks in Type test.
- b) Higher marks in Aptitude test.
- c) Higher marks in Qualifying Examination.
- d) Senior in age.

Further, the meeting was over with the conclusion that the qualifications and Selection Criteria for the rest of the posts will be decided in the ensuing meeting.


(J.S. Nandal)


(J.P. Yadav)


(Bhagwan Singh)


(Satish Malik)


(Mukesh Bhatt)


(Suman Bala)

From

The Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Department, Haryana.
3. All the Commissioners, Ambala, Hisar, Rohtak, Gurugram, Karnal & Faridabad Divisions.
4. All the MDs/CAs of Boards/Corporations/Institutions in the State of Haryana.
5. The Registrar, Punjab & Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana.
7. All the Registrars of Universities in the State of Haryana.

Dated Chandigarh 19th September, 2019

Subject: State Eligibility Test in Computer Appreciation and Applications (SETC) – list of exempted courses.


Sir/Madam

I am directed to invite your attention to Haryana Government letter No. 42/164/2008-3GS-II, dated 07.11.2013 on the subject noted above and to say that State Government has decided to substitute para 9 of the said instructions and exempt the certain courses of minimum duration 6 months from State Eligibility Test in Computer Appreciation and Applications (SETC) (i.e. 1st Part of SETC (Basic Computer Knowledge Test):-

- a) All Engineering Degree / Bachelor Degree / Master Degree (different nomenclature) in Computer / Computer Engineering / Computer Science / Information Technology / Computer Application e.g. B.Tech / BE / B.Sc. Engineering / BCA / B.Sc / Masters in Computer / Computer Science / Information Technology / Computer Application recognized for AICTE / UGC.
- b) One-year Diploma in Computer/Computer Science/Information Technology/Computer Applications from recognized Polytechnics/Universities
- c) Diploma Course (i.e. Office Management & Computer Application of Technical Education Department, Haryana. (6 months)
- d) One-year Diploma for Computer Operator and Programming Assistant, Desk Top Publishing Operator, Computer Hardware and Network Maintenance and six months Diploma of Data Entry Operator issued by Skill Development and Industrial Training Department.
- e) Certificate Courses of NIELIT
 - i) O-Level and PGDCA (1 year)
- f) Certificate Course of C-DAC
 - i) Diploma in Multilingual Computer Operation (DMCO) (6 months)
- f) Certificate courses of HKCI
 - i) HS-CITA (Haryana State Certificate in IT Applications) (6 months)
 - ii) HS-CIT A +(Haryana State Certificate in IT Advanced Applications) (1 year)
- g) Certificate Courses of HARTRON
 - i) Certificate course in Computer Science/Computer Software/Computer Application (6 months)
 - ii) Diploma in Computer Application/Computer Science/Computer Software/Desktop Publishing of 1 year.
 - iii) Training Programmes of more than 6 months conducted by Hartron under various schemes of the State/Central Government covering the whole SETC syllabus.

It may please be brought to the notice of all concerned.

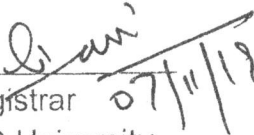
Yours faithfully,

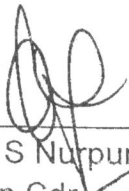

Under Secretary, General Services-II,
for Chief Secretary to Government Haryana


AMENDMENT TO MOU DATED 18 May 2018

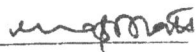
Minutes of 16.10.19 Meeting


1. The officers of Maharishi Dayanand University, Rohtak and NCC Group Headquarters Rohtak agreed that a flaw was entered in the MOU whereby the amount of rent calculated as per Haryana Government rules for the property was inserted and the provisions of adding applicable tax including GST was erroneously omitted.
2. The members perused Clause No. 9 of the MOU dated 02 Jan 2019 that permits amending the memorandum by mutual agreement of both the parties. Both the parties i.e. the functionaries of Maharishi Dayanand University Rohtak and the officers of NCC Group Headquarters Rohtak conceded to add an additional clause in the respective memorandum for levying applicable GST which is 18% as on date over the mentioned amount of rent in clause 3 (a) of MOU.
3. The total rent payable by NCC Group Headquarters Rohtak would then be **Rs 67,968/-** (i.e Rs.57,600- + Rs.10,368/- as GST @18% per month). The rate of GST shall remain subject to change by reducing or enhancing as per GOI rules.
4. Rest of the terms and conditions mentioned in the respective Memorandums of Understanding shall remain unchanged. The agreed upon amendment shall be signed separately on a judicial stamp paper by both the parties.


 Registrar
 M.D University,
 Rohtak


 Col K S Nurpuri,
 Dy. Gp Cdr,
 NCC Group HQ, Rohtak


 Col Ajay Tomar
 Commanding Officer,
 1 Har Bn NCC, Rohtak


 Finance Officer
 M.D. University,
 Rohtak


 Dy Registrar (Gen. Admn.)
 M.D. University,
 Rohtak



Indian-Non Judicial Stamp Haryana Government



Date : 16/10/2019

Certificate No. R0P2019J222



Stamp Duty Paid : ₹ 101

(Rs. Only)

GRN No. 58591728



Penalty : ₹ 0

(Rs. Zero Only)

Deponent

Name : Ncc Group Headquarter

H.No/Floor : 0

Sector/Ward : 0

Landmark : 0

City/Village : Rohtak

District : Rohtak

State : Haryana

Phone : 0



Purpose : Rent Agreement to be submitted at Any office

The authenticity of this document can be verified by scanning this QR Code Through smart phone or on the website <https://egrashry.nic.in>

PARTIAL MODIFICATION IN THE MEMORANDUM OF UNDERSTANDING BETWEEN MAHARSHI DAYANAND UNIVERSITY ROHTAK AND NCC GROUP HEADQUARTER ROHTAK.

In partial modification to the Memorandum of Understanding (MoU) made on 1st June 2018 between M.D. University, Rohtak and NCC Group Headquarter, Rohtak concerning the arrangement for utilization by the latter of certain physical infrastructure on the campus of the former, the following amendment is being made in accordance with Clause 9 of the MoU under reference that will remain retrospectively effective right from the initiation of the MoU, i.e. 1st June 2018:

1. Whereas under Clause 3 (a) of the above mentioned MoU the NCC Group Headquarter, Rohtak agreed to pay to MDU the rent @ Rs.57,600 per month for use of the building during the validity of this MoU; subsequently the functionaries of the MDU and NCC Group Headquarters met on 16th October 2019 and conceded to add an additional Clause in the Memorandum for levying applicable GST which is 18% as on date over the mentioned amount of rent.
2. The NCC Headquarter shall accordingly pay a total rent @Rs.67,968/-, i.e. Rs.57,600/- + Rs.10,368/- as GST @18% per month. This rate of GST shall remain subject to change by reducing or enhancing as per the GoI rules. .
3. Rest of the terms and conditions mentioned in the MoU shall remain unchanged.

Registrar

[Signature]
07/11/19

Colonel

Dy. Group Cdr & CAO

[Signature]
08 Nov 2019

WITNESS

[Signature]

WITNESS

1. RAJIV SHARMA
D.R. Gen Admin

2. *[Signature]* (LUKESH BHATI)
Finance officer

1.

2.

[Signature]
Ins Officer.
Lt Col Chitvan Singh
AO HQ Rohtak.
[Signature]
Lt Col Ajay Tomar
CO, 1 Mar Bn NCC Rohtak.

AMENDMENT TO MOU DATED 02 JAN 2019

Minutes of 16.10.19 meeting

1. The officers of Maharishi Dayanand University, Rohtak and 1 Haryana Battalion NCC Rohtak agreed that a flaw was entered in the MOU whereby the amount of rent calculated as per Haryana Government rules for the property was inserted and the provisions of adding applicable tax including GST was erroneously omitted.
2. The members perused Clause No. 9 of the MOU dated 02 Jan 2019 that permits amending the memorandum by mutual agreement of both the parties. Both the parties i.e. the functionaries of Maharishi Dayanand University Rohtak and the officers of 1 Haryana Battalion NCC, Rohtak conceded to add an additional clause in the respective memorandum for levying applicable GST which is 18% as on date over the mentioned amount of rent in clause 3 (a) of MOU.
3. The total rent payable by 1 Haryana Battalion NCC Rohtak would then be **Rs 27,140/-** (i.e Rs.23,000/- + Rs.4,140/- as GST @18% per month). The rate of GST shall remain subject to change by reducing or enhancing as per GOI rules.
4. Rest of the terms and conditions mentioned in the respective Memorandums of Understanding shall remain unchanged. The agreed upon amendment shall be signed separately on a judicial stamp paper by both the parties

Signature
 Registrar
 M.D University,
 Rohtak
 07/11/19

Signature
 Col K S Nupuri,
 Dy. Gp Cdr,
 NCC Group HQ, Rohtak

Signature
 Col Ajay Tomar
 Commanding Officer,
 1 Har Bn NCC, Rohtak

Signature
 Finance Officer
 M.D. University,
 Rohtak

Signature
 Dy Registrar (Gen. Admn.)
 M.D. University,
 Rohtak



Indian-Non Judicial Stamp Haryana Government



Date : 08/11/2019

Certificate No. R0H2019K1



Stamp Duty Paid : ₹ 101

GRN No. 59691082



(Rs. Only)

Penalty : ₹ 0

(Rs. Zero Only)

Deponent

Name : Co one Haryana battalion Ncc rohtak
 H.No/Floor : 0 Sector/Ward : 0 Landmark : 0
 City/Village : Rohtak District : Rohtak State : Haryana
 Phone : 00*****00



Somya Singh
Stamp Duty, Rohtak

Purpose : RENT AGREEMENT to be submitted at Any office

The authenticity of this document can be verified by scanning this QrCode Through smart phone or on the website <https://egrashry.nic.in>

PARTIAL MODIFICATION IN THE MEMORANDUM OF UNDERSTANDING BETWEEN MAHARSHI DAYANAND UNIVERSITY ROHTAK AND CO, 1 HARYANA BATTALION NCC ROHTAK.

In partial modification to the Memorandum of Understanding (MoU) made on 2nd January 2019 between M.D. University, Rohtak and Co, 1 Haryana Battalion NCC, Rohtak concerning the arrangement for utilization by the latter of certain physical infrastructure on the campus of the former, the following amendment is being made in accordance with Clause 9 of the MoU under reference that will remain retrospectively effective right from the initiation of the MoU i.e. 2nd January, 2019:

1. Whereas under Clause 3 (a) of the above mentioned MoU, the Co, 1 Haryana Battalion NCC, Rohtak agreed to pay to MDU the rent @ Rs.23,000/- per month for use of the building during the validity of this MoU. Subsequently, the functionaries of the MDU and Co, 1 Haryana Battalion NCC met on 16th October 2019 and conceded to add an additional Clause in the Memorandum for levying applicable GST which is 18% as on date over the mentioned amount of rent.
2. The Co, 1 Haryana Battalion NCC Rohtak shall accordingly pay a total rent @Rs.27,140/- i.e. Rs.23,000/- + Rs.4,140/- as GST @18% per month. This rate of GST shall remain subject to change by reducing or enhancing as per the GoI rules.
3. Rest of the terms and conditions mentioned in the MoU shall remain unchanged.

