UNIVERSITY CALENDAR

Volume - III

STATUTES, ORDINANCES, RULES & REGULATIONS

(as amended upto January, 2025)

PANDIT BHAGWAT DAYAL SHARMA
UNIVERSITY OF HEALTH SCIENCES
ROHTAK-124001 HARYANA, (INDIA)

FOREWORD

It is a matter of immense pleasure that Pandit Bhagwat Dayal Sharma University of Health Sciences is bringing out an updated edition of University Calendar (Volume-III) containing Statutes, Ordinances, Rules & Regulations (amended upto January, 2025).

I take this opportunity to place on record my appreciation for the unstinting enthusiasm and hard work done by the officers/officials of the University.

I hope that publication of this volume will immensely benefit not only the constituent/affiliated colleges but also various university branches in their smooth functioning.

Vice-Chancellor

PREFACE

This University Calendar (Volume-III) is an up-dated compilation of Pandit Bhagwat Dayal Sharma University of Health Sciences Statutes, Ordinances, Rule and Regulations (amended upto January, 2025). The Changes/amendments incorporated in the Statutes, Ordinances, Rules and Regulations have assent of the competent authority as mentioned at the end of each Ordinance/Statute/Rules/Regulation.

I am hopeful that the publication of this volume will go a long way in transparent working of the University maintained/affiliated colleges/institutions and also in updating their information.

Although utmost care has been taken to avoid any mistake but still if any mistake comes to notice, the same may please be brought to the notice of the undersigned.

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Regulations
on Conduct of Meetings
(Approved by Executive Council vide Agenda No.5 in its 1st meeting held on 19-08-2008)

(Regulations Under Section 32(1)(c) and (d)
of Haryana Act No.26 of 2008)

CONDUCT OF MEETINGS OF THE COURT

1. The annual meeting of the Court shall, unless otherwise directed by the Vice-Chancellor, be held in the month of March each year at which the budget estimates for the ensuing year shall be submitted:

   Provided that ordinary meetings of the Court may be convened, at any time, by the Registrar, under the direction of the Vice-Chancellor, for the due disposal of business.

2. A special meeting of the Court may be convened at any time by the Chancellor, Vice-Chancellor or on a written request of one-third of its members. The written request by the members intimating the purpose for which such meeting is deemed to be necessary will be submitted to the Vice-Chancellor, who may after consideration fix the date and time of such meeting. The Registrar shall circulate the notice of the meeting, together with the business which is intended to be transacted in the meeting to the members of the Court, at least seven days before the date fixed for such meeting.

3. The Registrar shall, under the direction of the Vice-Chancellor, give to all members of the Court **at least 15 days notice**, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent alongwith the notice of the meeting. However, in case of emergency, the Vice-Chancellor may convene an ordinary meeting at a shorter notice.

4. Except in emergent meeting, not less than seven days before the date of a meeting, the Registrar shall, under the direction of the Vice-Chancellor issue to every member, agenda papers, specifying the date, time and place of the meeting and the business to be transacted in the meeting.

5. (i) In all the meeting of the Court, **two-fifths of the Members** shall form a quorum.

   (ii) If the required number of members for purposes of quorum is not present by the half an hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.

6.[1] [2] The Chancellor shall, if present, preside over the meetings of the Court. In the absence of Chancellor, the Vice Chancellor shall preside over the meetings, but in the absence of both the Chancellor and the Vice-Chancellor, the officer who will be looking after the duties of Vice- Chancellor shall preside over the meeting.

7. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.

8. All proceeding of the meetings shall be recorded in writing and signed by the Registrar and approved by the Chairperson.

9. The proceedings of the Court having been duly approved shall be circulated to the Chancellor and the members of the Court and the Executive Council within one month of the meeting.

10. Any member who ceases to hold the qualification by virtue of which he was appointed to the Court shall cease to be member thereof.

CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL

1. Meetings of the Executive Council will ordinarily, be held **once in four months** or earlier as and when required, on a date and time to be fixed by the Vice-Chancellor. However, the duration between two meetings should not exceed four months in any case.
2. [1] [2] The Vice-Chancellor shall be the Chairperson of the Executive Council and shall preside over its meeting. In the absence of Vice-Chancellor, the officer who will be looking after the duties of Vice-Chancellor shall preside over the meeting.
3. The Registrar shall give to all members of the Executive Council **at least 10 days notice**, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent alongwith the notice of the meeting. However, in a case of emergency, the Vice-Chancellor may suspend or modify the operation of this rule.
4. **Two-fifths of the members** shall form the quorum.
5. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
6. Notice of motion or resolution to be included in the agenda of the meeting of the Executive Council must reach the Registrar not less than five clear days before the meeting. It will be included in the agenda at the discretion of the Vice-Chancellor.
7. The proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson.
8. The proceedings of meetings having been duly approved shall be circulated to the Chancellor and members of the Executive Council, ordinarily, within 15 days of the meetings.
9. Any member who ceases to hold the qualification by virtue of which he was appointed to the Executive Council shall cease to be member thereof.

CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL

1. [1] [2] The meeting of the Academic Council will ordinarily, be held once in six months or earlier as and when required, on a date and time to be fixed by the Vice-chancellor. However, the duration between two meetings should not exceed six months in any case. The Registrar shall, ordinarily, **at least ten days before each meeting** of the Academic Council, issue to each member, a notice convening the meeting alongwith the agenda thereof:-

   Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.

2. In the case of emergent meetings, the Registrar shall give notice of the date, time and place of the meeting as per the circumstances in each case may permit.

3. [1] [2] The Vice-Chancellor shall preside over the meetings of the Academic Council. In the absence of Vice-Chancellor, the officer who will be looking after the duties of Vice-Chancellor shall preside over the meeting.

4. **Two fifths of the members** shall form a quorum.

5. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.

6. Notice of a motion or resolution to be included in the agenda of the meeting of the Academic Council must reach the Registrar not less than five clear days before the meeting. It will be included in the agenda at the discretion of the Vice-Chancellor.

7. Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Chairperson.

8. The proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson.

9. The proceedings of the meetings of the Academic Council having been duly approved shall be circulated to the Chancellor and the members of the Academic Council, ordinarily within 15 days of the meeting.

10. Any member who ceases to hold the qualification by virtue of which he was appointed to the Academic Council shall cease to be member thereof.

CONDUCT OF MEETINGS OF THE FINANCE COMMITTEE

1. [1] [2] The Vice-Chancellor shall preside over the meetings of the Finance Committee. In the absence of the Vice-Chancellor, the officer who will be looking after the duties of Vice- Chancellor shall preside over the meeting.
2. [1] [2] **Three members shall form a quorum**, out of which at least one shall be the Addl. Chief Secretary to Govt. Haryana, Finance Department or his nominee or Addl. Chief Secretary to Govt. Haryana, Medical Education & Research Department or his nominee.
3. The Controller of Finance, the Member-Secretary of the Committee shall give to all members of the Finance Committee **at least 7 days notice**, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent alongwith the notice of the meeting.
4. The Finance Committee shall meet **at least once every year** to consider the annual accounts and the budget proposals for the next year for submission to the Executive Council with its recommendations.
5. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
6. All proceeding of the meetings shall be recorded in writing, and signed by the Controller of Finance and approved by the Chairperson.
7. The proceedings of the meetings of the Finance Committee, having been duly approved, shall be ordinarily circulated to the members within 15 days of the meeting.
8. Any member who ceases to hold the qualification by virtue of which he was appointed to the Finance Committee shall cease to be member thereof.

CONDUCT OF MEETINGS OF THE FACULTIES

1. The Dean of the faculty shall preside at the meetings of the Faculty. In the absence of the Dean, the Senior most Professor in the Faculty shall act as Chairperson.
2. Meetings of the Faculties shall be convened by the Dean and shall be held at least **once a year**. However, special meeting may be convened as and when required.
3. The Dean shall give to all members of the Faculty **at least 10 days notice**, convening the meeting specifying the date, time and place of the meeting. The agenda and the related papers shall also be sent alongwith the notice of the meeting. However, in a case of emergency, the Vice-Chancellor, may suspend or modify the operation of this rule and the meeting could be called at a shorter notice.
4. Notice of motion of resolution to be included in the supplementary agenda, of a meeting of the Faculty must reach the Dean, not less than 7 days before the date of meeting.
5. Amendment to motion on the agenda and new proposals can also be moved at the meeting with the permission of the Chairperson.
6. **Two fifths of the members** shall form a quorum.
7. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
8. The proceedings of the meeting of the Faculties shall be circulated to the members of the Faculties ordinarily within 15 days of the meeting.
9. Any member who ceases to hold the qualification by virtue of which he was appointed to the Faculties shall cease to be member thereof.

CONDUCT OF MEETINGS OF BOARDS OF STUDIES

1. In the case of Post Graduate Boards of Studies, the Chairperson shall be from amongst the Senior Professors in the subjects constituting the board on the basis of seniority and rotation. The Chairperson shall preside over the meetings of the board but in the absence of the Chairperson, the seniormost member present shall preside at such meeting.
2. In the case of Under Graduate Board of Studies, the Director, Pt.B.D.Sharma PGIMS shall preside over the meetings of the board but in the absence of the Chairperson the seniormost member shall preside at such meeting.
3. **Two Fifths of the members** will form a quorum.
4. The Chairperson of the Board of Studies shall give to all members of the Board of Studies **at least 7 days notice**, convening the meeting specifying the date, time and place. The agenda and the related papers shall also be sent alongwith the notice of the meeting. However, in a case of emergency, the Vice-Chancellor may suspend or modify the operation of this rule and the meeting could be called at a shorter notice.
5. A Board may dispose of its business by meetings or by circulation or by both.
6. The meeting of the Board shall be convened by the Chairperson and shall be held **at least once a year**.
7. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
8. The proceedings of the meetings of the Boards of Studies after having been duly approved by the Chairperson, shall be circulated ordinarily, within 15 days of the meeting.
9. Any member who ceases to hold the qualification by virtue of which he was appointed to the Boards of Studies shall cease to be member thereof.

[2] CONDUCT OF MEETINGS OF THE PLANNING BOARD

1. Meetings of the Planning Board will be held at least once in a year and time to be fixed by the Vice-Chancellor.

2. The Vice-Chancellor shall be the Chairperson of the Planning Board and shall preside over its meeting. In the absence of Vice-Chancellor, the officer who will be looking after his duties shall preside over the meeting.

3. The Registrar shall give to all members of the Planning Board at least 10 days notice, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent alongwith the notice of the meeting.

4. Two-fifths of the members shall form the quorum.

5. Notice of motion or resolution to be included in the agenda of the meeting of the Planning Board must reach the Registrar not less than five clear days before the meeting. It will be included in the agenda at the discretion of the Vice-Chancellor.

6. The proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson.

7. The proceedings of meetings having been duly approved shall be circulated to the Chancellor and members of the Planning Board, ordinarily, within 15 days of the meetings.

8. Any member who ceases to hold the qualification by virtue of which he was appointed to the Planning Board shall cease to be member thereof.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended vide Haryana Act No.7 of 2009, amended by the EC in its 5th meeting held on 16.7.2009 vide Agenda No.26.
2. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

Ordinance Regarding Conditions of Affiliation of Colleges & Institutions to the privileges of the University and the withdrawal of such privileges

(Approved by Executive Council vide Agenda No.4 in its meeting held on19-08-2008)

Ordinance on the Conditions of affiliation of colleges and institutions to the privileges of the University and the withdrawal of such privileges

1. (a) The University shall establish and maintain, and affiliate to its privileges the colleges/ institutions as may be decided upon by the [3]*Academic Council* from time to time.

(b) The Colleges/ institutions shall be of two types namely University maintained colleges/ institutions and affiliated colleges/ institutions.

(c) The Pandit Bhagwat Dayal Sharma University of Health Sciences shall exercise its powers of affiliation over colleges and institutions of modern and Indian System of Medicines throughout the State.

[1]2. An application for grant of affiliation/[5]consent of affiliation shall be made by the officer authorised by the Govt of Haryana in the case of a Govt. college/ institution and by the Chairperson of the Managing Body/ Trust/ Society or any other authority appointed for the purpose by the Management of the college in the case of non-govt. college alongwith the prescribed fees.

(A) Last date for submission of application/ proposal for affiliation / [5]consent of affiliation alongwith prescribed processing fee for new College/ Institute/ increase intake/ additional course(s)/ specialization/ subject(s) etc. without late/ extra fee shall be 31st Oct. of the preceding year to which it is proposed to start.

(B) Proposal/ application for affiliation/ [5] consent of affiliation shall be entertained upto 31st December of the preceding year on payment of 50% extra charges and upto 31st March of the year concerned on payment of 100% extra charges.

For Pharmacy college only

[10] Last date for submission of application/ proposal for affiliation /consent of affiliation alongwith prescribed processing fee for new College/ Institute/ increase intake/ additional course(s)/ specialization/ subject(s) etc. without late/ extra fee shall be 31st Oct. of the preceding year to which it is proposed to start.

Proposal/ application for affiliation/ consent of affiliation shall be entertained upto 30th November of the preceding year on payment of 50% extra charges and upto 31st December of the year concerned on payment of 100% extra charges.

(C) The consent of affiliation shall be valid for two academic sessions from the date of issue.

(D) [5] The same application which is submitted for obtaining Consent of Affiliation shall also be considered for a period of two years for getting provisional affiliation. After expiry of two academic sessions, the College/Institute shall have to apply afresh alongwith prescribed fee.

3. The management applying for affiliation and management whose college or institution has been granted affiliation, shall give and comply with the following undertaking,-

(a) that the provisions of the Act No.26 of 2008, Statutes, Ordinances, Rules and the Regulations there under and the standing orders and directions of the University shall be observed;

(b) that there shall be a separate managing committee provided for an affiliated college as provided by Section 28 of this Statute;

(c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the University, from time to time;

(d) that there shall be suitable and adequate physical facilities such as building, laboratories, libraries, books, equipments required for teaching and research, hostels, sports grounds and other facilities, as may be prescribed by Statutes or by professional councils. That with regard to basic hospital training facilities for the students of colleges affiliated to this University or seeking inclusion to its privileges it is fundamentally understood that adequate in house/ own hospital facilities are essential and crucial to proper clinical training of health science courses. Colleges not possessing/ owning/ operating their own hospitals as the case may be, shall arrange for the same from appropriate hospital/s as the case may be, and possessing dependable, well equipped, assured good quality modern medical facilities conducive of the level of training required for the respective course and having a not less then 30 bed capacity per unit for the required specialities with a 70% bed occupancy and situated at a distance not exceeding 10 kms from the college and subject to the fitness approval of the University after inspection for the purpose of training. In case the University feels the need at some time that it is essential to have in house training facilities and makes it mandatory for the colleges to have their own hospitals, then it shall impose the condition on all existing colleges of health sciences in a phased out manner and it shall be binding on the colleges to abide with the same.

(e) that the financial resources of the college or institution shall be such as to make adequate provision for its continued maintenance and working;

(f) that the strength, and qualifications of teaching and non-teaching staff of the affiliated colleges/ institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges shall be such as prescribed by the University.

(g) that the services of all teaching and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and for promoting other activities of the University;

(h) that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances, Rules and Regulations shall be complied with;

(i) that, there shall be no transfer of the management without prior information of the University;

(j) that the college or institution shall not be closed without prior permission of the University;

(k) that in the event of disaffiliation or closure of the college or institution under Section 25, all the assets of the college or institution including building and equipment which have been constructed or created out of the amount paid as a grant-in-aid by the Government or any other Central/ State bodies shall vest in the Government.

4. The application in the prescribed form shall be accompanied by the following documents/ statements, in addition to other particulars expressly required by the ordinances:-

(a) the documents regarding ownership of the lands on which the college/ institution is to be established;

(b) a document containing full information regarding the constitution of the management committee/ Trust/Body and the names and addresses of its members;

(c) a statement showing the names of teachers employed, or proposed to be employed, their qualifications, the subjects or subject proposed to be taught by each of them, their salaries, grades of pay;

(d) complete details of the buildings and grounds certified by qualified Engineer/ Architect;

(e) a statement indicating:-

i) the number of students admitted in the college against sanctioned seats or proposed to be admitted to the college;

ii) the arrangements made or proposed to be made for the residence of the students in the college, or lodging approved by the college for students, if any.

iii) the arrangements made or proposed to be made for the supervision of students and their physical welfare including arrangements for games, physical training, playgrounds and medical assistance;

iv) the arrangements made or proposed to be made for the welfare of girl students, if the college provides co-education;

(f) a statement showing the number, titles and number of the books, and Journals subscribed to the library, and the expenditure annually provided or proposed to be provided for the improvement of the library;

(g) a statement showing the appliances (including laboratory equipment, apparatus and chemicals etc.) provided or proposed to be provided for teaching the subjects in which affiliation is being sought and amount to be annually incurred on such appliances;

(h) a statement showing the accommodation provided for the residence of the principal of the college and of members of the teaching/ non-teaching staff in or near the college.

(i) a statement showing the financial resources of the college, including a statement of the annual income and expenditure;

(j) a statement showing the rates of fee proposed to be levied and the number of students exempted wholly or in part from such fees;

(k) a statement with proof that the management:

(i) has deposited the prescribed fees as required under the statutes of the University;

(ii) has adequate buildings, equipments, furniture and library books or adequate funds, as determined by the University for the purpose.

Note:-

For starting a new college/ institution or for introducing a new subject/ course or courses of study, it shall be incumbent upon the applicant/ applicants to obtain, if applicable, a 'no objection' certificate from the Govt. of Haryana, without which no request for affiliation shall be entertained.

5. On receipt of an application for recognition of a new college/ institution, the Registrar shall, after ensuring that the application is complete in all respects place

the matter before the Vice-Chancellor, who will appoint an inspection committee consisting of three or more competent persons.

6. The inspection committee shall visit the college/ institution and submit report in a form prescribed by the University to the Registrar within ten days after inspection. [3]*The report of inspection committee shall be placed before the Academic Council for its consideration and approval***.**

7. [3]*The Academic Council shall decide on following issues***:-**
   - i) Whether affiliation should be granted or rejected.
   - ii) Whether affiliation should be granted in whole or in part.
   - iii) Subjects, courses of study, the number of students to be admitted.
   - iv) Conditions, if any, which may be stipulated while granting or for granting the affiliation.
   - v) Where an application or any part thereof is refused, the grounds of such refusal may be stated.

8. The Registrar shall communicate the decision of the [3] *Academic Council* to the applicant management and if the affiliation granted alongwith an intimation regarding:-
   - i) subject and the courses of study approved for the affiliation
   - ii) number of student to be admitted.
   - iii) conditions, if any, subject to the fulfillment of which the approval is granted.

9. Any application for the grant of affiliation may be withdrawn at any time before a decision is taken by the [3] *Academic Council*.

10. If a college/ institution fails to start classes during the academic year for which permission has been given, the permission for the course concerned shall have to be re-obtained.

11. (a) A college/ institution shall not, without the prior permission of the Academic Council, suspend instruction in a course of study for which it is authorised to teach.

    (b) If the management of a college/ institution proposes to discontinue a particular course/ subject in the college, it shall seek the prior permission of the University and a formal application giving reasons in support of the proposal shall be made not later than the 31st of October of the year proceeding the year in which the discontinuation is proposed.

    (c) In the case of discontinuation of the college/ institution, it shall be incumbent upon the management of the institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the condition, if any, imposed by it.

    (d) The discontinuation in respect of an integrated course of study/ subject for which it is affiliated shall be in phases as under:-
        - i) In the first year, admission to first year of the course will be discontinued and admission to next years of courses will continue.
        - ii) In the 2nd year, admission to second year of the course will be discontinued and admission to third year of the course, will continue.
        - iii) The closure of admissions shall continue in the manner given above.

12. Where a college/ institution desires to add to the course of instruction in respect of which it is admitted to the privileges of this University, the procedure prescribed by Clauses 2, 3 and 4 above shall so far as may be applicable, be followed.
Provided that in such case the condition of inquiry/ inspection may be dispensed with, if the [3] *Academic Council* deems it fit. The inspection committee, if appointed shall submit its report as per proforma prescribed by the University.

13. Every college/ institution shall also furnish such reports, returns and other information as the [3] *Academic Council* may require, from time to time, to enable it to judge the efficiency of the college.

14. The principal of the affiliated college/ institution shall submit to the Registrar before the 31st August each year, a report indicating:
    a) the change in the management, if any;
    b) changes in (i) the teaching staff and qualifications of new members (ii) other staff;
    c) number and distribution of students;
    d) income and expenditure of the previous financial year;
    e) results of examinations;
    f) scholarships;
    g) condition of the Library; and
    h) number of students in the college hostels.

15. The following record must be kept by every affiliated college/ institution and submit as and when required, to the officer nominated by the Vice-Chancellor:-
    i) A register of admission and withdrawals. The register will give in the case of every student, the date of admission, the date of birth, name of birth place, percentage attendance at college, examinations and results of such examinations, a record of college/ institution career and date of withdrawal, if any.
    ii) Registers of daily attendance of students.
    iii) A register of fees.
    iv) A time table.

16. a) The [3] and [6] *Academic Council* shall cause every affiliated college/ institution to be inspected from time to time by two or more competent persons authorised by it on its behalf:
Provided that each college/ institution shall be inspected ordinarily once in every three years, and at other times where in the opinion of the [3] *Academic Council*, such inspection is necessary.

    b) The extension in provisional affiliation may be granted without inspection subject to fulfillment of the following conditions:-

    1. No deficiency was pointed out by the last inspection committee.
    2. One batch of the existing course has been passed out.
    3. No enquiry/court case is pending against the College before any authority and in the Court.
    4. All the fees (annual continuation fee and inspection fee) shall be charged to the College/institution irrespective of taking into consideration that the affiliation under this clause is being granted without inspection.
    5. The college must submit detailed information about physical infrastructure, laboratory support, faculty and other manpower on a proforma prescribed by

the University alongwith undertaking about the correctness of the information provided by the College Authority.

6. Detailed information must be uploaded on the College website for public viewing.

In case, the information provided by the College is found to be wrong, then the University may withdraw affiliation.

17. An inspection committee shall, ordinarily consist of at least three members and no person shall be given ordinarily more than two inspections in a year. One of the members of the inspection committee shall be an expert in the concerned subjects and the courses of study for which affiliation has been/ may be granted.

18. The convener of the inspection committee shall be appointed by the Vice-Chancellor and he will be responsible for arranging the inspection.

19.[2] [14] The inspection fee of Rs.5000/- per day and travelling allowance will be paid to the members of the inspection committee. The remuneration to the members of the inspection/assessment team shall be paid by the Government and private affiliated colleges itself on the day of inspection. The payment to the members of inspection/assessment team shall be transferred in their accounts electronically or may be given by cheque and not in cash

20. [11] Surprise inspection/ regular inspection will be directed primarily to the purpose of ascertaining:-

a) whether the conditions of recognition prescribed by the University are complied with;

b) that adequate measures are taken to ensure efficiency with regard to :-

i) qualifications of, and duties performed by the members of the staff;
ii) instructions, residence and supervision of students;
iii) accommodation for classes and administrative offices;
iv) furniture, apparatus and sanitary arrangements;
v) library;
vi) registers for various purposes; and
vii) other similar matters.

c) whether the rules concerning the practicals are being complied with and the laboratories are properly fitted with requisite apparatus and other facilities.

21. The duly typed report of the inspection committee shall be submitted within 10 days of the date of inspection to the Registrar who in turn will put up the report in the next meeting of the [3]*Academic Council* for decision.

22. If the report calls for any action by the [3]*Academic Council*, it shall specify the points on which it considers the college deficient and fix time, which may be extended for sufficient reasons, within which the college shall take necessary action to comply with the directions of the [3]*Academic Council*.

23. If at any time, the [3]*Academic Council* finds, that a college/ institution is not complying with the requirements of the Act, Statutes, ordinances or regulations of the University or any instructions issued by it or on its behalf, the [3]*Academic Council* will have the authority to impose any one or more of the following penalties:-

(i) students of the college concerned may not be accepted for the University examination.

(ii) the college staff shall be debarred from University work such as appointment as examiner, superintendent of examination centres etc.;

(iii) the principal or the teacher concerned shall be debarred from nomination to a University body or his name shall be removed from the list of members of the University bodies;

(iv) the affiliation, granted to the college, be withdrawn in part or in whole.

(v) [7] Financial penalties as may be deemed appropriate by the Academic Council may be imposed keeping in view of circumstances of each case.

(vi) [7] Reduce the number of seats for the next academic session at least equal to the no. of unauthorized admissions.

Provided that whenever any penalty under Clause (v) and (vi) above is imposed the same shall be communicated to the Central body/Authority for such further action as may be decided at that/their level.

24. Where the [3]*Academic Council* proposes to withdraw affiliation of a college/ institution, in whole or in part, the [3]*Academic Council* shall authorise the Registrar to send to the Management and Principal of the college/ institution concerned, a notice of withdrawal stating therein the ground on which the action is proposed to be taken together with the indication that any representation in writing submitted on behalf of the college/ institution within a specific period, shall be considered by the [3]*Academic Council*. The period may be extended if considered necessary by the [3]*Academic Council*.

25. On receipt of the representation or on expiry of the period referred to in clause above, the [3]*Academic Council* shall consider the notice of withdrawal, the statement or representation, if any, and make such order as the circumstances may require.

26. Where by an order made under clause-25, the affiliation to the college/ institute is withdrawn in whole or in part the grounds for such withdrawal shall be stated in the order and communicated to the Principal and Management of the college/ institution concerned.

27. In the event of withdrawal of the affiliation of a college/ institution, the [3]*Academic Council* shall have power to decide regarding the disposal of the amalgamated funds/ student funds.

28. (1) There shall be a separate managing committee for every affiliated college or institution, consisting of the following members:-

a) President or Chairperson of the management – Chairperson;
b) Secretary of the management;
c) three other members representing different fields nominated by the Chairperson;
d) two teachers of the college or institution;
e) one non-teaching employee of the college or institution;
f) Principal, Member- Secretary
g) One student to be nominated by the Principal from amongst the toppers in the annual examinations.

(2) For a college or institution managed and maintained by the State Government the advisory committee shall consist of the following members:-

i) Two persons each representing the University and the Director General of Health Services:
ii) Two teachers nominated from amongst teachers by seniority;
iii) One non-teaching employee of the college or institution;
iv) Principal, Member- Secretary.
v) One student to be nominated by the Principal from amongst the toppers in the annual examinations.

(3) The Managing or Advisory Committee shall meet at least twice a year.

(4) Members elected or nominated shall have a term of three years.

(5) The powers and duties of the Managing or Advisory Committee shall be to-

a) prepare the budget and financial statement of the college or institution;
b) recommend to the management the creation for the teaching and other posts;
c) monitor or review programmes of instruction and Internal evaluation and to discuss the progress of studies in the college;
d) make recommendations to the management for the improvement of the standard of teaching in the college or institution;
e) formulate proposals of new expenditure not provided for in the college budget;
f) the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time;
g) consider and make recommendations on the inspection report, if any;
h) consider and make recommendations on the report of the local inquiry committee, if any;
i) consider the annual report on the work done by the college for the year ending, on the 30th June.
j) perform such other duties and exercise such other powers as may be entrusted by the management and the University.

[4] 29. Fees to be deposited along with application for affiliation of new college/ institution.

[8] GST @ 18% shall be changed.

Sr. No.	Detail/Type of fees	New College/Institution	Additional intake/course/seats/specialties
(i) Medical/ Dental			
1.	[5] Application Processing Fee for grant of provisional affiliation/ consent of affiliation valid for two years	[5] Rs.2.00 lac (non-refundable)	Rs.1.00 lac (Medical) Rs.75,000/- (Dental) (Both non-refundable)
2.	Provisional Affiliation Fee	Rs.8.00 lacs (Medical) Rs.6.00 lacs (Dental)	Rs.4.00 lacs (Medical) Rs.3.00 lacs (Dental)
3. [12]	Deleted		
4. (a)	Continuation Fees (Annually)	Rs.1.25 lac (Medical) Rs.1.25 lac (Dental)	-----
(b)	Inspection Fee	[14] Rs.50000/- & GST as applicable per inspection per course	[5] [14] Rs.50000/- & GST as applicable per inspection per course
(c)	[5] Inspection fees for issuing consent of affiliation valid for two years	[5] 50,000/- per inspection per course.	
(ii) Pharmacy/Physiotherapy			
1.	[5] Application Processing Fee for grant of provisional affiliation/ consent of affiliation valid for two years	[5] Rs.1.00 lac (non-refundable)	[5] Rs.50,000/- (non-refundable)
2.	Provisional Affiliation Fee	[5] Rs.3.00 lacs for Physiotherapy and Rs. 5.00 lacs for [9]Pharmacy	Rs.2.00 lacs for Physiotherapy and {9}Rs 3.00 lacs for Pharmacy
3. [12]	Deleted		
4.(a)	Continuation Fees (Annually)	Rs.70,000/-	-----
(b)	Inspection Fee	[14] Rs.50000/- & GST as applicable per inspection per course	[5] [14] Rs.50000/- & GST as applicable per inspection per course.
(c)	[5] Inspection fees for issuing consent of affiliation valid for two years	[5] 50,000/- per inspection per course.	
(iii) Nursing			
1.	[5] Application Processing Fee for grant of provisional affiliation/ consent of affiliation valid for two years	[5] Rs.1.00 lac (non-refundable)	[5] Rs.50,000/- (non-refundable)
2.	Provisional Affiliation Fee	Rs.5.00 lacs	Rs.3.00 lacs
3. [12]	Deleted		
4.(a)	Continuation Fees (Annually)	Rs.70,000/-	-----
(b)	Inspection Fee	[14] Rs.50000/- & GST as applicable per inspection per course	[5] [14] Rs.50000/- & GST as applicable per inspection per course
(c)	[5] Inspection fees for issuing consent of affiliation valid for two years	[5] 50,000/- per inspection per course.	

(iv) [14] **The inspection fee per course shall also be charged from the Government/Government Aided institutes affiliated to this University on the pattern of private affiliated colleges.**

(v) [14] **Videography of all the inspections shall be got done and one videographer will be deputed with the inspection team. The services of videographer will be taken from the firm hired by the University through e-tender for various purposes.**

Vehicles for the inspection shall be provided by the University. If the University vehicle is not available, the vehicle for the inspection will be arranged from the agency hired by the University for various purposes. If no vehicle is provided, the Committee may travel together in the vehicle of any member and reimbursement will be made as per TA rules of the Govt./University.

(vi) The prescribed fees shall be revised from time to time by the Executive Council.

(vii) At the first instance, a college will be given provisional affiliation and it will be considered for permanent affiliation after two years of running of the full course of study satisfactorily.

(viii) [9] **The College deposited the annual continuation fee on or before 31st January of the preceding year failing which a penalty of Rs. 1000/- per day shall be charged.**

(viii A) [10] **B. Pharmacy Colleges/Institutions shall deposit the annual continuation fee upto 31st December failing which a penalty of Rs. 1000/- per course per day shall be charged.**

(ix) [13] **All fees mentioned in clause 29 of the Ordinance on the conditions of Affiliation of Colleges and Institutions to the privileges of the University and the withdrawal of such privileges as non-refundable and non-adjustable from the Academic Session 2024-25.**

APPLICATION FOR AFFILIATION OF A NEW MEDICAL/ DENTAL/ PHARMACY/ PHYSIOTHERAPY/ NURSING COLLEGE OR FOR STARTING A NEW COURSE OF STUDY

PART-I GENERAL INFORMATION

1.	**Name of the applicant** (in BLOCK letters)	
2.	**Complete address with PIN code, Telephone nos., Fax and e-mail** (in BLOCK letters)	
3.	**Status of applicant** (Whether State Government/ Trust/ Society or any other body)	
4.	**Details of the Society/ Trust** (to be filled in if the applicant is a Society or Trust)	
	a) Name of Society/ Trust (attach a copy of the Registration certificate)	
	b) Registration No./Date	
	c) Members of the Society/ Trust	
	d) Major activities of the Society / Trust (attach a certified copy of the memorandum of association and bye laws)	
	e) Does the Society/ Trust run other colleges/ institutions? **If so, please give details** (strike out what is inapplicable)	Yes/ No
	f) Financial Status: Attach copies of audited balance sheet and annual statement of accounts for the last two years.	

5.	**Name of the college with full address, PIN code, Telephone Nos., Fax Nos. and e-mail address.**	
6.	**Course/s to be conducted in the college/ institution.** (please give details of each of the PG courses where applicable)	UG: PG:
7.	**No. of proposed seats** (please give details of each of the PG courses where applicable)	UG: PG:
8.	**Whether the permission of the State Government has been obtained** (copies to be attached)	Yes/No If yes, No. of Seats _____ Period of consent from_____ to _____ (Please give the position separately for UG and PG Courses)
9.	**Academic Session for which admissions are proposed.**	UG: PG: (please indicate the years for the UG and PG courses separately)
10.	**Whether permission from the concerned Indian Council has been obtained for starting the college/ institution** (please enclose a copy).	Yes/No. If yes, No. and date of the permission order.
11.	**Details of land and buildings**	
	a) Village/ Town (if there is more than one plot please give details accordingly)	
	b) Total area in acres and sq.mts. (if there is more than one plot please give details accordingly).	
	c) Constructed Floor area (in sq. mtrs.) College Hospital Total constructed Area	
12.	**Connectivity** (strike out what is inapplicable)	
	a) Road access to the college	Yes/No
	b) Availability of public transport	Yes/No
13.	**Utilities** (strike out what is inapplicable)	
	a) Electric supply	Yes/ No
	Connected load	**I---------KvVA**
	DG set	Yes/ No
	b) Water Supply (strike out what is inapplicable)	Yes/ No
	c) Sewerage facilities (strike out what is inapplicable)	Yes/ No
	d) Communications facilities (strike out what is inapplicable)	
	Telephone	Yes/ No
	Internet	Yes/ No

PART II – MANPOWER AND INFRASTRUCTURE OF THE COLLEGE

14. **Equipment available**

a) Teaching Department-wise list of equipment (please attach a list) _____

b) List of Hospital Equipment (please attach a list) _____

15. **Manpower**

(Provide Department-wise details of Teaching and Non-teaching staff. Staff for Post Graduate Departments should be shown separately. The number of posts and salary scale should be indicated)

a) full time teaching staff _____
b) technical staff _____
c) administrative staff _____
d) ancillary staff _____
e) mode of payment of salary _____
f) recruitment procedure _____

16. **Other infrastructure**

a)	staff quarters	Yes/ No	If yes, give details regarding no. of quarter
b)	students hostels	Yes/ No	If yes, give details regarding capacity
c)	administrative office		Yes/ No
d)	library		Yes/ No
e)	auditorium		Yes/ No
f)	teaching pharmacy		Yes/ No/ Not applicable
g)	mortuary		Yes/ No/ Not applicable
h)	medicinal plants garden		Yes/ No/ Not applicable
			Area (sq mts)
			No. of species
			No. of plants
i)	Other facilities		Give details

17. **Space availability in the College**

(please indicate area)

	Item	**Space available (in sq. mtrs)**
i)	Administrative Block	
ii)	Department-wise Teaching Block	
	Lecture Halls	
	Seminar Hall/ Conference	
	Central Library	
	Common Rooms	

	Canteen	

Part-III – Infrastructure available in the Hospital.