Registrar

[Signature]
07/11/19

[Signature]
(ASAY TOMAR)
Colonel

Commanding Officer
1 Har Bn NCC, Rohtak

WITNESS

[Signature]

1. RAJIV SHARMA
D.R. Pen Officer
M.D. Univ., Rohtak
2. *[Signature]*
Finance Officer
M.D.U Rohtak.

WITNESS

[Signature]

1. *[Signature]*
Tig Officer
Lt Col KTV Varun

2.

[Signature]

COL KS NURPURI
DY CP CDR
NCC CP HB, ROHTAK.

CHAPTER- 51

FACULTY HOUSE RULES

Rules

These rules shall be called Maharshi Dayanand University Faculty House Rules, 2019 and the same shall supersede all earlier rules /regulations and orders made/issued in the name of rules for the Faculty House.

1. Transit Facility: Faculty House is a transit facility for lodging and boarding at the University Campus for visitors and for academic purposes as well as to facilitate the university employees governed by the rules stipulated hereinafter. It shall not be treated as a Guest House and shall not be used for any commercial/private purpose, whatsoever.

2. Free Boarding & Lodging Facility: Faculty House will afford free boarding and lodging facility to the following :

- (i) The Guests treated as University Guest(s) by the Vice-Chancellor.
- (ii) Members of the Court/Executive Council/Academic Council/Finance Committee/ Establishment Committee/Selection Committee/Boards of Studies / Departmental Research Committee, while on visit to the University in connection with the meetings of these bodies and members of Academic Audit Committee.
- (iii) Resource Persons/invited Corporate Persons and Teachers of other Universities coming to attend official meetings/official functions/campus placement and other official purposes of MDU.
- (iv) Present Vice-Chancellor(s) and Registrar(s) of the State/Central Universities in Haryana for a maximum of 3 days (Free boarding and lodging).
- (v) Former Vice-Chancellors /Registrars of the MDU Rohtak for a maximum of 2 days (Free boarding and lodging).

Note : No DA will be paid to those who enjoy the free boarding and lodging facilities of the Faculty House.

3. Lodging charges for persons other than those mentioned in Para 2 above:

S/No	Persons	Existing rate		Propose rate	
		Non AC	AC	Non AC	AC
(i)	Teachers/Non-Teaching Staff on MDU Duties	50	100	100	200
(ii)	Serving/Retd. Employees of MDU (alongwith Father/Mother/Spouse/Children & their other blood relatives)	200	400	200	400
(iii)	Marriage and marriage related functions of serving/retired Employees of MDU (Self/Son/ Daughter).	100	200	200	400
(iv)	Alumni of MDU; and Guests of Serving/Retd. Employees of MDU	--	--	300	600
(v)	Employees of State Universities of Haryana and Aided/Govt. Colleges affiliated to MDU.	200	500	300	600
(vi)	Employees of Other Affiliated Colleges to MDU and other Universities.	400	800	400	800
(vii)	Officers of Haryana/Central Govt./Autonomous Bodies including Judges.	200	500	400	800
(viii)	Private	600	1000	800	1500

Note :

Not more than 2 rooms will be booked by an individual serving/retired employee of the university for their guests (blood relation/close relative) except on the occasion of marriage mentioned at Sr No. 3 (iii) above.

4. As per Executive Council Resolution No.32 dated 30.3.2018, "NOC from the Faculty house may be obtained before engaging private caterers for organizing conferences, Seminars, Workshops and other programs by the HODs/Incharges of the University".

5. Food Charges for persons other than those mentioned at Para 2 above:

		Existing rate	Propose rate
Sr.No	Breakfast/Lunch/Dinner		Rate in Rs.
(i)	Breakfast: Two Parathas + Curd (150 gm)+ Tea OR Cornflakes with milk (250 ml) OR Bread - 4 Slice with Butter & milk (250ml) OR Poori (5)+ Sabzi + Tea	50/-	80 /-
(ii)	Lunch/Dinner: (a) Ordinary : Chapaties, Dal, One Seasonal Vegetable, Plain Rice, Curd, Salad (b) Special : One Paneer Vegetable One Seasonal Vegetable One Dal/Rajma/Chholley One Raita Rice Pulao Salad Chapatties (with Butter) One Sweet Dish : Kheer/Custard (150gm) /Ice Cream (70 gm)/One Piece Gulab Jamun/One piece Rasgulla	80/- 150/-	100/- 190/-
(iii)	(c) Additional Items :		
	(aa) Soup	20/-	25/-
	(ab) Sweet Dish (One Bowl (100 gms)/One Piece)	25/-	30/-
	(ac) Cold Drinks:Biscuits	M.R.P	M.R.P
	(ad) Tea	8/-	10/-
	(ae) Tea Dip /Coffee	10/-	15/-
	(af) Cold Coffee	--	25/-
	(ag) Veg Pakoda with Chutney / Sauce	225/-	240/- per kg
	(ah) Paneer Pakoda with Chutney / Sauce	--	340/-per kg

(ai) Butter 1 piece (20gm)	--	10/-
(aj) Ghee-Shakkar per head (20gm/50gm)	--	20/-
(ak) Fruit	As per market rate	As per market rate
(al) Extra Paratha	15/-	20/-
(am) Extra Curd (100 gm)		10/-

Meal Timings:

Sr.No	TYPE	TIMINGS
1	Break Fast	7.30 to 9 :30 AM
2	Lunch	12 : 00 PM to 2:00 PM
3	Dinner	7.30 PM to 9:30 PM

General Information/Instruction:

1. A photo copy of valid ID proof is to be submitted by occupant at the time of check in.
2. In case of booking of rooms for marriage/marriage related functions, concerned employee has to submit a photo copy of his /her valid ID proof. Applicant will be responsible in case of any untoward incident, if any.
3. Check-in and check-out time shall be 12:00 noon.
4. Payment towards reservation of room and meal charges will have to be remitted in advance. In case request received by post/e-mail through Registrar, rent will be charged at the time of occupation of room.
5. All the dues must be cleared at the time of check-out by the guest and key must be handed over to the dealing official on the duty.
6. All types of damages/loss of items, if any, will be born by guest/applicant.
7. Entry into Faculty House after 10:00 pm is restricted.
8. Consumption of liquor, non- veg food and smoking is strictly prohibited.
9. Meal will not be served in the rooms.
10. Menu of the meal will be decided by the official of Faculty House on day to day basis.
11. Only authorized person will be allowed to stay in the Faculty House.

12. Use of Lawns /Lounge / Dining Hall shall be strictly restricted to official functions of the University. However, with permission of Vice Chancellor/Registrar. Lawns / Lounge / Dining Hall can be used free of cost for farewell functions of University employee (s).
13. The Vice Chancellor may, wherever necessary, waive off the boarding and lodging charges.
14. Only Vice Chancellor is competent to allow use of Chancellor's Suite, CM's Suite and VC's Suite.
15. IP Suites (1 & 2) shall only be allotted with the permission of Vice Chancellor/Registrar.
16. Deputy Director/Manager Hospitality shall permit usage of AC/Non AC rooms only for bonafide purposes and seek post facto sanction from Registrar.
17. Four Rooms i.e. Room No 115, 116, 117 & 118 should be kept reserved for guests/officials invited by the university. However, on urgency, these rooms can be allotted after 8.00 p.m. only for one night.

Note: Vice Chancellor is competent to cancel any allotment in case of any exigency requiring such a step. The Vice Chancellor/Registrar/Dy. Director (Hospitality) reserve the right to inspect/order of inspection of any room at any time without any notice.

OFFICE OF THE SECRETARY TO GOVERNOR, HARYANA

Phone: 0172-2740581, 2740583
Fax: 0172-2740557

No. HRB-UA-29(2)-02/

RAJ BHAWAN
CHANDIGARH 6404

Dated

15th Nov., 2019

AC-3245
20/11/19

Handwritten notes and signatures on the left side of the page.

Registered Post

The Vice-Chancellor,
Maharshi Dayanand University,
Rohtak - 124001, Haryana.

Handwritten signatures and initials: AR (Acad), SAE, AEB, and dates like 20/11/19.

Subject:- Assent to the amendment to Statute 26 & 27.

Kindly refer to your office letter No.19149, dated 25.10.2019, on the subject cited above.

This is to inform you that Hon'ble Governor-Chancellor has accorded his assent on 11.11.2019 to the amendment to Statute 26 & 27 to change of name "Department of History to that of "Department of History and Archaeology", as resolved by the Executive Council vide Resolution No.14 of its meeting held on 4.9.2019.

Regards,

Handwritten signature of Dr. Satish Kumar.

(Dr. Satish Kumar)
Under Secretary,
for Secretary to Governor, Haryana

Handwritten initials or mark at the bottom of the signature block.



MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

NOTIFICATION

As conveyed by the Secretary to Governor, Haryana (Chancellor, M.D. University, Rohtak) vide letter No. HRB/UA-29(2)-02/6404 dated 15.11.2019, the Hon.ble Governor - Chancellor has accorded his approval to change the name of 'Department of History' to that of 'Department of History and Archaeology' and the name be added in the Statute-26 & 27 of MDU Act as resolved by the Executive Council vide Resolution No. 14 in its meeting held on 04.01.2019 as under:-

Existing	Amended
Statute- 26 "Departments" There shall be the following University Teaching Departments:- 1-10 xx xx xx xx 11 Department of History Statute- 27 "Assignment of Departments of Studies to Faculties." The following shall be the departments of studies assigned to various faculties:- I II xx xx xx xx III Faculty of Social Sciences:- 1 to 20 xx xx xx xx 21. History	Statute-26 "Departments" No Change 11 Department of History and Archaeology Statute- 27 "Assignment of Departments of Studies to Faculties." No Change No Change 21. Department of History and Archaeology

REGISTRAR

Dated: 2/12/19

Indst.No.AC-VI/19/19931-85

A copy of the above is forwarded to the following for information and necessary action:

1. All the Heads of the University Teaching Departments, M.D. University, Rohtak.
2. The Director, Maharshi Dayanand University Centre For Professional And Allied Studies, Gurugram (MDU-CPAS)- 40, Gurugram.
3. The Head Department of History, M.D. University, Rohtak.
4. All the Branch Officers, M.D. University, Rohtak.
5. The Director, University Computer Centre, M.D. University, Rohtak with the request to upload the same on the University website.
6. OSD/PA to Vice-Chancellor/Dean Academic Affairs/Registrar (for information to Vice-Chancellor/DAA/Registrar), M.D. University, Rohtak.
7. AC-4 set of Academic Branch, M.D. University, Rohtak.


Assistant Registrar (Academic)

-18-

Appendix-C/S
CD 7429
1/10/19
8-7/62
3/10/19

No. 07/05/2018-1GSII

From

The Chief Secretary to Government Haryana

To

1. All the Administrative Secretaries to Government, Haryana.
 2. All the Heads of Departments, Haryana.
 3. All the Commissioners, Ambala/Hisar/Rohtak/Gurugram/Karnal and Faridabad Divisions.
 4. The Registrar, Punjab and Haryana High Court, Chandigarh.
 5. All the MDs/CAs/CEOs of Boards/Corporations in Haryana State.
 6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- The Registrar, MDU, Rohtak/Kurukshetra University, Kurukshetra/HAU, Hisar/GJU, Hisar/Ch. Devi Lal University, Sirsa/Pt. BDS University of Medical and Health Science, Rohtak and Bhagat Singh Mahilla Vishwa Vidyalaya, Khanpur Kalan, Sonapat.

EN-4
Dev
3/11

Regd. L. S. Anand 01/10/19

Dated Chandigarh, the 19th September, 2019

Subject:

Haryana Civil Services (Compassionate Financial Assistance or Appointment) Rules, 2019.

Sir,

I am directed to invite your kind attention to the subject cited above and to say that the State Government has notified "Haryana Civil Services (Compassionate Financial Assistance or Appointment) Rules, 2019" to grant Compassionate Financial Assistance or Appointment on compassionate grounds to the members of the families of deceased Government employees who die while in regular service/missing.

2. Copy of Rules, 2019 (Hindi and English) notified vide No. G.S.R. 32/Const./Art.309/2019, published in Government Gazette, dated 2nd August, 2019.

3. The copy of said notification may be collected from website www.csharyana.gov.in.

4. You are, requested to bring these new rules to the notice of all concerned officers/officials under your kind control for strict compliance.

Raitanwal
Under Secretary, General Services-II
for Chief Secretary to Government Haryana

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The 2nd August, 2019

No. G.S.R. 32/Const./Art. 309/2019.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to grant the compassionate financial assistance or compassionate appointment to the dependent family member of a Government employee who dies or disappears while in service, namely:-

1. (1) These rules may be called the Haryana Civil Services (Compassionate Financial Assistance or Appointment) Rules, 2019. Short Title and Commencement.

(2) These rules shall come into force with effect from 1st August, 2019. Object of rules.

2. The object of these rules is to grant compassionate financial assistance or appointment to the family of Government employee who dies or disappears while in service, consequently to relieve the family of Government employee concerned from financial distress Extent of application.

3. Save as otherwise provided, these rules shall be applicable to the eligible family member(s) of a Government employee working on regular basis and All India Service Officers who disappears or dies while in service including death by suicide.

Note 1.— The family of deceased Government employee who died before the date of notification of these rules but have not been sanctioned the compassionate financial assistance by the competent authority due to one reason or the other, they may exercise an option within a period of six months from the date of notification either to avail the benefit under the Haryana Compassionate Assistance to the Departments of Deceased Government Employees Rules, 2006 or these rules. Option once exercised shall be final.

Note 2.— Where there is any training compulsory for a person selected by the Haryana Public Service Commission or Haryana Staff Selection Commission or any approved agency before his appointment to a post on regular basis, these rules shall also be applicable during the period of training.

Note 3.— The eligible family members of All India Service Officers may exercise an option either to avail the benefit under these rules or under the rules or policy of Government of India applicable to All India Service Officers at the time of death or disappearance while in service.

Note 4.— The Speaker of the Legislative Assembly has agreed under clause (3) of article 187 of the Constitution of India that until a law is made by the Legislature of the State under clause (2) of article 187 of the Constitution or rules are framed by the Governor in consultation with the Speaker of the Legislative Assembly under clause (3) of article 187 of the Constitution of India, these rules and amendments thereof, if any, after prior consent of the Speaker, shall apply to the Secretarial staff of the Haryana Legislative Assembly.

Note 5.— The Chairman, Haryana Public Service Commission, has agreed to the application of these rules as amended from time to time, in the case of officers and employees of the Haryana Public Service Commission.

4. (1) The family member shall be eligible for consideration of compassionate appointment under these rules subject to the condition that the deceased or missing Government employee should,—

- (i) have completed five years service on regular basis;
- (ii) have not attained the age of fifty-two years or more upto the date of death or missing; and
- (iii) not be suspected to have committed fraud or joined any terrorist organisation or gone abroad.

Explanation.— Five years service includes the period of all kinds of leave sanctioned by the competent authority and availed by the deceased or missing Government employee while working on regular basis. Eligibility of Family Members for compassionate appointment.

(2) Compassionate appointment would not be a matter of right and it will be subject to fulfillment of all the conditions, including the availability of vacancy, as laid down for such appointment under these rules.

Definitions

5. (1) In these rules, unless the context otherwise requires,—

- (a) *“compassionate financial assistance”* means a monthly assistance at the rate specified by Government by notification from time to time, which is admissible under these rules to the eligible family member(s) of a Government employee who dies or disappears while in service subject to future good conduct;
- (b) *“compassionate appointment”* means appointment of an eligible family member of deceased or a missing Government employee to the post of, Group C or D, lower than the functional pay level of the post held by the deceased or missing Government employee, at the time of death or disappearance while in service;
- (c) *“deceased Government employee”* means a Government employee who while working on regular basis dies while in service;
- (d) *“dependent”* means a family member whose total income from all sources is less than the sum of minimum family pension plus dearness relief thereon as specified from time to time by Government.

Note.— Parents shall be deemed to be dependent on the Government employee if their combined income is less than the minimum family pension, specified from time to time, plus the dearness relief admissible thereon. Unmarried Disabled siblings [brother(s) and sister(s)] shall be deemed to be dependent on the Government employee if their income is less than the minimum family pension plus dearness relief;

- (e) *“eligible family member”* means spouse or a dependent member of the family of deceased or missing Government employee in order of priority seeking financial assistance or appointment on compassionate grounds;
- (f) *“family for the purpose of compassionate financial assistance”* means —
 - (i) (a) widow (widows wherever permissible under personal law) or widower, upto the date of re-marriage or death, whichever is earlier;
 - (b) judicially separated spouse of a deceased or missing Government employee, provided that such separation has not been granted on the ground of adultery and the person surviving was not held guilty of committing adultery;
 - (c) childless widow of a deceased or missing Government employee who has not remarried provided her independent income from all other sources is less than the minimum family pension prescribed by the State Government from time to time plus dearness relief thereon. In all such cases, she shall be required to give a declaration regarding her income from all other sources to the Head of Office once in every six months;
 - (ii) failing (i) above, the eldest unmarried and dependent son(s) or daughter(s) upto the age of twenty-five years;
 - (iii) failing (i) and (ii) above, the dependent eldest divorced or widowed daughter(s) upto the age of twenty-five years, upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is the earliest provided she should have been widowed or divorced before the date of expiry of eligibility of other existing family member for compassionate financial assistance;

- (iv) failing (i) to (iii) above, the dependent eldest daughter amongst unmarried/widowed/ divorced daughters of above twenty-five years, upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is earlier. In case of widowed/divorced daughter, she should have been widowed/ divorced before the date of expiry of eligibility of other family member for compassionate financial assistance;
- (v) failing (i) to (iv) above, son and daughter suffering from disorder or disability of mind or physically crippled or disabled irrespective of his/her age provided they were wholly dependent upon the Government employee when he/she was alive;
- (vi) failing (i) to (v) above, parents who were wholly dependent on the Government employee when he/she was alive provided their present combined income is less than the minimum family pension, prescribed from time to time, plus dearness relief thereon;
- (vii) failing (i) to (vi) above, unmarried physically disabled sibling (brother and sister) provided they were wholly dependent upon the deceased Government employee when he/she was alive:

Note 1.— For the purpose of this rule, "widow" means legally wedded wife of deceased Government employee.

Note 2.— Divorce by the Panchayat or Social Organizations shall not constitute a legal divorce.

Note 3.— Son/daughter includes children legally adopted under the Hindu Law or personal law of the Government employee residing with and wholly dependent upon his/her parent but does not include step children.

Note 4.— It shall be the duty of person who is drawing compassionate financial assistance (son, daughter, parents, siblings or the guardian, as the case may be) to furnish a certificate to the disbursing authority, twice in a year, i.e. in the month of March and September every year, that she/he or they have not started earning his/her or their livelihood. A similar certificate shall also be furnished by a childless widow after her re-marriage;

(g) "Family for the purpose of compassionate appointment" means —

- (i) widow or widower;

Note 1.— Judicially separated wife or husband shall not be a member of the family for the purpose of compassionate appointment without the consent of the remaining eligible family members;

- (ii) children, including adopted children, already not in service in any Department or Organization under any State Government or Government of India; and

- (iii) dependent brother and sister in case of unmarried deceased or missing Government employee only.

Note 1.— Where there is more than one widow, neither the living widow nor the children of deceased and living widow shall be included in the family for the purpose of compassionate appointment.

Note 2.— For the purpose of this rule, "widow" means legally wedded wife of deceased Government employee.

Note 3.— Divorce by the Panchayat or Social Organizations shall not constitute a legal divorce.

Note 4.— Son/daughter includes children legally adopted under the Hindu Law or personal law of the Government employee residing with and wholly dependent upon his/her parent but does not include step children;

- (h) "Government" means the Haryana Government in the General Administration Department;
- (i) "Government employee" means a member of the State Services of Group A, B, C or D whose—
- (i) conditions of service are regulated by rules made by the Governor of Haryana under the proviso to article 309 of the Constitution of India;
 - (ii) appointment is made on regular basis in connection with the affairs of Government of Haryana; and
 - (iii) pay is debited to Consolidated Fund of the State of Haryana except when serving on foreign service or deputation but it shall not include persons—
 - (1) of casual or daily-rated or part-time employment;
 - (2) paid from contingencies/contingent charges;
 - (3) of work-charged establishment;
 - (4) appointed on contract or adhoc basis; and
 - (5) re-employed after retirement;
- (j) "martyred Government employee" for the purpose of these rules means a Police personnel or a civil employee of the Haryana Government working on regular basis who is killed in action while performing duties of his office displaying bravery and extraordinary courage;
- (k) "missing Government employee" means a Government employee who while working on regular basis—
- (a) disappears and whose whereabouts are not known;
 - (b) is reported through the Police Station to be missing while on pilgrimage, tour, etc.; or
 - (c) has been kidnapped by insurgents/terrorists;
- (l) "while in service" means during the period of service but before attaining the age of superannuation.

Exception.— In case of Haryana Civil Medical Services Doctors or any other personnel where the age of superannuation is more than sixty years, the age of superannuation for the purpose of duration of compassionate financial assistance admissible under these rules shall be deemed to be sixty years.

(2) The terms not defined in these rules but defined in Haryana Civil Services Rules, 2016 shall have the same meaning and sense for the purpose of these rules.

Duration of
compassionate
financial
assistance.

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

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

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

7. (1) In case of death or disappearance of the Government employee while in service, before attaining the age of fifty-two years subject to completion of minimum five years service on regular basis, the eligible family member may opt for compassionate appointment, in place of compassionate financial assistance.

Compassionate
Appointment on
Group C or D
post.

- (a) The compassionate appointments under these rules shall be confined to Group C or Group D post only.
- (b) Status of the deceased or missing Government employee or the higher qualifications of the eligible family member shall not be considered for giving compassionate appointment.
- (c) The compassionate appointment being offered shall be to a post of at least one step lower Functional Pay Level than the functional level or Assured Career Progression (ACP) Level or any other level higher than the Functional Level of the post last held by the deceased or missing Government employee, except in cases where the deceased or missing Government employee was working at the lowest level in Group D post.