Note: Information should be given which is relevant to the college/ institution.

18. Basic infrastructure and other facilities available in the Hospital (indicate area where required and strike out what is inapplicable)

a)	Hospital Administration	Area (sq. mtrs.)
b)	Out-Patient Department (OPD) (Department-wise rooms- give details)	
c)	In-Patients Department (IPD) (Department-wise area and number of beds)	No. of Beds Area (sq.mtrs)
d)	Clinical Laboratory (for clinical diagnosis and investigations) (use additional sheets where required)	
	List of equipment indicating name, specification, quantity	
	List of tests being performed indicating the methods used	
	No. of tests performed during the last three months	
	List of staff (Medical/Para-medical)	
	Details of Radiography and sonography facilities.	
	No. of X-rays and sonograms performed during the last three months.	
e)	Other facilities (strike out what is inapplicable)	Yes/ No Area
	Operation Theatres/ Block:	
	OT (Major)	
	OT (Minor)	
	Neonatal care room	
	Central Sterilization/ autoclave unit	
	Scrub room	
	Recovery room	
	Doctor's duty room	
	Interns/ residents room	
	Nursing staff room	
	Attached toilet-bath in OT, Labour room, duty room and staff room	
	No. of patients operated upon during the last 12 months (major/ minor)	
	Physiotherapy Unit	
	Hospital Kitchen and Canteen	
f)	**Facilities in the hospital (please indicate area where required)**	
	Dispensary-list of medicines stocked with quantity (use additional sheet if required)	
	List of staff in position in Dispensary (use additional sheet if required)	

	Canteen in OPD (strike out what is inapplicable)	Yes/ No Area
	Kitchen in OPD (strike out what is inapplicable)	Yes/ No Area
	Is free food provided to poor patients (strike out what is inapplicable)	Yes/ No
	No. of toilets in OPD/IPD for men/ women	
	Ramp/ lift for upper stories in the hospital (strike out what is inapplicable)	Yes/ No
	Waiting lounge for patients' attendants (strike out what is inapplicable)	Yes/ No Area (sq. mtrs)
g)	Availability of Hospital Staff (Please indicate number) Staff in Position	Staff in Position
	Medical Superintendent	
	Deputy Medical Superintendent	
	Consultants	
	Casualty Medical Officer	
	House Officers or Clinical Registrars/ Senior Residents	
	Resident Medical/ Surgical Officers (RMO/RSO)	
	Matron/ Nursing Superintendent	
	Assistant Matron	
	Staff Nurses for IPD	
	Nurses for OPD	
	Pharmacists	
	Dressers	
	OPD attendants	
	Store keeper	
	Office staff (for registration, record maintenance, data entry etc.)	
	Dark-Room Attendant	
	Operation Theatre Attendant	
	Telephone Operator-cum-Receptionist	
	Modern Medical Staff	
	Medical Specialist	
	Surgical Specialist	
	Obstetrician & Gynaecologist	
	Dentist	
	Refractionist	
	Audiometrist	
	Radiologist	
	X-Ray Technician/ Radiographer	

	Anaesthesiologist	
	Operation Theatre	
	House Officer or Clinical Registrar/	
	Senior Resident	
	Operation Theatre Attendant	
	Dresser	
	Nurses	
	Sweeper	
	Labour Room (Give information if applicable)	
	Lady House Officer or Clinical Registrar/ Senior Resident	
	Nurses	
	Midwife	
	Attendant	
	Sweeper	
	Clinical Laboratory	
	Pathologist/Microbiology	
	Bio-chemist	
	Laboratory Technicians	
	Laboratory Assistants	
	Clerk/Typist/ Computer Operator/ Data Entry Operator	
	Peon/ Attendant	
	Sweeper	
h)	**Residential accommodation for essential hospital staff**	
	Nursing Hostel/ Women's Hostel	
	Residential accommodation for Emergency Medical Staff and paramedical staff (optional)	
i)	**Teaching Pharmacy and Quality Control Laboratory**	Yes/ No.

I hereby certify that all the information given above is true to the best of my knowledge and belief and that if any information submitted is subsequently found to be inaccurate or untrue the Pt.B.D.Sharma University of Health Sciences, Rohtak will be entitled to take such action against me as it may deem fit which may include the rejection of this application.

I further undertake that I will comply with the provisions of the Act No.26 of 2008, statutes, ordinances, rules and regulations thereunder and the standing orders and directions of the University.

I further undertake as under:-

(a) that there shall be a separate managing committee provided for an affiliated college as provided by Section 28 of the Statute for affiliation of college/ institution.

(b) that the number of students admitted for courses of study shall not exceed the limits prescribed by the University, from time to time;

(c) that there shall be suitable and adequate physical facilities such as building, laboratories, libraries, books, equipments required for teaching and research, hostels, sports grounds and other facilities, as may be prescribed by Statutes or by professional councils. That with regard to basic hospital training facilities for the students of colleges affiliated to this University or seeking inclusion to its privileges it is fundamentally understood that adequate in house/ own hospital facilities are essential and crucial to proper clinical training of health science courses. Colleges not possessing/ owning/ operating their own hospitals as the case may be, shall arrange for the same from appropriate hospital/s as the case may be, and possessing dependable, well equipped, assured good quality modern medical facilities conducive of the level of training required for the respective course and having a not less than 30 bed capacity per unit for the required specialities with a 70% bed occupancy and situated at a distance not exceeding 10 kms from the college and subject to the fitness approval of the University after inspection for the purpose of training. In case the University feels the need at some time that it is essential to have in house training facilities and makes it mandatory for the colleges to have their own hospitals, then it shall impose the condition on all existing colleges of health sciences in a phased out manner and it shall be binding on the colleges to abide with the same.

(d) that the financial resources of the college or institution shall be such as to make adequate provision for its continued maintenance and working;

(e) that the strength, and qualifications of teaching and non-teaching staff of the affiliated colleges/ institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges shall be such as prescribed by the University.

(f) that the services of all teaching and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and for promoting other activities of the University;

(g) that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances, Rules and Regulations shall be complied with;

(h) that, there shall be no transfer of the management without prior information of the University;

(i) that the college or institution shall not be closed without prior permission of the University;

(j) that in the event of disaffiliation or closure of the college or institution under Section 25, all the assets of the college or institution including building and equipment which have been constructed or created out of the amount paid as a grant-in-aid by the Government or any other Central/ State bodies shall vest in the Government.

Signature of Applicant
Full name and Designation

Date:
Place:

List of enclosures:

1. Certified copy of Articles/ Memorandum of Association, Trust deed, Bye Laws.
2. Certified copy of certificate of registration/ incorporation.
3. Annual Accounts and Audited Balance Sheet for the last two years
4. Certified copy of the title/ lease deeds of the land as proof of ownership. (Title/ Lease deeds in any language other than English or Hindi should be translated into English or Hindi.
5. Certified copy of the 'No Objection Certificate' issued by the State Government.
6. Other enclosures as are required in the application form and statute.

Special instructions to applicants

1. All documents to be submitted by the applicants should be either in English or in Hindi. Documents in any other language should be translated into English or Hindi. Documents which are issued by the State Government, or the local authorities in any other language should also be translated into Hindi or English. Applications accompanied with untranslated documents will not be accepted.
2. All the copies of documents to be submitted shall be attested by a Gazetted Officer.

Proforma

Proforma for furnishing details of Teaching staff

Sr. No.	Name	Father's Name	Date of birth	Designation	Qualifications UG and PG (with specialization) and awarding body	Department	Date of Appointment	Teaching experience

Proforma

Proforma for furnishing details of other staff

Sr. No.	Name	Father's Name	Designation	Date of Appointment	Name of Department	Experience if any

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 5th meeting held on 16.7.2009 vide Agenda Item No.30
2. Amended by EC in 12th meeting held on 24.08.2011 vide Agenda Item No.7
3. Amended by EC in 15th meeting held on 19.10.2012 at Point-2 on Page-12 of the minutes.
4. Amended by EC in 17th meeting held on 14.9.2013 vide Agenda No.21
5. Amended by EC in 23rd meeting held on 27.5.2016 vide Agenda No.77A and 78
6. Amended by EC in 24th meeting held on 10.10.2016 vide Agenda No. 6
7. Amended by EC in 25th meeting held on 10.4.2017 vide Agenda No. 11 and 12
8. Amended by EC in 34th meeting held on 09.09.2019 vide agenda item no. 33
9. Amended by EC in 35th meeting held on 30.12.2019 vide agenda item no. 30
10. Amended by EC in 42th meeting held on 21.05.2021 vide agenda item no. 42.13
11. Amended by EC in 42th meeting held on 21.05.2021 vide agenda item no. 42.38
12. Amended by EC in 45th meeting held on 27.06.2022 vide agenda item no. 45.25
13. Amended by AC in 21st meeting held on 26.07.2024 vide agenda item no. 21.13
14. Amended by EC in 53rd meeting held on 30.10.2024 vide agenda item no. 53.19

Note:- As per provisions of Shri Krishna AYUSH University Kurukshetra Act, 2016 all the Ayurveda and Homeopathic Colleges were disaffiliated with this University vide Notification No. UHSR/R&A/A-II/2018/5062-86 dated 20.08.2018.

Ordinance
on Eligibility and Enrolment of Students

(Approved by Executive Council vide Agenda No. 5 in its meeting held on 19-11-2008)

ORDINANCE ON
ELIGIBILITY AND ENROLMENT OF STUDENTS

1. No student shall be admitted to the University or any other examination of the University unless he/ she is eligible as per the eligibility conditions as laid down in the Ordinance(s) for the relevant course. Their admissions to the courses will be purely provisional subject to verification of their eligibility by the College/ University as per rules in force. In case, a candidate is found ineligible at a later stage the provisional admission granted to him/ her by the college shall be cancelled and he/ she shall have no right for admission to the course or refund of the fees paid by him/ her.

2. No student shall be admitted to the University or any other examination of the University unless he/ she has been enrolled/ registered as a student of the University.

3. The Registrar shall maintain a register in the prescribed form of all students (undergraduates and post-graduates) studying for University examinations in the University Teaching Departments, maintained and affiliated colleges and institutions or carrying on research work in the University.

4. The register shall contain, in respect of each student, the name in full, the name of father & mother, date of birth, permanent address, institution entered, year of admission, particulars of the last public examination passed, every pass or failure in a University examination with roll number, and any University scholarship, medal or prize won, every degree taken and serious penalty awarded to him/ her by the college/ institution or the University.

5. Every student shall attend his/ her classes on all working days unless he/ she is granted leave of absence by the Head of the University Department/ Director/ Principal of the College concerned. If a student remains absent from his/ her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off the rolls, irrespective of the fact that he/she has paid his/her dues.

   However, the student may be re-admitted with the permission of the Head of the Department/ Director/ Principal of the College concerned on payment of Rs.100/- in addition to arrears of fees, if any, provided that the Head of the Department/ Director/ Principal of the College is satisfied that if re-admitted, the student will not fall short of requisite percentage of lectures etc.

6. A student from any other University or from a Board of Education (other than the Board of School of Education, Haryana), shall be eligible for admission to the University only on the production of a Migration Certificate showing that the University or the Board has no objection to his/ her joining this University, and on payment of a Migration fee of Rs.100/-.

   Provided that the condition of production of Migration Certificate shall not apply in case of students passing the equivalent examination from a foreign University recognized by the Medical Council of India.
   Provided further that in case of real hardship, a student may be admitted provisionally, on his/ her own risk and responsibility, subject to the condition that

he/ she shall submit his/ her Migration Certificate to the University Office upto 31st December with a late fee of Rs.100/-.

7. If a candidate fails to submit the Migration Certificate even upto 31st December, he/ she will not be allowed to appear in Annual Examination. However, in a hard case, Vice-Chancellor may allow a candidate to appear in the examination provisionally on payment of late fee of Rs.500/- and on submission of an affidavit signed by the Magistrate First Class, to the effect that he/ she is not appearing from any other University/Board simultaneously. If such a candidate fails to submit his/ her Migration Certificate before the declaration of result, his/ her candidature shall be cancelled. The Vice-Chancellor may in a hard/ exceptional case, allow to revive the result if the Migration Certificate is submitted with late fee of Rs.1000/- within one year and with late fee of Rs.1500/- during next two years of the declaration of result.

8. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the department/ college which he/ she joins, University enrolment-cum-eligibility fee of Rs.1000/- and a continuation fee of Rs.500/- p.a. In case of re-admission of a student whose name is struck off the rolls of the department/ college, he/ she shall pay Rs.100/- for making necessary entries in the University register. No further fee for registration shall be charged.

9. [6] The Heads of the University Teaching Departments and Director/ Principals of the affiliated/ maintained colleges shall forward to the Registrar, **within one and a half month of the last date of admission (In Pharmacy Course in case of fresh admission only)** the Registration Return for fresh students duly filled up in duplicate in Capital Letters alphabetically in the prescribed proforma together with the following fee in the shape of separate bank drafts in favour of the Accounts Officer of the University in respect of all the students in each class at the rates prescribed by the University from time to time. Separate proforma be used for each class/ course.

Note: - Pharmacy Course may be read as B. Pharmacy Course only.

[2] **For MBBS/BDS courses only**

		Amount payable (1st Year per student)	**Amount to be remitted to the University (1st Year per student)**	**Amount payable (2nd to 5th year per student)**	**Amount to be remitted to the University (2nd to 5th year per student)**
(i)	Registration Fee	Rs.1500/-	Rs.1500/-	---	---
(ii)	Continuation Fee	---	---	Rs.1000/-	Rs.1000/-
(iii)	Dr.Radha Krishanan Fund	Rs.100/-	Rs.50/-	Rs.100/-	Rs.50/-
(iv)	Development Fund	Rs.1500/-	Rs.1500/-	Rs.1500/-	Rs.1500/-
(v)	Youth Welfare Fee	Rs.500/-	Rs.250/-	Rs.500/-	Rs.250/-
(vi)	Sports Fee	Rs.150/-	Rs.90/-	Rs.150/-	Rs.90/-
(vii)	NSS Fee	Rs.10/-	Rs.5/-	Rs.10/-	Rs.5/-
(viii)	Youth Red Cross	Rs.80/-[5]	Rs.40/-[5]	Rs.80/-[5]	Rs.40/-[5]

For all other courses except MBBS/BDS

		Amount payable (per student)	**Amount to be remitted to the University(per student)**
(i)	Registration Fee	Rs.1000/-	Rs.1000/-
(ii)	Continuation Fee	Rs.500/-	Rs.500/-
	(where registration fee is not payable)		
(iii)	Dr.Radha Krishanan Fund	Rs.100/-	Rs.50/-
(iv)	Development Fee	Rs.1000/-	Rs.1000/-
(v)	Holiday Home Fee	Rs.10/-	Rs.10/-
(vi)	Youth Welfare Fee	Rs.500/-	Rs.250/-
(vii)	Sports Regn. Fee	Rs.50/-	Rs.30/-
(viii)	NSS Fund	Rs.10/-	Rs.5/-
(xi)	[1]Youth Red Cross	Rs.80/-[5]	Rs.40/- [5]

In case a department/ college fail to do so, a penalty of Rs.5/- per student per day shall be charged in respect of each kind of fee separately. Further, the students of the college shall not be registered till all the above fee are received in one go and the college shall be responsible for the same.

[3] In case of such students who are already registered with the University, the Registration Number shall be indicated and the Departments/Colleges shall forward the continuation fee as prescribed by the University within one month of the declaration of the Result. In case, Departments/Colleges fail to do so, a penalty of Rs. Five per student per day shall be charged in respected of each kind of fee separately.

[4] In case of semester system, the College will have to deposit continuation fee of B. Pharmacy 3rd & 4th Semesters within one month of declaration of result of Ist Semester of B. Pharmacy and continuation fee of 5th & 6th Semester within one month of the declaration of result of 3rd semester and continuation fee of 7th & 8th Semester within one month of declaration of result of 5th semester subject to fulfillment of promotional criteria. The Continuation fee of M. Pharmacy 3rd and 4th semesters will be deposited by the college within one month of declaration of result of 1st semester of M. Pharmacy.

10. If a student's name is struck off the rolls of a college or he/ she migrates to another college or is rusticated or expelled such a fact shall immediately be reported to the Registrar (Registration Branch) for record in the Register of students and for such other action as may be necessary.
11. The Director/ Principal of the college shall not make admission over and above the sanctioned strength. Such admissions shall not be regularized by the University.
12. Students registered under this Ordinance shall be called 'students of the University'. A student who is not registered shall not be admitted to any University Examination.
13. On registration, the student shall be provided with a registration card through his/her Head of the Department/ Director/Principal in the cases of regular students,

indicating the number under which his/ her name has been entered in the register and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University examination. A duplicate copy of the registration card may be granted on payment of Rs.100/-.

14. Applications for corrections in the particulars of a candidate shall be entertained by the Registrar upto one month of the issue of the registration card without any fee. Applications for corrections after the expiry of one month shall be entertained only with a late fee of Rs.100/-.

15. Applications for admission to University examination shall be scrutinized with reference to the University register. The Registrar/ Controller of Examination may refuse to accept the application of a candidate about whom complete particulars have not been reported or have been reported incorrectly and requires him/ her to forward a complete statement of the particulars together with an additional fee of Rs.100/-. Such particulars shall, in the case of a student on the rolls of a department/ college be forwarded through the Head of Department/ Director/ Principal concerned.

16. A registered student is entitled to get a certified copy of the entries under his/ her name on payment of Rs.100/-.

17. A person applying for change of his/ her name in the register shall submit his/ her application:-

(a) In the case of a regular student, through the Head of the Department/ Director/ Principal of the college last attended by him/ her;

(b) In the case of Ex-student, through Head of a University Teaching Department or the Director/ Principal of an affiliated college, or an officer of the University not below the rank of an Assistant Registrar or a Government Gazetted Officer or in the case of a Government employee, through the Head of the Department in which he/ she is employed. The application shall be accompanied by:-

(i) a fee of Rs.100/-

OR

a fee of Rs.100/- in the case of a woman who changes her name after marriage:

(ii) an affidavit relating to his present and proposed names, duly sworn in the presence of a Magistrate or an Oath Commissioner by his parents or guardian in case he is minor, or by himself in case he is major, and, in the case of woman changing her name after marriage, a certificate to this effect be submitted from a Gazetted Officer or a Director/ Principal of any college affiliated to Pt. B.D. Sharma University of Health Sciences.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Added by EC in 14th meeting held on 21.03.2012 vide Agenda Item No.32
2. Amended by EC in 17th meeting held on 14.9.2013 vide Agenda No.12
3. Amended by EC in 24th meeting held on 10.10.2016 vide Agenda No. 7
4. Amended by EC in 34 meeting held on 9.9.2019 vide agenda item No. 23.
5. Amended by EC in 34 meeting held on 9.9.2019 vide agenda item No. 40.
6. Amended by EC in 49th meeting held on 24.05.2023 vide agenda item No. 49.25.

ORDINANCE ON MAINTENANCE OF DISCIPLINE AMONG STUDENTS

(Approved by the Executive Council in its 3rd meeting held on 12.1.2009 vide Agenda Item No.7).

MAINTENANCE OF DISCIPLINE AMONG STUDENTS
(Ordinance under Sub Clause (g) of Section 31(4) of the Haryana Act No.26 of 2008)

1. **Definitions**

(1) In this ordinance, unless the context otherwise requires, :-

(a) "Act", "statutes", "ordinances" and "regulations" mean respectively, The Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak Act No.26 of 2008, the statutes, the ordinances and the regulations of the Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak.

(b) "Affiliated colleges and institutions" mean the colleges and institutions affiliated to the Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak.

(2) Words and expressions used, but not defined, in these ordinances shall have the meanings assigned to them in the Act and the statutes.

2. **Powers to vest in the Vice-Chancellor/ Director/ Principal of affiliated colleges and institutions.**

(1) All powers relating to maintenance and enforcement of discipline among and disciplinary action against the students of the University shall vest in the Vice- Chancellor.

(2) The Vice-Chancellor may delegate all or any such of his powers, as he deems proper, to such other officers and authorities of the university as he may specify in this behalf.

(3) The Principals/ Directors of affiliated colleges and institutions shall have the authority to exercise all such disciplinary powers over the students in their respective colleges and institutions.

3. **Acts of indiscipline and misconduct**

(1) Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and affiliated colleges and institutions :-

(a) physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the University or an affiliated college or institution or against any student of the University, an affiliated college or institution.

(b) remaining absent from the class, test or examination or any other curricular or cocurricular activity which he is expected to participate in;

(c) carrying of, use of or threat to use, any weapon;

(d) misbehavior or cruelty towards any other student, teacher or any other employee of the University, a college or institution;

(e) use of drugs or other intoxicants except those prescribed by a qualified doctor;

(f) any violation of the provisions of the Civil Rights Protection Act, 1976;

(g) indulging in or encouraging violence or any conduct which involves moral turpitude;

(h) any form of gambling;

(i) violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe;

(j) discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;

(k) practising casteism and untouchability in any form or inciting any other person to do so;

(l) any act, whether verbal or otherwise, derogatory to women;

(m) drinking or smoking;

(n) any attempt at bribing or corruption of any manner;

(o) wilful destruction of the property of the University or an affiliated college or institution;

(p) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;

(q) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;

(r) causing disruption of any manner or description of the academic functioning of the University system;

(s) indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.

(t) truancy and unpunctuality;

(u) ragging as defined in this ordinance.

(v) refusal or failure to comply with any order of the Vice-Chancellor or Director/ HOD/ Principal of the college, prohibiting any conduct which he has reasonable cause to believe is likely -

(i) to disrupt teaching, study, research or the

administration of the University or colleges maintained/ affiliated by University; or

(ii) to obstruct any officer or employee of the University or colleges maintained/ affiliated by University in the performance of his/ her duties;

(2) The Vice-Chancellor may amend or add to the list of acts of indiscipline or misconduct under sub clause (1).

4. **Penalties for breach of discipline**

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him,

(1) The Vice-Chancellor and the Directors/ Principals of affiliated Colleges may order upon any student found to be guilty of any of the offences specified in Clause-3 any of the following penalties:-

(a) reprimand:
Provided that such reprimand shall form part of such student's official record for the remainder of his or her studies in the curriculum concerned;

(b) fine of a specified amount of money.

(c) withdrawal of any academic or other University or college privilege, benefit, right or facility other than the right to follow courses of instruction and present himself for examinations

(d) suspension;
('suspension' means the withdrawal of all academic or other University privileges, benefits, rights, and facilities and during the period of suspension the student shall not be entitled to enter or remain on any property or premises of the University)

(e) debar from taking a University examination or examinations for one or more years.

f) expulsion from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other affiliated college or institution with the previous approval of the Vice-Chancellor; or

(f) be not, for a stated period, admitted to a course or courses of study of the University;

(2) the Vice-Chancellor, in exercise of his powers aforesaid or on the recommendations of the Directors/ Principals of the affiliated colleges or institutions, may also order or direct

that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

5. **Declaration to be signed by a student**

At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University or of the Director or the Principal of the college or institution, as the case may be.

6. **Prohibition of ragging and penalties thereof**

(1) Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.

(2) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.

(3) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which-

(a) Involve physical assault or threat to use physical force;

(b) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;

(c) Expose students to ridicule or contempt or commit an act which may lower their self esteem; and

(d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.

(4) The Dean of the Faculty, Chief Warden, Director of the institution or the Principal of the college, as the case may be, shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.

(5) Notwithstanding anything contained in clause (4), the chairman of the Board of Discipline of University and its maintained colleges or the chairman of the Board of Discipline of an affiliated college or institution may also *suo motu* inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor or Director/ Principal of the affiliated college/ institution, as the case may be, clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.

(6) The chairman of the Board of Discipline may also submit an

interim report to the Vice-Chancellor in the case of University and its maintained colleges or to the Principal/ Director of the affiliated colleges, as the case may be, establishing the identity of the perpetrators of ragging and the nature of the incident.

(7) If the chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry referred to in clauses (4) and (5), he may so advise the Vice-Chancellor or Director/ Principal of the affiliated college/ institution as the case may be accordingly.

(8) Where the Vice-Chancellor or the Director/ Principal in case of affiliated colleges is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

7. **Constitution of the Boards of Discipline**

1. The Boards of Discipline at the level of the University and affiliated colleges and institutions shall be constituted by the Vice- Chancellor as follows:-

(a) University:

(i) Director, PGIMS, Rohtak, chairman

(ii) Principal, PGIDS, Rohtak, member

(iii) Two Senior Professors of the University to be nominated by the Vice- Chancellor, members

(iv) One Senior Professor (Woman) of the University to be nominated by the Vice-Chancellor, member

(v) Dean/ Deans of the concerned Faculty/ Faculties to which the act of indiscipline or misconduct by a student or students pertains to.

(b) Affiliated colleges or institutions:

(i) The Director of the institution or the Principal of the college concerned, -chairman

(ii) Two senior teachers of the institution or the college to be nominated by the Trust or the Society or Head of the Institution running the college/ institution, -member

(iii) One senior lady teacher of the college or the institution to be nominated by the Trust or the Society or Head of the Institution running the college/ institution, -member.

(2) The nominated members shall hold office for a period of two years and a vacancy occurring in the Board of Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.

(3) Three members of the Board of Discipline including the Chairman, shall form the quorum.

(4) In the absence of the Chairman, the senior most member of the Board of Discipline shall act as a Chairman.

8. **Functions of the Board of Discipline**

(1) The Board of Discipline shall perform the following functions:-

(i) To consider matters concerning maintenance of discipline among the students in the University teaching department or the college or the institution, as the case may be,

(ii) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Board of Discipline by the Vice-Chancellor, Dean of the concerned Faculty or the Principal of a college or Director of an institution and to submit their findings, conclusions and recommendations for the quantum of punishment under the provision of this ordinance to the Vice-Chancellor or the person authorised by the Vice-Chancellor in this behalf/ Director of the institution/ Principal of the college, as the case may be.

(iii) To supervise and monitor the disciplinary climate prevailing in the University or the college or the institution, as the case may be.

(iv) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline, misconduct and ragging, etc.

(v) To maintain liaison with the police authorities and the concerned departments of the Government, neighbouring institutions and the concerned authorities of the University regarding maintenance of law and order in the University or the college or the institution, as the case may be.

(vi) To perform such other functions as may be assigned to it by the Vice-Chancellor / Director of the institution/ Principal of the college from time to time.

(2). The decision in each case shall be conveyed by the chairman of the Board of Discipline concerned communicating the penalty or penalties, if any, imposed on a student or students.

(3). A student or students who are aggrieved with the penalty imposed upon them, may appeal to the Vice-Chancellor whose decision in this regard shall be final and binding on the parties.

ORDINANCE ON THE CONDITIONS OF RESIDENCE OF STUDENTS

(Approved by the Executive Council in its 3rd meeting held on 12.1.2009 vide Agenda Item No.6).

THE CONDITIONS OF RESIDENCE OF STUDENTS

(Ordinance under Sub Clause (h) of Section 31(4) of the Haryana Act No. 26 of 2008)

1. The Executive Council shall appoint a committee to be called as a committee for residence, health and welfare of students. This Committee shall consist of-

(i) The Vice-Chancellor (Chairperson)

[1] [2] (ii) Deleted

(iii) Director, PGIMS

(iv) One Senior Professor to be nominated by the Vice-Chancellor

(v) Dean, Student's Welfare

(vi) One Principal of University maintained College to be nominated by the Vice-Chancellor

(vii) One Principal of University affiliated College to be nominated by the Vice-Chancellor

(viii) Chief Warden

(ix) Registrar – 'Member Secretary'

Provided that the Chairperson may nominate any other teacher preferably woman in the Committee.

In the absence of the Vice-Chancellor (Chairperson), the officer who will be looking after the duties of Vice-Chancellor will preside over the meeting of the Committee. Three members shall form the quorum.

2. The nominated Members of the Committee shall hold office for two years. Any member who ceases to hold the qualification by virtue of which he/she was appointed to the committee, shall cease to be the member of the committee thereof.

3. The functions of the Committee shall be-

(a) to consider reports received from the colleges under this ordinance and to advise them on matters arising out of such reports.

(b) to submit to the Academic Council an annual general report as regards residence, health, physical welfare, etc. of students of the University and colleges.

(c) to discharge such other duties as are prescribed by the regulation or which may be assigned to it by the Academic Council or by the Vice-Chancellor.

(d) to frame rules for recognition of hostels and withdrawal of recognition.

4. Every student of a college or University not residing with his/ her parents or guardians may reside during the teaching sessions -

(a) in a hostel of his/ her college in the case of a college student; or

(b) in a University hostel in the case of a University student; or

(c) in a hostel of any other college; or

(d) in a private hostel, or in a lodge/residence approved by the University or by the Principal of the college, as the case may be.

5. For the purpose of residence the term "guardian" shall mean the legal guardian, or a near relative of responsible age and position, or a person declared in writing by the parent to be the student's guardian, or, in the absence of any of these, a person approved as guardian, by the Principal.

6. In a special case, Director/ Principal of the college may exempt a student from the operation of this ordinance or the regulation framed therein.

7. A student of a post-graduate course may be permitted by the Director/ Principal to select his/ her own place of residence subject to such rules and conditions as may be prescribed by Director/ Principal of the college in this behalf.

8. Every college shall provide residential accommodation for such percentage of its students as the Academic Council may, from time to time, determine.

9. Every college shall make suitable arrangements for the supervision of its students not staying with their parents or guardians or in the College/ University hostel.

10. Every college shall maintain an up-to-date register of the residences of its students.

11. Within one month of the last date of admissions every college shall send to the Registrar, for information of the Committee, a general statement of the residence of its students under different heads.

12. Every college shall make arrangements to look after the health of the students. Every college shall provide medical assistance to the students as and when required.

13. At least once in each academic year, arrangement for conducting medical examination of all students of the college should be made.

A record about the result of the examination of each student should be kept and necessary advice and medical assistance should be given to the students; and

14. Every student on the rolls of a college shall pay an annual medical fee of such amount as may, from time to time, be fixed by the Committee. This fee shall be utilised only for the purpose of medical examination and medical assistance to students.

15. The University shall appoint a whole-time Officer-in-charge of Physical Welfare of men and women students, separately. The affiliated colleges shall also appoint suitable qualified person for the physical welfare of men and women students

16. The duties of the Officer-in-charge of physical welfare shall be as follows:

(a) to conduct the University tournaments;

(b) to act as the Secretary to the University Sports Committee;

(c) to assist the colleges in working out the schemes of physical training;

(d) to organise the University Athletics Association and the University games, clubs and to exercise administrative control over them;

(e) to advise students regarding their physical development;

(f) to deliver lectures at the educational centres, according to the programme approved by the committee, on physical education;

(g) to be in charge of gymnasium, playgrounds and physical education equipment of the University; and

(h) such other duties as may be prescribed by the committee or the Sports Committee,

17. Every student on the rolls of an affiliated College/ Institution, University maintained college/ institution shall pay a sports fee prescribed by the Academic Council of the University from time to time.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended/added vide Haryana Act No.7 of 2009
2. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

UNIVERSITY EMPLOYEES (CONDUT) REGULATIONS

(Approved by the Executive Council in its 3rd meeting held on 12.01.2009 vide agenda item No. 11)

UNIVERSITY EMPLOYEES (CONDUCT) REGULATIONS

(Regulations under Sub Clause (b) of Section-32(1) of the Haryana Act No.26 of 2008)

The Haryana Civil Services (Conduct) Rules, 2016 approved by the Haryana Government for its employees vide General Administration Department Notification No. 2/12/2016-2GS-I dated 19.07.2016 have been adopted with amendments from time to time by Pt. B.D. Sharma University of Health Sciences, Rohtak for its Employees vide Agenda Item No.45 approved by the Executive Council in its 35th meeting held on 30.12.2019 and further made Regulations under Sub Clause (b) of Section-32(1) of the Haryana Act No.26 of 2008.

1. Short title and commencement.—

(1) These regulations may be called the University Employees (Conduct) Regulations.

(2) These regulations shall be deemed to have come into force with effect from 30.12.2019.

2. Extent of application.—

These regulations shall apply to all University employees appointed to any post (Teaching and non-Teaching) in connection with the affairs of the University including—

(i) employees working on contract basis;

(ii) employees working on ad-hoc basis;

(iii) work-charged employees;

(iv) daily wages employees;

(v) any other category of University employee to whom the competent authority may by general or special order, direct that these regulations shall apply to them.

Provided that nothing in these regulations shall apply to employees in the service of a State Government or Central Government or a local or other authority or any other autonomous body whose services are temporarily placed at the disposal of the University, who will be governed by the corresponding rules/**regulations** in the parent department.

Note: *If any doubt arises as to whether these regulations apply to any person or not, the decision shall lie* ***with the Vice-Chancellor and the*** **Executive Council as the case may be.**

3. Definitions.—

In these regulations, unless the context otherwise requires,--

(a) **"Government"** means the Government of the State of Haryana;

(b) **"University"** means the Pt. B.D. Sharma University of Health Sciences, Rohtak;

(c) **"University Employee"** means any person appointed to any civil service or post (Teaching or Non-Teaching) in connection with the affairs of the University.