Explanation 1.— The functional pay level of the post last held by the deceased or missing Government employee is FL-12 (corresponding to Functional Grade Pay 7600), the compassionate appointment shall be made to a post of Group C, but not lower than the post of Clerk, depends upon the eligibility and qualification and also the availability of vacancy in the Department.

Explanation 2.— The functional pay level of the post last held by the deceased or missing Government employee is FL-6 (corresponding to Functional Grade Pay 4200), the compassionate appointment shall be made to a post of Group C below the functional level of 4200, but not lower than the post of Clerk, depends upon the eligibility and qualification of the eligible family member and also the availability of vacancy in the Department.

Explanation 3.— The functional pay level of the post last held by the deceased or missing Government employee is FL-6 (corresponding to Functional Grade Pay 4200) but pay was being drawn in ACP Level-11 (corresponding to ACP grade Pay 4800) the compassionate appointment shall be made to a post of Group C below the ACP level last held, but not lower than the post of Clerk, depends upon the eligibility and qualification of the eligible family member and also the availability of vacancy in the Department.

Explanation 4.— The deceased or missing Government employee was holding the post of Group D and was drawing pay in the functional pay level corresponding to Functional Grade Pay 1650, the compassionate appointment shall be made to a post of Group D in the functional level.

8. (a) The family of deceased/martyred Government employee shall submit an application for compassionate appointment in the prescribed form within six months from the date of death of the Government employee to the Head of Office where the deceased Government employee was on the rolls at the time of death, for onward submission to the Head of Department for further necessary action.
- (b) In case of missing Government employee the application in the prescribed form shall be submitted by the family after a period of three months from the date of lodging First Information Report (FIR) in the police station alongwith police investigation report regarding untraceable of missing Government employee.
- (c) The proforma as in CFA-2 (or CFA-3 in case of martyred Government employee) may be used by departments for ascertaining necessary information and processing the cases of compassionate appointment.

Procedure for
compassionate
appointment

- (d) Each Department may nominate one or more Welfare Officer(s) who shall meet the members of the family of the deceased or missing Government employee immediately upon the demise to advise and assist the family in obtaining ex-gratia compassionate appointment under these rules. The applicant shall be called in person at the very first instance and advised about the requirements and formalities to be completed by him.
- (e) The Head of the Department shall prepare a list of such eligible family members, who have applied within the stipulated period of six months and review the status of application once every month to consider the cases received during the previous month. The names of the eligible family members shall be arranged with reference to the date of death or date of receipt of Police investigation report regarding untraceable or missing Government employee. These names shall remain on the list for a period of four year from the date of death and appointments shall be given by the department strictly in accordance with these rules and the seniority so maintained. An application for appointment is to be considered in the light of these rules. The applicant may also be granted personal hearing by the concerned Head of the Department, if necessary, for better appreciation of the facts of the case.
- (f) The validity of the names of the eligible family members on the list shall lapse after four years from the date of death or receipt of Police report, as the case may be.

Explanation.— For the purpose of counting the period of four years, any delay caused on account of negligence of an officer/official of the Government can be excluded, provided the delay so caused was on account of such negligence and not on account of normal processing of the case.

- (g) Where the compassionate appointment is not given to the eligible family member due to non-availability of post within a period of one year, in such case the benefit of compassionate financial assistance shall be sanctioned by the Head of Department with retrospective effect to the eligible family member provided that—
 - (i) a certificate shall be obtained from the concerned Treasury Officer regarding withholding of Family Pension for future, if the same has already been sanctioned;
 - (ii) Family Pension Payment Order (FPPO), in original, shall be received back from the Treasury Officer concerned and sent to the Principal Accountant General, Haryana, alongwith complete information in this regard;
 - (iii) the amount of Family Pension already drawn, if any, shall be recovered from the amount of arrear of compassionate financial assistance; and
 - (iv) this process shall be completed within a period of ninety days.

After the completion of tenure of Compassionate Financial Assistance, the proposal with the Forms of Family Pension duly filled by the eligible family member would be sent to the Principal Accountant General, Haryana by the Head of Department concerned to resanction the Family Pension afresh to the family member who is eligible at that time.

Competent authority for Compassionate Appointment.

9. (1) The Head of the department, where the deceased or missing Government employee was in service, is competent to give compassionate appointment to the eligible family member.

(2) While considering the request of the family of missing Government employee, the results of the Police investigation after a lapse of minimum six months from the date of lodging an First Information Report (FIR) by the family shall be taken into account.

Determination/availability of posts.

10. (a) Compassionate appointments under these rules shall be made on regular basis only by the competent authority in the parent department of the deceased or missing Government employee or any other department where the post for which the applicant is eligible under these rules and is available meant for that purpose.

- (b) Compassionate appointments under these rules shall be made up to maximum of 5% of sanctioned posts (falling under direct recruitment quota) in Group C category to be determined by the Head of the Department on the 31st March of each year. However, for compassionate appointment against the post of Group D category there shall be no such percentage of sanctioned post. The appointing authority may hold back upto 5% of posts of Group C posts to be filled by direct recruitment through Haryana Staff Selection Commission or otherwise, so as to fill such posts by appointment on compassionate grounds.
- (c) A person selected for compassionate appointment shall be adjusted in the recruitment roster against the appropriate category viz. Scheduled Caste/ Scheduled Tribes/Backward Classes/ General dependent upon the category to which he belongs.

11. Appointment under these rules are exempted from observance of the following requirements:— Exemption.

- (a) recruitment without the agency of the Haryana Staff Selection Commission or the Employment Exchange.
- (b) ban on filling up of posts by direct recruitment issued by the Finance Department, if any, from time to time.

12. A person appointed under these rules shall give an undertaking in writing by way of an affidavit as in Form CFA-5 that he shall maintain all the other members who were completely dependent on the deceased/missing Government employee; and in case it is proved subsequently, that the family members are being neglected or, are not being maintained by him, his appointment may be terminated forth with. A condition to this effect, shall also be inserted in his appointment letter.

Undertaking by way of an affidavit.

- 13. (a) Once an appointment has been offered to the dependent of a deceased or missing Government employee, no request for change of post shall be entertained with respect to any other post or department under any circumstances. In case the offer is not acceptable to him, no further claim shall be entertained.
- (b) When a person has been appointed under these rules to a particular post, the set of circumstances, which led to such compassionate appointment, shall be deemed to have ceased to exist on such appointment.

No entertainment or request for change in post/ department.

Therefore—

- (i) he/she should strive his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassionate to be rejected;
- (ii) any appointment made under these rules shall not be transferred to any other person and any request for the same on considerations of compassion shall be rejected.

- 14. (a) The *inter-se* seniority of persons so appointed may be fixed in their respective cadre with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the *inter-se* seniority of direct recruits. Seniority.
- (b) Date of joining by a person so appointed shall be treated as the date of his regular appointment.

- 15. (a) Compassionate appointments made under these rules shall be done in such a way that persons appointed to the posts have the essential educational/technical qualifications, age and experience required for the post consistent with the requirement of maintenance of efficiency of administration. General.
- (b) Compassionate appointment shall not be denied or delayed merely on the ground that there is reorganization in the department/office. It shall be made available to the person concerned, if there is a vacancy meant for such appointment and he is found eligible and suitable for such appointment.

- (c) Compassionate appointment under these rules shall have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.
- (d) The eligible family member of the deceased employee shall be required to apply for appointment within six months of the death of the employee. The claim of the eligible family member of deceased or missing Government employee regarding his appointment shall be considered on the basis of circumstances prevailing on the date of death or disappearance of Government employee, as the case may be. It shall be ensured that the dependent who is offered regular employment satisfies the eligibility criteria at the time of offering employment.
- (e) Where the children have become orphans upon the demise of the Government employee, the claim of compassionate appointment of such orphans shall remain alive till one child of the deceased has attained the age of majority/minimum age for entry into Government service.
- (f) Family Pension shall also be admissible to the family of those deceased or missing Government employees who entered in service on regular basis before the 1st January, 2006, in addition to compassionate appointment under these rules, as per provision in Haryana Civil Services (Pension) Rules, 2016.

Ex-gratia Grant.

16. In addition to monthly compassionate financial assistance or appointment, a lump sum exgratia grant of Rs. 1,00,000/- (Rupees One lakh only) or as specified from time to time shall be provided to the eligible family member(s) to meet the immediate needs on the loss of the bread earner within the fifteen days from the date of death. The concerned Head of Department shall be the competent authority for sanction of this grant under the relevant head as mentioned in Schedule to these rules. **"2235 Social Security and Welfare -60 Other Social Security and Welfare programmes-200 Other Programmes-(X) Ex-gratia grant to the heir of Government employees-79-Ex-gratia."**

Waiving of recovery of loans and advances of Group C or D employee.

- 17. (a) The outstanding amount of loans and advances alongwith interest, if any, namely marriage advance, cycle advance, wheat advance, festival advance availed by a deceased or missing Government employee of Group C or D only shall be waived off for which Head of Department concerned shall be the competent authority.
- (b) The house building advance and Computer Advance alongwith interest availed if any by a deceased or missing Government employee of Group C or D shall be waived off provided not more than one surviving member of the family of deceased or missing Government is/was employed. The second house building advance or interest thereon, availed if any, shall not be waived off under any circumstances.
- (c) The outstanding amount of scooter or motor cycle advance alongwith interest, availed if any, by a deceased or missing Government employee of Group C or D shall be waived off where the death occurs due to accident only and not in other cases.
- (d) The expenditure shall be charged to the Object Code - **"31-Write off Loans/Losses"** under the functional major head of the concerned department- 800 -Other expenditure - A - Irrecoverable loan written off.

Children Education Allowance and reimbursement of tuition fee.

18. (1) The family of deceased or missing Government employee shall be entitled to children education allowance for first two children upto 10+2 or till such time the deceased Government employee would have actually received the same had he been alive, whichever is earlier, provided the spouse of deceased Government employee is not employed in any Department or Organization under the control of any State Government or Government of India. Thereafter fee on account of tuition fee and laboratory fee equal to the fee of Government Institutions or actually paid, whichever is less, shall be reimbursed for the first two children who are studying in Government or Government Aided or recognized College/Institutions upto the Degree level provided the children get admission in the said course on merit and pass the examination hold from time to time. For this purpose the family has to submit the original fee receipt given by the College/Institution to the Head of Department for sanction of reimbursement of the same.

(2) The expenditure shall be charged to the Object Code – “79-Exgratia” under the functional major head of the concerned department.

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

Fixed Medical Allowance.

20. An eligible family member of a martyred Government employee shall, in addition to financial assistance under these rules, also be eligible for appointment to a post of Group C or D feeder post, depending upon the availability of the post and qualification of the applicant. He shall make an application for compassionate appointment within a period of six months in Form CFA-3, to the Head of the Department where the Martyred was working:

Special benefit to the family of martyred Government employee.

Provided that where the children have become orphans upon the demise of the Martyred, the claim of appointment of such orphans shall remain alive till one child of the martyred has attained majority/minimum eligible age for entry into Government service.

Note.— To allow the benefit of compassionate appointment to the eligible family member, the provisions of minimum service or maximum age of the martyred Government employee shall not be applicable.