(d) **"members of family"** in relation to a **University** employee includes—

(i) the wife or the husband, as the case may be, of the **University** employee, whether residing with the **University** employee or not but does not include a wife or husband, as the case may be, separated from the **University** employee, by a decree or order of a competent court;

(ii) son or daughter or step son or step-daughter of the **University** employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on **University** employee or of whose custody the **University** employee has been deprived by or under any law;

(iii) any other person related, whether by blood or marriage, to the **University** employee or to the **University** employee's wife or husband and wholly dependent on the **University** employee;

(e) "prescribed authority" means **the Executive Council and the Vice-Chancellor or the authority prescribed by the Executive Council for the**

purpose of these regulations.

Note: The terms not defined in these regulations but defined in General Rules/ Regulations governing the University Employees shall have the same meaning for the purpose of these regulations.

4. General.—

(1) Every **University** employee shall at all times—

(i) maintain absolute integrity;

(ii) maintain devotion to duty;

(iii) do nothing which is unbecoming of a **University** employee; and

(iv) act in accordance with the **University's** policies.

Explanation.— *A* **University** *employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) above.*

(2) (i) Every **University** employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all **University** employees under his control and authority.

Note*.– This sub* ***regulation*** *shall be invoked only in cases where there has been a failure on the part of supervisory officer concerned to take all possible steps to ensure the integrity and devotion to duty of all* **University** *employees under his control and authority.*

(ii) Every **University** employee shall in the discharge of his official duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

(3) (i) No **University** employee shall, in the performance of his official duties, or in the exercise of powers conferred on him act otherwise than in his best judgment, except when he is acting under the direction of his official superior.

(ii) The direction of the official superior shall, ordinarily, be in writing. Oral direction to subordinate shall be avoided, as far as possible.

When the issue of oral direction becomes unavoidable, the official shall confirm it in writing immediately thereafter.

(iii) A **University** employee, who has received oral direction from his official superior, shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation *— Nothing in sub-clause (i) above shall be construed as empowering a* **University** *employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.*

5. Act and conduct which amount to misconduct.—

The following acts and omissions amount to misconduct:-

(i) wilful insubordination or disobedience, whether alone or jointly with others, to any lawful and reasonable order of a superior;

(ii) infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the activities of the **University** or handling of its property;

(iii) strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule**/regulation** having the force of law;

(iv) gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during or after the office hours at any place;

(v) riotous and disorderly behaviour during and after the working hours or in work place;

(vi) negligence or neglect of work or duty amounting to misconduct;

(vii) habitual negligence or neglect of work or duty;

(viii) habitual absence without permission and over-staying leave;

(ix) conviction by a criminal court.

The act or conduct of an employee may amount to misconduct—

(i) if the act or conduct is prejudicial or likely to be prejudicial to the interests of the employer/department or to the reputation of the employer/ department;

(ii) if the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his employer/department;

(iii) if the act or conduct of a employee makes it unsafe for the employer to retain him in service;

(iv) if the act or conduct of the employee is so grossly immoral that all reasonable men say that the employee cannot be trusted;

(v) if the act or conduct of the employee is such that the employer/department cannot rely on the faithfulness of his employee;

(vi) if the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;

(vii) if the employee is abusive or if he disturbs the peace at the place of his employment;

(viii) if he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of employer/department and employee;

(ix) if the employee is habitually negligent in respect of the duties for which he is engaged;

(x) if the neglect of the employee though isolated, tends to cause serious consequences.

6. Prohibition of sexual harassment of women.—

(1) No **University** employee shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every **University** employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such

work place.

Explanation.– *For the purposes of this* ***regulation****, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as—*

(a) physical contact and advances;

(b) demand or request for sexual favours;

(c) making any sexually coloured remarks;

(d) showing any pornographic material; and

(e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

7. Employment of near relatives of University employees.—

(1) No **University** employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.

(2) No **University** employee shall, except with the prior sanction of the **University**, permit his family member to accept employment in any company or firm with which he has official dealings.

Provided that where the acceptance of the employment may not await prior sanction, the position shall be explained to the prescribed authority with the request of ex-post-facto approval.

8. Sanction of contract by University employee to near relatives.—
No **University** employee shall, in the discharge of his official duties, deal with any matter or give or sanction any contract to any undertaking or any other person, if any member of his family is employed in that undertaking or under that person, or if he or any member of his family is interested in such matter or contract in any other manner. The **University** employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed off according to the instructions of the authority to whom the reference is made.

9. Taking part in politics and elections.—

(1) No **University** employees shall be a member of, or be otherwise associated with, any political party or any organization, which takes part in politics, nor shall take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every **University** employee to endeavour to prevent any member of his family from taking part in or subscribing in aid of or assisting in any other manner, any movement of, activity which is, or tends directly or indirectly to be subversive of the **University** as by law established, and where a **University** employee is unable to prevent member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement of activity, he shall make a report to that effect to the **University**.

(3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity fall within the scope of sub-**regulation** (2), the decision of the **University** thereon shall be final.

(4) No **University** employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority.

(5) No University employee shall seek election to Parliament, State Legislature or a Local Body such as Municipal Corporation/Committee, Zila Parishad, Gram Panchayat, except with the previous permission of the Executive Council on the recommendation of the Vice-Chancellor. Further, no employee will be allowed to contest election for any Society or any other such associations.

Provided that a **University** employee—

(a) qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(b) shall not be deemed to have contravened the provisions of this sub-**regulation** by reason only that he has assisted in the conduct of an election in the due performance of a duty imposed on him by or under

any law for the time being in force.

Explanation.– *The display by a* **University** *employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election, within the meaning of this sub-**regulation**.*

10. Joining of associations.—

(1) No **University** employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

(2) No **University** employee shall be a member/ office bearer of more than one such association at State level and at National level, the aims or objectives of which relate to promotion of sports. However, the employee of the sports department may become member/ office bearer of only one association at State level and one at National level that too in the area of his own specialty/discipline.

11. Demonstration and strikes.—

No **University** employee shall–

(i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence; or

(ii) resort to or in any way abet any form of strike in connections with any matter pertaining to his service or any other **University** employee.

12. Connection with print or electronic media.—

(1) No **University** employee shall, except with the previous sanction of the **University**, on wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or

electronic media.

(2) No **University** employee shall except with the previous sanction of the **University** or the prescribed authority or except in the bona-fide discharge of his duties—

(a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or

(b) participate in a public media or contribute an article or write a letter to a newspaper or periodical; either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required—

(i) if such publication is through a publisher and is of a purely literary, artistic or scientific character; or

(ii) if such contribution, broadcast or writing is of a purely literary, artistic or scientific character:

Provided further that the **University** may withdraw at any time, the sanction so granted to a **University** employee, after affording reasonable opportunity of being heard, if, there are reasons to believe that the sanction is being misutilised.

13. Criticism of Government and University.—

No **University** employee shall, in any radio broadcast or communication over any electronic media or in any document published in his own name or anonymously or pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion—

(i) which has the effect of any adverse criticism of any current or recent policy or action of the Government of India, Government of Haryana or any other State Government **or the University**;

(ii) which is capable of embarrassing the relations between the Government

of Haryana and the Government of India or the Government of any other State in India **or the University**; or

(iii) which is capable of embarrassing the relations between the Government of India or the Government of Haryana and the Government of any foreign State **or the University**:

Provided that nothing in this regulation shall apply to any statements made or views expressed by a **University** employee in his official capacity or in the due performance of the duties assigned to him.

14. Evidence before committee or any other authority.—

(1) Save as provided in sub-**regulation** (3), no **University** employee shall except with the previous sanction of the **University**, give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-**regulation** (1), no **University** employee giving such evidence shall criticize the policy or any action of the Government of India, Government of Haryana or any other State Government **or the University**.

(3) Nothing in this **regulation** shall apply to evidence given—

(a) at enquiry before an authority appointed by the **University**, Government, Parliament or a State Legislature; or

(b) in any judicial enquiry; or

(c) at any departmental enquiry ordered by authorities subordinate to the **University**.

(4) No **University** employee giving any evidence referred to in sub **regulation** (3) shall give publicity to such evidence.

15. Communication of official information.—

Every **University** employee shall, in performance of his duties in good faith, communicate to a member of public or any organisation full and accurate information, which is to be disclosed under the Right to

Information Act, 2005 (22 of 2005):

Provided that no **University** employee shall except in accordance with any general or special order of the **University** or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof; or information to any **University** employee or any other person to whom he is not authorized to communicate such document or information.

16. Subscriptions.—

No **University** employee shall, except with the previous sanction of the **University** or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

17. Gifts.—

(1) Save as otherwise provided in these regulations, no **University** employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation.– *The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by a person other than a near relatives and friends having no official dealings with the* **University** *employee.*

Note 1.– *A casual meal or other social hospitality shall not be deemed to be a gift.*

Note 2.– *A* **University** *employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, Organizations, etc.*

(2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a **University** employee may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the **University**, if the value of such gift exceeds—

1. Rs. 7,000/- in the case of a **University** employee holding any Group 'A' post;

2. Rs. 4,000/- in the case of a **University** employee holding any Group 'B' post;

3. Rs. 2,000/- in the case of a **University** employee holding any Group 'C' post; and

4. Rs. 1,000/- in the case of a **University** employee holding any Group 'D' post.

(3) In any other case, a **University** employee shall not accept any gift without the sanction of the **University**, if the value exceeds—

1. Rs. 1,500/- in the case of a **University** employee holding any Group 'A' & 'B' post;

2. Rs. 500/- in the case of a **University** employee holding any Group 'C' & 'D' post;

(4) Notwithstanding anything contained in sub-**regulations** (2) and (3), a **University** employee, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the **University** in this regard from time to time.

18. Prohibition of dowry.—

(1) No **University** employee shall–

(i) give or take or abet the giving or taking of dowry; or

(ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be , any dowry.

Explanation.– *For the purposes of this* ***regulation****, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended in its application to the State of Haryana.*

(2) Every **University** employee after his marriage shall furnish a declaration to his Head of Department that he has not taken any dowry. The

declaration shall be signed by his wife, father and father-in-law.

19. Public demonstration in honour of University employees.—

(1) No **University** employee shall, except with the previous sanction of the **University**, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other **University** employee:

Provided that nothing in this **regulation** shall apply to—

(a) a farewell entertainment of a substantially private and informal character held in honour of a **University** employee or any other **University** employee on the occasion of his retirement or transfer or of any person who has recently quitted the service of any **University**; or

(b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

(2) No **University** employee shall exercise pressure or influence of any sort on any **University** employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character.

20. Private trade or employment.—

(1) Subject to the provisions of sub- **regulation** (2), no **University** employee shall, except with the previous sanction of the **University** –

(a) engage directly or indirectly in any trade or business, or

(b) negotiate for, undertake, any other employment, or

(c) hold an elective office, canvass for a candidate for an elective office, in any body, whether incorporated or not; or

(d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or

(e) take part, except in the discharge of his official duties, in the

registration, promotion or a management of any bank or other company registered under the Companies Act, 2013 (18 of 2013) or any other law for the time being in force, or of any Co-operative Society for Commercial purposes or

(f) participate in, or associate himself in any manner, in making of—

(i) a sponsored media (including radio, televisions) programme, or

(ii) a media programme commissioned **by the University or** Government media but produced by an outside agency or;

(iii) a privately produced radio or televisions or other media programme including a video magazine:

Provided that no previous permission shall be necessary in case a **University** employee participates in a programme produced by the doordarshan or a subject dealt with by him in his official capacity.

(g) involve or engage himself in the registration, promotion, management of other kinds of activities of any non-Government organisation (NGO) if the same is aided by the Central Government, State Government or an international organization or agency.

(2) A **University** employee may, without the previous sanction of the **University** —

(a) undertake honorary work of a social or charitable nature; or

(b) undertake occasional work of literary, artistic or scientific character; or

(c) participate in sports activities as amateur; or

(d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society, or of a club, or similar organisation, the aims or objectives of which relate to promotion of sports, cultural, or

recreation activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force; or

(e) take part in the registration, promotional or management (not involving the holding of elective office) of a Co-operative Society substantially for the benefit of **University** employee, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force in any State:

Provided that—

(i) he shall discontinue taking part in such activities if so directed by the **University**; and

(ii) in a case falling under clause (d), or clause (e) of this sub-**regulation**, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the **University** giving details of the nature of his participation.

Explanation I.– *A "Co-operative Society" means a society registered, or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law relating to Co-operative Societies for the being in force in any State.*

Explanation II.– *Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-**regulation**.*

(3) Every **University** employee shall, if any member of his family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the **University**.

(4) No **University** employee shall accept any fee for any work done for any public body or for any private person without the sanction of the prescribed authority.

Explanation: The term 'Fee' has been defined in General Rules/Regulations governing the university employees.

21. University accommodation.—

(1) The **University** accommodation allotted to a **University** employee shall not be sublet or leased out or used otherwise.

(2) A **University** employee shall, after the cancellation of his allotment of **University** accommodation vacate the same within the time limit prescribed by the competent authority.

22. Investment, lending and borrowing.—

(A) Transactions in sale and purchase of shares and debentures etc.–

(1) On investment in stock, share, debenture, etc. an intimation shall be sent to the prescribed authority in the form as given below:-

(i) Group 'A' and 'B' employees – If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the financial year; and

(ii) Group 'C' and 'D' employees – If the total transactions in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during the financial year.

If an individual transaction exceeds the amount prescribed in sub **regulation** (3) of **regulation** 24 the intimation to the prescribed authority shall still be necessary. The intimation prescribed in sub **regulation** (1) shall be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds etc. in a year exceed the limits indicated in sub **regulation** (1).

Form for giving intimation for transactions in shares,

securities, debentures and investment in mutual fund schemes, etc.

1.	*Name and designation*	
2.	*Scale of pay and present pay*	
3.	*Details of each transaction made in shares, securities, debentures, mutual funds scheme, etc., during the financial year.*	
4.	*Particulars of the party, firm with whom transaction is made—*	
	(a) Is party related to the applicant?	
	(b) Did the applicant have any dealings with the party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future?	
5.	*Source or sources from which financed—*	
	(a) Personal savings	
	(b) Other sources giving details	
6.	*Any other relevant fact which applicant may like to mention.*	

DECLARATION

I hereby declare that the particulars given above are true.

*Station:*_____ *Signature:*_____

*Date:*_____ *Designation:*_____

(2) No **University** employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose any purchases of shares from out of the quotas reserved for Directors or their friends and associate shall be deemed to be an investment which is likely to embarrass the **University** employee.

(3) If any question arises whether any transaction is of the nature referred to in sub- **regulation** (1) or sub- **regulation** (2), the decision of the **University** thereon shall be final.

(B) Lending and borrowing.—

(1) No **University** employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf:-

(a) lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a **University** employee may, give to, or accept from, a relative or a personal friend purely temporary one of a small amount free of interest or operate a credit account with a bonafide trade man or make an advance of pay to his private employee but such amount shall not exceed twelve months basic pay for the construction of house or purchase of built up house and six months basic pay for the purchase of conveyance and other purposes.

Provided further that a **University** employee may, with the previous sanction of the **University**, enter into any transaction referred to in sub- clause (a) or sub-clause (b).

(2) When a **University** employee is appointed or transferred to a post of such nature as shall involve him in the breach of any of the provisions of sub-**regulation** (A)(2) or sub-**regulation** (B)(1), he shall forthwith report the circumstances to the prescribed authority and shall there after act in accordance with such order as may be made by such authority.

23. Insolvency and habitual indebtedness.—

(1) A **University** employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency.

(2) A **University** employee against whom any legal proceedings are instituted for recovery of any debt due from him or for adjudging him as an insolvent shall immediately report the full facts of the legal proceeding to the **University**.

(3) The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of or ordinary diligence, the **University** employee may not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon him.

24. Movable, immovable and valuable property.—

(1) Every **University** employee shall submit–

(i) declaration of property on his first appointment to any service or post;

(ii) annual property return as on 31st March of every financial year; and

(iii) property return as and when he is directed by the prescribed authority, showing particulars in detail, in the prescribed Forms appended to these **regulations** at Annexure A and B, regarding

(a) immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person; and

(b) movable property.

Explanation.– *For the purpose of this* ***regulation*** *the expression "movable property" includes–*

(i) cash, bank balance, deposits, loans and advances:

(ii) investments in shares,securities, debentures, bonds etc.;

(iii) jewellery and insurance policies;

(iv) vehicles, any other means of conveyance;

(v) any electric, electronic goods or household items such as refrigerators, air conditioner, LCD, LED, computers, washing machines, furniture etc.;

(vi) debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family; and

(vii) any other movable property owned, acquired or inherited by him or his spouse or any other member of his family.

***Note 1**.– The moveable/immoveable properties either acquired by the members of the family of the employee from their own funds or inherited by them shall not attract the provisions of this **regulation**.*

***Note 2**.– In all returns the value of items of movable property costing less than Rs. 50,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., shall not be included in such return.*

(2) No **University** employee or any dependent member of his family shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any dependent member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the **University** employee if any such transaction is—

(i) with a person having official dealings with the **University** employee; or

(ii) otherwise than through a registered dealer.

(3) Where a **University** employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the **University**

employee:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is—

(i) with a person having official dealings with the **University** employee; or

(ii) otherwise than through a registered dealer.

(4) The **University** or the prescribed authority may at any time, by general or special order, require a **University** employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so, required by the **University** or by the prescribed authority, include the details of the means by which, or the source from which , such property was acquired.

25. Vindication of acts and character of University employees.—

(1) No **University** employee shall, except with the previous sanction of the **University**, have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or on attack of a defamatory character:

Provided that if no such sanction is received by the **University** employee within a period of three months from the date of receipt of his request by the **University**, he shall be free to assume that the permission as sought for has been granted to him.

(2) Nothing in this **regulation** shall be deemed to prohibit a **University** employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the **University** employee shall submit a report to the prescribed authority regarding such action.

26. Canvassing of non-official or other influence.—

(1) No **University** employee shall bring or attempt to bring any

political or other influence to bear upon any superior authority to further his interests in respect of a matter pertaining to his service under the **University**.

(2) No University employee shall approach any member of Court/ Executive Council/ Academic Council/ Finance Committee/ Selection Committee/ Establishment Committee with a view:-

(i) to have a question put or resolution or motion moved on a matter connected which his/her condition of service or any disciplinary action against him/her; or

(ii) to further any object with is capable of embarrassing the University; or

(iii) to seek favour in the selections during the interviews.

(3) Direct communication to or a personal interview with a higher authority and/or members of the Court/ Executive Council/ Academic Council/ Finance Committee/ Selection Committee/ Establishment Committee without permission of the Vice-Chancellor shall be treated as contravention of the discipline of the University.

27. Restriction regarding bigamous marriage.—

(1) No **University** employee shall enter into, or contract, a marriage with a person having a spouse living.

(2) No **University** employee, having a spouse living shall enter into, or contract, a marriage with any person:

Provided that the **University** may permit a **University** employee to enter into, or contract, any such marriage as is referred to in sub- **regulation** (1) or sub- **regulation** (2), if it is satisfied that—

(a) such marriage is permissible under the personal law applicable to such **University** employee and the other party to the marriage; and

(b) there are other grounds for so doing.

(3) A **University** employee who has married or marries a person other than of Indian nationality shall forthwith intimate the **University**.

(4) Every **University** employee shall in his personal capacity observe strictly, the existing policies regarding age of marriage.

28. Consumption of intoxicating drinks and drugs.—

A **University** employee shall—

(a) strictly abide by any law, relating to intoxicating drink or drugs, in force in any area in which he may happen to be for the time being;

(b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;

(c) not consume any intoxicating drinks, drugs or smoking in public place;

(d) not appear in a public place in a state of intoxication;

(e) not be present on duty in a state of intoxication; and

(f) not use any intoxicating drinks or drugs to excess.

Explanation.– *For the purposes of this **regulation**, "public place" means any place or premises (including conveyance) to which the public have or are permitted to have, access whether on payment or otherwise.*

29. Prohibition of child labour.—

No **University** employee shall employ any child below the age of 14 years as domestic help.

30. Power to interpret, amend and relax.—

(1) Any question relating to the interpretation of these regulations shall be decided by the Vice-Chancellor.

(2) The power to amend and relax these **regulations** shall vest in the **Executive Council**.

31. Delegation of power.—

The **Executive Council** may, by general or special order, direct that any power exercisable by it or **Vice-Chancellor** under these **regulations** (except the powers under **regulation** 30) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority, as may be specified in the order.

32. Repeal and saving.—

(1) Any regulations corresponding to these regulations in force immediately before the commencement of these regulations and applicable to the employees to whom these regulations apply are hereby repealed:

(2) Anything done or any action taken under the regulations so repealed shall be deemed to have been done or taken under the corresponding provisions of these regulations.

******

ANNEXURE-A

*(See **regulation** 24)*

For the period from……to…….

DECLARATION FORM FOR MOVABLE PROPERTY HELD BY UNIVERSITY EMPLOYEE AND HIS/HER FAMILY MEMBERS UNDER REGULATION 24 OF THE UNIVERSITY EMPLOYEES (CONDUCT) REGULATIONS.

Name & Designation of the **University** employee : .....

Address.....

Statement made on.....

(1) Cash, jewellery, deposits, insurance policies, share, securities and debentures;

(2) Loans and advances by such University employee whether secured or not;

(3) Motor-cars, motor-cycle, horses, or any other means of conveyance; and

(4) Refrigerators, radiograms and other electronic goods.

Description: (a)

(i) Cash, jewellery, deposits, insurance policies, share, securities and debentures;

(ii) Motor-cars, motor-cycle, horses, or any other means of conveyance; and

(iii) Refrigerators, radiograms and other electronic goods.

Sr. No.	Description of item	Value	Name of member of the University employee's family and Benamidar (if any in whose name the assets is held)	Date and manner of fresh acquisition during the year	Remark
1	2	3	4	5	6

Description: (b)

(iv) Detail of Loans

Sr. No.	Amount of Loan	If loan is a secured one, nature of the security with appropriate value	Name of member of the University employee's family who has advanced loan	Name with description of the loanee	Date with other particulars of the loan.	Remarks
1	2	3	4	5	6	7

Note.— Members of a **University** employee's family are those as mentioned in **regulation** 3(c) of the **University Employees (Conduct) Regulations.**

Dated:_____ Signature of the University employee.

ANNEXURE-B

*(See **regulation** 24)*

For the period from……to…….

DECLARATION FORM FOR IMMOVABLE PROPERTY HELD BY UNIVERSITY EMPLOYEE AND MEMBERS OF HIS FAMILY UNDER REGULATION 24 OF THE UNIVERSITY EMPLOYEES (CONDUCT) REGULATIONS.

Name & Designation of the **University** employee : .....

Address .....

Statement made on.....

Note: (i) All interest in land of a permanent nature whether ownership, mortgage or hereditary occupancy, should be entered also dwelling houses in State, District, Village or City.

(ii) Members of a **University** employee's family are those as mentioned in **regulation** 3(c) of the **University Employees (Conduct) Regulations** and in showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.

Sr. No.	**Type of Property** **A. Type of land area/ plot size** (Residential/Institutional/ Commercial/Agricultural/ etc.) **B. Building with plot size** (Residential/Institutional/ Commercial/Agricultural etc.)	**Name of State, District, Sub-Division & Village or city in which property is located**	**Plot/Agriculture land** **(i) Cost of land** **(ii) Year of acquisition**	**Building** **(i) constructed area** **(ii) No. of floors** **(iii) cost of construction/ building**
1	**2**	**3**	**4**	**5**

Sr. No.	**Mode of acquisition** (Whether by purchase/ lease/Mortgage/ inheritance/gift etc.)	**Details of person/ authority from whom property acquired**	**Whether held in own name of employee or dependent** (name & relation) and name of Benamidar (if any)	**Annual Income from each property in A & B category**
1	**6**	**7**	**8**	**9**

Dated:_____ Signature of the **University** Employee.

****

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 42th meeting held on 21.05.2021 vide Agenda Item No.42.23.

UNIVERSITY EMPLOYEES
(PUNISHMENT & APPEAL)
REGULATIONS

(Approved by the Executive Council in its 3rd meeting held on 12.01.2009 vide Agenda item No. 13)

UNIVERSITY EMPLOYEES (PUNISHMENT & APPEAL) REGULATIONS

(Regulations under Sub Clause (b) of Section-32(1) of the Haryana Act No.26 of 2008)

The Haryana Civil Services (Punishment & Appeal) Rules, 2016 approved by the Haryana Government for its employees vide General Administration Department Notification No. 2/12/2016-2GS-I dated 19.07.2016 have been adopted with amendments from time to time by Pt. B.D. Sharma University of Health Sciences, Rohtak for its Employees vide Agenda Item No.45 approved by the Executive Council in its 35th meeting held on 30.12.2019 and further made Regulations under Sub Clause (b) of Section-32(1) of the Haryana Act No.26 of 2008.

1. Short title and commencement.—

(1) These regulations may be called the University Employees (Punishment & Appeal) Regulations.

(2) These regulations shall be deemed to have come into force with effect from 30.12.2019.

2. Application.—

(1) These **regulations** shall apply to every **University employee (Teaching and non-Teaching)**, but shall not apply to—

(a) any member of the All India Services/Haryana Civil Services;

(b) any person in casual employment;

(c) any person subject to discharge from service on less than one month's notice;

(d) any employee appointed on deputation from Central Government or any other State Government **or other Universities/Autonomous Bodies**.

(2) Notwithstanding anything contained in sub-**regulation**(1), these **regulations** shall apply to every **University** employee temporarily transferred to a service or

post coming within clause (d) of sub- **regulation** (1) to whom, but for such transfer, these **regulations** shall apply;

Note: ***If any doubt arises as to whether these regulations apply to any person or not, the decision shall lie with the Vice-Chancellor and the*** **Executive Council as the case may be.**

3. Definitions.—

(3) In these ***regulations***, unless the context otherwise requires,-

(a) **"Appointing Authority"** means,-

(i) the authority empowered to make appointments to the service of which the **University** employee is for the time being a member ; or

(ii) the authority empowered to make appointments to the post which the **University** employee for the time being holds ; or

(iii) the authority which appointed the **University** employee to such service, pay structure or post, as the case may be; or

(iv) where the **University** employee having been a permanent member of any other service or having held any other post, has been in continuous employment of the **University**, the authority which appointed him to that service or to that post whichever authority is the highest authority;

(b) "**Punishing Authority"** shall be the appointing authority unless otherwise provided for in these regulations or respective service rules to impose any of the penalties specified in ***regulation*** 4 on a **University** employee.

(c) **"Chancellor"** means the Chancellor of Pt. B.D. Sharma University of Health Sciences, Rohtak;

(d) **"Government"** means the Government of the State of Haryana;

(e) **"Executive Council"** means the Executive Council of the University;

(f) **"University"** means the Pt. B.D. Sharma University of Health Sciences, Rohtak;

(g) **University employee"** means any person appointed to any civil service or post (Teaching or Non-Teaching) in connection with the affairs of the **University**;

(h) [2] "**Prescribed Authority"** shall be **Vice-Chancellor for Group-A and B University Employees under the University. Further, "Prescribed Authority "for Group C & D employees shall be the Director, PGIMS Rohtak (FOR PGIMS Only) and the Registrar for Group – C & D employees under the University other than PGIMS.**

(i) **"Services"** means the civil services under the administrative control of the **University** classified as **Group-A, Group-B, Group-C and Group-D**.

(j) **"Dismissal"** means removal from service of a **University** employee by way of punishment on account of any grave misconduct on his part or serious criminal charge against him. The dismissal shall be a disqualification for future employment under the **University**;

(k) **"Removal"** means removal of a **University** employee from service. It is one of the major punishments awarded under these ***regulations***. However, the removed person is not debarred for future employment under the **University**;

(l) **"Censure"** means expression of severe displeasure. It is one of the minor penalties imposed under these ***regulations***;

(m) **"Charged person"** means a **University** employee against whom disciplinary proceedings under these regulations have been instituted;

(n) **"Compulsory retirement"** means retirement from service of a **University** employee as a measure of punishment under these ***regulations***, irrespective of age or length of service of such employee;

(o) **"Termination"** means discharge from service on whatsoever reason by the competent authority but not by way of removal or dismissal from service;

(4) The words and expressions not defined in these regulations but defined in the **General Rules/Regulations governing the University employees** shall have the

same meaning respectively for the purpose of these ***regulations***.

4. Penalties.—

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a **University** employee, namely—

(a) Minor Penalties:-

(1) warning with a copy in the personal file;

(2) censure;

(3) withholding of promotion for a specified period upto one year;

(4) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the **University**; and

(5) withholding of increment(s) without cumulative effect.

(b) Major Penalties:-

(1) withholding of increment(s) with cumulative effect;

(2) withholding of promotion for a specified period more than one year;

(3) reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not.

(4) reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the **University** employee to the pay structure, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or service from which the **University** employee was reduced and his seniority and pay on such restoration to that pay structure, post or service;

(5) compulsory retirement;

(6) removal from service;

(7) dismissal from service.

Explanation.– *The following shall not amount to a penalty within the meaning of these regulations, namely:-*

(i) withholding of increments of a ***University*** *employee for his failure to pass any departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment;*

(ii) non-promotion of a ***University*** *employee, whether in a substantive or officiating capacity, after consideration of his case, to a service, pay structure or post for promotion to which he is eligible;*

(iii) withdrawal or non-grant of ACP Pay structure on foregoing promotion;

(iv) reversion of a ***University*** *employee officiating in higher pay structure, post or service to a lower pay structure, post or service on the ground that he is considered to be unsuitable for such higher pay structure, post or service on any administrative grounds but not connected with his conduct;*

(v) reversion of a ***University*** *employee, promoted or appointed to any service, post or pay structure during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing such probation;*

(vi) retirement on superannuation on attaining the maximum age of retirement;

(vii) termination of the service–

(a) of a ***University*** *employee appointed on probation, during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probations; or*

(b) of a temporary ***University*** *employee appointed otherwise than under contract, on the expiration of the period of the appointment, or on the abolition of the post or before the due time in accordance with the terms of appointment; or*

(c) *of a **University** employee employed under an agreement in accordance with the terms of such agreement.*

***Note 1.**– Punishing authorities shall notify in the **University** reasons for dismissal where such notification is considered desirable in the public interest.*

***Note 2.**– In order to guard against the inadvertent re- employment of person dismissed, from the **University** service, the authority passing an order of dismissal shall intimate to the Head of Criminal Investigation Department in the Police Department, Haryana, Deputy Commissioner and the Superintendent of Police of the District of which the person concerned is a permanent resident, the name of such a person and any other particulars required for purposes of identification, unless the dismissal has been notified in the **University** or Haryana Government Gazette. Similarly, if a person happens to be a resident of another State, the aforesaid officers of that State shall be informed accordingly.*

Note 3.**– **Deleted.

***Note 4.**– The discharge of a person appointed to hold a temporary appointment, otherwise than in accordance with the provisions of Explanation (vii) (b) to **regulation** 4 amounts to removal or dismissal and is, therefore, appealable under these **regulations**.*

***Note 5.**– The distinction between censure, the withholding of promotion and non-selection to a selection post, is of considerable importance .Both censure and the withholding of promotion are appealable under these regulations. On the other hand non-selection for a selection post is not appealable.*

*If a **University** employee because of unsatisfactory record and unfavourable confidential reports, is not selected for a selection post and some other **University** employee junior to him is selected in preference, this does not amount to the withholding of promotion. If any inquiry is held against a **University** employee and an order of censure is passed on him, it is open to him to appeal. If he does not appeal or his appeal is rejected, and if subsequently*

because of the existence of this censure in his record, he is not selected for a selection post, and some other ***University*** *employee junior to him is selected in preference, this also does not amount to the withholding of promotion. If, however, an enquiry is held against a* ***University*** *employee, and an order is passed that he shall not be promoted to a selection post for a definite period or until he has obtained good reports, this order shall amount to the infliction of the penalty of withholding promotion. This distinction between non-selection for a selection post and the withholding of a promotion may be summed up as being, that in the former case the* ***University*** *employee in question is considered for selection but some other* ***University*** *employee is preferred on his merits, while in the latter case the* ***University*** *employee in question has been declared before hand, as a disciplinary measure, to be ineligible for selection, irrespective of the merits of the other* **University** *employees available.*

Note 6.–*(i) While reduction of seniority as an independent penalty is not provided for in* ***regulation*** *4, and shall not be imposed as such. The loss of seniority as a result of an order of reduction to a lower post or pay structure, being inherent in the order of reduction shall not be avoided.*

(ii) The seniority, on re-promotion of a ***University*** *employee reduced to a lower post or pay structure, shall be determined by the date of such re-promotion in accordance with the orders issued by the competent authority. Such* ***University*** *employee shall not be re-stored to his original position unless this is specifically laid down at the time of order of punishment is passed, or revised on appeal.*

Note 7.*– Unauthorized desertion of post by a public employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and shall, therefore, constitute a good and sufficient reason within the meaning of* ***regulation*** *4, for removal or dismissal in addition to any penalty provided in the Haryana Essential Service (Maintenance) Act, 1974. Forfeiture of past service towards pension shall then follow automatically by virtue of the provisions in* ***Pension Rules/Regulations governing the University Employees*** *or forfeiture of*

University *contribution in the account of* ***University*** *employee who are covered under the New Defined Contributory Pension Scheme,* ***2008****.*

5. Suspension and withholding of emoluments.—

(1) The prescribed authority will have the power to institute disciplinary proceedings against a University employee. The prescribed authority may place a *University* employee under suspension where–

(a) a disciplinary proceeding against him is contemplated or is pending, or

(b) a case against him in respect of any criminal offence is under investigation, inquiry or trial: or

(c) in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State**/** ***University***:

Provided that where a ***University*** employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, where the disciplinary proceedings are not initiated against him before the expiry of a period of ninety days from the date from which the employee was suspended:

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

Note 1.*– The order of suspension shall stand revoked, being invalid, unless the punishing authority obtains the approval of next higher authority and informs the* ***University*** *employee under suspension the specific period of extension of suspension before the expiry of period of ninety days or extended period of another ninety days, as the case may be.*

Note 2.– *Where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.*

(2) A ***University*** employee shall be deemed to have been placed under suspension by an order of the appointing authority–

(a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

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

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a ***University*** employee under suspension is set aside on appeal or review under these **regulations** and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a ***University*** employee is set aside or declared or rendered void in consequence of or by a decision of a court of law, and the punishing authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the ***University*** employee shall be deemed to have been placed under suspension by the

appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders:

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going into the merits of the case.