21. (A) Emoluments for the purpose of determination of compassionate financial assistance under various circumstances shall be as under :-

Emoluments of compassionate financial assistance.

(1) In case of death while on duty, the emoluments for the purpose of determination of compassionate financial assistance shall be equal to last drawn basic pay including special pay in lieu of higher time scale but excluding advance or additional increments, if any, not merged in the basic pay.

Note 1.— No annual increment on compassionate financial assistance shall be granted, however, the benefit of refixation of pay, if any, admissible to the deceased or missing Government employee before the date of death or missing, as the case may be, shall be granted.

Note 2.— On general revision of pay scales of all the employees of Haryana Government, the benefit of fixation of pay from unrevised to revised pay scales for the purpose of compassionate financial assistance shall be admissible.

(2) In case of death while under suspension, the emoluments for compassionate financial assistance shall be determined equal to basic pay immediately drawn before the date of suspension. The increment(s) falling during the period of suspension shall not be taken into account unless the period of suspension is treated as duty by the competent authority.

(3) In case of death during the currency of punishment of withholding of last increment or a series of last increments without cumulative effect, the emoluments for compassionate financial assistance shall be determined equal to the amount which would have been admissible had the deceased Government employee not been awarded such punishment.

(4) In case of death while on leave, the emoluments for compassionate financial assistance shall be determined equal to the amount which would have been admissible had the deceased Government employee been on duty on the date of death.

(5) In case of death during the period of absence related to unauthorized leave pending final decision regarding treatment of the said period, the emoluments for compassionate financial assistance shall be determined equal to the last emoluments drawn immediately before the date of absence.

(B) Compensatory allowances on compassionate financial assistance shall be as under:-

(i) The dearness allowance at the rate prescribed from time to time, fixed medical allowance, if opted, children education allowance subject to eligibility, shall be admissible;

- (ii) house rent allowance for a period of two years at the rate drawn immediately before death or admissible at the station from where the Compassionate Financial Assistance is being drawn, whichever is less, or to retain Government accommodation, if already occupied, for a period of two years on payment of normal licence fee;
- (iii) Children Education Allowance as per provision in the rule 18 of these rules;

No other allowances including non-practicing allowance, which were being drawn by the deceased or missing Government employee, shall be included in the emoluments for the purpose of compassionate financial assistance.

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

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

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

(2) In the event of death of both husband and wife, referred to sub-rule 1 (a) above, compassionate financial assistance for both deceased Government employees shall be admissible to the eligible family member(s). However, for determination of the total emoluments for compassionate financial assistance (excluding compensatory allowances) in respect of both deceased Government employees shall not exceed the maximum of the highest pay scale of state services or as prescribed from time to time.

Note.— As on the date of notification of these rules, the maximum of highest basic pay of the State Services is Rs. 2,24,100/-.

Regulation of compassionate financial assistance in case of criminal proceedings.

23. (1) Where a family member, who in the event of death while in service of a Government employee, is eligible to receive compassionate financial assistance, is charged with the offence of murdering the Government employee or for abetting in the commission of such an offence, the claim of such member, including other eligible member(s) of the family to receive the compassionate financial assistance, shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(2) If on the conclusion of the criminal proceedings referred to in sub rule (1), the family member is,-

- (i) convicted for the murder or abetting in the murder of the Government employee, such a person shall be debarred from receiving the compassionate financial assistance which shall be payable to next eligible member of the family, from the next day of the death of Government employee;
- (ii) acquitted of the charge of murder or abetting in the murder of the Government employee, the compassionate financial assistance, shall be payable to such person.

Compassionate financial assistance to next eligible member in the event of death of widow/widower.

24. Where during the currency of the sanctioned compassionate financial assistance the widow/widower becomes ineligible for compassionate financial assistance due to death or otherwise, it shall be payable to the next eligible family member for the remaining period for which necessary documents alongwith a request in the prescribed form for the grant of compassionate financial assistance shall be submitted by the eligible family member to the competent authority. On receipt of request from the eligible family member, the competent authority shall, after examination, sanction the payment of compassionate financial assistance to the eligible family member. Such member shall also be entitled to receive the arrear of compassionate financial assistance, if any, without production of succession certificate. When no next family member is eligible for compassionate financial assistance, the payment shall cease, however, the payment of arrear of compassionate financial assistance, if any, shall be made on the production of succession certificate.

25. (1) Where a deceased Government employee is survived only by a judicially separated spouse, the compassionate financial assistance in respect of the deceased shall be payable to the surviving spouse:

Compassionate financial assistance to judicially separated spouse.

Provided that where judicial separation has been granted on the ground of adultery and the death of the Government employee takes place during the period of such judicial separation, the compassionate financial assistance shall not be payable to the person surviving if such person was held guilty of committing adultery.

(2)(a) Where a Government employee dies leaving behind a judicially separated husband or wife with a child or children, the compassionate financial assistance in respect of deceased shall be payable to the surviving person:

Provided he or she is the guardian of such child or children.

Provided further that where the surviving person has ceased to be the guardian of such child or children, such compassionate financial assistance shall be payable to the person who is the actual guardian of such child or children.

Subject to the proviso to sub-rule (1), after the child(ren) cease(s) to be eligible for compassionate financial assistance under this rule, such compassionate financial assistance shall become payable to the surviving judicially separated spouse of the deceased Government employee till his or her death or remarriage, whichever is earlier.

26. Where a deceased Government employee is survived by more than one widow, where personal law permits, the compassionate financial assistance shall be payable to the widows in equal shares upto the date of prescribed period or ineligibility, whichever is earlier. When one of them becomes ineligible for compassionate financial assistance, her share of the compassionate financial assistance shall become payable to her eligible child, if any :

Compassionate financial assistance to widows more than one in equal shares.

Provided that if any child of such widow is not eligible for compassionate financial assistance, the share of the compassionate financial assistance shall not lapse but shall be payable to the other widow(s) in equal shares.

Note.—The provision of this rule shall not be applicable to Hindu Government employee because any second marriage after the commencement of Marriage Laws (Amendment) Act, 1976 during the lifetime of his first wife is a nullity and have no legal effect. Such second marriage cannot be valid on the ground of any custom. In fact, a custom opposed to an expressed provision of law have no legal effect. So, the second wife shall not be entitled to the compassionate financial assistance as a legally wedded wife.

27. Where a deceased Government employee is survived by a widow but has left behind eligible child(ren) from another wife, who is not alive, the eligible child(ren) shall be paid the share of compassionate financial assistance which the mother would have received, if she had been alive at the time of the death of the Government employee:

Compassionate financial assistance in equal shares to widow and child from another wife.

Provided that when the share of compassionate financial assistance payable to such a child or to a widow ceases to be payable, such share shall not lapse, but shall be payable to the other widow and/or to the other child or children otherwise eligible, in equal shares.

28. Where the deceased Government employee is survived by a widow but has left behind eligible child(ren) from a divorced wife or wives, compassionate financial assistance shall be payable in equal shares:

Compassionate financial assistance in equal shares to widow and child from a divorced wife.

Provided that when the share(s) of compassionate financial assistance payable to a child(ren) of divorced wife or to widow ceases to be payable, such share, shall not lapse, but shall be payable to the other widow or widows and/or to the other child(ren) otherwise eligible, in equal shares, and thereafter to the next eligible family member.

29. (1) Notwithstanding that a marriage which is null and void under section 11 of the Marriage Law (Amendment) Act, 1976, but the child of such marriage who would have been legitimate if the marriage had been valid shall be legitimate irrespective of the fact whether or not—

Compassionate financial assistance to the child of marriage, invalidated under Marriage Law (Amendment) Act, 1976.

- (a) a decree of nullity is granted in respect of that marriage under this Act;
- (b) the marriage is held to be void otherwise than on a petition under this Act.

(2) The right of such child is required to be protected and shall accrue after the date of ineligibility of legally wedded wife. The compassionate financial assistance shall be distributed equally among the eligible child of legally wedded wife and the eligible child covered under sub rule (1):

Provided that when the share(s) of compassionate financial assistance payable to such a child ceases, the same shall not lapse but shall be payable to the next eligible child, if there is only one eligible child, in full, to such child, and thereafter to the next eligible family member.

Compassionate financial assistance to twin children.

30. Where the compassionate financial assistance is payable to twin children it shall be paid to such children in equal shares:

Provided that when one such child ceases to be eligible his/her share shall be transferred to the other child and when both of them cease to be eligible the compassionate financial assistance shall be payable to the next eligible single child or twin children, as the case may be.

Compassionate financial assistance to minor child through natural or de-facto guardian.

31. In the event of remarriage or death of the widow/widower, if the compassionate financial assistance is payable to the minor child under these rules, it shall be paid through their natural guardian, if any, otherwise through their de-facto guardian on production of indemnity bond till the minor attains the age of eighteen years. In disputed cases, however, payment shall be made through a legal guardian appointed by the Court of law.

Note.— Specimen of indemnity bond is available at Annexure CFA-6

Compassionate financial assistance to a physically disabled child.

32. Where the compassionate financial assistance in respect of a deceased Government employee is to be paid to a dependent disabled son or daughter (married or unmarried) who is suffering from any disorder or disability of mind or is physically crippled and is unable to earn a livelihood, it shall be regulated as under:-

(1) Where a deceased Government employee is survived by two or more children and one child among them is suffering from disorder or disability of mind or who is physically crippled or disabled and is unable to earn a living, the compassionate financial assistance shall be initially payable to the one elder/eldest among physically fit children until he/she becomes ineligible for the same. Thereafter, compassionate financial assistance shall be paid to the next physically fit children up to the period of eligibility. When all physically fit children become ineligible for compassionate financial assistance, it shall be resumed in favour of the disabled child and shall be paid to him/her through the guardian as if he/she is a minor except in the case of the physically crippled son/daughter who has attained the age of majority.

(2) Compassionate financial assistance shall be payable on production of medical certificate and subject to the following conditions:-

- (a) he is incapable of earning his livelihood and was fully dependent upon the deceased Government employee;
- (b) person with impairment in functions of the body shall be examined by the Board under the chairmanship of the Civil Surgeon of the District. Board shall include the specialist according to the requirement. The appellant medical board is at Post Graduate Institute of Medical Science, Rohtak. The persons residing in Chandigarh/Panchkula shall also be examined by the Disability Medical Board of General Hospital, Sector -16, Chandigarh and Government Medical College and Hospital, Sector-32, Chandigarh with the appellant Medical Board at Post Graduate Institute of Medical Education and Research, Chandigarh;
- (c) the Medical certificate issued by the Medical Board shall be required once in the case of permanent mental or physical disability including mental retardation. Where the disability is temporary, Medical certificate of the medical board shall be required once in every five years to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled;

- (d) impairment of more than forty percent of any of the following kind shall be entitled for benefits. Disabilities broadly are of four types:-
 - (i) Visual;
 - (ii) Locomotor;
 - (iii) Speech and hearing;
 - (iv) Mental disorders.

(3) In the case of mentally retarded child(ren), the compassionate financial assistance shall be payable to a person nominated by the deceased Government employee. Where no such nomination has been furnished to the Head Office by him during his life-time, it shall be payable to the person nominated by the spouse of deceased Government employee later on.

(4) Dependent blind son/unmarried blind daughter shall be entitled to compassionate financial assistance upto the date of eligibility on production of medical certificate of blindness from a Medical Board:

Provided it is evidenced by the medical certificate that the disability of blindness renders him/her incapable of earning. The compassionate financial assistance once sanctioned for dependent blind child shall—

- (a) be discontinued from the date when a blind son of twenty five years or more subsequently is cured and becomes capable of earning or starts earning a living, whichever is the earlier.
- (b) remain continue, when a blind daughter is subsequently cured and becomes capable of earning until—
 - (i) she starts earning a living; or
 - (ii) gets married;
 whichever is earlier.

(5) In case of more than one such child suffering from disorder or disability of mind or who are physically disabled, the compassionate financial assistance shall be paid in the order of their birth and the younger of them shall get the compassionate financial assistance only after the elder next above him/her ceases to be eligible:

Provided that where the compassionate financial assistance is payable to disabled twin children it shall be paid in equal shares:

Provided further that when one such child ceases to be eligible his/her share shall be transferred to the other child and when both of them cease to be eligible, the compassionate financial assistance shall be payable to the next eligible single child or twin children, as the case may be.

(6) The compassionate financial assistance under these rules shall be admissible to the eligible disabled child(ren) whether born before or after death.

(7) The person or the guardian who is receiving compassionate financial assistance shall furnish a certificate to the Drawing and Disbursing Officer in the month of January and July every year that the disabled child has not started earning his or her livelihood.

(8) Before sanctioning the compassionate financial assistance for life to any such person, the competent authority shall satisfy that the disability is of such a nature so as to prevent him from earning his livelihood and the same should be evidenced by a certificate obtained from a medical board setting out, as far as possible, the exact mental or physically condition of the person.

Note.— Physically disabled dependent brother and sister, where eligible; shall also be granted compassionate financial assistance subject to medical examination as laid down in this rule for physically disabled children.

33. Where the compassionate financial assistance is payable to the dependent parents, in the first instance, it shall be payable to the mother and on her becoming ineligible it shall be payable to the father up to the date of death, ineligibility or prescribed period, whichever is the earliest. Where dependent parents are living separately, the compassionate financial assistance shall be paid to them in equal share.

Compassionate financial assistance to mother or father of deceased Government employee.

Compassionate financial assistance to the family of a missing Government employee.

34. (1) Except as otherwise provided in these rules, the compassionate financial assistance to the eligible family member of a missing Government employee shall be paid after the period of six months reckoned from the date of registration of the First Information Report (FIR) with the Police Authorities. The arrear of compassionate financial assistance shall be paid from the date of missing. The indemnity bond shall also be obtained from the family of missing Government employee.

(2) A Government employee, against whom the departmental or judicial proceedings were instituted while in service, is disappeared, the provision of this rule shall not be applicable. In such cases decision shall be taken after the conclusion of proceedings pending against the missing Government employee.

(3) A Government employee who disappears after committing fraud or crime, the compassionate financial assistance shall be sanctioned only on acquittal by the Court of Law or fully exoneration on conclusion of the departmental proceedings, as the case may be.

No recovery of Government dues from compassionate financial assistance.

35. No recovery of Government dues in respect of deceased Government employee shall be made from the compassionate financial assistance.

Note.— For recovery of Government dues, Licence fee etc. See Chapter 3 and 9 of Haryana Civil Services (Pension) Rules, 2016.

Steps to be taken by the Head of office in case of death of a Government employee.

36. (1) On receiving information of death of a Government employee while in service, the Head of Office shall send a letter enclosing the Form CFA-1 to the family of the deceased and ask for the necessary documents mentioned therein.

(2) On receiving the documents referred to in sub-rule (1) above, the Head Office shall examine thoroughly and send his recommendations to the Head of Department for sanction of compassionate financial assistance, if admissible. The Head of Department after thorough examination shall issue sanction order of compassionate financial assistance to the eligible family member in respect of deceased Government employee upto the prescribed period or eligibility.

Competent authority for sanction of compassionate financial assistance.

37. Head of Department shall be the competent authority to sanction the compassionate financial assistance for the family of deceased Government employee of any group. However, in case of Head of office the next higher authority shall be competent for the purpose.

Procedure for payment of compassionate financial assistance.

38. After the sanction of compassionate financial assistance by the competent authority, monthly payment shall be made by the Head of Office where the deceased Government employee was posted at the time of death or by the office of any other Head of Office of the same Department anywhere in Haryana opted by the eligible family member, subject to production of necessary documents required from time to time from the family of deceased Government employee. The expenditure shall be charged to the Object Code – “79-Exgratia” under the functional major head of the concerned department.

Furnishing of necessary documents.

39. (1) The following documents are required to be submitted by the eligible family member with the application form for the purpose of compassionate financial assistance:—

- (i) Application in form CFA-1.
- (ii) Certificate of Income of child and/or parent from all sources.
- (iii) Certificate of marriage or remarriage, in case of female member.
- (iv) Medical certificate of physically disabled child, if any.
- (v) Certificate of no judicial proceedings in respect of a criminal case are pending against him/her in any Court of law.

(2) The eligible family member in receipt of compassionate financial assistance shall have to appear personally or furnish life certificate and income certificate duly attested by any gazetted officer or village Sarpanch or Municipal Councillor of the area of his residence to the concerned Head of office once in every six months.

40. (1) As soon as a person joins Government service on regular basis, he shall give details of his family in Form CFA-4 to the Head of Office. If he has no family at the time of joining, he shall furnish the details in Form CFA-4 as soon as he acquires a family.

Furnishing the size of family on joining and from time to time.

(2) The Government employee shall communicate to the Head of Office any subsequent change in the size of the family, including the fact of marriage of female child.

(3) The Head of Office shall, on receipt of the said Form CFA-4 get it pasted on the service book of the Government employee concerned and acknowledge receipt of the said Form CFA-4 and all further communications received from the Government employee in this behalf. On receipt of communication from the Government employee regarding any change in the size of his family, the Head of Office shall have such a change incorporated in Form CFA-4.

(4) As and when the disability manifests itself in a child which makes him/her unable to earn his/her living, the fact shall be brought to the notice of the Head of Office duly supported by a medical certificate issued by the board. The Head of Office shall indicate this in Form CFA-4.

41. Unless the Government by general or special order otherwise directs, compassionate financial assistance undrawn/unclaimed for a period over one year shall cease to be payable by the disbursing officer. If the claimant afterwards appears or a claim is presented on his behalf, the Head of Department shall revalidate the claim along with arrears of compassionate financial assistance after satisfying himself about the circumstances of the lapse. Claims submitted after a lapse of three years shall be considered by the Administrative Department in consultation with General Administration Department.

Lapses and forfeiture of compassionate financial assistance.

42. The power to interpret, change, amend, and relax and removal of doubt of these rules shall lie with the Government.

Power to interpret, amend, relax and removal of doubt.

Note 1.— Communications regarding the interpretation and alteration of these rules should be addressed to the General Administration Department through the Administrative Department concerned.

Note 2.— Where the Government in the General Administration Department is satisfied that the operation of any of these rules regulating the conditions of service of Government employees, causes undue hardship in any particular case, it may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

43. (1) The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006, are hereby repealed.

Repeal and Savings.

(2) Notwithstanding such repeal, all things done or action taken shall be deemed to have been done or taken under these rules.

Form CFA-1 (see rule 5 and 36)		
Application for Compassionate Financial Assistance		
1	Name :	
2	Date of Birth :	
3	Date of joining on regular basis of deceased employee/disappeared Government employee:	
4	Date of death/disappearance alongwith copy of death certificate or First Information Report (FIR)	
5	Designation/Post last held :	
6	Last drawn Basic Pay :	
Full information of Family Member eligible for compassionate financial assistance :		
		Paste passport size attested photo of family member eligible for compassionate financial assistance
7	Name :	
8	Permanent Address :	
9	Corresponding Address :	
10	Relation with the deceased/disappeared Government employee :	
11	Branch of concerned Department at Tehsil or District Level selected for payment of compassionate financial assistance.	
12	Name of the Bank Bank Account No. IFSC Code Branch Address	
13	Detailed information regarding dependents of deceased/disappeared Government employee	

	(a)	Widow/Husband	
	(b)	Son (unmarried)	
	(c)	Unmarried daughters	
	(d)	Mother/Father dependent on the deceased/missing Government employee.	
8.	General Financial position of the family (this information is to be given in affidavit proforma.).		
9.	Member of the deceased/missing Government employee's family who opts for Government service. His educational qualifications and other information.		
10.	Any another related information, if any.		
11.	If the job is given under the scheme, an affidavit is to be enclosed by other family members that they shall not claim further appointment under this scheme.		

Place : _____

Date : _____

Signature of the applicant and address.

Form CFA-3

(see rule-20)

Application for appointment under rule 20 for one of the dependent family member of Martyred Government employee.

1.	Name of Martyred :						
2.	Department :						
3.	Date of Martyr in certificate						
4.	Full information of applicant						
	(i) Name						
	(ii) Full Address						
	(iii) Relation with Martyred						
5.	Information of family of Martyred						
	Name	Age	Relation	Moveable/ Immovable Property	Income	Any other Information	
6.	Educational Qualification and other Information of dependent family member of Martyred and his wife/ dependent interested in Government service.						
7.	If any employment under this scheme is to be given to person other than wife then 'no objection certificate' from other dependent member is to be attached.						

Date: _____

Signature of Applicant _____

Full Address _____

Form CFA-4

(see rule 40)

Details of Family for Compassionate Financial Assistance or Appointment

Name of the Government employee						
Designation						
Date of birth						
Date of appointment on regular basis						
Details of the members of my family as on						
Serial Number	Name of the member of family	Date of birth	Relationship with the Government employee	Monthly income, if any	Aadhar No.	Remarks
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition or alteration.

Place: _____

Dated : _____

Signature of Government employee

Countersigned
Signature of Head of office
(with date and stamp of Office)

Form CFA-5
(see rule 11)
Affidavit regarding Declaration

I, _____ w/o, h/o, s/o, d/o _____ of _____ resident _____, do hereby solemnly affirm and declare as under: -

- (1) I shall maintain properly the other family members who were dependent on the deceased/missing Government employee mentioned in the form enclosed herewith and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.
- (2) That the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

Place : _____

DEPONENT

Dated : _____

Verification:

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein

Place : _____

DEPONENT

Dated : _____

Form CFA-6
INDEMNITY BOND

(see rule 31)

(To be furnished by the de facto guardian of minor eligible family member of deceased or missing Government employee)

KNOW ALL MEN by these presents that we (a).....the widow/son/brother, etc., of
(b).....deceased/missing Government employee, resident of
(c).....son/wife/daughter of
..... and resident of
..... the sureties
for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the Governor of Haryana (hereinafter called " the Government") in the sum of Rs..... only) well and truly to be paid to the Government on demand and without a demur together with simple interest at the rate prescribed by Government for General Provident Fund from the date of payment until repayment is made, we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed thisday oftwo thousand and
WHEREAS (c).....was at the time of his disappearance in the employment of the Government/receiving a Compassionate Financial Assistance at the rate of Rs..... (Rupees.....only) per month from the Government.