(5) An order of suspension made or deemed to have been made under this **regulation** shall continue to remain in force until it is modified or revoked by the competent authority.

(6) Where a ***University*** employee is suspended or is deemed to have been suspended, whether in connection with any disciplinary proceeding or otherwise, and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by it in writing, direct that the ***University*** employee shall continue to be under suspension until the termination of all or any of such proceedings.

(7) An order of suspension made or deemed to have been made under this **regulation** may at any time be modified or revoked by the authority, which made or is deemed to have made the order or by any authority to which that authority is subordinate.

(8) When a ***University*** employee is suspected of being concerned in the embezzlement of ***University*** money, and is placed under suspension, the authority competent to order his dismissal may direct, that unless he furnishes security for the reimbursement of the said money to the satisfaction of his immediate superiors, the payment of any sum due to him by the ***University*** on the date of his suspension, shall be deferred until such time as the said authority passes final orders on the charges framed against him:

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

6. Authority to impose punishment.—

Subject to the provisions of clause (1) of article 311 of the Constitution of India, the authorities competent to impose any of the penalties specified in **regulation** 4 upon the persons to whom these **regulations** apply, shall generally be the appointing authority until and unless specified otherwise in any Rules or Ordinance or Regulations.

7. Procedure for imposing major penalty.—

(A) Inquiry before imposition of major penalty–

(1) No order of imposing a major penalty shall be passed against a University employee to whom these **regulations** are applicable unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(2) Whenever the punishing authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a ***University*** employee, it may itself inquire into, or appoint under this regulation an authority to inquire into the truth thereof:

Provided that where there is a complaint of sexual harassment within the meaning of **regulation** 6 of the **University Employees (Conduct) Regulations**, the complaints committee established in each department or officer for inquiring into such complaints shall be deemed to be the inquiry officer appointed by the punishing authority for the purpose of these regulations and the complaints committee shall hold, if separate procedure has not been prescribed for the complaints committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these **regulations**.

(3) Where it is proposed to hold an inquiry against a ***University*** employee under this **regulation**, the punishing authority shall draw up or cause to be drawn up–

(i) the substance of imputation of misconduct or misbehaviour into

definite and distinct statement of charges;

(ii) a statement of imputation of misconduct or misbehaviour in support of each statement of charge, which shall contain–

(a) a statement of all relative facts including any admission or confession made by the ***University*** employee;

(b) a list of documents by which and a list of witnesses by whom, the statement of charges are proposed to be sustained.

(4) The punishing authority shall deliver or cause to be delivered to the ***University*** employee, a copy of the statement of charges, the statement of the imputations of misconduct or misbehaviour and a list of document and witness by which each statement of charge is proposed to be sustained and shall require the ***University*** employee to submit, within such time as may be specified (not more than 45 days), a written statement of his defence and to state whether he desires to be heard in person.

(5) In case the competent authority is satisfied with the written statement of defence given by the charged person, it may drop the charge-sheet without resorting to the procedure of conducting enquiry. Similarly, if the competent authority after considering the written statement of defence of the charged person is of the opinion that awarding of minor punishment shall meet the end of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.

(6) Subject to the provisions of sub-**regulation** (5), on receipt of the written statement of defence, the punishing authority may–

(i) itself inquire into such of the statement of charges as are not admitted; or,

(ii) if it considers it necessary so to do, appoint under sub-**regulation** (2), an inquiry officer for the purpose; and

(iii) where all the statement of charges have been admitted by the ***University*** employee in his written statement of defence, the punishing authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in **regulation** 7(C);

(7) If no written statement of defence is submitted by the charged person within the specified period or extended period, if any, allowed by the punishing authority after due consideration, the punishing authority may itself inquire into the statement of charges or may, if it considers it necessary to do so, appoint under sub-**regulation** (2), inquiry officer for the purpose.

(8) Where the punishing authority itself inquires into any articles of charge(s) or appoints an inquiry officer for holding an inquiry into such charge(s), it shall by an order appoint a ***University*** employee or a legal practitioner, to be known as the 'Presenting Officer' to present on its behalf the case in support of the statement of charges.

(9) The punishing authority shall, where it is not itself the inquiry officer, forward to the inquiry officer–

(i) a copy of the articles of charge(s) and the statement of the imputation of misconduct or misbehaviour;

(ii) a copy of written statement of defence, if any submitted by the charged person;

(iii) a copy of the statement of witnesses, if any, referred to in sub-**regulation** (3);

(iv) evidence proving the delivery of the documents required to be delivered to the charged person under sub-**regulation** (4);

(v) a copy of the order appointing the Presenting Officer.

(10) The charged person shall appear in person before the inquiry officer on such day and at such time within ten working days from date of receipt

by him of the statement of charges and the statement of the imputations of misconduct or misbehaviour as the inquiry officer may, by a notice in writing, specify in this behalf, or within such further time not exceeding ten days, as the inquiry officer may allow.

(11) The inquiry officer appointed to conduct enquiry shall serve maximum two notices to the charged person to appear before him for presenting his case. In case the charged person does not appear after the service of two notices, the inquiry officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the inquiry officer may serve third notice also.

(12) If the charged person refuses or omits to plead, the inquiry officer shall require the Presenting Officer to produce the evidence by which he proposes to prove the statement of charges, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the charged person may for the purpose of preparing his defence—

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-**regulation** (3);

(ii) submit a list of witnesses to be examined on his behalf;

(iii) apply orally or in writing for the supply of copies of the statements, if any recorded, of witness mentioned in the list referred to in sub-**regulation** (3), in which case the inquiring authority shall furnish to him such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the punishing authority; and

(iv) give a notice within ten days of the order or within such further time not exceeding ten days, as the inquiring authority may allow for the discovery or production of any documents which is in the possession of ***University***, but not mentioned in the list referred to in sub-**regulation**(3) and the ***University*** employee shall also

indicate the relevance of the document required by him to be discovered or produced by the ***University***.

(13) The person against whom a charge is being enquired into, shall be allowed to obtain the assistance of a ***University*** employee or a retired ***University*** employee if he so desires, in order to produce his defence before the inquiry officer. If the charge or charges are likely to result in the dismissal of the person from the service of the ***University***, such person may, with the sanction of the inquiry officer, be represented by counsel:

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

Provided further that the assistance of a particular ***University*** employee shall be allowed only if the inquiry officer is satisfied that he is of such rank as is appropriate in the circumstances of the case and that he may be spared by the department concerned for that purpose.

(14) If the charged person, who has not admitted any of the statement of charges in his written statement of defence, or has not submitted any written statement of the defence, appears before the inquiry officer, such officer shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the articles of charge(s), the Inquiry Officer shall record the plea, sign the record and obtain the signature of the charged person thereon.

(15) The Inquiry Officer shall give to the charged person a finding of guilt in respect of those statement(s) of charges to which the charged person pleads guilty.

(16) The persons charged shall, subject to the conditions described in sub-**regulation** (3) be entitled to cross examine the witness, to give evidence in person and to have such witness called, as he may wish; provided that the officer conducting the enquiry may for reasons to be recorded in

writing, refuse to call any witness. The proceedings shall contain a sufficient record of the evidence and statement of the findings and the grounds thereof:

Provided that it shall not be necessary to frame any additional charge when it is proposed to take action in respect of any statement of allegation made by person charged in the course of his defence:

Provided further that the provisions of the foregoing sub-**regulation** shall not apply where any major penalty is proposed to be imposed upon a person on the ground of conduct which has led to his conviction on a criminal charge; or where an authority empowered to dismiss or remove him, or reduce him in rank is satisfied that, for some reasons to be recorded by him in writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him, or wherein the interest of the security of the State **or University** it is considered not expedient to give to that person such an opportunity.

(17) As per the provisions of the Punjab Departmental Enquiries (Powers) Act, 1955 (Punjab Act 8 of 1955), the officer conducting enquiry under these regulations shall be competent to exercise the same powers for summoning of witnesses and for compelling the production of documents as are exercisable by a commission appointed for an enquiry under the Public Servants (Inquiries) Act, 1850 (Act 37 of 1850);

(18) If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself under sub-**regulation** (2), the decision thereon of the punishing authority shall be final.

(19) Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case, in which charged person was party and had full opportunity to cross-examine such person and where it is intended to prove the same facts as deposed to by such person in such

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

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

(20) The charged person shall not be allowed, except at discretion of the inquiry officer, to be exercised in the interest of justice to call as a witness in his defence any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or whose previous statement has been admitted in the manner herein provided.

Note 1.– *Charges need not necessarily be framed in relation only to specific incidents or acts of misconduct. When reports received against an officer or a preliminary enquiry show that his general behaviour has been such as to be unfitting to his position, or that he has failed to reach or maintain a reasonable standard of efficiency he may be charged accordingly, and a finding of such a charge may be valid ground for the infliction of any authorized punishment, which may be considered suitable in the circumstances of the case. It shall be necessary to communicate the charges of misbehaviour or of inefficiency or of both as the case may be, to the officer/official concerned but statement which is to be communicated to the officer/official in support of the charges need not specify particular acts of misconduct. It shall be sufficient in the statement to give the list of the report on the basis of which misbehaviour or inefficiency is alleged.*

Note 2.– *Any person compulsorily retired from service in accordance with the procedure prescribed by this* ***regulation*** *shall be granted such compensation, pension gratuity, or Provident Fund benefits as may have been admissible to him had he been discharged from service due to the abolition of his post without*

any alternative suitable employment being provided, under the rules applicable to his service or post on the date of such retirement.

(B) Submission of inquiry report—

(1) After the close of the enquiry, the inquiry officer shall prepare his report which inter-alia indicate the following:-

(a) statement of charges and the allegations framed against the ***University*** employees;

(b) his explanation, if any;

(c) oral and documentary evidence produced in support of the charges;

(d) oral and documentary evidence led in defence;

(e) findings on the charges.

(2) The inquiry officer shall give clear findings on each of the charges so that the ***University*** employee shall know from the findings on what ground he has been found guilty. Each finding shall be supported by evidence and reasons thereof. The findings are in the nature of a report to the competent authority to enable it to pass final orders. Such findings are to assist but do not bind him. He himself alone has to come to a final decision. Moreover, the inquiry officer shall not in any case recommend or propose any penalty.

(3) The inquiry officer, where it is not itself the punishing authority, shall forward to the punishing authority the records of inquiry which shall include–

(a) the report prepared by it under **regulation** 7(B)(1);

(b) the written statement of defence, if any, submitted by the charged person;

(c) the oral and documentary evidence produced in the course of the inquiry;

(d) written briefs, if any, filed by the presenting officer or the charged person or both during the course of the inquiry; and

(e) the orders, if any, made by the punishing authority and the inquiry officer in regard to the inquiry.

(C) Action on inquiry report—

(1) After the enquiry against a charged person has been completed, the punishing authority shall forward or cause to be forwarded a copy of the enquiry report, and where the punishing authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated alongwith the enquiry report, to the charged person who may submit, if he so desires, a written representation to the punishing authority within a period of one month from the date of such communication.

(2) The punishing authority shall consider the representation, if any, submitted by the charged person and record its findings before proceeding further in the matter as specified in **regulation** 4.

8. Procedure for Imposing minor penalties.—

Without prejudice to the provisions of **regulation** 7, no order for imposing a minor penalty shall be passed on a ***University*** employee unless he has been given an adequate opportunity of making any representation, that he may desire to make, and such representation has been taken into consideration:

Provided that this condition shall not apply in a case where an order—

(i) based on facts has led to his conviction in a criminal court; or

(ii) has been passed superseding him for promotion to a higher post on the grounds of his unfitness for that post on account of the existence of unsatisfactory record:

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

9. Right of appeal.—

Every University employee to whom these **regulations** apply, shall be entitled to appeal against an order imposing upon him any of the penalties, as hereinafter provided, to the appellate authority as mentioned hereunder—

(a) imposing upon him any of the penalties specified in **regulation** 4;

(b) discharging him in accordance with the term of his contract, if he has been engaged on a contract for a definite, or for an indefinite periods and has rendered, under either form of contract, continuous service for a period exceeding five years at the time when his services are terminated;

(c) reducing or withholding the amount of pension admissible under the rules/**regulations** governing pension;

(d) termination of service;

(e) an order which denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules/**regulations** or by agreement.

(f) premature retirement from service in public interest before attaining the age of superannuation.

Appellate Authorities

[2] **Vice-Chancellor** – In case where punishment has been awarded by the Registrar/Director, PGIMS, Rohtak or any other subordinate authority.

Executive Council – In case where punishment has been awarded by the Vice-Chancellor.

Chancellor – Any University employee, who is aggrieved by the decision of the Executive Council in respect of any disciplinary action taken against him, may address a memorial to the Chancellor in such manner as may be prescribed and the decision of the Chancellor shall be final.

9. Period of limitation of appeal.—

No appeal preferred under this regulation-9 shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal within next

Forty five days, if it satisfied that the appellant had sufficient cause for not preferring the appeal in time.

10. Order which may be passed by the appellate authority.—

(1) In the case of appeal against an order under **regulation** 9 or any penalty specified in **regulation** 4, the appellate authority shall consider whether the–

(a) facts on which the order was based have been established;

(b) facts established afford sufficient ground for taking action; and

(c) penalty is excessive or adequate and after such consideration, shall pass such order as it thinks proper:

Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty may not be increased.

(2) An authority, against whose order an appeal is preferred, shall give effect to any order passed by the appellate authority.

11. Second appeal where penalty is increased.—

In every case in which an appellate authority increases the penalty inflicted by an authority subordinate to it upon a University employee to whom these **regulations** apply, such person shall be entitled to submit a second appeal within sixty days to the authority prescribed in the regulation-9.

12. Right of revision.—

After an appeal or the second appeal provided in **regulation** 12 has been rejected, a person to whom these **regulations** apply, may apply for revision to such superior authority as may be prescribed in the **regulations** regulating his condition of service:

Provided that the powers of revision shall be exercised only—

(a) if the appellate authority is one other than **Chancellor**; and

(b) on the ground of material irregularity in the proceedings of the inquiry officer

or appellate authority, or on the discovery of new and important matter of evidence, which after the exercise of diligence was not within the knowledge of the petitioner, or could not be produced by him when the orders were passed against him or on account of some mistake or error on the face of the record.

13. Power of superior authority to revise the proceeding of an inferior authority.—

(1) The **appellate authority** may call for and examine the records of any case in which a subordinate authority passed any order under **regulation** 9 or has inflicted any of the penalties specified in **regulation** 4 or in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce to any or subject to provisions of sub-**regulation** (1) of **regulation** 11, increase the penalty or subject to provisions of **regulation** 7 and 8 inflict any of the penalties specified in **regulation** 4.

(2) The **University** may, at the time of consideration of memorial, submitted under its general or special instructions published from time to time, by the **University** employee on whom a penalty is imposed, review any order passed by the **University** under these **regulations**:

Provided that the penalty already imposed shall not be enhanced unless an opportunity has been given to the **University** employee who has submitted memorial to show cause why it may not be enhanced.

14. Prohibition as to collective appeal.—

Every person preferring an appeal shall do so separately and in his own name.

15. Common proceedings.—

(1) Where two or more **University** employees are concerned in any case, the **Executive Council** or any other authority competent to impose the penalty of dismissal from service on all such **University** employees may make an order directing that disciplinary action against all of them may be taken in a common proceedings.

(2) If the authorities competent to impose the penalty of dismissal on such **University** employees are different, an order for taking disciplinary action in a

common proceeding shall be made by the highest of such authorities.

(3) Any order under sub-**regulation** (1) shall specify the authority competent to do so under the relevant service rules, which may function as the punishing authority for the purpose of such common proceedings.

16. Manner of the presentation of appeal or application for revision.—

Every appeal or application for revision preferred under these **regulations** shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal or application for revision shall be submitted through the Registrar.

17. Withholding of appeals and applications for revision.—

(1) An appeal or application for revision may be withheld, if—

(a) it is an appeal or application for revision in a case in which under these **regulations**, no appeal or application for revision lies; or

(b) it does not comply with the provisions of **regulation** 17; or

(c) it is an appeal and is not preferred within the prescribed period; or

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

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

Provided further that an appeal or application for revision withheld on account only of failure to comply with the provisions of **regulation** 17 may be resubmitted at any time within one month of the date on which the appellant or applicant has been informed of the withholding of the

appeal or application and if resubmitted in a form which complies with those provisions, shall not be withheld.

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

18. Power to interpret, amend and relax.—

(3) Any question relating to the interpretation of these regulations shall be decided by the Vice-Chancellor.

(4) The power to amend and relax these **regulations** shall vest in the **Executive Council.**

19. Repeal and Saving.—

(1) Any regulations corresponding to these regulations in force immediately before the commencement of these regulations and applicable to the employees to whom these regulations apply are hereby repealed:

(2) Anything done or any action taken under the regulations so repealed shall be deemed to have been done or taken under the corresponding provisions of these regulations.

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REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 42th meeting held on 21.05.2021 vide Agenda Item No.42.23.
2. Amended by EC in 49th meeting held on 24.05.2023 vide Agenda Item No. 49.04

UNIVERSITY EMPLOYEES (LEAVE) REGULATIONS

(Approved by the Executive Council in its 5th meeting held on 16.7.2009 vide Agenda Item No.18)

UNIVERSITY EMPLOYEES (LEAVE) REGULATIONS

1. Scope:

These regulations shall apply to all University employees including the existing employees of PGIMS, Rohtak whether employed in permanent or temporary service other than the following:-

(a) persons on deputation from any State Govt., the Govt. of India or Statutory Board or Corporation, who will be governed by the terms and conditions of deputation.

(b) employees appointed on contract (they will be granted leave in accordance with the terms of the contract).

(c) part-time employees.

(d) employees appointed on work-charge basis.

(e) Casual workers.

(f) any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

2. **Definitions:**

(a) "Service" means the whole period of continuous service, including periods spent on leave other than extra-ordinary leave.

(b) "Active Service" means the time spent:-

  (i) on duty;

  (ii) on subsidiary leave;

  (iii) on recognized vacation or leave with pay and allowances, Study Leave of any kind etc., provided that the employee is not absent or on extra-ordinary leave during the period.

(c) A "completed year of service" means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extra-ordinary leave unless otherwise provided.

(d) "Competent Authority" means the authority empowered by the Executive Council to grant leave.

(e) "Day" means a calendar day.

(f) "Earned Leave" means leave earned on the basis of actual service rendered including vacations.

(g) "Month" means a calendar month.

(h) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.

(i) "Family" means a University employee's wife or husband, as the case may be, legitimate children and step-children residing with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this regulation.

Note:- The term "Family" however does not include an adopted mother, step mother and such other adventitious dependants. The term "legitimate children" includes children adopted under the Hindu Law.

(j) "Holiday" means a holiday prescribed or notified as such by the competent authority. This term does not include "local holidays" which may be granted at the discretion of the Vice-Chancellor.

(k) "Competent Medical Authority" means the Head/Unit Head of Clinical Deptt. or MS, PGIMS, Rohtak or a Government doctor of a gazetted rank or such other authority as may be approved by the Vice-Chancellor on the merits of each case provided that in the case of employees belonging to rural areas where there is no Government/ Dispensary or MBBS doctor, certificate from a Registered Medical Practitioner shall be accepted.

(l) "Vacation Department" is a department or a part of department to which regular vacations are allowed during which the University employees serving in that department are permitted to be absent.

(m) "Pay" means the monthly pay drawn on the day before the leave commences.

(n) "Half Pay" means half of the pay drawn on the day before the leave commences.

(o) "University Employee" means the employee appointed by University of Health Sciences, Rohtak & existing employees of PGIMS, Rohtak for the said purpose as per details given below:-

[8] **Group A: (i) Persons appointed in the unrevised pay scale of Rs.8000-13500 and above.**

(ii) Any other member of Administrative/teaching staff/recognized as Officer of Class A by the Executive Council.

Sr. No.	Group	Basic			
		5th Pay Commission	6th Pay Commission	As per 7th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740 dated 21.06.2017.	
				FPL	PAY
1.	"A"	Rs.8000-13500	Rs.15600-39100+ 5400	10	Rs.56100-177500
2.		Rs.10000-13900	Rs.15600-39100+ 6000	11	Rs.67700-191000 GP 6000 & GP6400 merged with GP6600
3.		Rs.10000-15200	Rs.15600-39100+ 6400		
4.		Rs.10650-15850	Rs.15600-39100+ 6600		
5.		Rs.12000-16500	Rs.15600-39100+ 7600	12	Rs.78800-197200
6.		Rs.13500-17250	Rs.15600-39100+ 8000	13	Rs.88400-202600
7.		Rs.14300-18300	Rs.37400-67000+8700	14	Rs.118500-207900

8.		Rs.15100-18300	Rs.37400-67000+8800	15	Rs.118700-208400
9.		Rs.16400-20000	Rs.37400-67000+8900	16	Rs.123600-210300
10.		Rs.16400-20900	Rs.37400-67000+9500	17	Rs.125200-213400
11.		Rs.18400-20400	Rs.37400-67000+9800	18	Rs.126000-214700
12.		Rs.18400-22400	Rs.37400-67000+10000	19	Rs.128900-219600
13.		Rs.22400-24500	Rs.37400-67000+12000		
14.			HAG Rs.67000-79000 GP Nil	20	Rs.182200-224100

Group B: Persons appointed in the unrevised pay scales of Rs.6500-10500 and above but less than Rs.8000-13500

Sr. No.	Group	Basic			
		5th Pay Commission	6th Pay Commission	As per 7th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740	
				FPL	PAY
1.	"B"	Rs.7450-11500	Rs.9300-34800+4600	7	Rs.44900-142400
2.		Rs.7500-12000	Rs.9300-34800+4800	8	Rs.47600-151100
3.		Rs.7500-13000	Rs.9300-34800+5200	9	Rs.53100-167800 GP5200 merged with GP5400
4.		Rs.8000-13500	Rs.9300-34800+5400		

Group C: Persons appointed in the unrevised pay scales of Rs.3050-4590 and above but less than Rs.6500-10500

Sr. No.	Group	Basic			
		5th Pay Commission	6th Pay Commission	As per 7th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740	
				FPL	PAY
1.	"C"	Rs.3050-4590	Rs.5200-20200+1900	2	Rs.19900-63200
2.		Rs.3050-5325	Rs.5200-20200+1950	3	Rs.21700-69100 GP1950 merged with GP2000
3.		Rs.3200-4900	Rs.5200-20200+2000		
4.		Rs.4000-6000	Rs.5200-20200+2400	4	Rs.25500-81100
5.		Rs.4400-6000	Rs.5200-20200+2500	5	Rs.29200-92300 GP2500 merged with GP2800
6.		Rs.4500-7000	Rs.5200-20200+2800		
7.		Rs.5000-7850	Rs.9300-34800+3200	6	Rs.35400-112400 GP3200, 3300 merged with GP 3600 and GP3600, 4000
8.		Rs.5400-8000	Rs.9300-34800+3300		
9.		Rs.5500-9000	Rs.9300-34800+3600		
10.		Rs.6500-9900	Rs.9300-34800+4000		
11.		Rs.6500-10500	Rs.9300-34800+4200		

					merged with GP4200
12.		Rs.7450-11500	Rs.9300-34800+4600	7	Rs.44900-142400

Group D: Persons appointed in the unrevised pay scales of Rs.3050-4350 and below

Sr. No.	Group	Basic			
		5th Pay Commission	6th Pay Commission	As per 7th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740	
				PL	PAY
1.	"D"	Rs.2550-3200	Rs.4440-7440+1300	DL	Rs.16900-53500 GP1300, 1400, merged with GP1650
2.		Rs.2610-3540	Rs.4440-7440+1400		
3.		Rs.2650-4000	Rs.4440-7440+1650		
4.		Rs.3050-4350	Rs.4440-7440+1800	1	Rs.18000-56900

3. **Right to Leave:**

(a) Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.

(b) When an employee is recalled to duty before the expiry of his/ her leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he/ she starts to join his/ her post may be treated as on duty but he/ she will draw leave salary only until he/ she joins his/ her post. In addition, he/she shall be entitled to travelling allowance to the head quarter. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.

4. **Leave shall not be granted to an employee:**

(a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;

(b) who is under suspension.

5. **Commencement and termination of leave:**

(a) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.

(b) Sundays or other holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the first and last working days of each term, however, in special circumstances any kind of leave except casual leave may be prefixed or suffixed to vacation/ break/ recess with the permission of the Vice-Chancellor.

6. **Return to duty on expiry of leave:**

(a) Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him/ her.

(b) No employee who has been granted leave on medical certificate will be allowed to return to duty without his/ her first producing a medical certificate of fitness in such a manner and from such persons as may be prescribed. The authority competent to grant leave may at its discretion waive off the production of medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical ground. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical ground.

7. **Absence from duty:**

(a) an employee, who remains absent after expiry of his/ her leave, shall not be entitled to any leave salary unless otherwise such absence has been regularised by the competent authority.

(b) Willful absence from duty for more than 15 days may involve forfeiture of appointment after completing the paper formalities in this regard**.** The employee may not be allowed to resume the duties, while the case to declare his/ her office as vacant is under process, without prior permission of the Vice-Chancellor.

(c) When an employee does not resume duty after remaining on leave for a continuous period of four years and does not report for duty after repeated reminders, he/ she shall be deemed to have resigned and shall accordingly cease to be in the University service.

8. **Conversion of one kind of leave into another kind:**

(a) At the request of an employee, the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him/ her at the time leave was granted, but he/ she cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/ her in excess shall be recovered and any arrears due to him/ her shall be paid.

9. **Temporary service followed by confirmation:**

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.

10. **Leave to persons appointed on probation:**

A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the permanent service of the University is appointed on probation to a higher post, he/ she shall not, during the probation, be deprived of the benefit of leave rules applicable to his/ her permanent post.

11. **Grant of increment during leave:**

If the increment falls during leave other than casual leave or vacation**,** academic leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to normal date of increment.

12. **The following kinds of leave would be admissible to the members of the teaching staff:-**

1 Casual Leave

2 Special Casual Leave

3 Earned Leave

4 Half Pay Leave

5 Commuted Leave

6 Maternity Leave

7 Leave for anti-rabic treatment

8 Quarantine Leave

9 Hospital Leave

10 Leave not due

11 Extraordinary Leave

12 Academic Leave

13 Study Leave

14 Vacation

[1]15 Child Care Leave

13. **The following kinds of leave would be admissible to the members of the Paramedical & non-teaching staff:**

1 Casual Leave

2 Special Casual Leave

3 Earned Leave

4 Half Pay Leave

5 Commuted Leave

6 Maternity Leave

7 Leave for anti-rabic treatment

8 Quarantine Leave

9 Hospital Leave

10 Leave not due

11 Extraordinary Leave

12 Compensatory Leave

13 Study Leave

[1]14 Child Care Leave

14. **Causal Leave:**

(a) Casual Leave will be admissible as under:

1.	To employees with 10 years service or less	10 days
2.	To employees with more than 10 years service	15 days
3.	To employees with over 20 years of service	20 days

Provided further that female employees may be granted 20 days casual leave in one calendar year

(b) How to calculate: From the date on which an employee completes his/ her 10th or 20th year of service, as the case may be, he/ she will be given leave in that year according to the next higher scale.

(c) Casual leave cannot be carried over to the next calendar year.

(d) An employee on casual leave is not treated as absent from duty and his/ her pay is not intermitted.

(e) All the categories of Staff working in PGIMS, Rohtak except staff working in the office of Director and MS will be allowed 5 days extra casual leave.

15. **Special Casual Leave:**

In addition to casual leave, special casual leave to the extent mentioned below may be granted:

(a) to undergo to sterilization operation (Vasectomy or Salpingectomy) under Family Welfare Programme to such employees whose wives get sterilized and are getting basic pay upto Rs.13,900/- in the revised scale after having two alive children. Leave in this case will be restricted to six working days.

(b) to a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

(c) Special Casual Leave upto a maximum of 05 days in a calendar year may also be granted to the office bearers of the Non-teaching Employees Association for participating in the executive meetings, conferences and other activities of their respective Associations.

(d) Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

16. **Earned Leave:**

(a) Earned leave admissible to a permanent non-teaching employee (including class 'D') is:

(i) l/24th of the period spent on duty, during the first 10 years of his/ her service.

(ii) 1/18th of the period spent on duty, during the next 10 years of his/ her service; and l/12th of the period spent on duty, thereafter.

Provided that Earned Leave will continue to be admissible as 1/ 11th of the period spent on duty in the case of those University employees who were recruited exclusively for the affairs of the Medical College (now called as Pt.B.D.Sharma Postgraduate Institute of Medical Sciences), Rohtak when it was under the administrative control of the Maharshi Dayanand University, Rohtak and are still continuing in service.

Accumulation of earned leave shall be permissible to any extent on the pattern of State Government.

(b) The Earned Leave admissible to teachers will be as under:-

1	A teacher with 10 years service or less (1/48th)	7 ½ days +10 days Earned Leave in lieu of half pay/ commuted leave=17 ½ days
2	A teacher with more than 10 years service but not exceeding 20 years service (1/36th)	10 days +10 days Earned Leave in lieu of half pay/ commuted leave =20 days
3	A teacher with more than 20 years service (1/24th)	15 days +10 days Earned Leave in lieu of half pay/ commuted leave =25 days

(c) The maximum earned leave that may be sanctioned at a time shall not exceed 120 days.

(d) The above regulations also apply to a person not in permanent employment.

(e) The employees may be granted cash payment in lieu of unutilized Earned Leave at their credit at the time of retirement on superannuation on the following conditions:

(i) The payment of each employee equivalent to leave salary shall be limited to a maximum of 300 days or as revised from time to time.

(ii) The cash payment equivalent to leave salary as admissible, will become payable on retirement and will be paid in one lump sum settlement.

(iii) Cash payment under this order will, subject to (iv) below, be equal to leave salary at the rates in force on the date of retirement. No city compensatory and/or house rent allowance shall be payable.

(iv) The authority competent to grant leave shall issue order granting cash payment equivalent to Earned Leave at the credit of an employee on the date of his/ her retirement.

(v) The employees seeking voluntary/ premature retirement will also be granted cash payment in lieu of their unutilized Earned Leave on the date of their retirement. This will, however, not be applicable to those employees who are compulsorily retired prematurely by the University.

(vi) A University employee, already on leave preparatory to retirement, who has been allowed to return to duty, shall also be entitled to this benefit on the date of retirement.

(vii) Before sanctioning the leave preparatory to retirement of 300 days, it may be certified that the employee did not avail of any portion of leave preparatory to retirement of 300 days before the date of his/ her retirement.

17. Earned Leave admissible to a teacher in permanent employment shall be:

(a) Five days for every completed year of actual service including vacation and proportionately for less than one year of service.

(b) (i) For the Purpose of computation of period of actual service, all periods of leave except casual leave, special casual leave and academic leave shall be excluded.

(ii) Earned Leave at the credit of a teacher shall accumulate to any extent on the pattern of State Government. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days.

18. **Half Pay Leave:**

Half Pay Leave may be granted to University employees other than a teacher of University maintained college for 20 days for each completed year of service. Half pay leave may be granted to an employee on medical certificate or on private affairs. No half pay leave may be granted to an employee in temporary service except on medical certificate.

19. **Commuted Leave:**

Commuted leave on full pay not exceeding half the amount of 'half pay leave' may be granted on medical certificate to a University employee subject to the following conditions:

(a) When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account.

(b) No Commuted leave may be granted under the provision unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

[3](c) Omitted.

[3] 20. **Maternity Leave:**

(i) Maternity leave upto two living children will be granted by the competent authority to a woman employee on full pay for six months.

(ii) No maternity leave will be allowed on the birth of third living child and in such a case, leave of the kind due will be allowed.

(iii) Female employee who has already two living children before her entry into University Service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.

(iv) Maternity leave shall not be debited to the leave account.

Note: 1. As per instructions contained in F.D.Hr.No.11/84/83-1FRII/1968 dated 28.10.1994, it has been decided that the total period of admissibility of maternity leave on account of miscarriage/abortion has been restricted to 45 days during the entire career of a female Govt. servant. The application may be supported by a medical certificate.

2. Female employees having two or more children will not be entitled to avail the benefit of maternity leave in case of miscarriage including abortion.

21. **Leave for Anti-Rabic Treatment**

Leave for anti-rabic treatment will be granted by the competent authority for a maximum period of one month on production of a certificate from the medical or Public Health Officer. The employee will be considered on duty and will draw his/ her usual salary. Any leave in excess of this period shall be treated as leave of the kind due.

22. **Quarantine Leave**

If an employee or any member of his/ her family living with him/ her is suffering from any infectious disease such as small pox, cholera, plague etc., quarantine leave may be granted by the competent authority to the employee up to a limit of one month on production of a certificate from the competent Medical Authority or the Civil Surgeon of the District. The employee will be considered on duty and will draw his/ her usual salary. Any leave in excess of this period will be treated as leave of the kind due.

23. **Hospital Leave**

(i) Hospital leave may be granted to an employee, whether permanent or temporary, for medical treatment for injury if it is directly due to risks incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such injury.

(ii) Hospital leave may be granted on full pay or half pay as the Executive Council may consider necessary.

(iii) Hospital leave shall in no case exceed one hundred and twenty days on full pay in any period of three years whether such leave is taken at one time or by instalments. Half the amount of hospital leave on half pay counts for the purpose of this limit as leave on full pay.

(iv) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible; provided the total period of leave, after such combination, shall not exceed twenty-eight months.

24. **Leave not due:**

Leave not due will be granted to a permanent employee on production of medical certificate or otherwise by the Executive Council on full pay up to a maximum of 180 days during the entire period of service.

Note: The leave 'not due' is intended to be regarded as an advance of leave when the employee's leave account shows nil/debit balance and its grant should, therefore, be limited to the amount which will be earned by the subsequent duty. The leave 'not due' may in no case be granted unless the sanctioning authority is satisfied that, as far as can be reasonably foreseen, the

employee will return to duty and earn it. Such leave will be debited against the half pay leave which the employee may earn subsequently.

An employee to whom leave 'not due' is granted shall not be permitted to tender his/ her resignation from the service so long as the debit balance in his/ her leave accounts is wiped off by active service or he/ she refunds amount paid to him/ her as salary for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the employee for further service, refund of leave salary for the period of leave still to be earned may be waived off by the Executive Council.

Provided further that the Executive Council may, in any other exceptional cases, waive off, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

25. **Extra ordinary Leave:**

(a) An employee (whether permanent or temporary) may be granted extraordinary leave by the competent authority :
   (i) when no other leave is admissible: or
   (ii) when other leave is admissible, the employee applies in writing for the extra-ordinary leave for any special reason.

(b) Extra-ordinary leave shall be without pay and allowances. However, House Rent Allowance and Compensatory Allowance will be admissible at the rate at which an employee was drawing before proceeding on such leave provided he/ she has not been in employment elsewhere during that period. The leave shall not ordinarily exceed one-year at a time.

Extra-ordinary leave shall not count for increment, except in the following cases:-

(a) The sanctioning authority is satisfied that such leave was taken by an employee on account of illness or for any other cause beyond his/ her control provided that the employee has no other kind of leave to his/ her credit;

(b) Leave is granted for the purpose of higher studies and research; and

(c) Leave is granted to accept an invitation to an assignment for administrative or technical or academic work of importance. Provided that the maximum total period for which such leave is granted shall not ordinarily exceed three years and in exceptional cases such leave may be extended so that the total period of leave during the whole tenure of service of an employee does not exceed five years. Provided further that the benefit of increment for a period upto three years of extra-ordinary leave may be allowed for accepting such assignments and for the purpose of higher studies and research anywhere in India or abroad.

The word 'Invitation' of the above regulation may include both a direct offer sent by the host institution and any offer received in response to an application bio-data sent by the employees through the University to any Institution in India or abroad.

Extension would be permitted only in rare and exceptional cases subject to the satisfaction of the Vice-Chancellor.

26. **Academic Leave:**

(a) Academic Leave not exceeding [4]*20 days* in a calendar year may be granted to a teacher for the following purposes:-

(i). to conduct examination of a University or other similar Bodies/ Institutions.

(ii). to inspect academic institution attached to a University or to a Statutory Board or Professional Council etc;

(iii). to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or a Statutory Board or Professional Council;

(iv). to attend meetings of the Selection Committees of the Universities/ Boards/ Affiliated Colleges etc;

(v). to participate in a literary, scientific or educational conference, symposium or seminar or cultural or sports activities conducted by bodies recognized by the University; or

(vi). for any other purpose as may be approved by the Vice-Chancellor to be of academic nature.

[4] **Note:** All duties related to academic matters i.e. training, inspection etc. of statutory bodies and other public sector shall be included in the academic leave.

(b) The Vice-Chancellor may at his/ her discretion grant academic leave in excess of twenty days on the merit of each case.

(c) Academic Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be combined with holidays or the vacations.

(d) The academic Leave admissible to a person joining/ leaving the University service during a calendar year will be as under:-

1.	On joining during the first quarter or leaving during the fourth quarter	Full
2.	On joining during the second quarter or leaving during the third quarter	3/4th
3.	On joining during the third quarter or leaving during the second quarter	Half
4.	On joining during the fourth quarter or leaving during the first quarter	1/4th

27. **Study Leave:**

(1) A permanent teacher of the University with minimum one year continuous service in the University may be granted study leave for purposes of higher studies (PG Diploma/ PG Degree/ Super-speciality Courses) in India or abroad by the Executive Council on the recommendations of a Study Leave Committee consisting of:

(a) Vice-Chancellor;

(b) Director, PGIMS, Rohtak and

(c) One member of the Executive Council nominated by the Vice-Chancellor.

(2) The requisite length of the service shall be calculated as on the last date of submission of application for the relevant course.

(3) Study Leave shall not ordinarily be admissible to a teacher beyond the age of 55 years.

(4) [7] 75% of the total strength of teachers in the concerned department should be present while allowing study leave to a teacher of that department.

(5) Study Leave shall ordinarily be not granted for more than two years. However, the Study Leave may be extended on the recommendations of the Study Leave Committee in exceptional circumstances by the Executive Council. The period of study leave shall in no case exceed three years.

(6) The period of higher studies, as admissible under the rules, shall count as service for all-purposes subject to the condition of successful completion of the course of study within the prescribed period.

(7) A teacher on study leave shall be treated as on duty with full pay last drawn, including allowances for two years and half pay and allowances as may be admissible on that amount, for the third year. But in case of a teacher who receives any financial assistance (like scholarship, fellowship etc.) during the study leave, then he/ she shall be paid pay and allowances as under:-

(a) If the financial assistance is more than pay and allowances last drawn before proceeding on the leave, then the study leave will be without pay and allowances.

(b) If the financial assistance is equal to half of the pay and allowances, then he/ she shall be paid half the pay and allowances during the study leave.

(c) If the financial assistance is less than half the pay and allowances, then he/ she will be paid the salary after deducting the amount of financial assistance received by him/ her.

(8) Study leave may be granted more than once provided that there is an interval of at least 5 years between the date of resumption of duty on return from the first study leave and date of application for the second study leave. Provided further that the total period of such leave shall not exceed a period of three years during the entire service of a teacher in the University.

(9) A teacher who is granted study leave shall, on his/ her return and on rejoining the service of the University, be eligible to the benefit of the annual increment(s) which he/ she would have earned in the course of time if he/ she had not proceeded on study leave.

Note: The year would mean the financial year.

(10) No teacher shall proceed on study leave without executing, to the satisfaction of the University, an agreement bond failing which his/ her leave salary shall not be paid until the bond, duly executed, is received by the Registrar.

(11) It shall be the duty of the person, who is on study leave, to submit at the end of every six months to the Vice-Chancellor a report of his/ her work through the Head of the Department of the Institute/ University. If his/ her progress is unsatisfactory, study leave salary may be withheld or leave for the rest of the period may be cancelled.

(12) If a teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he/ she shall ordinarily not be granted any study leave salary but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case.

Note: It shall be the duty of the teacher, who is granted study leave, to communicate immediately to the University the amount of financial assistance in any form received by him/ her during the course of study leave from any person or Institution, whatsoever.

(13) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extra ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.

(14) The period of study leave shall count as service for the purpose of retirement benefits provided that the teacher rejoins the University on the expiry of his/ her study leave and serves for the period for which the agreement bond has been executed.

(15) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(16) A teacher availing of study leave, shall undertake that he/ she shall serve the University continuously for a period of five years from the date of his/ her resuming duty after expiry of the study leave failing which he/ she will be required to pay an amount equal to one year salary in addition to the pay drawn during the study leave alongwith any other expenses incurred by the University.

(17) A teacher -

a) who is unable to complete his/ her studies within the period of study leave granted to him/ her; or

b) who fails to rejoin the service of the University on the expiry of his/ her study leave; or

c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service; or

d) who within the said period is dismissed or removed from the service by the University; shall be liable to refund to the University the amount of leave salary and

allowances and other expenses incurred on the teacher or paid to him/ her in connection with the course of study alongwith one year salary :

Provided that if a teacher has served in the University for a period of not less than half the period of service under the agreement bond on return from study leave, he/ she shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he/ she shall be liable to pay to the University an amount equivalent to his/ her six months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

(18) If a teacher asks for extension in study leave and is not granted the extension but does not resume duty on the expiry of the leave originally sanctioned, he/ she will be deemed to have failed to rejoin the service on the expiry of his/ her leave for the purpose of recovery of dues under these regulations.

(19) Notwithstanding the above, the Executive Council may order that nothing in these regulations shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these regulations.

(20) In addition to executing a bond as aforesaid, the teacher shall have to provide two sureties when study leave is granted to him/ her on full pay and one surety when study leave is granted to him/ her on half pay or no pay and give security of immovable property to the satisfaction of the University or Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety, as the case may be, provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may, in its discretion, waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his/ her failure to fulfill the obligations of the Bond.

Note: [5] (i) The Haryana Govt. instructions on 'study leave with full pay' may be followed while allowing study leave to the employees except Medical/Dental Teachers. They will not be deputed outside for pursuing those courses/training which are being offered by the UHS/PGIMS.

[6] (ii) Study Leave to nursing personnel be allowed as per Haryana Govt. Instructions which are in force.

28. **Vacation:**

(a) Vacation will be of 30 days and 24 days in summer and winter respectively. The duration and dates of vacation shall be decided by the Vice-Chancellor every year.

(b) Teaching staff of the University and any other staff declared as such, shall be entitled to avail themselves of the vacation and termed "vacation staff".

(c) Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff can be called for duty during vacation. In such a case, leave at one-third of the period during which he/ she is asked to work during the vacation, will be credited as Earned Leave, in addition to the Earned Leave admissible to him/ her as per leave regulations.

(d) No ad hoc/ contract appointee or Re-employed after superannuation shall be entitled to vacation.

(e) The teachers shall be allowed full summer/ winter vacation on the following grounds:-

(i) On medical grounds

(ii) On training abroad

[2] (d) The summer and winter vacations will not be clubbed together. If anybody applies for leave in continuation of vacation, he/she will be granted Earned Leave/ Extra Ordinary Leave etc. and thereafter if summer or winter vacation falls then that period of vacation will also be treated/ counted as Earned Leave or Extra Ordinary Leave accordingly.

29. **Grant of Leave beyond the date of Retirement:**

No leave shall be granted beyond the date on which an employee is due to retire provided that an employee may be granted cash payment in lieu of unutilized Earned Leave at his/ her credit at the time of retirement on superannuation on the following conditions :-

(a) The payment of each employee equivalent to leave salary shall be limited to a maximum of 300 days.

(b) The cash equivalent to leave as admissible will become payable on retirement and will be paid in lump-sum as a one-time settlement.

(c) Cash payment under this order will be, subject to (d) below, be equal to leave salary at the rates in force on the date of retirement.

No city compensatory and/or house rent allowance shall be payable.

(d) The authority competent to grant leave shall issue order granting cash equivalent to earned leave at the credit of an employee on the date of his/ her retirement.

(e) A University employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.

(f) This will not apply to cases of pre-mature retirement of persons who are compulsorily retired.

(g) In case an employee who dies in harness, the cash equivalent to the leave salary that the deceased employee would have got had he/ she gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum leave salary for 300 days, shall be paid to his/ her family.

(h) This benefit will also be admissible to persons appointed after superannuation for fixed term or on temporary basis subject to the condition that the maximum benefit of leave

encashment in all these cases (service rendered upto superannuation as also the tenure appointment) combined together should not exceed 300 days.

30. **General:**

(a) a leave account shall be maintained by the Head of the Institution or the officer concerned in the case of every employee of the University.

(b) a University employee, who is dismissed or removed from service, if reinstated, is entitled to count his/ her former service for leave.

(c) an employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.

(d) Every University employee, proceeding on leave, must record on his/ her application for leave, the address at which the letters will find him/ her during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

(e) An officer/ official, who is assigned any duty by the University of Health Sciences, will be treated on duty.

31. **Physical Fitness for Efficient Discharge of Duties:**

The appointing authority shall have the power to require a University employee to appear before a Medical Board to test his/ her physical fitness for the efficient discharge of the duties of his/ her post whenever it has reason to believe that University employee is not physically fit to carry out his/ her duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board against the decision of the first Medical Board.

32. **Part-time Employees:**

(i) A part-time employee shall not be entitled to any kind of leave except casual leave upto 10 days if he/ she is a teacher or 15 days if he/ she is a member of the non-teaching staff in a year.

(ii) A part-time employee may, however, be granted leave without pay as a special case if he/ she has exhausted his/her casual leave or the balance left to his/ her credit is not adequate.

33. **Compensatory Leave:**

An employee shall be entitled to compensatory leave for the number of days he/ she is required to attend office under the written order of the Director/Registrar on Sundays or other holidays for a period not less than one day unless it is imposed on him/ her as penalty or he/ she is required to clear arrears for which he/ she is personally responsible. The compensatory leave will be availed within one month from the date of its entitlement/it being earned.

34. **(A) Leave Salary:-**

(i) A University employee on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on Earned Leave.

(ii) A University employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-regulation(i).

(iii) A University employee on Commuted Leave is entitled to leave salary equal to the amount admissible under sub-regulation (i).

(iv) A University employee on extra-ordinary leave is not entitled to any leave salary.

(B) In case a University employee dies in harness, the cash equivalent to the leave salary that the deceased employee would have got, had he/ she gone on earned leave, but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum of leave salary for 180 days, shall be paid to his/ her family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent to Death-cum-Retirement Gratuity.

[1]35. **Child Care Leave (CCL)**

The Child Care Leave (CCL) will be allowed to women University employees to take care of their children at the time of need whether for rearing or to look after any of their needs like examination, sickness etc. on the pattern of State Government as amended from time to time.

Appendix-1

AUTHORITIES COMPETENT TO GRANT CASUAL LEAVE

Sr. No.	Category of officers/officials to whom leave is to be sanctioned	Recommending Authority	Authority empowered to sanction the leave	Extent of power to sanction leave
1. [9]	Director, Registrar, COE, COF, Librarian, Head of the Deptt. (other than PGIMS)	-	Vice-Chancellor	Full
2.	Dean, MS, Principals, Head of Instt./Deptt. in PGIMS, Rohtak.	Director	[9] Vice-Chancellor or Officer who will be looking after the duties of Vice-Chancellor, in the absence of Vice-Chancellor	Full
3.	Sr. Prof., Head of Units in PGIMS (including Dental).	Head of the Deptt.	Director or Principal in case of Dental College	Full
4.	Professors/Assoc. Professors/Asstt. Professors, Medical Officers & Sr. Residents/Demonstrators etc.	- Head of Units/ Deptt.	Head of Units Director	Upto 4 days More than 4 days
5.	Jr. Residents (PG Students)	- Head of Unit/Deptt.	Head of Unit/Deptt. Dean or Principal in case of Dental College	Upto 4 days More than 4 days
6.	DMSs, Chief Nursing Officer & Nursing Supdt. etc.	- Medical Supdt.	Medical Supdt. Director	Upto 4 days More than 4 days
7.	Nursing Staff (S/N,N/S,ANS,DNS)	Nursing Supdt./ CNO DMS I/c	DMS I/c Medical Supdt.	Upto 4 days More than 4 days
8.	Jr. Lecturer, Lecturer in College of Nursing/ Pharmacy College or other such colleges	-	Principal/ Head of College	Upto 4 days

Sr. No.	Category of officers/officials to whom leave is to be sanctioned	Recommending Authority	Authority empowered to sanction the leave	Extent of power to sanction leave
		Principal/ Head of College	Director	More than 4 days
9.	Branch Officer in Offices of PGIMS, Rohtak	- MS/Jt. Director / Principals	MS/Jt. Director/ Principals Director or Principal in case of Dental College	Upto 4 days More than 4 days
10.	Branch Officers in the offices of University	- - -	C.O.E/Registrar Registrar	Upto 4 days More than 4 days
11.	Employees working in Branches/offices of PGIMS, Rohtak	- Branch Officer	Branch officer Director or Principal in case of Dental College	Upto 4 days More than 4 days
12.	Employees working in Branches/offices of the University	- Branch Officer	Branch Officer Registrar	Upto 4 days More than 4 days
13.	Other Para-medical Staff & Class-IV employees etc.	- Head of Unit/Deptt.	Head of Unit / Deptt. Director/MS/ Principal	Upto 4 days More than 4 days

Note: **i)** Record of leave shall be maintained in the concerned Unit/Deptt./Establishment Branch.

ii) Request for leave shall be sent through proper channel.

Appendix-2

DELEGATION OF POWERS TO GRANT LEAVE OF VARIOUS KINDS UNDER THE LEAVE REGULATIONS

Sr. No.	Kind of leave	Competent Authority
	Earned Leave, Extra-Ordinary Leave, Child Care Leave, Study Leave and other leave.	
1.	In case of Teachers and other employees beyond 180 days	Executive Council
2.	In case of Teachers and other employees for a period of 121-180 days	Vice-Chancellor
3.	In case of Teachers, Sr. Residents/ Demonstrators, Jr. Lecturer, Chief Nursing Officer, Nursing Supdt., Ministerial Staff, Misc. Category of Class-I & II and other technical staff working in PGIMS for a period upto 120 days.	Director
4.	In case of Nursing Staff (upto DNS) and Class-IV staff working in PGIMS Hospital upto 120 days.	Medical Superintendent
5.	In case of other remaining staff upto 120 days.	Registrar

Note: i) Record of leave shall be maintained in the Establishment Branch concerned.
ii) Request for leave shall be sent through proper channel.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Inserted by EC in 9th meeting held on 14.07.2010 vide Agenda Item No.4.
2. Inserted by EC in 9th meeting held on 14.07.2010 vide Agenda Item No.5.
3. Amended by EC in 12th meeting held on 24.8.2011 vide Agenda Item No.18.
4. Amended by EC in 12th meeting held on 24.8.2011 vide Agenda Item No.27.
5. Amended by EC in 14th meeting held on 21.03.2012 vide Agenda Item No.22.
6. Amended by EC in 15th meeting held on 19.10.2012 vide Agenda Item No.48
7. Amended by EC in 18th meeting held on 24.01.2014 vide Agenda Item No.5.
8. Amended by EC in 42nd meeting held on 21.05.2021 vide Agenda Item No.42.19.
9. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

Note:- As per Agenda Item No. 45 approved by the Executive Council in its 35th meeting held on 30.12.2019, the University has adopted the Haryana Civil Services 2016, Leave Rules with amendments from time to time for the issues/matters where the University Rules/Regulations are not available.

ORDINANCE ON CONDITIONS OF SERVICE RULES FOR NON-TEACHING (NON-TECHNICAL) UNIVERSITY EMPLOYEES

(Approved by the Executive Council in its 5th meeting held on 16.7.2009 vide Agenda Item No.17)

CONDITIONS OF SERVICE FOR NON-TEACHING (NON-TECHNICAL) UNIVERSITY EMPLOYEES

(Ordinance under sub clause (i) of Section 31(4) of the Haryana Act No.26 of 2008)

CHAPTER-I

APPLICATION AND DEFINITION

SECTION I

Short title and commencement:

(1). These rules may be called the University Non-Teaching Employees (Terms and Conditions of Service) Rules 2009.

(2). These rules shall come into force with immediate effect.

SECTION II

Definitions and Interpretations:

(3). In these rules, the following terms and expressions shall have the meaning hereby assigned to them:

(i) The 'Act' means the Pandit Bhagwat Dayal Sharma University of Health Sciences Act No.26 of 2008.

(ii) 'Average Pay' means the average monthly pay earned during one year immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

iii) 'Appointing authority' means the authority competent to make appointment to a post which an employee for the time being held.

(iv) 'Cadre' means the strength of a service or a part of a service sanctioned as a separate unit.

(v) 'Compensatory Allowance' means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes a travelling allowance, dearness allowance but does not include a sumptuary allowance.

(vi) 'Duty' includes service on probation provided that such service is followed by confirmation;

(vii) 'Employee' means a University Employee.

(viii) 'Fee' means recurring or non-recurring payment to an employee from a source other than the funds of the University; whether made directly to an employee or indirectly through the intermediary of the University.

(ix) 'Foreign Service' means service in which an employee receives his substantive pay with the sanction of the University from a source other than the funds of the University.

(x) 'Honorarium' means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.

(xi) 'Joining Time' means the time allowed to join a new post or to travel to or from a station to another to join a post.

(xii) 'Leave Salary' means the monthly amount paid by the University to an employee who is on leave.

(xiii) 'Lien' means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

(xiv) 'Month' means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

(xv) 'Non-teaching Employees' means employees as mentioned in Schedule-I or as revised from time to time.

(xvi) 'Officiating' means an employee may officiate in a post when he performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds the lien.

(xvii) 'Pay' means the amount drawn monthly by an employee as:-

(a) The pay other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by his position in a cadre; and.

(b) Special pay and personal pay.

(xviii) 'Personal Pay' means additional pay granted:-

(a) to save an employee from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or

(b) in exceptional circumstances on other personal considerations.

(xix) 'Probation' a person on probation on a post is appointed for determining his fitness for eventual substantive appointment to the post.

(xx) 'Special Pay' means an addition of the nature of pay, to the emoluments of a post or of an employee granted in consideration of:-

(a) the specially arduous nature of the duties; or

(b) a specific addition to the work or responsibility.

(xxi) 'Permanent post' means a post carrying a definite rate of pay sanctioned without limit of time.

(xxii) 'Subsistence allowance' means monthly allowance given to an employee who is not in receipt of pay or leave salary.

(xxiii) 'Substantive pay' means the pay other than special pay or personal pay or any other emoluments classified as pay which an employee is entitled to on account of a post to which he has been appointed substantively.

(xxiv) 'Temporary post' means a post carrying a definite rate of pay sanctioned for a limited time.

(xxv) 'Time scale pay' means pay which rises by periodical increments from a minimum to a maximum.

(xxvi) 'Travelling allowance' means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interests of the University.

(xxvii) The 'University' means the Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak.

(4). **Extent of application:**

These rules shall apply to all non-teaching employees of the University except the following categories of the employees:-

(a) persons on deputation from Govt. of India/ any State Govt. or any statutory board or corporation. They shall be governed by the terms and conditions of the deputation.

(b) Persons appointed on Part-time basis.

(c) Persons appointed on contract basis. They shall be governed by the terms of contract.

(d) Work charged employees and casual labour.

(e) Any class of employee or any individual employee serving in connection with the affairs of the University who may be specifically exempted from the operation of these rules.

(5). **Power to interpret and implement rules:**

The Vice-Chancellor shall have the power to interpret these rules and issue such administrative instructions as may be necessary to give effect to them.

(6). **Provision for existing employees:**

Subject to the provisions of the University Act, every person, who was employed in Pt.B.D.Sharma Post Graduate Institute of Medical Sciences on and before the commencement of this Act, shall become an employee of the University and shall hold his/ her office or service therein by the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters, as he/ she would have held, if this Act had not been enacted and shall continue to do so with the following amendments in the service conditions:-

(i) The age of superannuation will be 62 years.

(ii) The internal candidates will be given relaxation in the upper age limit of recruitment by 5 years.

CHAPTER II

General Conditions of Service

(7). **Posts, Recruitment and Appointments:**

(i) **Categorization of posts**: Cadres, the posts and their scales of pay under the University shall be as specified in Schedule-I to these Rules. The Executive Council may revise the schedule at its discretion from time to time.

(ii) **Qualifications for appointment**:- The qualifications and experience for appointment to the posts in various cadres in the University shall be as specified in Schedule-II to these Rules. The Executive Council may revise the schedule at its discretion from time to time.

(iii) **Fitness:**

(a). Appointment of persons by direct recruitment shall be subject to their being found medically fit by Medical Board constituted by the Medical Superintendent or any other Medical Officer authorized for the purpose by the Vice-Chancellor**.** The doubtful cases may be referred to the Specialist Medical Board constituted for the purpose, whose decision shall be final.

(b). No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents. The antecedents shall be got verified by the appointing authority in case of category-A posts. As to the appointments on posts other than Category-A, it shall, inter-alia, be provided/ made clear in the appointment letter that in case subsequently any adverse facts come to the notice of the University regarding his/ her character and antecedents, his/ her services are liable to be terminated.

(iv) **Method of Recruitment:**

Recruitment to the posts shall be made:

(a) by direct recruitment;

(b) by promotion; and

(c) by deputation from any Govt. Deptt./Public Sector Deptt. of State Govt. or any other University of Haryana with the same qualifications and experience as prescribed in these rules.

(v) **Recruitment by Promotion:**

(a) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.

(b) Every appointment by promotion shall be on seniority-cum-merit basis. Seniority alone shall not be the sole criterion for promotion. Suitability and efficiency will also be determining factors in the matter of promotion.

(vi) **Age on direct recruitment**:

(a) No person who has not attained the age of 18 years shall be appointed to any post in the University.

(b) No person who has attained the age of above 40 years shall be appointed on any first entry post in the University, relaxable by five years in the case of internal candidates. The upper age for such posts shall also be relaxable as under:-

For SC/ST/BC candidates	:	5 years
For Ex-servicemen	:	As per Haryana Govt. instructions as are made applicable/ amended from time to time.

Note: If for certain posts, the upper age limit is higher than 40 years on account of special grounds/ qualifications/ experience, those provisions shall continue to remain in force. However, Executive Council, may relax upper age limit on special grounds in case of any class or category of posts.

(vii) **Appointments in the place of employees dismissed, removed or reduced in rank.**

Where an employee has been dismissed, removed or reduced in rank from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided, and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

(viii) **Re-employment in service beyond the date of retirement**

Nothing in these rules shall be construed to limit or abridge the power of the Executive Council to re-employ persons in the service of the University who have reached the date of retirement prescribed in the 'Act' provided that:-

(a) such re-employment is certified to be in the interest of the University.

(b) for other special circumstances to be recorded in writing and sanctioned by the Vice-chancellor.

(c) the re-employment can be for a period of one year after the date of retirement and extendable on year to year basis for a period of three years in total.

(ix) Direct appointment shall be made, after advertising the post and on the recommendations of the Establishment Committee, by the Vice-Chancellor/ Executive Council as the case may be.

[1](x) Ministerial posts will have two cadres: one for the Stenographic Staff, namely Steno-typists, Junior Scale Stenographers, Senior Scale Stenographers, Personal Assistants and Private Secretaries and the other for the Ministerial Staff, namely Clerks/ Typists, Accountants/ Assistants, Superintendents etc. Eligible employees will be promoted within their own cadres subject to Rule (7) (xi). The Steno-typists to have their relative seniority in both the cadres namely (i) Ministerial Cadre and (ii) Stenographers Cadre.

The existing employees originally appointed in the cadre of Stenographers and subsequently transferred/promoted on clerical cadre shall have the option to revert to their parent cadre within two months of the date they are asked to exercise their option. The option once exercised shall be final. On reversion, they shall be entitled to their original seniority in the cadre of Stenographers.

Note: Clause-7(x) be applicable on the fresh recruitment

[1] (xi) (a) The posts of Assistant Registrar/ Deputy Registrar shall be filled up as under:-

(1) By promotion : 50 %

(2) By direct recruitment : 50 %

(b) The posts upto the level of Superintendents (other than Clerks/ Steno-typists) shall be filled up cent-percent by promotion on the basis of seniority-cum-merit.

(c) Clerks

(1) 80% by direct recruitment.

(2) 20% by promotion from amongst regular/ confirmed group- D employees of the University.

(d) In the cadre of Stenographers, the posts of Steno-typists shall be filled by direct recruitment.

(e) The posts of Senior Scale Stenographer and Junior Scale Stenographer shall be filled by promotion on the basis of seniority from amongst the Junior Scale Stenographers and Steno-Typists respectively subject to their qualifying a test in English or Hindi shorthand and typing.

(f) The posting of Private Secretary to Vice-Chancellor shall be made by the Vice- Chancellor in such a manner as he may deem appropriate from amongst Deputy Registrars/Asstt. Registrars/ Private Secretary. The posting of Personal Assistant to Vice-Chancellor shall be made by Vice-Chancellor from amongst the Personal Assistants/Superintendents as he may deem appropriate. However, in case of Non-availability of suitable persons, a Senior Scale Stenographer can also be posted as Personal Assistant to Vice-Chancellor in his own pay scale. The post of Private Secretary may be filled from amongst the Personal Assistants having three years' experience on seniority-cum-merit basis.

(g) The posts of Personal Assistants may ordinarily be filled from amongst the Senior Scale Stenographers having two years experience on seniority-cum-merit basis.

(h) The employees of the University shall be entitled to the benefits such as provident fund, gratuity, pension, group insurance scheme etc. as provided for in the Act and the Statutes on the pattern of Government.

[1] [2] Note: The promotional posts of Clerks, Steno-typists, Data Entry Operator, Junior Scale Stenographers, Senior Scale Stenographers, Assistants, Personal Assistants, Superintendents, Junior Programmer, Private Secretary, Assistant Registrars and Deputy Registrars etc. may be filled up by promotion or transfer, as the case may be on seniority-cum-merit basis as per options received from the existing staff of the PGIMS, Rohtak and University of Health Sciences, Rohtak having the requisite qualifications and experience irrespective of their age.

(8) **Probation and confirmation:**

(i) Every person appointed permanently to a post under the University after the commencement of these rules, whether by promotion, or by direct recruitment, shall be on probation in such post for a period of two years if appointed by direct recruitment and one year, if appointed otherwise, provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding one year, the reasons thereof to be recorded in writing.

(ii) Where a person appointed to a post under the University on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily – the appointing authority may:-

(a) in case of a person appointed by promotion, revert him to the post held by him immediately before such appointment;

(b) in case of a person appointed by direct recruitment, terminate his services under the University without notice; and

(c) Extend his period of probation to the extent necessary as specified in sub-rule (i) above.

(iii) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in that post.

(iv) No employee shall be confirmed in any post unless-

(a) such post is permanent and no one else holds a lien on the post.

(b) the service of the employee under the University is approved by the appointing authority.

(v) A person on probation, if reverted or removed from service during or at the end of period of probation, shall not be entitled to any compensation.

(9) **Seniority:**

(i) Confirmed members of each grade shall be ranked senior to persons who are officiating or are on probation in that grade

Provided that persons appointed/promoted in a substantive or officiating capacity to any category of post prior to the date these rules came into force shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing formula applicable to their cases.

(ii) The seniority inter se of persons appointed by direct recruitment shall be determined by the order of merit in which they are selected for appointment on the recommendation of the Establishment Committee irrespective of the dates of joining the duties. Persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection.

(iii) The seniority inter se of persons appointed to a particular category of post by promotion or by transfer/deputation shall be the same as in the category of post from which they have been promoted or transferred/deputated.

(iv) In the case of members appointed by deputation/transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher pay in his previous appointment; and if rates of pay drawn are also the same, then by their service in the appointment and if the length of such service is also the same, the older member shall be senior to the younger member.

(v) A person promoted shall be junior to a person appointed by direct recruitment if the date of selection/ promotion is the same.

Note: A roster shall be maintained for the vacancies to be filled by direct recruitment and by promotion according to the respective quotas.

(10) **Temporary and permanent service:**

(i) An employee shall be a temporary employee of the University, until he is confirmed in a permanent post under the University;

(ii) An employee confirmed in permanent post under the University shall be a permanent employee of the University.

(11) **Notice of Termination of Service:**

(i) The services of a temporary employee may be terminated by the Executive Council without assigning any reason -

(a) During the period of probation following the first appointment, at any time without notice; and

(b) If the appointment is temporary at any time by a notice of one month in writing given by the appointing authority to the employee or forth-with by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his service, or as the case may be, for period by which such notice falls short of one month.

(ii) The Service of a permanent employee may be terminated by a notice of three months or on payment of pay plus allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three months' pay plus allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.

(iii) An employee who is given notice of termination of service may be granted, during the period of notice, such earned leave, as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

(12) **The termination of service:**

The service of an employee shall be liable to be terminated on any of the following grounds:-

(i) Gross negligence in the discharge of duty;

(ii) Serious Misconduct;

(iii) Insubordination or any breach of discipline;

(iv) Absence from duty without leave;

(v) Physical or mental unfitness for the discharge of duty;

(vi) Any act prejudicial to the University or its property.

Provided that in the case of a permanent employee, an order passed under this clause except under sub clause (v) shall be treated as a major penalty and the procedures laid down in this regard shall be followed.

Provided further that where an employee is removed from service for a reason other than specified in sub clause(s) (i) & (vi), he shall be given three months' notice in writing or be paid three months' salary in lieu of the notice period.

(13) **Retirement:**

(i) The age of retirement/ superannuation of the member of the Service of the University shall be of 62 years.

(ii) Notwithstanding the provisions of sub-clause (i) above, an employee shall be prematurely retired:-

(a) On his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council in this behalf, or

(b) On the imposition of the penalty of compulsory retirement.

(iii) The University employee is eligible to seek voluntary retirement on medical ground or otherwise after the completion of 20 years of qualifying service.

Provided in case any enquiry involving charges of corruption etc. is pending against him, such a request may be considered if he is cleared of the charges.

(14) **Resignation:**

Subject to the acceptance of resignation by the Competent Authority, a permanent/ temporary employee may, by notice of three months/one month in writing, addressed to the appointing authority, resign from the service of the University, or by payment of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the acceptance of his resignation:

Provided the appointing authority may, if it deems proper in any case, permit a permanent/temporary employee to resign the service on notice of less than three months/one month.

(15) **[6] Contract/Re-Employment.**

Provided that the Vice-Chancellor, in the interest of the University, on the recommendations of the Committee, may engage any such person on contract/re-employment basis for a period not more than one year. However, the said period may be extended on year to year basis as per requirement in exceptional circumstances. The said appointment shall be on fixed remuneration to be decided by the Executive Council. However, no person shall be engaged or period of any such person shall be extended beyond the age of 70 years.

(16) **Service Books:**

(i) University shall maintain a Service Book for each employee in such form as may be prescribed by the Executive Council or by appointing authority. The Service Book shall be maintained and kept in the custody of the Registrar or any other officer authorized by him.

(ii) The entries in the Service Book of an employee shall be authenticated by the Registrar or any other Officer authorized in this behalf by the Vice-Chancellor.

(iii) Every step in an employee's official life, including the temporary or officiating promotions of all kinds, increments, leave etc. shall be recorded in his Service Book and each entry attested under the dated signature of the Head of the Branch or the Registrar as the case may be.

Note: (a) Special precaution should be taken at the time of filling up Page-1 of the Service Book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The officer authorized to maintain Service Books shall perform this important function personally and attest the entry of date of birth in token of his/ her having done so. It shall be based on Matriculation/ Higher Secondary Certificate or an equivalent certificate where the date of birth is indicated. In the case of class 'D' employees or holder of other posts, where the minimum academic qualification is not Matric/ Higher Secondary Examination

and if the record of date of birth is not available then the certificate of age issued by the Medical Board as designated by the University shall be acceptable.

(b) In case where only the year of birth of an employee is entered, the 1st of July of that year shall be taken to be the date of birth. If the month is also given but the date is not entered, 16th of the month shall be taken to be the date.

(c) Date of birth cannot be altered unless the employee concerned applies for correction of his/ her age as recorded, within two years from the date of his/ her entry into University Service. University authorities, however, reserve the right to make a correction in the recorded age at any time against the University Employee's interest when it is satisfied that the age recorded has been incorrectly entered with the motive that the employee may derive some unfair advantage therefrom. The Registrar will, however, have the discretion to refuse or grant such application and no alteration shall be allowed unless it is proved to his/ her satisfaction that the date of birth as originally given by the applicant, was a bonafide mistake and that he/ she has derived or likely to derive no unfair advantage therefrom.