AND WHEREAS the said (c).....disappeared on theday of 20..... and a sum of Rs..... (Rupees..... only) per month is to be paid towards compassionate financial assistance to his family members.

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c).....before the said sum can be paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the surety/sureties have agreed to execute the bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made to the Obligor, the Obligor and/or the surety/sureties shall in the event of a claim being made by any other person against the Government with respect to the aforesaid sum of Rs.....refund to the Government the said sum of Rs.....and shall otherwise indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sum and all costs incurred in consequence of the claim thereto THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so relating the surety/sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the surety/sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the surety/sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the above named 'Obligor' in the presence of

- 1. _____
- 2. _____

-42-

Signed by the above named 'Surety'/'Sureties'

- 1. _____
- 2. _____

Accepted for and on behalf of the
Governor of Haryana by

(Name and designation of the Officer directed or
authorized to accept the Bond for and on behalf of the
Governor of Haryana)

in the presence of

- 1. _____
- 2. _____

(Name and designation of witness)

NOTE 1.—

- (a) Full name of the claimant referred to as the 'Obligor'.
- (b) State relationship of the Obligor to the deceased.
- (c) Name of the deceased Government Officer.
- (d) Full name or names of the sureties with name or names of the father(s)/husband(s) and place of residence.
- (e) Designation of the officer responsible for payment.

NOTE 2.— The Obligor as well as the Sureties shall have attained majority so that the bond may have legal effect or force.

-49-

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/ Sureties hereunder shall not be impaired or discharged by reason or time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

- 1. _____
- 2. _____

Signed by the above named 'Surety'/'Sureties'

- 1. _____
- 2. _____

Accepted for and on behalf of the
Governor of Haryana by

(Name and designation of the Officer directed or
authorized to accept the Bond for and on behalf of the
Governor of Haryana)

in the presence of

- 1. _____
- 2. _____

(Name and designation of witness)

Note:— The Obligor as well as the Sureties shall have attained majority so that the bond may have legal effect or force.

KESHNI ANAND ARORA,
Chief Secretary to Government, Haryana.

-49-

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/ Sureties hereunder shall not be impaired or discharged by reason or time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

- 1. _____
- 2. _____

Signed by the above named 'Surety'/ 'Sureties'

- 1. _____
- 2. _____

Accepted for and on behalf of the
Governor of Haryana by

(Name and designation of the Officer directed or
authorized to accept the Bond for and on behalf of the
Governor of Haryana)

in the presence of

- 1. _____
- 2. _____

(Name and designation of witness)

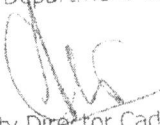
Note.— The Obligor as well as the Sureties shall have attained majority so that the bond may have legal effect or force.

KESHNI ANAND ARORA,
Chief Secretary to Government, Haryana.

-46-

7. The amount will be drawn at the level of MDU/KUK through the Drawing and Disbursing Officer of the University (Pension Scheme) and will be disbursed to the retirees. Further the management will send the Utilization certificate at Head Quarter on monthly basis.
8. The retirees will submit an affidavit stating therein that after their death no body dependent upon them and also certified family member would claim the honorarium amount.
9. The amount shall be charged/debatable to the major head "2202-General Education (Recurring/Non-Recurring)-03-University & Higher Education-102-Assistance to Universities."

This issues with the concurrence of the Finance Department conveyed vide their U.O. No. 60/25/2017-3FD-II/8621 dated 11.09.2019.


Deputy Director Cadet Corps
for Director Higher Education Haryana,
Panchkula

Final minutes of the meetings of the Committee constituted by the Vice-Chancellor for the purpose of amendments in the House Allotment Rules that met on 10th Sep and 20th Sep 2019:

The following members were present:-

- | | |
|--|----------|
| 1. Prof. J. S. Nandal, Dept of Mathematics | Chairman |
| 2. Dr (Mrs.) Vineeta Shukla, Dept of Zoology | Member |
| 3. Dr Rajiv Sharma, D.R. (Gen. Administration) | Member |
| 4. Sh. Mukesh Bhatt, Finance Officer | Member |
| 5. Sh. J. S. Dahiya, XEN | Member |

After detailed discussion, the committee recommended as under:-

- For the purpose of allotment of Residential Accommodation, the earlier classification of University employee's pay scales and entitlement may be replaced with those as per 7th Pay Commission recommendations, which are as under:-

Sr. No	Type of Houses	Grade Pay as per 7th Pay Commission Scale	
		Functional Level	ACP Level
1	Type-I	L-DL	-
2	Type-IA	L-1 to L-5	ACPL-1 to ACPL-5
3	Type-II	L-6	ACPL-6 to ACPL-9
4	Type-IIA	L-7 to L-8	ACPL-10 to ACPL-11
5	Type-III / Type-III Duplex / Type-III Flats	L-9 to L-10	ACPL-12 to ACPL-14
6	Type-9J / University Flat / Faculty Flats	AL-10 L-11	ACPL-15
7	Type-IV	AL-11 L-12 and above AL-12 to AL-15	ACPL-16 to ACPL-19 and above

Note: If an employee is drawing salary as per the 6th pay commission, he/she may be considered for allotment of house by placing him/her in the corresponding level of 7th pay commission.

- In case a non-teaching officer is applicant for allotment of a house competing with teaching faculty members in the entitled category, 10% of the houses may be kept reserved for allotment by the House Allotment Committee, to such officer or.

Handwritten signatures: Nandal, RS, and others.

the basis of seniority within non-teaching applicants in each meeting. The fraction to this effect will be carried forward to the subsequent meetings. As and when cumulative fraction crosses a whole number, house(s) to the extent of such whole number will be allotted to such non-teaching officers.

3. It has been noticed that various requests are received from the Employees for temporary use of various category of vacant houses for solemnization of marriage or other family functions. Such requests may be acceded to on first come first serve basis on the following rates per day alongwith electricity charges (as per meter reading), for use of various category of houses:-

Category of Houses	Rent Per Day (in Rs.)
Type-I	Rs. 300/-
Type-IA	Rs. 500/-
Type-II	Rs. 800/-
Type-IIA	Rs. 800/-
Type-III	Rs. 1000/-
Type-9J / Flats	Rs. 1200/-
Type-IV	Rs. 1500/-

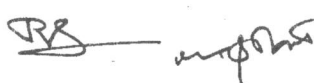
4. Upon acceptance of an offer of allotment of a new house by the University Employee, the previously allotted house to him/her, if any, shall be automatically treated as cancelled as and when he/she possesses the new house or within 15 days, whichever is earlier.

5. There is no need to apply afresh by the applicants for 2nd cycle of a year who had already applied for the allotment of houses during the 1st cycle of the year.

6. Discretionary Quota: There is 10% discretionary quota for the Vice-chancellor. As and when a Junior person to an employee who had been allotted house under Discretionary Quota of the Vice-Chancellor, gets a house (of the same category) allotted as per seniority, then the said employee will be deemed to be allotted house as per seniority and hence will be considered out of the preview of the said Discretionary Quota.

7. A person holding the statutory post on regular basis may be considered for allotment of a house one step up beyond his/her entitlement.

8. In case of Mutual Shifting of houses, there is a condition that the remaining period of service of employees should be at least one year. In such cases, if a person after mutual shifting, leaves the house before completion of his/her service, he/she will be liable to pay HRC and other charges for one complete year including the period of his/her stay after shifting and he/she will not be paid HRA during this period by the university.


9. After vacation of a house by an occupant, the same be immediately handed over to the Engineering Cell (within 7 days) by the General Administration Branch, to make the same worth living by carrying necessary repairs and whitewash etc. (within 15 days). The XEN will issue a certificate of 'perfectly liveable condition' of the house to the General Administration Branch and that house will instantly be allotted to the allottee as per HAC recommendations in its next meeting.

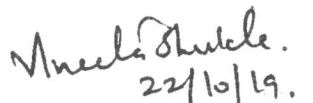
10. Water charges, Lawn charges (only for ground floor) and fan charges shall be charged from the employees on account of allotment of residential accommodation on the campus as given below:

Sr. N.	Category of House	Water Charges	Lawn Charges	Fan Charges
1.	Type-IV	Rs.200/-	Rs.100/-	Rs.20/-per fan for all categories
2.	Type-III/ Type-III duplex / Type-9J/ University Flats	Rs.100/-	Rs.60/-	
3.	Type-IIA/ supervisor Houses	Rs.100/-	Rs.60/-	
4.	Type-II	Rs.100/-	N.A	
5.	Type-IA/Type-I/Horticulture Houses	Rs.50/-	N.A	
6.	Earmarked category houses	As per entitlement of employee in respective category of house on the basis of pay scale		

11. The office will circulate the seniority list to the employees giving 07 days' time for filing objections. Further, the HAC will prepare waiting list of 3 employees in each category which will remain valid till the next meeting of the House Allotment Committee.

12. If any of the earmarked houses remains to be allotted, the same may be allotted by the Vice-Chancellor using discretion to the employees getting salary in the same level for which the specific house was earmarked.


(J. S. NANDAL)
22/10/19


(VINEETA SHUKLA)
22/10/19.


(RAJIV SHARMA)


(MUKESH BHATT)


(J. S. DAHIA)

MINUTES OF THE MEETING OF COMMITTEE CONSTITUTED FOR DRAFTING GUIDELINES FOR APPOINTMENT OF VISITING PROFESSOR, VISITING FELLOW, ADJUNCT FACULTY, HONORARY FACULTY, DISTINGUISHED VISITING FACULTY, FLOATING FACULTY AND PROFESSOR EMERITUS IN THE UNIVERSITY HELD IN THE OFFICE OF DEAN ACADEMIC AFFAIRS ON 11-09-19 AT 11.00 A.M.

The following members were present

- | | | |
|--|---|----------|
| 1. Prof. Ajay K Rajan, Dean Academic Affairs | - | Chairman |
| 2. Prof. Narender Kumar Garg, Dept. of Commerce | - | Member |
| 3. Prof. Munish Garg, Director IQAC | - | Member |
| 4. Prof. Surinder Kumar, Dean, Faculty of Humanities | - | Member |
| 5. Prof. Narasimhan B, Dept. of Pharm. Sciences | - | Member |


The committee after detailed deliberations framed the draft guidelines for Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, Floating-Faculty and Professor Emeritus in the University (Annexure A). The meeting ended with vote of thanks to the chair.


(Ajay K Rajan)


(N K Garg)


(Munish Garg)


(Surinder Kumar)


(Narasimhan B)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

“GUIDELINES FOR APPOINTMENT OF VISITING PROFESSOR, VISITING FELLOW, ADJUNCT FACULTY, HONORARY FACULTY, DISTINGUISHED VISITING FACULTY, PROFESSOR EMERITUS AND FLOATING FACULTY IN THE UNIVERSITY”

It is well realized that there is lot of creative talent and intellectual resources from academia/industry available within the country that are not formally connected to the higher education system. It is imperative that the expertise and experience of such individuals from academia and industries, who are outside the main stream academic system, flows into our Universities. This would enhance, strengthen and improve the quality of teaching, training and research. The current massive expansion phase in higher education, mandating huge programmatic diversity, also requires that faculty resources be augmented by utilizing the services of superannuated academics, reputed scientists, engineers, physicians, advocates, artists, civil servants as well professionals from industry, both serving and retired. It is also essential that such faculty/professionals is hired with the same degree of rigor as adopted for full-time faculty so that right types of candidates are identified for such assignments in M.D. University, Rohtak by adopting following guidelines:

1. Guidelines for appointment of Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, and Floating Faculty in the University.
2. Guidelines for appointment of visiting professor.