(iv) (a) The period of suspension and other interruptions in service with full details, warning or other punishment, shall be noted in the Service Book.

(b) Personal certificates and character certificates shall not, however, be entered in the Service Book.

(v) It is the duty of every employee to see that his/ her Service Book is properly maintained. He/ she shall also be required to put his/ her signature in Col.8 as and when there is any change in his/ her emoluments, as a proof of his/her having verified his/ her entries. The Officer-in-charge of service books may permit the employee concerned to examine his/ her service book should he/ she desires to do so at any time.

(17) **Personal Files:**

Besides the confidential reports, the work and conduct of an official, copies of documents/ communications, specified below shall also be placed on the personal files:

(a) All orders imposing any of the penalties under the University Employees (Punishment & Appeal) Regulations.

(b) All communications conveying adverse remarks.

(c) Letters of appreciation for outstanding work or performance or an overall assessment of his/ her work and conduct during the year.

(18) **Annual Confidential Reports:**

(a) The work of University employee shall be assessed on the basis of annual confidential reports which shall be written by the Reporting, Reviewing and Accepting Officers in the forms as prescribed from time to time.

(b) Letters of appreciation for outstanding work/ performance or an overall assessment of his work and conduct during the year.

(c) The authorities of the University listed in (18)(d) shall report confidentially by 30th April of each year in the form prescribed (Annexure I, II and III) on the work and conduct of the employee who had served under them for a period not less than three months in the year immediately preceding and forward their reports to the Registrar not later than the 15th May.

(d) The Reporting Reviewing and Accepting Officers shall be as follows:-

	Reporting Officer	**Reviewing Officer**	**Accepting Officer**
Steno-typists	Officers with whom working	Registrar	Registrar
Clerks and Assistants	Superintendent	Assistant Registrar/ Deputy Registrar	Registrar
Stenographers/PA's/PS (i) attached with (ii) attached with other	Vice-Chancellor Officers with whom working	Vice-Chancellor Officers with whom working	Vice-Chancellor Registrar
Superintendents	Assistant Registrar/ Deputy	Registrar	Vice-Chancellor
Assistant Registrar	Deputy Registrar/ Registrar	Registrar	Vice-Chancellor
Deputy Registrar	Registrar	Vice-Chancellor	Vice-Chancellor
Law Officer	Registrar	Vice-Chancellor	Vice-Chancellor
Controller of Finance	Registrar	Vice-Chancellor	Vice-Chancellor
Librarian	Vice-Chancellor	Vice Chancellor	Vice Chancellor
Controller of Examination	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Registrar	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Others	Officer with whom working	Officer with whom working	Registrar

The annual confidential report on the work and conduct of similar officials (non-teaching) working in PGIMS shall be written, reviewed and accepted as per the prevailing system. However, the Vice-Chancellor shall be the accepting authority for the ACRs' which were being accepted by the Financial Commissioner and principal secretary to government, Haryana Health and Medical Education Department.

The annual confidential report in respect of the staff working in other institutions/colleges will be written and reviewed accordingly and forwarded to the Registrar for record.

The Annual Confidential reports of Employees on deputation will be sent to his parent department for records after acceptance by the competent authority.

(e) The requisite blank forms for confidential reports shall be supplied by the Registrar by 1st April each year to the Reporting Officer who shall give his remarks by 30th April, pass on the reports to the Reviewing Officer who shall give his opinion by the 15th May and, in turn, pass on the reports to the Accepting Officer who shall record his remarks by 1st June. These reports will then be sent back to the Registrar.

(f) No Reporting Officer shall record his remarks in the confidential report unless he has seen the work and conduct of the official working under him at least for 3 months. If the official has served under the Reporting Officer for less than 3 months, the opinion of the officer under whom he has previously served at least for 3 months should be obtained.

In the case of an official whose work has been seen by the Reporting Officer for a period of less than 6 months in a year (but more than 3 months) and if there is another officer who has seen the work for more than 6 months during the same year, the latter shall also be called upon to record his remarks on a separate confidential report.

Note:- The period of three months referred to in this rule means the period for which the reporting officer has actually seen the work of the officer/ official reported on. Besides regular leave (casual leave is treated as duty), the period of suspension when an official does not attend to his duties, is not to be counted in calculating this period.

(g) If an officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied with blank forms for the purpose if he asks for them.

(h) The remarks of the highest authority shall supersede the remarks of the subordinate officers and for purpose of communication; the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be communicated to the employee concerned by the Registrar and shall indicate in suitable language the nature of the defects in question. The official concerned shall have the right to make representation through proper channel within a period of 45 days of the communication of the adverse remarks. The appeal so preferred shall lie with the Vice-Chancellor.

The Vice-Chancellor may give a personal hearing to the officer/ official concerned if so desired in the appeal.

(i) A reporting officer, when related to the official to be reported upon, shall always record the fact of his relationship on the report.

(19) **Residuary conditions of Service:**

Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.

(20) **Power to relax:**

Notwithstanding anything contained in these rules, the Executive Council may, in the case of any employee, relax any of the provisions of these rules to relieve him of any undue hardship arising out of the operation of such provisions, or in the interests of the University.

(21) **Abolition of posts:**

Three months notice shall be given to a University employee in permanent service before his services are terminated on the abolition of his post as a result of retrenchment only. If notice of three months is not given and the University employee has not been provided with other employment, then his emoluments for the period by which the notice actually given falls short of three months may be paid to him in addition to the retirement benefits to which he may be entitled.

(22) **Handing over charge:**

An employee, before leaving the University service or on transfer, shall hand over the charge of his post to a duly authorized employee and shall return to the University all books, apparatus, furniture etc. issued to him. He shall also pay all charges due to him for occupation of residential quarter, water, conservancy and electricity charges, if any. If he fails to do so, university may recover the amount due to him on account of these and other items out of his last salary or his other dues.

CHAPTER III

PAY AND ALLOWANCES

(23) **Scales of Pay:**

The scales of pay for the posts in the University service shall be as specified from time to time by the University.

(24) **Initial Pay:**

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless the appointing authority decides that he shall draw pay at any higher stage:-

Provided that, when such appointment is made by promotion; the employee may be given an option for fixation of his/her pay as under:-

(i) (a) Either his/her initial pay may be fixed in the higher post by increasing his/her pay by one increment in the lower scale and his/her salary fixed in the higher scale at the stage next above without any further review on accrual of increment in the pay scale of the lower post, or

(b) His/her pay on promotion may be fixed initially in the higher scale at the stage next above the pay he/she was drawing in lower post, which may be re-fixed on the date of accrual of next increment in the scale of pay of the lower post as indicated at (a) above. If the pay is fixed under (b) above, the next date of increment will fall due on completion of 12 months' service in the new scale from the date of fixation of his/her pay, if otherwise admissible (the employee shall, however, have an option for fixation of his/her pay). The option must be exercised, in writing, within one month of the date of promotion. Option once exercised shall be final.

(ii) Provided further that if he/she had previously served in the same post or in any other post under the University on the same or identical time-scale of pay and was drawing pay higher than the pay admissible to him/her under clause (i), he/she shall draw such higher pay and the period of his/her duty in such post on such pay shall also count for the purpose of increment in the higher post.

(25) **Increments:**

(i) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority on account of misconduct or unsatisfactory work. Before doing so, the competent authority shall give an opportunity to the employee making any representation that he may desire to make and shall take such representation into consideration as laid down in the University Employees (Punishment & Appeal) Regulations. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

(ii) Increments shall accrue on the Ist day of the month they become due.

(iii) Where an efficiency bar is prescribed in the time-scale the increment next above the bar shall be given to an employee with specific sanction of the authority empowered to withhold the increment.

(26) **Service counting for Increment:**

The following service shall count for increment on the time-scale of post:-

(i) duty in that post or any other post of the same or higher grade, whether continuous or not;
(ii) duty in an equivalent or higher post in foreign service;
(iii) duty on a temporary post and on probation; and
(iv) leave other than extra-ordinary leave.

Provided that the competent authority may direct that extraordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

(v) A period of overstay of leave shall not count for increment unless the period is converted into leave other than extraordinary leave (leave without pay).

(27) **Pay during suspension:**

(i) An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate of pay which is admissible to him immediately before the commencement of the suspension and such compensatory allowances admissible from time to time on the basis of pay which he was in receipt on the date of suspension, subject to fulfilment of other conditions laid down for the drawal of such allowances.

(ii) Where the period of suspension exceeds six months, the competent authority may vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:-

(a) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the next six months if the period of suspension has been prolonged for reasons to be recorded, in writing, not directly attributable to the employee.

(b) In case the prolongation is directly attributed to the employee, the subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of six months.

(c) The competent authority suspending an employee should serve a charge sheet upon such employee within three months of the issue of suspension orders.

(d) On receipt of the reply of the charge sheet from the suspended employee, the competent authority should appoint an enquiry officer within one month of the receipt of the reply.

(iii) Payment on re-instatement: An employee on re-instatement after suspension, may be allowed the following payment by the authority competent to order re-instatement:-

(a) If he is honourably acquitted: full pay and allowances for the period of suspension and the whole period of absence will be treated as on duty.

(b) If not honourably acquitted: Such proportion of pay and allowances as the re-instating authority may order provided that such proportion shall not be less than the subsistence allowance admissible during suspension. The period of absence will not be treated on duty unless the re-instating authority so directs.

(iv) No payment under sub-rule (i) above shall be made unless the University employee furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation during the period of suspension. The permissible deductions from the subsistence allowance will be as under:-

(a) Income-tax (provided the employee's yearly income calculated with reference to subsistence allowance is taxable).
(b) House Rent and allied charges, i.e. water etc.
(c) Repayment of loans and advances other than from Provident Fund taken from the University at such rates as the Vice-Chancellor may decide.
(d) Subscription to GIS.

(28) **Special pay, personal pay, honorarium and fee:**

The Executive Council/ Vice-Chancellor may sanction to an employee in any special circumstances such special pay, personal pay, honorarium or fee and on such conditions as it/he may deem fit.

(29) **Drawl of Pay:**

(i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes the charge of the post.

(ii) Pay in respect of any month shall become payable on or after the first working day of the following month.

(iii) An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice-Chancellor directs otherwise, be allowed to draw pay due but not drawn.

(30) **Pay and allowances for holding the additional charge of post:**

(i) An employee placed in charge of the current duties of a higher post will receive pay in the basic post plus 1/10th of the minimum of the scale of pay applicable to the higher post.

(ii) No allowance will be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.

Note: The additional pay or allowance will not be admissible if the period of additional charge is 30 days or less.

(31) The employees will be eligible to House Rent Allowance, City Compensatory allowance, Travelling Allowance and other allowances as sanctioned by the University according to the rules in force from time to time.

SCHEDULE-I

S. No.	Designation of posts	No. of posts	Scale of pay(pre-revised)
1	**2**	**3**	**4**
1.	Controller of Examination	1	Rs.16400-450-20900-500-22400(UGC or Medical Doctor in his own pay scale)
2.	Librarian	1	Rs.16400-450-20900-500-22400 (UGC)

S. No.	Designation of posts	No. of posts	Scale of pay(pre-revised)
1	2	3	4
Ministerial Services			
3.	Deputy Registrar	2	Rs.12000-16500+400 SP
4.	Assistant Registrar	4	Rs.8000-13500+400 SP
5.	Controller of Finance	1	Rs.12000-375-16500
6.	Law Officer	1	Rs.6500-200-10500
7.	Superintendents	4	Rs.6500-200-8500-EB-200- 10500+200 SP
8.	[3]Superintendent (Estate)	1	Rs.9300-34800+4200 Grade Pay (Revised)
9.	Assistants-cum-Accountant	12	Rs.5450-150-7950-EB-150- 8000+60 SP
10.	[5]Clerk	17	Rs.3050-4590+40 SP
11.	Private Secretary	1	Rs.8000-13500
12.	Personal Assistants	-	Rs.6500-10500
13.	Senior Scale Stenographers	4	Rs.5000-150-7100-EB-150- 7850+60SP
14.	Junior Scale Stenographers	4	Rs.4000-100-4800-EB-100-6000
15.	Steno-Typists	5	Rs.3050-4590+100 SP
16.	Accounts Officer	1	Rs.6500-200-8500-EB-200-10500
17.	Junior Programmer	1	Rs.6500-200-8500-EB-200-10500
18.	Driver	2	Rs.4000-100-4800-EB-100-6000+300 SP
19.	Peon	8	Rs.2550-55-2660-EB-60-3200+30SP

Note: The pay scales for Sr. No.1 to 4 will be as revised by UGC from time to time and adopted by Haryana Govt. and the University. The pay scales for Sr. No.5 to 19 will be as revised by the Govt. or University of Health Sciences from time to time. However, if incumbent of the post of C.O.E. is Medical Doctor then he shall draw his salary in his own pay scale & allowances.

[2]SCHEDULE –II

Sr. No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1.	Controller of Examinations	Through selection as per qualifications and experience decided by the Executive Council from time to time.	By transfer or deputation a teacher having ten years experience of working in a recognized Medical/ Dental College or on equivalent post in National Board of Examination after Post Graduate Qualification.
2.	Librarian	i) Master's degree in Library Science/ Information Science/Documentation with at least 55% of the marks or its equivalent Grade of B of the UGC seven point scale and a consistently good academic record.	

Sr. No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
		ii) At least thirteen years experience as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian/ Asstt. Librarian in a recognized University iii) Evidence of innovative Library services and well-versed with all aspects of electronic facility (computer, internet, online facilities etc.) and literature of modern libraries. **Desirable:** (i) M.Phil/ Ph.D. Degree in Library Science/ Information Science Documentation. (ii) Experience of library of reputed medical institutions.	
3.	Deputy Registrars	50 % by direct recruitment with the following qualifications and experience:- A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (i) Five years administrative experience as an Assistant Registrar or in an equivalent post in a Govt. Institute/ University recognized by the U.G.C./ Medical College recognized by MCI; or (ii) 9 years of experience as an Asstt. Professor in the Annual Grade Pay of Rs.6000 & above in a College/ University with experience in educational administration; or (iii) Comparable experience in research establishment and/ or other institution of higher education. (iv) Computer knowledge- Minimum 3 months course from a recognized Institution.	(i) Bachelor Degree from a recognized University. (ii) 50 % by promotion from amongst the Assistant Registrars on seniority-cum-merit basis having three years experience as Asstt. Registrar.
4.	Assistant Registrar	[4]50% by direct recruitment with the following qualifications and experience:- A. (i) A Master's degree with at least 55% of the marks or its equivalent Grade of B in the UGC seven point	(i) Bachelor Degree from a recognized University. (ii) 50% by promotion from amongst the Superintendents/ Budget & Planning Officer etc. or equivalent/higher posts in

Sr. No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
		scale. (ii) Five years of administrative experience as a Superintendent from a Govt. Institute/ University recognized by the U.G.C./ Medical College recognized by MCI. (iii) Computer knowledge- Minimum 3 months course from a recognized Institution. **OR** B. By transfer or by deputation of a person holding the post of Assistant Registrar in other Universities of Haryana State recognized by the UGC with ability to use/operate Computer.	the cadre with four years experience on the said posts on seniority-cum-merit basis. OR By transfer from the equivalent/ higher posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualification & experience.
5.	Controller of Finance	(i) Chartered Accountant (CA) from a recognized institute/ organization; (ii) Ten years experience of working in Finance and Accounts Department in a Public Sector Organization or in any other reputed institution/ organization.	By transfer or deputation of a person having experience of working as Chief Accounts Officer or on equivalent post in a Public Sector Department of the State Government.
6.	Law Officer	Through selection as per qualifications and experience decided by the Executive Council from time to time.	By transfer or deputation of an officer having ten years experience as Law Officer in the State Government.
7.	Superintendents	--	(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Deputy Superintendents/ Legal Assistant/Assistants/ Accountants etc. or equivalent posts in the cadre having four years experience on the said posts on seniority-cum-merit basis; OR By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications & experience.
8.	[3]Superintendent (Estate)	Graduate with minimum 15 years of supervisory/ management experience in any public sector/ private limited	--

Sr. No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
		company out of which at least 3 years should be with any reputed Builder Pvt. Ltd. having turnover of Rs. 200 crore annually. **Desirable**: Knowledge of computer skills i.e Window, MS office, Internet etc. **Age:** Maximum 50 years, relaxable in special cases by the competent authority.	
9.	Assistants/ Accountants	--	(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Cashiers/ Clerks / Clerk-cum- Typists/ Clerk-cum-Data Entry Operators/Steno-Typists etc. or equivalent posts in the cadre having five years experience on the said post on seniority-cum-merit basis. OR By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications & experience.
10.	[5]Clerk	80% by direct recruitment (i) Graduate from a recognized University (For Ex-Serviceman having pensionable service and 1st Class army certificate OR having Graduate Certificate issued by the competent authority of Defence Services). (ii) Candidates will be required to qualify a speed test at 9000 key depressions in English or 7500 key depression in Hindi per hour. (iii) Knowledge of Hindi/Sanskrit upto Matric Standard. (iv) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of two years extendable by one year. The candidate appointed against the post of Clerk in the Group-C shall	20% by promotion (i) 5 years service in Group-D post where the scale of pay is less than that of Clerk. (ii) 10+2 or its equivalent qualifications. (iii) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of one year extendable by one year failing which he/she will be reverted back. (iv) Knowledge of Hindi upto Matric standard.

Sr. No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
		not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.	
11.	Private Secretary		(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Personal Assistants having three years experience on the said post on seniority-cum-merit basis.
12.	Personal Assistants		(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Senior Scale Stenographers having two year experience on the said posts on seniority-cum-merit basis. OR By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications & experience.
13.	Senior Scale Stenographers		(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Junior Scale Stenographers having one year experience on the said posts on seniority-cum-merit basis on qualifying the Stenography Test with a speed of 100 w.p.m. in English Shorthand and transcription thereof at the speed of 20 w.p.m. Mistakes should not exceed 4%; OR By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications &

Sr. No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
			experience.
14.	Junior Scale Stenographers		(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Steno-typists having two years experience on the said posts on seniority-cum-merit basis on qualifying the Stenography Test with a speed of 100 w.p.m. in English Shorthand and transcription thereof at the speed of 20 w.p.m. Mistakes should not exceed 8%; OR By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications & experience.
15.	[5] Steno-typists	(i) Graduate from a recognized University with 80 w.p.m. speed in English Shorthand and ability to transcribe it at the speed of 15 w.p.m. 8% mistakes are permissible. (ii) Candidates will be required to qualify a speed test at 9000 key depressions in English or 7500 key depression in Hindi per hour. (iii) Knowledge of Hindi/Sanskrit upto Matric Standard. (iv) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of two years extendable by one year otherwise he/she shall not be entitled to earn any increment till he/she qualifies the said test failing which the services of such employees shall be dispensed with.	
16.	Accounts Officer	(i) CA from a Recognized Institute	By transfer or deputation of an Officer working as Accounts Officer

Sr. No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
		Organization OR SAS with 8 years experience in the SAS Cadre. (ii) Five years experience of working in Finance and Accounts Department in a Govt./Public Sector Organization. (iii) Computer knowledge Minimum 3 months course from a recognized Institution. Preference will be given to a person who possesses higher qualifications.	or on equivalent post in Govt./ Public Sector organization & having five years experience as Accounts Officer.
17.	Junior Programmer	50% by direct recruitment with the following qualifications & experience:- (i) MCA or B.E./B.Tech. in Computer Science & Engineering/ Electronics or Information Technology. (ii) One year practical experience in data processing in a recognized institute. (iii) Knowledge of Hindi or Sanskrit upto Matric. Preference will be given to a person who possesses higher qualifications in a similar area.	(i) Master's Degree in computer Science or equivalent. (ii) 50% By promotion amongst the Computer Operators/ Technical Asstts. having two years experience on seniority-cum-merit basis. (iii) Knowledge of Hindi or Sanskrit upto Matric OR By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications & experience.
18.	Driver	50% by direct recruitment (i) Matric with Hindi or Sanskrit. (ii) Having Transport Vehicle Driving License or Light Transport Vehicle driving licence; (iii) 2 years experience of driving a heavy transport vehicle or light transport vehicle.	By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications & experience subject to a maximum of 50% post.
19.	Peon	(i) 50% by direct recruitment (ii) Middle with knowledge of Hindi or Sanskrit.	By transfer from the equivalent posts in the cadre on seniority-cum-merit basis from amongst the existing employees of PGIMS, Rohtak having the requisite qualifications & experience subject to a maximum of 50% post.

[2] **Note:**

(i) Computer knowledge:

Minimum three months certificate course from a recognized institution will be essential prior to the promotion on the promotional posts or to be transferred as per option on the same posts in the University.

(ii) Age:

(a) No person, less than the age of 40 years and more than the age of 58 years shall be appointed to the posts of Controller of Examinations, Librarian, Controller of Finance and Deputy Registrar by direct recruitment. However, upper age limit may be relaxed by the Executive Council by giving the reasons in writing.

(b) No person, less than the age of 30 years and more than the age of 55 years shall be appointed to the posts of Law Officer and Assistant Registrar by direct recruitment. However, upper age limit may be relaxed by the Executive Council by giving the reasons in writing.

(c) No person, less than the age of 18 years of more than the age of 40 years shall be appointed to the posts of Accounts Officer, Junior Programmer, [5] *Clerk*, Steno-typist, Driver, Peon etc. by direct recruitment. However, upper age limit may be relaxed by the Executive Council by giving the reasons in writing.

[7]POLICY/RULES REGARDING FORWARDING OF APPLICATION OF AN EMPLOYEE IN A CALENDAR YEAR FOR OUTSIDE JOBS:-

1. A confirmed employee may be permitted to apply for an outside job but not more than three applications for outside jobs may be forwarded during a calendar year.

2. If it comes to the notice of the University that any employees has sent his/her application directly in violation of these rules, he/she may not be issued NOC by the University and he/she will have to submit resignation from his/her post before joining on the post applied by him/her.

3. When applications are invited through online mode, the concerned employee will submit a copy of his/her application form alongwith relevant documents well in time for forwarding the same to the quarter concerned.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 5th meeting held on 16.7.2009 vide Agenda Item No.17
2. Amended by EC in 7th meeting held on 27.1.2010 vide Agenda Item No.34
3. Approved by EC in 9th meeting held on 14.07.2010 vide Agenda Item No.26
4. Amended by EC in 17th meeting held on 14.09.2013 vide Agenda Item No.45
5. Amended by EC in 18th meeting held on 24.1.2014 vide Agenda Item No.30
6. Amended by EC in 34th meeting held on 09.09.2019 vide Agenda Item No.20
7. Amended by EC in 51st meeting held on 13.02.2024 vide Agenda Item No.51.22

ORDINANCE ON HOLDING OF CONVOCATION FOR CONFERRING 'DEGREES'

(Approved by the Executive Council in its 5th meeting held on 16.07.2009 vide Agenda Item No.16)

Holding of Convocation for conferring 'degrees'

(Ordinance under Statute 36 of the Haryana Act No.26 of 2008)

1. GENERAL RULES:

1.1. A convocation for the purpose of conferring degrees including honorary degrees and doctoral degrees, postgraduate degrees and diplomas and medals in different disciplines of health sciences shall be held preferably every year at Rohtak on such date as the Chancellor may fix.

1.2. The Executive Council shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.

1.3. The Chancellor shall confer the Degree of Honoris Causa, Doctoral Degrees, Degree of Doctor of Philosophy (Ph.D.) and the Vice Chancellor shall confer other degrees on students.

Provided that the Vice Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other institution where considered essential.

1.4. Subject to such general or special orders as may be issued by the Executive Council from time to time in this behalf, all candidates successful at the examination for a degree or diploma shall be entitled to be admitted to that degree or diploma at the next convocation held after the publication of results of that examination.

1.5. If any candidate is absent from the first convocation held after the publication of results, he/ she shall on application to the Registrar, be entitled to be admitted to the degree in absence. Such applications shall be accompanied by a fee as may be prescribed by the University from time to time.

1.6. The Chancellor or in his/ her absence the Vice-Chancellor shall preside over the convocation.

1.7. No person shall be entitled to represent himself or be presented as holding a degree of University unless he/ she has been admitted to the degree by the University

1.8. The Degree Certificates shall be signed by the Registrar and shall bear the printed signature of the Vice Chancellor.

1.9. The Executive Council shall, from time to time, determine the procedure to be followed at the Convocation, if considered necessary.

1.10. Special Convocations for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor may fix.

1.11. The following order shall be maintained for conferring degrees and diplomas awarded on presentation at convocation:-

(a) Honorary Degrees in the order determined by the Vice-Chancellor

(b) Special medals, if any, in the order determined by the Vice-chancellor

(c) Doctoral degrees in the order of faculties

(d) Master degrees and post-graduate degrees, diplomas and certificates in the order of faculties

(e) Bachelor degrees, and

(f) Medals other than special medals.

2. ACADEMIC PROCESSION

2.1. There shall be an academic procession which shall include the following persons, in the order as specified below provided the Vice-Chancellor may determine from time to time as to the person who will form the procession at the convocation:

(i) the Registrar,

(ii) [1] **Deleted**

(iii) the Vice-Chancellor

(iv) the Chancellor

(v) the Chief Guest, if any

(vi) the Director

(vii) the Members of the Executive Council

(viii) the Deans of the Faculty

(ix) the Faculty

2.2. The academic procession shall be led by the Registrar.

2.3. The members of the academic procession shall wear dresses as may be determined by the Executive Council.

2.4. The members of the academic procession shall proceed to the dais in the order indicated above and leave the dais after conclusion of the session in the same order as specified.

2.5. When the academic procession enters or leaves the dais, as the case may be, at the beginning or end of the session, all the members of the audience shall rise in their seats and remain standing until the members of the academic procession take their seats on the dais or until the procession has left the venue of the convocation, as the case may be.

2.6. The dais at the Convocation hall shall be so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Court and Academic Council.

2.7. The candidates for admission to the degrees and diplomas and other academic distinctions shall assemble at the Convocation hall at least one hour prior to the notified

time of Convocation and shall wear the academic robes pertaining to their respective degrees and diplomas and shall take the seats assigned to them according to their faculties and all candidates shall be respectably attired.

3. ADMISSION TO DEGREES

3.1. The Academic Council shall, from time to time, approve the names of all persons who have passed the examinations required for various degrees of the University, and have become qualified for admission to such degrees. When the Academic Council has sanctioned the admission of any such person to any degree, he/ she shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to any degree.

3.2. For conferment of degrees, the Court, Executive Council and Academic Council shall meet on such date as the Chancellor may fix. The Executive Council shall decide from time to time, various categories of graduates, who shall be admitted to their degrees at each Convocation or whose Degrees and Diplomas shall be sent to them, by post, free of charge

3.3. Persons, who are required to attend a University Convocation for Admission to their degrees, but who are unable to do so or who are desirous of being admitted to their degree before the Convocation, in exceptional circumstances, shall be admitted to their degrees in absentia on payment of a fee of Rs.100/- each.

3.4. If any eligible candidate does not intend to appear at the first Convocation, after the sanction of his/ her degree, he/ she shall give at least five day's notice to the Registrar of his/ her intended absence, and may then be admitted to his/ her degree at any subsequent Convocation; provided that he/ she gives at least fifteen days notice to the Registrar of his/ her intention to appear.

3.5. If any candidate fails to give such notice of intended absence or appearance, he/ she shall pay Rs.100/- to the University before he/ she is admitted to his/ her degree.

3.6. If any candidate has not offered himself/ herself for admission to the degree in the manner provided for in Clauses 3.2 and 3.3 above, he/ she may apply to the Registrar to be admitted to his/ her degree in absence. Such application shall be accompanied by a fee of Rs.100/-.

3.7. On the receipt of such application, the Registrar shall consider it and may declare the applicant to be admitted to the degree in absence.

4. ACADEMIC COSTUMES:

The Academic Costumes shall be worn at the time of convocation for conferring degrees. The specifications of the colour, material, weaving, dying etc. shall be determined by the Executive Council

5. PRESENTATION OF THE CANDIDATES

5.1. On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.

5.2. The Registrar will seek the consent of the Chancellor or in his/ her absence of the Vice Chancellor, to declare the Convocation open in the following manner

5.3. "Hon'ble Chancellor/Vice Chancellor, May I request you to declare the Convocation open!"

5.4. The Chancellor/Vice Chancellor: " I declare the Convocation open".

5.5. The proceedings of the Convocation shall then begin with the recitation of "Saraswati Vandana"

5.6. The candidates, who are to be awarded Degree of Honoris Causa at the Convocation shall be presented by the Vice-Chancellor to the Chancellor.

The Vice Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak, I request Hon'ble Chancellor that you may be pleased to graciously confer upon _____ (Name of the distinguished person) the Degree of Honoris Causa for his / her outstanding services."

The Chancellor shall confer the Honorary Degree in the following words:

"I confer on _____(name of the recipient) the degree of Honoris Causa" and may if so desire, add such remarks as he thinks appropriate befitting the occasion regarding the achievements in respect of the recipient.

5.7. The candidates, who are to be awarded Doctoral Degrees/ M.Ch. Degrees/ Degrees of Doctor of Philosophy at the Convocation shall be presented by the respective Deans of the Faculties in the following order:

i) Ph.D.

ii) D.M.

iii) M.Ch.

The Dean of the Faculty concerned will direct the recipient of the Degree of concerned programme to rise from his/ her seat, and will address as under:

"Sir,

I present to you the candidate for the Doctoral Degree of _____ / M.Ch. Degree in _____/ Degree of Doctor of Philosophy in _____ from the University and the affiliated colleges who has been examined and has been qualified for the degree to which I pray that they may be admitted."

The Chancellor, thereupon shall give to the student the Degree and shall say–

"By virtue of the authority vested in me as Chancellor of the Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak, I admit you to the Doctoral Degree of _____/ M.Ch. Degree in _____/ Degree of Doctor of Philosophy in _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

5.8. The candidates, who are to be awarded Postgraduate degrees/ Diplomas at the Convocation shall be presented by the respective Deans of the Faculties in the following order:

i) M.D.

ii) M.S

iii) M.D.S.

iv) P.G. Diplomas

v) M.Sc.

vi) Any other Postgraduate degree

The Dean of the Faculty concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

"Sir,

I present to you the candidates for the Master Degree of _____/ Diplomas in _____ in _____ from the University and the affiliated colleges whose names are set out in the list and who have been examined and have been qualified for the degree/ diploma to which I pray that they may be admitted."

The Vice Chancellor, thereupon shall give to the students the Degrees and shall say –

"By virtue of the authority vested in me as Vice Chancellor of the Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak, I admit you all to the Master's Degree of _____/ Diploma in _____ in _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

The concerned students will acknowledge by a bow and sit down.

5.9. The candidates, who are to be awarded Graduate Degrees at the Convocation shall be presented by the Director/ Dean of the Faculty/ Principal of the institution as the case may be in the following order:

i) M.B.B.S.

ii) B.D.S.

iii) B.A.M.S.

iv) B.H.M.S.

v) B.Sc. (Nursing)

vi) B.Pharma

vii) Bachelor of Physiotherapy (B.P.T).

viii) Any other Graduate Degree

The Director/ Dean of the Faculty/ Principal of the institution concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

"Sir,

I present to you the candidates for the Bachelor Degree of _____ from the University and the affiliated colleges whose names are set out in the list and who have been examined and have been qualified for the degree to which I pray that they may be admitted."

The Vice Chancellor, thereupon shall give to the students the Degrees and shall say –

"By virtue of the authority vested in me as Vice Chancellor of the Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak, I admit you all to the Bachelor Degree of _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

5.10. The Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Students' Welfare will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.

5.11. The Vice Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his/ her convocation address.

5.12. Chancellor's Address, if he/ she so desires.

5.13. The Chief Guest shall deliver his/ her convocation address.

5.14. Vote of thanks.

5.15. The Registrar shall request the Chancellor/Vice Chancellor to declare the Convocation closed in the following manner "Hon`ble Chancellor / Vice Chancellor, May I request you to declare the convocation closed."

5.16. The Chancellor/Vice Chancellor shall declare the Convocation closed in the following manner.

" I declare the convocation closed."

5.17. The Registrar shall request the august gathering to rise from their seats for the National Anthem.

5.18. The National Anthem

5.19. The Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

STATUTE FOR CONFERMENT OF HONORARY DEGREE

(Approved by Executive Council vide Agenda No.5 in its 3rd meeting held on 12-01-2009)
Received the assent of Chancellor vide Letter No. HRB-UA-30(3)-08/1313 dated 30th January, 2009

CONFERMENT OF HONORARY DEGREES

(Statute under Sub Clause (c) of Section 30(5)

of the Haryana Act No. 26 of 2008)

If not less than two-third members of the Academic Council recommend that an honorary degree be conferred on any person on the ground that he/she is in their opinion by reason of his/her eminent position/ academic attainments, a fit and proper person to receive such degree, and this recommendation is endorsed by the Executive Council and approved by the Chancellor, the Academic Council/ Executive Council may confer on such a person the honorary degree, so recommended, without requiring him/ her to undergo any examination. There shall, however, be no discussion in regard to the person recommended for conferment of honorary degree by the Academic Council and Executive Council.

STATUTE FOR ACCEPTANCE AND MANAGEMENT OF BEQUESTS, DONATIONS AND ENDOWMENTS

(Approved by Executive Council vide Agenda No. 4 in its 3rd meeting held on 12-01-2009)
Received the assent of Chancellor vide Letter No. HRB-UA-30(3)-08/1313 dated 30th January, 2009

ACCEPTANCE AND MANAGEMENT OF BEQUESTS, DONATIONS AND ENDOWMENTS.

(Statute under Sub Clause (k) of Section 30(5) of the Haryana Act No. 26 of 2008)

PART-I

1. In this Statute or any Regulation, unless the context shall otherwise require:

   "Bequest" means a gift of any amount or property to be given to the University in a donor's will after his/ her death.

   "Donor" means any individual, firm, corporation, association, foundation or other entity that makes a Donation or a Gift to the University;

   "Endowment" means any Gift given to the University where the principle is to be kept intact in perpetuity and only the income earned from the investment of the principle may be expended, when available and approved, for general or restricted purposes of the University;

   "Donation" or "Gift" means a contribution, grant, testamentary disposition or otherwise, property and money, equipments and books from a Donor that the University receives without making any commitment of resources or services with a commercial value in return, other than naming opportunities and using the Gift as the Donor may designate;

   "Gift Purpose" means the use of the Gift as intended by the Donor which may include, but is not limited to, the support of undergraduate and postgraduate education, research, fellowships, professorships, equipment, facilities, and buildings.

2. The Vice-Chancellor is authorized to set priorities for fund-raising and to review and set administrative policies and procedures concerning Gifts to the University.

Gift Acceptance

3. The University shall promote the solicitation, acceptance and stewardship to Gifts to secure resources that would enable the University to further advance its priorities and commitment to excellence in teaching, learning and research.

4. The University shall not accept any Gift that precludes the University from accepting Gifts from other Donors. The University shall not accept Gifts that violate any applicable law or regulation and reserves the right to reject any Gift.

5. The act of giving a Gift to the University shall be irrevocable whilst the Gift and the Gift purpose shall be subject to the University's prevailing policies and procedures.

6. In recognition of a Gift made by a Donor, the University may offer the Donor a naming opportunity within the University. The Executive Council shall set the minimum Gift level, on the recommendations of the Vice-Chancellor for naming opportunities, which may be offered.

7. If a Donor who has been offered a naming opportunity by the University falls into disrepute, the University reserves the right to discontinue the use of the relevant name.

8. All Gift-related naming opportunities shall be approved by the Executive Council on the recommendation of the Vice-Chancellor. In the case of a Gift-related naming of a Faculty, such naming shall be approved by the Executive Council upon the recommendation of the Vice-Chancellor.

Donor Rights

9. Subject to Clause 14 below, all Gifts shall be used in accordance with the Gift Purpose. All information pertaining to a Donor and his Gift will be handled with respect and given confidential treatment to the fullest extent available at law.

10. The University shall appropriately acknowledge and recognize Donors and their Gifts according to such criteria as may be stipulated in the Regulations.

Management of Funds

11. The University shall have the sole right to administer the Gift Purpose.

12. The University shall have the sole right to invest Gifts and all Endowments subject to this Statute.

13. The University may charge all reasonable costs and expenses incurred in administering a Gift or a Gift Purpose to the relevant fund.

Gift Purpose

14. The Executive Council has the authority, on the recommendation of the Vice-Chancellor to make changes to a Gift Purpose, which has in whole or in part ceases to provide a suitable or effective way of using the relevant Gift, but only after reasonable efforts have been made to consult the Donor. The University shall endeavour to use the Gift for such purposes as nearly as possible akin to the original Gift Purpose.

Gift Processing

15. All gifts must be accompanied by a recording document in the nature of either a letter from the Donor, a Gift Form as stipulated by the University or a gift agreement that includes at least the following information:-

    (a) Donor's name and whether the Donor is an individual, firm corporation, association foundation or other entity;

    (b) Gift amount

    (c) Gift purpose and whether the Gift is an endowment or not.

PART-II

ENDOWMENT FUND

1. The Pt. B.D.Sharma University of Health Sciences Endowment Fund (defined below) shall be managed and administered in the manner hereinafter mentioned.

2. In this Statute unless the context shall otherwise require:

   "Financial Year" means the period commencing on 1 April of a year and ending on 31 March of the next following year;

   "Fund" means Pt. B.D.Sharma University of Health Sciences Endowment Fund;

   "Fund Income" means any and all income earned from the investment of the Fund; and

   "Investment Committee" means the committee to be constituted as under for the management and investment of funds to generate consistent stream of income to support the activities of the University as a public institution of higher learning:-

(i)	Vice-Chancellor	Chairperson
[1] [2] (ii)	Deleted	
(iii)	Director, PGIMS	Member
(iv)	Dean Academic Affairs	Member
(v)	Registrar	Member-Secretary
(vi)	Controller of Finance	Member

The Fund

3. All Endowments donated to the University shall be placed in the Fund and shall constitute the capital of the Fund. All payments required to be paid under this Statute shall be paid out of the Fund Income.

Management and Powers

4. The University shall have sole discretion in the management and control of the Fund.

5. The Investment Committee is authorized to invest the Fund in the name of the University in any investment instruments permitted by law and in accordance with any prevailing University policy to earn income.

6. The University shall, out of the Fund Income, pay all expenses for managing the Fund. Subject to Clauses 7 and 8 below, the University may also periodically pay a proportionate share of the administrative expenses of the Faculty, Academic Unit, Research Institute, halls of residence or non-academic office of the University which is administering an Endowment and apply the balance thereof to the University's common pool of funds for all or any of the purposes of the University.

7. The University may at any time and from time to time apportion such part of the Fund Income to form part of the capital of the Fund as may be necessary to preserve the value

of the capital of the Fund and offset any depreciation in the value of the capital of the Fund due to inflation or other factors and shall invest such sums accordingly.

8. At the start of every Financial Year, each Endowment shall receive an annual distribution of expendable income at a pre-determined fixed rate to be decided by the Investment Committee.

Meetings

9. (i) The Committee shall meet as often as deemed necessary by the Chairperson, however, it shall hold at least one meeting during an academic year.

[1] [2] (ii) The Chairperson, if present, and in his absence the officer who will be looking after the duties of Vice-Chancellor shall preside over all meetings of the Committee.

(iii) Three members shall form a quorum.

(iv) All issues shall be decided by a majority of votes of the members present. The Chairperson shall have a vote and in case of equality, he shall have a second or a casting vote.

Payments

10. All payments out of the Fund Income shall be made by the Registrar.

Accounts

11. The University shall cause proper books of accounts and records of the Fund to be kept. The accounts relating to the Fund shall be subject to audit annually by the Auditor.

Dissolution

12. The University shall have the power to terminate and dissolve the Fund with the consent of the Executive Council.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Added vide Haryana Act No.7 of 2009
2. Approved by the EC vide Agenda item No. 45.23 in its 45th meeting held on 27.06.2022 and assented by the Hon'ble Chancellor vide letter No. HRB-UA-30(3)-08/6492 dated 30.08.2022

STATUTE FOR THE INSTITUTION OF EMERITUS. PROFESSORSHIP, VISITING PROFESSORSHIP, FELLOWSHIP, SCHOLARSHIP, STUDENTSHIP, TRAVEL BURSARIES, MEDALS AND PRIZES, CHAIRS ETC.

(Approved by Executive Council vide Agenda No. 3 in its 3rd meeting held on 12-01-2009)
Received the assent of Chancellor vide Letter No. HRB-UA-30(3)-08/1313 dated 30th January, 2009

THE INSTITUTION OF EMERITUS PROFESSORSHIP, VISITING PROFESSORSHIP, FELLOWSHIP, SCHOLARSHIP, STUDENTSHIP, TRAVEL BURSARIES, MEDALS AND PRIZES, CHAIRS ETC.

(Statute under Sub Clause (h) of Section 30(5)

of the Haryana Act No. 26 of 2008)

PART-I

EMERITUS PROFESSOR

ELIGIBILITY

1. Emeritus Professorship shall be given to a highly qualified and experienced superannuated Senior Professor or Professor of the University provided he/ she has served in the University for at least 20 years.
2. The title will be conferred only on the Senior Professor or Professor who has made outstanding contribution in any field of Modern or Indian System of Medicines through his/ her published work in National and International Journals of repute. The title can also be conferred on a Senior Professor or Professor who has supervised major research projects in the field of Modern/ Indian System of Medicines and recipient of national/ international award/ fellowship from reputed national/ international agency.

TERMS AND CONDITIONS

1. The title of 'Emeritus Professor' shall be for life.
2. The 'Emeritus Professor' will be entitled for office accommodation, laboratory, and other facilities for carrying out research and consultancy in the University, if required, for the first ten years of his/ her tenure.
3. The 'Emeritus Professor' will be entitled to such honorarium as may be decided by the Executive Council.
4. The 'Emeritus Professor' shall not be a member of any administrative body of the University such as Boards of Studies, Faculties, Executive Council, Academic Council, Court etc. but he/ she will be a special invitee in the meetings of the Academic Council without voting right for a period of ten years in the beginning of his/ her tenure.

PROCEDURE

1. The aspirant shall submit to the Vice-Chancellor an unsigned bio-data within six months before his/ her superannuation.
2. The Vice-Chancellor shall constitute a committee of three Senior Professors to consider the bio-data and give recommendations within one month of referring the matter to the committee.

3. The Vice-Chancellor shall also seek the recommendations of three outside experts. The bio-data and the reports of the committees shall be placed before the Academic Council for consideration and its recommendations.
4. The recommendations of the Academic Council shall be placed before the Executive Council for final conferment of the title of 'Emeritus Professor'.
5. The process of conferment should be completed within one year from the date of submission of the bio-data.

PART-II

VISITING PROFESSOR

OBJECTIVE

The visiting professorship is aimed at supplementing and providing expertise to clinical/ teaching/ research in the areas in which the University or its institutions do not have the expertise.

ELIGIBILITY

1. Eminent scholar holding the post of Senior Professor/ Professor/ Associate Professor in the field of Modern/ Indian System of Medicine shall be considered for appointment as 'Visiting Professor'.
2. The 'Visiting Professor' can be drawn either from within India or abroad.
3. Any serving Senior Professor/ Professor/ Associate Professor or a Senior Professor/ Professor/ Associate Professor after superannuation will be considered for appointment as 'Visiting Professor'.

TENURE

A 'Visiting Professor' from within India will be appointed for a maximum period of one year and a minimum period of one month. The tenure of a person appointed as 'Visiting Professor' from outside the country should not be less than two weeks and not more than three months at a time.

OTHER TERMS & CONDITIONS

1. A Senior Professor/ Professor/ Associate Professor shall not be appointed as a 'Visiting Professor' in the same institution in which he/ she was holding a post immediately before or after superannuation.
2. If a serving Senior Professor/ Professor is appointed as a 'Visiting Professor', he/ she would be required to take permission from the parent University/ Institution.
3. University will provide accommodation to the 'Visiting Professor' in the University Guest House free of charge.

HONORARIUM AND OTHER ALLOWANCES

1. A 'Visiting Professor' appointed after superannuation from within the country shall be paid travel expenses in accordance with the rules of the University. He/ she would be entitled to a lump sum monthly honorarium equivalent to 50% of the maximum basic pay of a Senior Professor in this University.
2. A 'Visiting Professor' appointed from outside the country will be entitled for a payment of daily allowance not exceeding Rs.1500/- per day for visiting upto one month. For visits of more than one month and beyond, the honorarium will be equivalent to the maximum basic pay of a Professor in the University.
3. Travelling Allowances for visiting affiliated institution of the University for delivering lectures shall be paid by the University.

4. In case a person already serving in an Indian University/ Institution is appointed as a 'Visiting Professor', the payment to him will include the existing pay plus all allowances as admissible, plus 20% of the basic pay as honorarium. The contribution towards his/ her pensionary benefits/ provident fund as per rules will also be payable.
5. The Vice-Chancellor may decide any other terms and conditions as may be required from time to time.

PROCEDURE

There will be a standing committee for considering the suitable persons for visiting Professorship as under:-

(i) Vice-Chancellor

[1] [2] (ii) Deleted

(iii) Director, PGIMS

(iv) Dean of the concerned Faculty

(v) Head of the Department in which 'Visiting Professor' is being proposed.

(vi) Seniormost Professor/Teacher other than the Head of the Department from the same department.

The committee shall recommend the person to be appointed as 'Visiting Professor' to the Academic Council. The recommendations of the Academic Council shall be placed before the Executive Council for its approval. The visiting professorship to a person shall be given after the approval of Executive Council.

PART-III

ACCEPTANCE OF DONATIONS OR GIFTS FOR ESTABLISHMENT OF CHAIRS OR FOR SPONSORING FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, TRAVEL BURSARIES, MEDALS AND PRIZES ETC.

1. The University may receive benefactions, donations or gifts from persons and out of the same, or in consideration of the same, may establish 'Chairs' in the name suggested, or sponsor Fellowships, Scholarships, Studentships, Travel Bursaries, Medals and Prizes etc., subject to the conditions prescribed below :-

2. **Establishment of Chair**

(i) A 'Chair' may be established by the Government, public sector undertakings, autonomous organizations, universities, trusts, societies, memorial committees or similar organizations or individuals for the furtherance of the objectives of the University.

(ii) The organizations or individuals intending to establish the 'Chair' may establish the 'Chair' in the name of any person of eminence, at the national or international level in the field of education and research in Modern/ Indian System of Medicine or any other field, in which he/ she has contributed to human progress and happiness.

(iii) The establishment of the 'Chair' and the name in which it is proposed to be established will require the approval of the Academic Council and Executive Council.

(iv) In furtherance of the objectives of the establishment of a 'Chair', the University -

(a) shall appoint a Professor in the appropriate discipline in the manner and on such terms and conditions as laid down in the Memorandum of Understanding approved while establishing the 'Chair'.

Provided further that the appointment of the professor occupying the 'Chair' would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.

(b) may institute in the relevant areas of studies pertaining to the objectives of the establishment of the 'Chair', specified research fellowships, at the time of establishment of the 'Chair'.

(c) may establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the 'Chair'.

(d) may also engage supporting staff essentially required for realising the objectives of the establishment of the 'Chair'.

(e) may also procure essential raw material and consumables in furtherance of the objectives of establishment of the 'Chair';

Provided that substantial funds are available for the purpose out of the interest earned out of the donated amount, upto the limit specified in clause 2(v) and the staff so appointed shall also help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.

(v) The establishment of the 'Chair' shall require one time donation of not less than Rs. 50 lakh by the donor, which can be supplemented subsequently at donor's discretion.

(vi) The amount of interest earned annually shall be utilised to meet the expenditure to be incurred in this regard.

3. **Naming of the institutions, buildings or academic block etc.**

(i) The organizations or individuals intending to name a laboratory, library, research centres or an institute's block etc. could propose the name of any person of eminence at the national and / or international levels in the field of education and research in Modern/ Indian System of Medicine or any other field, which in the opinion of Executive Council has contributed or may contribute to human progress and happiness.

(ii) The value of the benefactions made, shall however commensurate with the total worth of the Asset proposed to be named and shall not be below Rs.50 lakh, one time in any case.

4. **Sponsoring of Fellowships, Scholarships, Studentships, Travel Bursaries, Medals and Prizes etc.**

(i) The organization or individual intending to sponsor a Fellowship, Scholarship, Studentship, Travel Bursary, Medal and Prize etc. in the name of organization or individual, will be required to deposit an endowment with the University, whose annual income shall be utilised for the payment of Fellowship, Scholarship, Studentship, Travel Bursary, Medal and Prize etc.

(ii) The value of the endowment for sponsoring should be as under:-

Sr.No.	Named Gift	Minimum Gift level
(a)	Medal or Prize	Rs.1 lac
(b)	Scholarship	Rs.4 lac
(c)	Bursary	Rs.5 lac
(d)	Fellowship	Rs.20 lac

Provided further that if name is to be associated with the awards/ prizes, the minimum endowment should be of the value of Rs.5 lac.

(iii) The detailed terms and conditions for Fellowships, Scholarships, Studentships, Travel Bursaries, Medals and Prizes shall be such as laid down in the

Memorandum of Understanding after consultation with the committee to be constituted by the Vice-Chancellor.

5. **Fellowships, Scholarships, Studentships, Travel Bursaries, Medals and Prizes etc.**

(i) The University may provide for award of Fellowships, Scholarships, Studentships, Travel Bursaries, Medals and Prizes out of University fund.

(ii) The number and value of Fellowships, Scholarships, Studentships, Travel Bursaries, Medals and Prizes to be awarded shall be determined by the Executive Council either on its own initiative or on the recommendations of the Academic Council.

(iii) The award of Fellowships, Scholarships, Studentships, Travel Bursaries, Medals and Prizes may be given on the basis of academic achievements or need based or a combination of both to be decided by the Executive Council from time to time.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Added vide Haryana Act No.7 of 2009
2. Approved by the EC vide Agenda item No. 45.23 in its 45th meeting held on 27.06.2022 and assented by the Hon'ble Chancellor vide letter No. HRB-UA-30(3)-08/6492 dated 30.08.2022

ORDINANCE ON PREVENTION OF SEXUAL HARASSMENT.

(Approved by the Executive Council in its 3rd meeting held on 12.1.2009 vide Agenda Item No.8).

ORDINANCE ON PREVENTION OF SEXUAL HARASSMENT.

1.	**Definition**	"Sexual Harassment" includes such unwelcome sexually determined behaviour (whether directly or by implication) as (a) Sexually offensive physical contact or advances; (b) A demand or request for sexual favours. (c) Sexually colored remarks; (d) Showing Pornography; and (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
		Sexual harassment also includes unwelcome: • Loaded comments having sexually offensive connotations. • Remarks or jokes having sexually offensive connotations; • Obscene, e-mails or phone calls having sexually offensive connotations • Sexual physical gestures, lewd stares; • Physical contact having sexually offensive connotations and stalking; • Exhibition of pornography; • Making of sounds having sexually offensive connotations; • Playing of music or songs having sexually offensive connotations. • Relating sexually explicit anecdotes; • Threat to take vindictive action for denial of sexual favours; • Singing lewd songs; • Any act or behaviour that is sexual, based on sex or on sexual orientation, towards a person, that has the aim or affect of compromising that person's right to dignity, equality in employment, and to working conditions that are respectful of that person's dignity, their moral or physical integrity, their right to receive ordinary services offered to the public in full equality. • The act or behaviour can notably take the form of: pressure (pressions), insults, remarks, jokes based on sex, touching, assault, all sexual exhibitionism, all unwelcome implicit or explicit sexual solicitations, all threats or all sexual blackmail.

		• Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity. • Any behaviour is unacceptable if (a) Such conduct is unwanted, unreasonable and offensive to the recipient (b) A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and /or (c) Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India. • Act or conduct creating sexually hostile and intimidating environment.
2.	**Who Can Make a Complaint?**	(a) A person who is – (i) A student of this University/ affiliated colleges/ institutions; (ii) An employee in this University/ affiliated colleges/ institutions; (iii) A member of the staff of this University or Affiliated colleges/institutions; **Subject to the condition that :** Where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay a fine of minimum Rs.5000/- (five thousand rupees).
3.	**The Complaint Committee**	There shall be a 'University Complaint Committee' and a 'College/Institute Complaint Committee'. **(i)** **<u>University Complaint Committee</u>:** The University Complaints Committee shall be constituted by the Vice-Chancellor, comprising of 5 members including Chairperson. At least half of the

		members of the Committee shall be women. The Chairperson of the Complaints Committee will be nominated by the Vice-Chancellor and shall be a woman. Committee may have co-opted members in addition to above. Three members shall form the quorum. **(ii)** **<u>College/ Institute Complaint Committee</u>:** The College/ Institute Complaint Committee shall be constituted by the Principal/ Director of the college/ institute, comprising of 3 members including Chairperson. At least two members of the Committee shall be women. The Chairperson of the College/ Institute Complaint Committee shall be nominated by the Director / Principal and shall be a woman. Presence of all members in the meeting shall be essential.
4.	**Eligibility for Membership of the Committee**	**(i) <u>University Complaint Committee</u>:** A person employed as Senior Professor or Professor or in an equivalent grade in the University shall be appointed as Members of the Committee. In appointing members, the Vice-Chancellor may take into account the seniority, ability and background of the member. **(ii) <u>College/ Institute Complaint Committee</u>:** A person employed as a teacher or in equivalent grade shall be appointed as members of the Committee, taking into consideration their seniority, ability and background. The Committees as (i) and (ii) above, may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.
5.	**Jurisdiction**	All members of staff; teaching or non-teaching and all students whether studying in the Pandit Bhagwat Dayal Sharma University of Health Sciences Campus or in any affiliated college are subject to the jurisdiction of this ordinance. The territorial jurisdiction of the University Complaints Committee shall extend to acts of sexual harassment committed in the Pandit Bhagwat Dayal Sharma University of Health Sciences Campus, while that of Institute Complaint Committee to the Institute campus. The campus shall also include hostels, guesthouses, car parks and other properties owned, maintained or under the control of the University/ institute. In the case of sexual harassment of a third person by a student or staff of this University or of any affiliated college or institution, the

		Complaints Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.
6.	**Conducting Enquiry by the Compliant Committee**	(i) Any person aggrieved shall prefer a complaint before the Complaints Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident. (ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravenor and the complaint shall be addressed to the Complaints Committee (iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Vice Chancellor / Director or Principal of the concerned college/ institute and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor / Director or Principal of the concerned college/ institute shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant. (iv) The Complaints Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary. (v) The Complaints Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor/ Director or Principal of the concerned college/ institute recommending the penalty to be imposed. (vi) Vice Chancellor / Director or Principal of the concerned college/ institute upon receipt of the report from the Complaints Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure (vii) In cases, pertaining to the officer holding the posts of Asstt. Registrar / Teachers or above, the case shall be submitted to the Executive Council/Governing body of the college, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.

7.	**Disciplinary Action**	Where the conduct of an employee amounts to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated. In the case of an employee of an affiliated institution, the matter will be referred to the management of the institution for appropriate disciplinary action. Where the conduct of a student amount to misconduct, appropriate disciplinary action in accordance with the relevant ordinance on 'Maintenance of discipline amongst students' shall be initiated by the competent authority.
8.	**Third Party harassment**	Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and the persons Incharge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.
9.	**Annual Report**	The Complaints Committees shall prepare an Annual Report giving full accounts of its activities during the previous year and forward a copy thereof to the Vice Chancellor who shall in turn put up report to the Executive Council.
10.	**Saving**	Nothing contained in this code shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National Commission for Woman Act 1990, Protection of Human Rights Commission Act 1993 or under any other law for the time being in force. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the University shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority. In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassments. The victims of sexual harassments should have the option to seek transfer of the perpetrator or their own transfer.

RULES REGARDING CONSTITUTION OF NATIONAL SERVICE SCHEME COMMITTEE

(Approved by the Executive Council in its 5th meeting held on 16.7.2009 vide Agenda Item No.21)

CONSTITUTION OF THE NATIONAL SERVICE SCHEME COMMITTEE

I. Name and Composition

There shall be a "Pt.B.D.Sharma University of Health Sciences National Service Scheme Committee" hereinafter called Pt.B.D.Sharma University N.S.S. Committee for regulating the National Service Scheme activities by the students, members of the staff in its constituent and affiliated colleges within the territorial jurisdiction of the University. It shall be constituted as follows:

1. Vice-Chancellor (Chairperson)
2. [1] **Deleted**
3. Director, PGIMS, Rohtak (Member)
4. Registrar (Member)
5. Director, Medical Education & Research, Chandigarh (Member)
6. Director General Health Services, Haryana (Member)
7. Dean, Students' Welfare (Member)
8. Principal, PGIDS, Rohtak (Member)
9. Asstt. Programme Adviser, N.S.S. Zonal Centre, Chandigarh (Member)
10. Six Directors/Principals one each from affiliated Medical Colleges, Dental Colleges, Nursing Colleges, Pharmacy Colleges, Physiotherapy Colleges. (Members)
    (to be nominated by the Vice-Chancellor).
11. Six NSS Programme Officers to be co-opted in the Pt.B.D.Sharma University N.S.S. Committee by the Vice-Chancellor on the recommendations of the Programme Co-ordinator, N.S.S. (Members)
12. Two representatives of the students to be nominated by the Vice-Chancellor (Members)
13. Programme Co-ordinator, N.S.S. (Member-Secretary).
    The tenure of the nominated members shall be two years

II. Objectives

The objectives of the committee will be the same as that of the National Service Scheme which are as follows:-

(a) Overall objective of the Pt.B.D.Sharma University N.S.S. is educational; service to the community is the activity through which this objective is sought to be achieved. The more specific objectives of the National Service Scheme are to arouse the students' social conscience and to provide him/her with the opportunity:-

1. To work with and among people;
2. To engage in creative constructive social action;
3. To enhance his/her knowledge of himself/herself and the community through a confrontation with reality;

4. To put his/her scholarship to practical use in mitigating at least some of the social problems; and

5. To gain skills in programme development to enable him/her to get self-employed.

III. Programmes and Activities

To achieve the aims and objects enumerated in para II above, the following programmes and/or activities may be undertaken subject to the availability of resources financial or otherwise :-

(a) Projects in the Area of Education :

(i) Helping younger students with studies;

(ii) Organising science clubs;

(iii) Organising a library and/or a book bank; and

(iv) Organising exhibitions, etc.

(b) Projects in the Area of Recreation:

(i) Making, renovating, collecting and distributing toys, picture books etc. to small children in institutions, hospitals etc.;

(ii) Conducting play groups for children;

(iii) Organising competitions and contests;

(iv) Organising student show as entertainment for institutionalized persons;

(v) Organising hobby clubs, crafts training, dramatic groups/clubs etc.; and

(vi) Organising celebrations on inter-community basis etc. etc.

(c) Projects in the Area of Health :

In and outside hospitals; assisting patients in the hospitals, assistance in blood bank, drug bank and follow up of patients discharged from the hospitals.

(d) Campaign Projects:

(i) Literacy campaign;

(ii) National integration campaign.

(iii) Cleanliness in slums and disease eradication campaign etc. etc.

(e) Camp Projects:

Work camps (social projects etc.) in which physical labour or sramadan is involved.

(f) Any other project or activity within or outside the University or College Campus, suggested by the Officer-in-charge and approved by the Committee.

IV. Duties and Powers of the Pt.B.D.Sharma University N.S.S.Committee.

The duties and powers of the Pt.B.D.Sharma University National Service Scheme Committee shall be :-

(1) to make rules for the organisation, conduct and control of the N.S.S. activities in the light of Govt. Schemes, instructions and directions;

(2) to interpret and enforce its rules and to give decisions and rulings on any point of these rules;

(3) to frame bye-laws consistent with its rules and Govt. directives and to appoint sub-committee/committees;

(4) to receive and spend/utilise Govt. (both Central and State Govts.) grants and necessary funds or help from the University for National Service Scheme activities and utilise the same according to rules and budget estimates;

(5) to consider and pass its annual budget and the general programme in the light of Government grants and other resources;

(6) to appoint whole-time or part-time staff and decide, enhance or reduce their pay and grades or remuneration/honorarium in the light of provisions made in the National Service Scheme by the Government;

(7) to take decisions on any matter concerning N.S.S. which are not covered by the constitution or rules framed thereunder;

(8) to raise and spend funds and to sanction re-appropriations of funds from one budget head to another;

(9) to write off irrecoverable dues and items of stock etc. costing more than Rs.250/-;

(10) to sanction all payments required to be paid for implementation of National Service Scheme programmes;

(11) to allocate funds to the colleges and develop system of audit;

(12) to fix quota of students for colleges;

(13) to sponsor service projects on inter-collegiate basis;

(14) to function as a liaison agency between the Ministry of Education, State Govt. and the Colleges; and

(15) to co-ordinate N.S.S. Programme in the University.

V. **Duties and Powers of the office bearers**

The duties and powers of the office bearers shall be as follows :-

(a) Chairperson:

1. The Chairperson shall preside over all the meetings of the Pt.B.D.Sharma University National Service Scheme Committee.

2. He shall have the power to sanction as expenditure over Rs.1000/- at a time in case of an individual item and/or any amount subject to budget restrictions.

3. He shall have the power to make appointments, fixing salary/remuneration according to availability of funds in anticipation of the approval of the Pt.B.D.Sharma University N.S.S. Committee.

4. He shall have the power to sanction all journeys concerning Pt.B.D.Sharma University N.S.S. performed by the Programme Co-ordinator and members of the

Pt.B.D.Sharma University N.S.S. Community except the staff of the office of the Programme Co-ordinator.

Note:- In the absence of the Vice- Chancellor (Chairperson), the officer who will be looking after the duties of Vice-Chancellor will preside over all the meetings of the committee.

(b) Programme Co-ordinator/ Secretary :

1. He shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of the Pt.B.D.Sharma University N.S.S. Committee.
2. He shall issue agenda and notices of meetings with prior approval of the Chairperson and record the minutes of the same and shall be responsible for their maintenance.
3. He shall be the over-all in-charge of all records and registers of Pt.B.D.Sharma University N.S.S.
4. He shall be custodian of all property of Pt.B.D.Sharma University National Service Scheme.
5. He shall have an imprest of Rs.500/- with him to be recouped from time to time. He is empowered to incur an expenditure of Rs.1000/- on any item at a time. He shall also be in-charge of all finances of the Pt.B.D.Sharma University N.S.S. He shall maintain accounts and present the statement of accounts duly audited by the University auditors.
6. The Programme Co-ordinator shall approve the tour programme of his office staff.
7. The Programme Coordinator shall be responsible for the release of N.S.S. grants to the Colleges and shall also supervise and guide the implementation of the N.S.S. in the colleges.
8. He shall maintain and operate Bank Account of the Pt.B.D.Sharma University N.S.S.

VI. Bank Account

The funds of the Pt.B.D.Sharma University National Service Scheme shall be kept in a Saving Bank Account with the State Bank of India in the name of the Programme Co-ordinator N.S.S.

VII. Audit

The accounts of the Pt.B.D.Sharma University N.S.S. will be pre-audited by the Controller of Finance. The Controller of Finance shall also be responsible for the audit of the N.S.S. accounts of the colleges receiving N.S.S. grants from the Pt.B.D.Sharma University National Service Scheme. The audited accounts shall also be placed for approval at the annual meetings.

VIII. General Meetings

(a) Annual meetings of the Pt.B.D.Sharma University N.S.S. Committee shall be held in the month of February or as soon as thereafter as may be possible every year. It shall be convened on the date and at a place and time to be determined by the Chairperson. The Secretary shall give seven days notice which shall be despatched by post, Under Postal Certificate to all members or by hand, if local. The business transacted at. this meeting shall include passing of the Budget Estimates and the general programme of N.S.S. activities for the ensuing year and amendment of old rules or enactment of new rules or bye-laws of the Pt.B.D.Sharma University N.S.S. Committee,

(b) The Chairperson may at his discretion call the meeting of the Pt.B.D.Sharma University N.S.S. Committee to transact the unfinished business as may be considered necessary in the course of the year. At least seven days notice shall be given to all the members regarding such meetings.

(c) One/third of the members shall form a quorum at all meetings.

(d) All decisions shall be taken by a simple majority vote and in the case of tie, the Chairperson shall have a casting vote.

(e) Voting by proxy shall not be permissible.

(f) No individual member shall exercise more than one vote except the Chairperson who shall have a casting vote as above.

(g) No act or proceeding of this Committee shall be invalidated merely by reason of the existence of vacancies among its members.

(h) The Pt.B.D.Sharma University N.S.S. Committee shall be empowered to take decisions on call matters concerning N.S.S. which are not covered by the above Constitution and also to amend this Constitution if and when necessary.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

RULES REGARDING

CONSTITUTION OF THE SPORTS COUNCIL

(Approved by the Executive Council in its 5th meeting held on 16.7.2009 vide Agenda Item No.22)

CONSTITUTION OF THE SPORTS COUNCIL

1. There shall be a Pt. B.D. Sharma University of Health Sciences Sports Council hereinafter referred to as "Pt. B.D. Sharma University Sports Council" constituted as follows :-

(a) Vice-Chancellor (Chairperson)
(b) [1] **Deleted**
(c) Director, PGIMS, Rohtak (Member)
(d) Dean, PGIMS, Rohtak (Member)
(e) Registrar (Member)
(f) Principal, PGIDS, Rohtak (Member)
(g) Dean, Students' Welfare (Member)
(h) Chief Warden (Member)
(i) Directors/ Principals of all the affiliated Colleges/ Institutions (Members)
(j) Two students nominated by the Vice-Chancellor on the basis of their achievements in Sports (Members)
(k) Sports Officers (ex-officio Member-Secretary of the Council)
(l) Assistant Sports Officers (Men and Women), who shall be ex-officio Assistant Secretaries and members of the Council.

2. The aims and objects of the Sports Council shall be ;-

(a) to organise and regulate sports activities within the territorial jurisdiction of the University;

(b) to promote the best type of sportsmanship and team spirit among the alumni of the University;

(c) to conduct Annual Tournaments in various Sports Events for Men and Women students of all the Colleges recognised by the University, in accordance with the rules specially made in that behalf by the Council;

(d) to foster a University spirit among the Colleges and for that purpose, to organise and control Pt.B.D.Sharma University of Health Sciences Sports Clubs;

(e) to develop Inter-University fellowship by organising or taking part in Inter- University Contests, State Tournaments, and National Level Tournaments.

3. The functions and powers of the Sports Council shall be-

(a) to make rules for the organisation, conduct and control of the Pt.B.D.Sharma University of Health Sciences Sports Tournaments;

(b) to interpret and enforce its rules and to give decisions and rulings on any point not covered by those rules;

(c) to frame bye-laws consistent with its rules and to appoint sub-committee(s), if and when necessary, and fix their terms of reference;

(d) to consider and pass the Annual Budget proposed and recommended by the Executive Board;

(e) to consider and adopt the Annual Reports and Audited Statements of Accounts of the Sports Council and the various University Sports Clubs; and

(f) to take such other action as may be deemed necessary and proper for the furtherance or achievements of the aims and objects specified above.

4.1 Management Executive:- The affairs of the Sports Council shall be managed by an Executive Board consisting of :-

(a) the Chairperson, Sports Council, who shall be ex-officio Chairperson of the Executive Board;

(b) the Vice-Chairperson, Sports Council;

(c) the Director, PGIMS

(d) the Registrar;

(e) the Member-Secretary, Sports Council, who shall be ex-officio Secretary of the Executive Board;

(f) Assistant Secretaries (Men and Women), Sports Council, who shall be ex-officio Assistant Secretaries and members of the Executive Board;

(g) Four Directors/ Principals of affiliated colleges/ institutions to be nominated by the Vice-Chancellor one of whom shall be woman.

4.2 Meetings of the Executive Board shall be convened by the Member-Secretary, with the permission of the Chairperson, as often as may be necessary. Ordinarily, seven days' notice shall be given for such meetings, but in emergent cases the Chairperson may call a meeting at a shorter notice, if necessary.