Objectives:

- To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis;
- To attract distinguished individuals who have excelled in their field of specialization like science and technology, industry, commerce, social research, media, literature, fine arts, civil services and public life into the academic arena, to enrich the overall learning processes by bringing external perspectives to regular teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the University;
- To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could

fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability etc;

- To enable higher educational institutions to access the eminent teachers and researchers who have completed their formal association with the University/college, to participate in teaching, to collaborate and to stimulate research activities for quality research and to play mentoring and inspirational role;
- To recognize the skills of professionals in their respective areas of excellence irrespective of their academic qualifications to impart training to the learners of skill based vocational courses in Universities and Colleges.

PART - 1: GUIDELINES FOR APPOINTMENT OF VISITING PROFESSOR, VISITING FELLOW, ADJUNCT FACULTY, HONORARY FACULTY, DISTINGUISHED VISITING FACULTY, AND FLOATING FACULTY IN THE UNIVERSITY

Visiting Professor:

1. A Visiting Professor should be an eminent scholar in his/her/hers field. Generally a person who has held or is holding the post of Professor or a person, who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor is two years and the minimum not less than three months.
3. A Professor should not be appointed as a Visiting Professor in the same University in which he/ she has held a post immediately before superannuation.
4. If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed Rs.75,000/ p.m. excluding any superannuation benefits.
5. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to Rs.1,00,000/p.m.
6. In case a person serving in an Indian University is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the University.
9. Guest House accommodation is expected to be provided free of charge by the host University, but food charges would be paid for by the Visiting Professor.

Visiting Fellow:

1. A Visiting Fellow should be a scholar of eminence in his/her/er subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum up to three months.
2. The Visiting Fellow may be paid daily allowance not exceeding Rs.3000/ per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
3. Travel expenses may be met in accordance with the rules of the University.
4. It is expected that the parent institution will grant academic/duty leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
5. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.
6. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.

Adjunct faculty:

1. The adjunct faculty should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time or a person of eminence with or without a postgraduate or Ph.D. qualifications. The distinguished alumni may also eligible to be appointed as adjunct faculty.
2. The person should be an accomplished scholar/professional in his/her area of specialization and his/her association would add value to the academic programmes he/she is associated with.
3. Adjunct faculty will be provided travel cost, as per entitlement, from his/her/er institution/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.
4. She/he will be provided an honorarium of Rs. 2000/- (Rs. Two Thousand Only) per lecture to a maximum of Rs. 6000/- (Rs. Six Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.

5. The adjunct faculty should be appointed for a period of one year at first instance. The tenure may be extended on annual basis as per monitoring criteria.

Honorary Faculty

Institutes may honor distinguished academicians including its own retired faculty members by conferring on them the status of "Honorary Faculty". This status will be same as adjunct faculty except that:-

1. Honorary faculty will be drawn from distinguished persons retired from active service, including the Institute's own retired faculty, who commit to be engaged in substantial scholastic activity using facilities of the Institute and contribute academic services to the institute without compensation.
2. Duration of appointment shall be "for 5 years".
3. Honorary faculty will be provided travel cost, as per entitlement, from his/her/her place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, he/she will be provided free lodging and boarding in the Guest House.

Distinguished Visiting Faculty

1. The senior academicians, senior Government officers, senior industry personnel and eminent personalities who have significant contribution to the knowledge in the concerned/allied/relevant/applied disciplines are eligible to be invited as Distinguished Visiting Faculty.
2. The Distinguished Visiting Faculty shall be from outside the concerned University/Institution.
3. The Distinguished Visiting Faculty can be invited for a single/series of lectures.
4. She/he will be provided an honorarium of Rs. 5000/- (Rs. Five Thousand Only) per lecture to a maximum of Rs. 20000/- (Rs. Twenty Thousand Only) per visit.
5. Distinguished Visiting Faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, and will be provided free lodging and boarding in the Guest House.

Floating Faculty

The floating faculty should be a senior academicians, senior Government officers, senior industry personnel and eminent personalities who are eligible to teach classes for multiple Departments of the University. The other terms and conditions are same as given in adjunct faculty.

Selection Criteria:

The Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, Professor Emeritus and Floating Faculty will be appointed by the competent authority based on the recommendation of a Committee. It is expected that any application for concerned faculty is first discussed at the Department level. The Department may forward the application with comments specifying the suitability of such candidate(s) in the Department / institution level academic activities. If the Department recommends a case for appointment of concerned faculty, the same should be examined by a Committee comprising of following:

- i) Vice Chancellor/Dean Academic Affairs(Chair)
- ii) Dean of the concerned faculty
- iii) Head of the concerned Department.
- iv) One External Expert (Nominated by Vice Chancellor).
- v) Registrar

If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval.

Note:

The following terms and conditions shall be applicable to Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty and Floating Faculty

- The strength of concerned faculty may not exceed 25 % the sanctioned strength of faculty of a Department at any time.
- The tenure of any of the above faculty should not exceed five years.
- The maximum age limit of 70 should be adopted for appointment.

Monitoring criteria:

At the end of tenure, the concerned faculty (Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty and Floating Faculty) shall submit a report on his/her contribution towards academic / research / corporate life of the Department/University. The report shall be considered by the Departmental Committee. The continuation/renewal of concerned faculty is subject to the recommendation received from the concerned Department.

PART - 2: GUIDELINES FOR APPOINTMENT OF PROFESSOR EMERITUS

Eligibility:

1. The University may confer the title of Professor Emeritus on a Professor of the University after his/her retirement, if he/she has served in the capacity for at least 10 years in the M.D. University out a total of 15 years service in this organization.

2. The title will be conferred only on the scholar who has made outstanding contribution to his/her subject through his/her published work. Number of such publications in the last 7 years of his/her career should be substantial.
3. The Professor should have been constantly engaged in the research throughout his/her career upto the year of his/her superannuation as apparent by research publications in National and International journals of repute, research project guided, these supervised and/on books, monographs etc. favorably reviewed by competent authority in the field.
4. He has supervised some major research projects assigned by wellknown agencies.
5. He has been a recipient of national/international award/fellowship from extremely reputed national/International agency. It must be checked that the agency does not merely award this honour against some sort of payment of money.

Terms and Conditions

1. The University has no financial commitment or responsibility of providing residential accommodation even for a limited period to Professor Emeritus. However, he/she will be entitled for office accommodation and lab, facility (if required) in the Department for 5 years as Professor Emeritus at first instance and the tenure may be extended for a period of another 5 years subject to his/her continuation in his/her first tenure as well the recommendation of the Departmental Committee.
2. He shall not be a member of any administrative body of the University such as Board of Studies, Faculty, Executive Council, Court etc. though he shall be the ex-officio member of the Academic Council without voting right for a period of 5 years in the beginning of his/her tenure as Professor Emeritus.
3. The consultancy project undertaken and IPR generated during the tenure of Professor Emeritus be governed by the University consultancy and IPR policies.
4. A person who avails the Professor Emeritus from any funding agency to work at M. D. University, Rohtak is not eligible to be considered for the grant of Professor Emeritus from M.D. University, Rohtak.
5. The maximum age limit of 70 should be adopted for appointment.

Procedure:

1. The Professor Emeritus aspirant shall approach the Vice-Chancellor with unsigned biodata within 6 months before his/her retirement. The Vice-Chancellor shall ask three senior Professors of the Department and in case the number of Professors in the Department is less or nil then the remaining number of very senior Professors

from the Departments of allied subjects in the University to consider the bio-data and give verdict within one month for further processing the case.

2. The Vice-Chancellor will ultimately send copies of the bio-data to a committee consisting of the following :
 - One nominee of the University Grants Commission.
 - One nominee of the Academic Council.
 - Three outside experts, out of a panel supplied by the concerned Head of the Department.
3. The bio-data and reports of these outside experts shall be put before the Academic Council for consideration and approval.
4. If approved by the Academic Council, the case shall be placed before the Executive Council for the final conferment of the title.
5. Exercise of conferment should not take more than a year from the date of submission of the bio-data.

Responsibilities of Professor Emeritus

1. Professor Emeritus may mentor the young faculty for research and also to submit research proposal to funding agencies.
2. Professor Emeritus must publish atleast one research / review article in SCOPUS/ICI indexed journals in each academic year.
3. Professor Emeritus may co-supervise Ph.D. students of the University.
4. Professor Emeritus may accept teaching assignment of one course (including Theory & Practical) on the request of the Department without having any detrimental impact on the total teaching workload of the Department.
5. Research Publications/Projects or any other academic/research work of Professor Emeritus during the period shall be reported in the corresponding Annual Report of the University.

Monitoring criteria:

At the end of tenure, the Professor Emeritus shall submit a report on his/her contribution towards academic / research / corporate life of the Department/University. The report shall be considered by the Departmental Committee. The continuation/renewal of Professor Emeritus is subject to the recommendation received from the concerned Department.



UNIVERSITY GRANTS COMMISSION
 UNIVERSITY GRANTS COMMISSION
 SOUTH BANGALORE CAMPUS
 NEW DELHI-110 045

29th May, 2013

No.F.10-8/2011 (Admn./A&B)

OFFICE ORDER NO.133/2013

Keeping in view the requirement of consultants to advice on specialized tasks in UGC in the wake of expansion in higher education over the years, the Commission in its 493rd meeting held on 10.05.2013 have approved the following grades of Consultants alongwith the range of consultancy fee payable as under:-

Sl. No.	Category	Range of Consultancy Fee
(i)	Chief Consultant	Rs. 70,000 - 90,000/-
(ii)	Consultant (Serving Professionals)	Pay protection in the parent organization plus Leave Salary Cum Pension Contribution (LSPC) liability
(iii)	Consultant (Retired Professionals)	Rs. 50,000 - 70,000/-
(iv)	Consultant (Junior)	Rs. 40,000 - 50,000/-

In addition, persons who have superannuated from services at the level of Joint Secretary to Govt. of India and above may be provided conveyance facility to keep parity with entitlement which they availed prior to retirement.

The Commission authorized Chairman, UGC to fix the consultancy fee within the given range depending upon the professional standing of the individual and the job profile.

This issues with the approval of the Competent Authority.

(Archana Thakur)
 Deputy Secretary

Copy to:

1. PS to Chairman/Secretary/Director (Admn.), UGC.
2. FA/OS (Finance)/US (FD-I/B)/US (FD-II)/SO (FD-I/A)/SO (FD-I/B)/SO (FD-II)/SO (FD-IV)
3. OS (Admn.)/SO (Admn.)/CAD/ SO (Gen. Admn.)
4. OS (Parliament)/Publication Officer, UGC.
5. Guard File

(Archana Thakur)
 Deputy Secretary