4.3 The quorum for a meeting of the Executive Board shall be of five.

5. The functions and Powers of the Executive Board shall be:-

(a) to organise, conduct and control the Pt.B.D.Sharma University of Health Sciences Sports Tournaments, the various University Sports Clubs and all other sports

activities in which the Sports Council participates, in accordance with the rules framed in that behalf by the Sports Council;

(b) to raise and spend funds of the Sports Council in accordance with the Budget Estimates sanctioned by the general body, to write off irrecoverable dues, items of stock and to condone delay in the submission of entries;

(c) to fill up any vacancy occurring among its elected members or among the members of any Club, in the course of the year, for the unexpired term pertaining thereto;

(d) to frame bye-laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next general meeting of the Sports Council;

(e) to consider and recommend, for adoption by the Annual General Meeting with its appropriate comments, the Annual Report of the Secretary on the year's activities, the Audited Statement of Accounts for the year, the Reports and Statements of Accounts of the various Sports Clubs, the Annual Budget Estimates and the General Fixtures List for the ensuing year; and

(f) to sanction expenditure where the amount exceeds Rs.10000/- for an individual item, and to allow re-appropriation of funds from one budget head to another.

6. The duties and powers of the Chairperson shall be as follows:-

(i) to preside over all meetings of the Sports Council and its Executive Board and to discharge such functions as may be assigned to him in that capacity by the Sports Council/Executive Board. In the case of equality of votes, the Chairperson shall have a casting vote;

(ii) to sanction expenditure up to Rs.10000/- for an individual item; and

(iii) to take decisions to meet the situation in anticipation of the approval of the Executive Board but such decisions shall be placed before the next meeting of the Executive Board for confirmation.

7. [1] **In the absence of Vice- Chancellor (Chairperson), the Officer who will be looking after the duties of Vice-Chancellor shall function as Chairperson and shall exercise the power vested in him.**

8. The Secretary shall -

(a) carry on correspondence on behalf of the Sports Council and give effect to the resolutions of the Council as its Executive Officer;

(b) issue notices of meetings and record minutes of the same and be responsible for their maintenance;

(c) be responsible for the maintenance of other records and registers as well as the custody of all property of the Sports Council;

(d) carry out other duties which may be entrusted to him from time to time;

(e) have an imprest of Rs.5,000/- to meet petty expenditure and also have another imprest of Rs.5,000/- specially to meet petty expenses on Mini Bus (Station Wagon) of the Pt.B.D.Sharma University Sports Council to be recouped from time to time;

(f) have power to incur and expenditure upto Rs.1,500/- on an item at a time;

(g) be in-charge of the finances of the Sports Council;

(h) issue receipts for all sums received;

(i) make payments in accordance with the rules prescribed by the Sports Council;

(j) maintain accounts of the Sports Council funds and present a statement of accounts duly audited by the University Auditors; and

(k) to operate upon the accounts of the Sports Council and sign all cheques for all expenditure duly sanctioned and pre-audited.

9. Subject to the approval of the Vice-Chancellor, the Assistant Secretary/Assistant Secretaries shall discharge such duties as may be assigned by the Secretary. The senior-most Assistant Secretary shall function as Secretary in the absence of the latter.

10.1 General Meetings:-

(a) An Annual General Meeting of the Sports Council shall be convened once every year in the month of July/August or as soon thereafter as may be possible, date, place and time shall be as determined by the Chairperson. At least fifteen days' notice shall be given for this meeting.

The business at this meeting shall include -

(i) election of office bearers and members of the Executive Board;

(ii) the adoption of the Annual Reports and the Audited Statements of Accounts of the Sports Council and the various University Sports Clubs, as presented by the Executive Board under Rule 5(e) above;

(iii) the Budget Estimates and the General Fixtures List for the ensuing year;

(iv) the amendment of rules or enactment of new rules or bye-laws; and

(v) the proposals or resolutions brought up before the meeting by any one of its members provided that a written notice of the same is given to the Chairperson or the Secretary by end of March, preceding the Annual General Meeting; all such

proposals and resolutions shall be considered by the Executive Board in the first instance and placed on the Agenda of the Annual General Meeting with such recommendations as may be made by the Board.

Provided that if no General is held as recommended in this clause, or if the Annual General Meeting fails to elect a new Executive Board, the Executive Board already in office shall continue to function until such time as the new Executive Board is duly elected.

(b) The Chairperson may, at his discretion, call one more General Meeting of the Sports Council to transact the unfinished business of the Annual General Meeting or such other business as may be considered necessary in the course of the year.

(c) Should at least one/third of the members of the Sports Council consider an extra-ordinary General Meeting of the Council necessary, they shall in a joint requisition inform the Executive Board intimating the specific purpose for which such meeting is deemed to be necessary. The Executive Board shall call a meeting of the Sports Council within twenty days of the receipt of such a requisition. Only the specific business for which the extra-ordinary meeting is called shall be considered at such a meeting.

10.2 The quorum for a General Meeting shall be twenty-five.

10.3 All decisions shall be taken by a simple majority vote of the members present and, in the case of a tie, the Chairperson shall have a casting vote.

11. The travelling and halting allowances for attendance at the General Meetings shall be borne by the Colleges concerned in the case of Principals/Members of their staff; by the University in the case of Chief Warden/Nominees of the Vice-Chancellor and the Registrar; and by the Sports Council in the case of Secretary and his staff.

12. The accounts of the Sports Council shall be pre-audited by the Controller of Finance in the Pt.B.D.Sharma University of Health Sciences and the report of the Secretary, together with the annual audit note of the Controller of Finance shall be submitted to the Executive Council of the Pt.B.D.Sharma University of Health Sciences after they have been considered and duly adopted at the Annual General Meeting of the Sports Council.

13. The Executive Council of the Pt.B.D.Sharma University of Health Sciences shall exercise general supervision and control over the Pt.B.D.Sharma University of Health Sciences Sports Council and shall decide constitutional changes that are considered necessary.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

RULES REGARDING

DR. RADHA KRISHNAN FOUNDATION FUND

(Approved by the Executive Council in its 5th meeting held on 16.7.2009 vide Agenda Item No.19)

DR. RADHA KRISHNAN FOUNDATION FUND

There shall be a fund namely Dr. Radha Krishnan Foundation Fund established for the following objectives:

(i) To mobilize resources for overall development of University;

(ii) For welfare of students of University maintained Colleges/ Institutes;

(iii) For purchase of text-books and necessary furniture items etc;

(iv) For purchase of equipments for research activities and updation of Laboratories.

Constitution of Fund:

The fund shall constitute the amount collected annually from the students of University maintained colleges/ institutions and affiliated colleges/institutions. Out of the amount collected by the colleges/institutions, 50% amount shall be remitted by the colleges/institutions to the University and 50% of the remaining amount shall be retained by the College/Institution in a separate account in a bank as 'College Development Fund'.

The amount received from the University maintained colleges/ institutions and affiliated college/institutions shall be deposited in a separate account in the bank in the name of 'Dr. Radha Krishnan Foundation Fund' and the account shall be operated by the Controller of Finance, Pt. B. D. Sharma University of Health Sciences, Rohtak. The amount of interest accrued on the fund will be utilized on the objectives mentioned above.

Standing Committee:

There shall be a Standing Committee to review the fund and take decisions for collection of funds based upon the broad guidelines. The Standing Committee will meet at least once in a year. The standing committee shall constitute as under:-

1.	The Vice-Chancellor	Chairperson
2.	[1] Deleted	
3.	The Director, PGIMS	Member
4.	The Dean, PGIMS	Member
5.	The Registrar	Member
6.	Dean, Academic Affairs	Member
7.	Principal, PGIDS, Rohtak	Member
8.	One Dean of Faculties (to be nominated by the Vice-Chancellor)	Member
9.	Two Principals of maintained/ affiliated colleges (to be nominated by Vice-Chancellor)	Members
10.	The Dean Students Welfare	Member-Secretary

The term of office of the nominated Members of the Committee shall be two-years.

UTILISATIOIN OF FUND

(i) Travel Expenses for Collection of Funds/Donations

Travel expenses in connection with the fund raising campaign by individual/ group for the foundation within the country and abroad can be paid from the Foundation Fund according to University TA/DA rules. A suitable advance for this purpose may be drawn from the budget head "Unforeseen Expenditure" and the amount spent for payment of TA/DA may be reimbursed from the Foundation Fund after collection has been deposited in the Foundation Fund Account. TA/DA payable to individual/groups for their travel in connection with the fund raising campaign shall in no case exceed 10% of the total collection deposited by them.

(ii) Award of Scholarship to the students of Post-Graduate and Under Graduate classes.

To begin with, the funds may be utilised for awarding scholarship to the students of Postgraduate and undergraduate classes on merit-cum-need basis subject to fulfillment of the following eligibility criteria:-

A minimum of 65% marks in the qualifying examination.

These scholarships shall be of the value of Rs.1000/- per month for Post Graduate students and Rs.500/- per month for Under-graduate students. The number of such scholarships for each category will be decided by the Standing Committee every year depending upon the availability of funds. The rules regarding mode of application, mode of payment, renewal etc. shall be framed by the Committee.

(iii) Other activities:

After the amount of interest on the deposits of the Foundation increased substantially, the interest money may be utilized for the following activities:

a) Award of Research Fellowships.

b) Organization/participation in Seminars/Conferences/Workshops; in India and abroad.

c) Sanction of minor Research Projects to teachers.

d) Grants for Strengthening infrastructure, including building, equipments, furniture, appointment of teaching staff etc. and;

e) Any other academic activity which may be in the interest of the University.

GUIDELINES FOR THE UTILIZATION OF FUND ACCRUED AS INTEREST ON AMOUNT TO BE RETAINED BY THE COLLEGES/ INSTITUTIONS AS "COLLEGE DEVELOPMENT FUND" OUT OF THE COLLECTIONS MADE FROM THE STUDENTS FOR DR.RADHA KRISHNAN FUND

1. The amount retained by the college out of 'Dr.Radha Krishnan Foundation Fund' shall form a Corpus Fund to be called as College Development Fund. In no case shall the Principal amount be spent by the college, even on items/heads which are covered by the aims and objectives for which the fund has been instituted.

2. The said 'Corpus Fund' shall be invested by the college in long term deposits in the name of principal of the college and only the interest accruing out of the Corpus Fund shall be utilized by the college for the following activities which are covered under the aims and objectives of 'Pt.B.D.Sharma University of Health Sciences Dr.Radha Krishana Foundation Fund'.

3. The amount of interest may be utilized in following activities:

   (i) Award of scholarships to the students of Post-graduate and under-graduate classes.

   To begin with, the funds may be utilized for awarding scholarships to the students of Post-graduate and Under-graduate classes on merit-cum-need basis, subject to fulfilment of the following eligibility criteria :-

   A minimum of 65% marks in the qualifying examination.

   These scholarships shall be of the value of Rs.1000/- per month for Post-graduate students and Rs.500/- per month for Under-graduate students.

   (ii) Purchase of Text-books which shall be kept in a separate shelf in the college library.

   (iii) Purchase of equipment for updating of laboratories and necessary furniture items like book-shelves, study tables required for improving the library facilities.

   (iv) any other academic activity which may be in the interest of students of the college. For the above purpose, the principle of college concerned shall appoint a Standing Committee to review every year the fund available as interest and take a decision about the number of scholarship to be awarded, number of books and items of furniture to be purchased for the utilization of the students. The same committee shall frame rules and regulations regarding mode of application, mode of payment, renewal etc. for the award of scholarships. This committee shall include senior teachers from all the streams.

4. The Director/ Principal of the College/ Institute will ensure that a separate account of the amount deposited as 'Corpus Fund' as well as amount accruing as interest on the fund is maintained.

5. The Director/ Principal of the College/ Institute will submit to the Dean, Students Welfare (DSW), the annual audited statement of income/expenditure account duly verified by the Principal. The statement should reach the DSW, in the month of July every year.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

RULES REGARDING CONSTITUTION OF THE YOUTH WELFARE COMMITTEE

(Approved by the Executive Council in its 5th meeting held on 16.7.2009 vide Agenda Item No.20)

CONSTITUTION OF THE YOUTH WELFARE COMMITTEE

1. There shall be a Pt. B.D.Sharma University of Health Sciences, Youth Welfare Committee, hereinafter referred to as "Youth Welfare Committee" constituted as follows:-

(a) Vice-Chancellor, (Chairperson)

(b) [1] **Deleted**

(c) Director, PGIMS, Rohtak (Member)

(d) Dean, PGIMS, Rohtak (Member)

(e) Registrar (Member)

(f) Dean, Academic Affairs (Member)

(g) Principal, PGIDS, Rohtak (Member)

(h) Dean, Students' Welfare (Member)

(i) Chief Warden (Member)

(j) Seven Directors/ Principals one each from affiliated Medical, Dental, Pharmacy, Physiotherapy and Nursing Colleges/ Institutions to be nominated by the Chairperson (Members)

(k) Controller of Finance (Member)

(l) Four students to be nominated by the Chairperson on the basis of academic achievements (Members)

(m) Officer-incharge, Youth and Cultural Affairs of the University (Member-Secretary).

In the absence of Vice- Chancellor (Chairperson), the Officer who will be looking after the duties of Vice-Chancellor shall function as Chairperson.

The nominated members shall hold office for a term of one year beginning from the first July. A casual vacancy shall be filled only for the remainder of the term.

Two-fifths of the members shall form the quorum.

2. The aims and objects of the Youth Welfare Committee shall be:-

(a) to organise an annual University Youth Festival and to send entries for Inter-University Youth Festival/lnter-University Cultural Meet or any other Cultural Function in which the Vice-Chancellor thinks it proper to sponsor University team;

(b) to scrutinize and recommend schemes of Youth Work Camps, to the Ministry of Education/ Health;

(c) to ask for grants for Youth Welfare Work Camps from the State and Central Governments;

(d) to organise and regulate Youth Welfare Programmes including hiking, trekking, Mountaineering Camps, Educational and Cultural tours etc.;

(e) to provide facilities for recreation;

(f) to provide a workshop and hobbies centre in the University;

(g) to hold Youth Leadership Training Camps for the students of the University;

(h) to take up any other Projects for the welfare of the Youth;

(i) to organise cultural programmes, festivals, extension lectures etc.;

(j) to maintain active liaison with all colleges/ institutions affiliated/maintained by the University and admitted to the privilege of the University with a view to search youth talent;

(k) to regulate functioning of youth club, hiking and trekking club and other clubs and societies formed for welfare of students;

(l) to organise such other activities which are of direct or indirect benefit to the students of Pt.B.D.Sharma University of Health Sciences and its affiliated colleges;

(m) to consider and adopt Annual Report and Audited Statements of Accounts of the Youth Welfare Committee;

(n) to consider and pass the Annual Budget of the Youth Welfare Committee and the General Programme of the Youth Welfare Activities alongwith the detailed item-wise proposals and the expenditure on each item thereof;

(o) to raise and spend funds of the Youth Welfare Committee in accordance with the Budget Estimates sanctioned by the Youth Welfare Committee, to sanction re-appropriation of funds from one budget head to another; to write off irrecoverable dues.

3. The duties and powers of the Chairperson shall be as follows:-

(i) to preside over all meetings of the Youth Welfare Committee and to discharge such functions as may be assigned to him/ her in that capacity (in the case of equality of votes, he/ she shall have a casting vote);

(ii) to sanction expenditure up to the amount of budget provision under the different heads of expenditure and to approve re-appropriation of funds from one budget head to another in anticipation of the approval of the Youth Welfare Committee;

Also to allow/sanction provisional payments out of Youth Welfare Committee funds in anticipation of the approval of Youth Welfare Committee;

(iii)to write off losses and to condone delay in the submission of entries;

(iv) to sanction any amount out of the Youth Welfare Committee funds for promotion of welfare activities of the students; and

(v) to decide any matters not covered under the rules.

4. The Vice-Chairperson shall function as Chairperson in the absence of the latter, and shall exercise the powers vested in the Chairperson.

5. The Secretary shall -

(a) carry on correspondence on behalf of the Youth Welfare Committee and give effect to the resolutions of the Committee as its Executive Officer;

(b) issue notices of meetings and record minutes of the same and be responsible for their maintenance;

(c) be responsible for the maintenance of other records and registers as well as the custody of all property of the Youth Welfare Committee;

(d) carry out other duties which may be entrusted to him by the Chairperson from time to time;

(e) have an imprest of Rs.1000/- to meet petty expenditure to be recouped from time to time;

(f) have power to incur an expenditure up to Rs.10,000/- at a time; to write off losses of articles costing up to Rs.500/- and to pass provisional payments up to Rs. 10,000/- on an item at a time till the budget is passed by the Youth Welfare Committee.

(g) be in-charge of the finances of the Youth Welfare Committee;

(h) issue receipts for all sums received;

(i) make payments in accordance with the proposals item-wise in respect of each head of expenditure as approved by the Youth Welfare Committee;

(j) maintain accounts of the Youth Welfare Committee's funds and present statement of accounts duly audited by the University Auditors;

(k) to operate upon the accounts of the Youth Welfare Committee and sign all cheques for all expenditure duly sanctioned and pre-audited;

(l) sanction journey's of the staff working in the Youth Welfare Department;

(m) have power to incur and expenditure up to Rs.500/- without quotations on quality basis;

(n) to condone the delay in the submission of entries/deposits etc.

6. An annual meeting of the Youth Welfare Committee shall, unless otherwise directed by the Chairperson, be held every year, on a date, place and time to be determined by the Chairperson. The notice and the Agenda for this meeting shall be sent at least ten days before the date of the meeting.

The business at this meeting shall include:-

(i) to consider and pass the annual budget of the Youth Welfare Committee;

(ii) the adoption of the Annual Report and the Audited Statements of Accounts of the Youth Welfare Committee;

(iii) to recommend to the Executive Council any amendments to the Constitution of the Committee and other matters concerning Youth Welfare Committee;

(iv) enactment of rules/bye-laws and amendments thereto; and

(v) proposals or resolutions brought up before the Committee by any of its members, provided that a written notice of the same is given to the Chairperson and Secretary at least one week before the date of the meeting.

7. The Chairperson may, at his discretion, call one or more ordinary meetings of the Youth Welfare Committee if considered necessary in the course of the year. Except in the case of emergent meetings, the notice and the Agenda required for such a meeting shall be at least one week.

8. All the decisions at the meetings of the Youth Welfare Committee shall be taken by a simple majority of votes of the members present and, in the case of a tie, the Chairperson shall have a casting vote.

9. The travelling and halting allowance in connection with the meeting(s) of the Youth Welfare Committee shall be borne by the Youth Welfare Committee of the University.

10. The accounts of the Youth Welfare Committee shall be pre-audited by the Resident Auditors in the Pt.B.D.Sharma University of Health Sciences and the Report of the Secretary, together with the Annual audit note of the Resident Auditors shall be submitted to the Executive Council of the Pt.B.D.Sharma University of Health Sciences after these have been considered and duly adopted by the Youth Welfare Committee.

11. The Executive Council of the Pt.B.D.Sharma University of Health Sciences shall exercise general supervision and control over the Youth Welfare Committee and shall decide the constitutional changes that are considered necessary.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

YOUTH RED CROSS COMMITTEE

(Approved by the Executive Council in its 18th meeting held on 24.01.2014 vide Agenda Item No.11)

CONSTITUTION OF YOUTH RED CROSS COMMITTEE

Name and Composition:

There shall be a Pt. B.D. Sharma University of Health Sciences, Rohtak Youth Red Cross Committee hereinafter called as Youth Red Cross for regulating its activities by the students and members of the staff of its constituent and affiliated colleges/ institutes with the territorial jurisdiction of the University. It shall be constituted in the following way:

1.	Vice-Chancellor	Chairman (Ex-officio)
2. [3]	**Deleted**	
3.	Registrar	Member
4.	Director, PGIMS	Member
5.	Dean, PGIMS	Member
6.	Honorary Secretary of Indian Red Cross Society, Haryana	Member
7.	Dean Academic Affairs	Member
8.	Principal, PGIDS, Rohtak	Member
9.	Dean Students' Welfare	Member
10.	Chief Warden	Member
11.	N.S.S. Programme Coordinator	Member
12.	HOD, Blood Transfusion, PGIMS	Member
13.	Controller of Finance	Member
14.	One Director/Principal from affiliated Medical Colleges by rotation;	Member
15.	Three Directors/Principals of affiliated Dental Colleges by rotation;	Members
16.	Three Directors/Principals one each from maintained/affiliated Physiotherapy, Pharmacy & Nursing Colleges by rotation;	Members
17.	Deleted	_____
18.	Three Secretaries of Red Cross Distt. Branches in Haryana (one from Rohtak District and two from other districts of Haryana by rotation)	Members
19.	I/C Youth Red Cross (to be nominated by the Vice-Chancellor)	Member
20.	Programme Coordinator (to be nominated by the Vice-Chancellor)	Member-Secretary (Ex-officio)

Note: 1. In the absence of Vice-Chancellor(Chairman), the Officer who will be looking after the duties of Vice-Chancellor shall function as Chairperson.

2. The meeting would be convened by the Programme Coordinator of the Youth Red Cross Committee.

3. The tenure of the members at Sr. No.14 to 18 shall be of two years.

Aims and Objectives:

The aims and objectives of the Youth Red Cross Committee are as follows:

- To promote health and hygiene consciousness in society.
- To inculcate healthy living habits.
- To organize and promote volunteers for Blood and Eye Donation Camps.
- To promote activities of Youth Red Cross through camps for five seven days.
- To organize First-Aids Training Camps/Extension Lectures on Health and Disastrous Management.
- To undertake relief work during emergencies like flood, fire, earthquake and other natural calamities.
- To launch awareness campaign against drug abuse, polio, smoking, alcoholism.
- To establish the Red Ribbon Club for awareness a prevention of HIC/AIDS.
- To promote the use of traditional and indigenous medicines.
- To enable physically challenged and economically weaker sections of the society for better adjustment.
- Any other issues related to health & well-being at student and community level.

Duties and Powers of the Youth Red Cross Committee, Pt. B.D. Sharma University of Health Sciences, Rohtak.

(A) Duties and Powers of the Chairman

1. The chairman shall preside over all the meetings of Youth Red Cross Committee. **The meeting shall be held at least once in a financial year in the month of February or March**. If it is required, an urgent meeting shall be held with the prior permission of the Chairman/Vice-Chancellor.
2. The Chairman shall exercise all the administrative & financial powers of Youth Red Cross Committee and to sanction expenditure up to the amount of budget provision.
3. The Chairman shall have the power to make appointment(s), fixing salary/ remuneration according to the availability of the funds in anticipation of the approval of the Youth Red Cross Committee.
4. If any college fails to deposit the prescribed amount of the university share with the Registration Return (RR) within the stipulated time, the late fee will be charged per student **per day Rs.5/-** from the concerned college and the amount of the late fee will be kept by the

University. However, the Vice-Chancellor has a discretionary power to remit the late fee in exceptional circumstances, to write off losses and to condone delay in the submission of entries. Any ambiguity related to the financial matter may be decided as per rules of the University/ State Government.

5. General circulation/notices will be issued by Programme Coordinator of the Youth Red Cross Committee.

(B) **Duties and Powers of the Programme Coordinator/Member-Secretary:**

1. He/she shall attend to all the correspondence concerning the Youth Red Cross and give effect to the resolutions of the Pt. B.D. Sharma University of Health Sciences, Rohtak Youth Red Cross Committee.
2. He/she shall issue agenda and notice of meeting with prior approval of the Chairman and record the minutes of the same and shall be responsible for their maintenance. The T.A. and other allowances in connection with the meeting of Youth Red Cross Committee shall be borne by the College/ Institution out of the Youth Red Cross funds available with them.
3. He/she shall be overall in-charge of all the records and registers of the Youth Red Cross.
4. He/she shall be custodian of all property of the Pt. B.D. Sharma University of Health Sciences, Rohtak Youth Red Cross.
5. He/she shall approve the tour programmes of his/her office staff as per University Rules.
6. He/she shall be responsible for the release of the Youth Red Cross grants to the colleges/institutions and shall also supervise and guide the implementation of the policies and programmes of the Youth Red Cross society as per decision of Youth Red Cross Committee.
7. He/she shall maintain/operate bank accounts of the Pt. B.D. Sharma University of Health Sciences, Rohtak Youth Red Cross fund.

Bank Account:

The fund of the Youth Red Cross will be kept in a saving account in the name of the Programme Coordinator, Youth Red Cross Committee, Pt. B.D. Sharma University of Health Sciences, Rohtak. The account of the Youth Red Cross will be pre-audited by the Resident Audit Officers. **The Controller of Finance** shall also be responsible for the audit of the Youth Red Cross account.

Meetings:

a) Annual meetings of the Youth Red Cross Committee shall be held **at least once in a financial year in the month of February or March**. It shall be convened on the date, place and time to be determined by the Chairman. .The Member-Secretary shall give seven days prior notice to all the members for the meeting. The business transacted at this meeting shall include passing of the Budget Estimates and the general programme of Youth Red Cross activities for ensuing year and amendment of old rules or enactment of new rules or bye laws of Pt. B.D. Sharma University of Health Sciences, Rohtak Youth Red Cross Committee.

b) The Chairman may at his discretion call the meeting of the Youth Red Cross Committee to transact the unfinished business as may be considered necessary in the course of the year. **At least seven days notice shall be given to all the members regarding such meetings**.

c) One-fourth of the members shall form a quorum at all meetings.

d) All decisions shall be taken by a simple majority vote of the members present at the meeting and in the case of equality of votes, the Chairman shall have a casting vote.

e) Pt. B.D. Sharma University of Health Sciences, Rohtak Youth Red Cross Committee shall be empowered to take decisions on all matters concerning Youth Red Cross which are not covered by the above constitution and also to amend these rules if and when necessary.

[1] [2] Subscription of fee for Youth Red Cross shall be prescribed by the University from time to time.

Youth Red Cross Subscription being collected from the Students	**Collected by the Colleges/ Institutions from the session 2019-20**	**Allocation of Funds to be Done through the University.**	
1. Affiliated Colleges/ Institution (Govt. Govt. Aided Private, Technical, Engineering, Medical etc.)	Rs.80/- Per Students per Annum.	1. Share with the Respective Colleges/ Institutions/ UTD	50% of the Total Collected amount (i.e. Rs. 40/-) Per Students Per Annum (50% share to be remitted by the colleges/Institute UTD to be concerned University
2. University Teaching Department/Colleges in University/Campus		2. Share with the respective University.	50% of the Total Collection i.e. Rs. 40 Per Student Per Annum.

Youth Red Cross Subscription being collected from the Students	**Collected by the Colleges/ Institutions from the session 2019-20**	**Allocation of Funds to be Done through the University.**	
3. Residential University	Rs. 80/- Per Students per Annum.	3. Share with the Residential University	Rs.80/- Per Students per Annum.

Further Allocation of the YRC Share by the University	
Share to IRCS, Haryana State Branch	**Share remain with the respective University**
60% of the Rs. 40/- (i.e. Rs. 24 per students per annum)	40% of the Rs. 40/- (i.e. Rs. 16 per students per annum)

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Youth Red Cross Subscription was started w.e.f. 2011-12 before constitution of Youth Red Cross Committee after approval by EC in 14th meeting held on 21.3.2012 vide Agenda Item No.32.
2. Amended by EC in 34th meeting held on 09.09.2019 vide Agenda Item No.40.
3. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

Rules for

Preservation and Destruction of Record

(Approved by the Executive Council vide Agenda No. 52 in its 29th meeting held on 10.05.2018)

RESERVATION AND DESTRUCTION OF RECORD

ACADEMIC BRANCH:

S.No.	Description of Record	Period of Preservation
1.	Papers for various Elections	06 Months
2.	Ruling and Executive Council's Decision File	Permanent
3.	AC/EC/Court's Cyclostyled Office Copies/Disposal Copies and Printed Minutes (Three Copies)	Permanent
4.	Academic Council/Executive Council/Court's Minutes (Original Manuscripts)	Permanent
5.	Office copies of the disposal of AC/EC/Court's paragraphs and other routine letters.	03 years
6.	Draft Executive Council/court Agendas	01 years
7.	Set of Amended regulations as circulated to Fellows and approved by Government from time to time.	5 years
8.	University Calendars (Ten Copies)	Permanent
9.	Office copies of letters circulated to various Institutions/Branches of the office regarding alteration /amendments in the regulations or till such time the Act/Statues/Ordinances/rules and the calendars are reprinted.	05 years
10.	Circulars and notifications relating to Syllabi and Courses	03 years
11.	Registers of members of University Bodies	05 years
12.	Proceedings of the meeting of the Boards of Studies	05 years
13.	Proceedings of the Meeting of Faculties	05 years
14.	Proceedings of the Academic Council (2 Copies)	Permanent
15.	Joint Research Board Proceedings	Permanent

S.No.	Description of Record	Period of Preservation
16.	Research Degree Committee Proceedings	05 year
17.	Academic Planning Board	Permanent
18.	Constitution/Election of University Bodies	03 year
19.	Prospectuses (5 Copies)	Permanent
20.	Rulings obtained from time to time	Permanent
21.	Court cases	Permanent
22.	Application Forms for Admission to various Courses	01 Year
23.	Damaged University Calendars	01 Year
24.	Counseling Performas Checked by checking board with relevant documents	01 year

OFFICE OF CONTROLLER OF EXAMINATIONS

A Records relating to Entrance Examination/Written Screening Test

S.No.	Description of Record	Period of Preservation
1.	Press copies/Office copies of question papers and unused Question papers.	9 months after the date of declaration of result of the entrance Examination/Written Screening Test
2.	Used and unused question booklets and answer sheets (other than those of UMC cases);Signature Charts; Absentee Reports; Secrecy memo etc.	-do-
3.	All relevant records relating to various court cases or Disputed cases.	3 years or one year after the Case/dispute is finally decided by the respective court/appellate Courts/ Authorities etc. whichever is later.

S.No.	Description of Record	Period of Preservation
4.	Files containing noting and correspondence and panels/ names of paper setters and other registers etc. relating to various entrance examinations/written screening Test.	3 years from the date of declaration of result.
5.	Result Gazette/Merit list	01 year
(B) Records Relating to General Examination		
1.	Press copies, Office copies of Question papers and unused Question Papers	6 months after the date of declaration of result of the Examination.
2.	Centre statements, print orders, and related correspondence either with the concerned branches or the confidential Printers etc	-do-
(C) Other Records/Files		
1.	Diary and Dispatch Registers and relating papers such as UPC lists, Postal registration receipts, peon books etc.	03 years
2.	Complementary copies of old Prospectuses, handbooks of information etc.	03 years
3.	Files and register relating to payments to paper setters Confidential printers, computer agencies, adjustment of advances, imprest files/Registers.	10 year or till the post Audit is complete whichever is later
4.	Stock Registers	Permanent

Result Branch:

S.No.	Description of Record	Period of Preservation
1.	Admission forms for various examinations	03 year
2.	Result sheets	Permanent
3.	Award Lists/Rechecking Awards etc.	02 year
4.	Cut Lists	05 year
5.	Application forms of which Certificates have been issued 1. Duplicate detail marks cards, date of birth provisional merit Certificates, counterfoils and degree in absential	02 year Permanent

S.No.	Description of Record	Period of Preservation
	2. Fee Register	
6.	Office copies of various correspondence	02 years
7.	Dispatch record of Roll Nos., Detailed Marks Cards/Degrees	02 year
8.	Receipt and Dispatch Registers	02 year
9.	Centre Statements (Supdt./Asstt.)	02 year
10.	Result Gazettes(All Gazettes of various examinations)	Permanent with Certificate Section
11.	Ruling files of various examinations	Permanent
12.	Counterfoils of duplicate Roll Nos.	02 year
13.	Statistical Information	06 year
14.	Attendance/Signature charts	01 year

CONDUCT BRANCH

S.No.	Description of Record	Period of Preservation
1.	Appointment registers indicating the names of the Supdts/Dy. Supdts./Supervisors Centre-wise.	02 year
2.	List of Superintendents(5 copies)	02 year
3.	Correspondence files	02 year
4.	Main approvals/Substitute approvals of the Supdts. and Dy. Supdts	02 year
5.	Inspectors' approval lists (5 copies)Flying Squad/Observer approval list	02 year
6.	Inspectors' approval lists (5 copies)Flying Squad/Observer approval list	02 year
7.	Question Papers & Date Sheets	02 year
8.	Superintendents last packets, seating plans etc.	06 month

CONDUCT BRANCH – PRACTICAL SECTION

S.No.	Description of Record	Period of Preservation
1.	Programme Chart	02 year

S.No.	Description of Record	Period of Preservation
2.	Examiner's Acceptances	01 year
3.	Examiner's Lists	03 year
4.	Other Correspondence etc.	02 year
5.	Figure Register	02 year

CONDUCT BRANCH – UNFAIR MEANS CASES SECTION

S.No.	Description of Record	Period of Preservation
1.	UMC Files	02 years after the period of disqualification

SECRECY BRANCH – Ph.D. SECTION

S.No.	Description of Record	Period of Preservation
1.	Examiner's Report (Ph.D.)	03 year
2.	Proceedings of Research Degree Committee (Ph.D.)	05 year
3.	Other Records (Correspondence files) (Ph.D.)	02 year

SECRECY BRANCH

S.No.	Description of Record	Period of Preservation
1.	Examiner's Registers	02 year
2.	Examiner's Card, Registers for making entries regarding the Examinership held in various year by an individual.	----
3.	Disqualification Cases	Permanent
4.	Correspondence/Office copies file	02 year
5.	Registers containing names of Paper-setter	02 year
6.	Record of dispatch of material to the Examiners appointed Every year for the various examinations	01 year
7.	Dissertation/Training Reports/Project Reports (PG Classes)	06 months

S.No.	Description of Record	Period of Preservation
8.	Evaluated Answer Books	04 month after declaration of result
9.	Record file containing Executive Council's decisions, rulings etc relating to registration of examiners	Permanent
10.	Disqualification Register regarding disqualification of Examiners	Permanent
11.	Files of individual disqualified persons	05 year
12.	Payment Registers for Theory	05 year
13.	Paid bills	05 year
14.	Important cases files including Executive Council's Resolution	Permanent
15.	Controller of Examiners and Registrar's approval for TA to examiners	02 year
16.	Registers regarding receipt of answer books	03 year
17.	Registers regarding dispatch of answer books	03 year
18.	Secrecy worker's Register regarding work done by Secrecy worker	03 year
19.	Receipt Register for stray answer books.	01 year
20.	Supdts. Memos. Regarding detail of answer-books	01 year
21.	Centre Statements	06 month
22.	Other correspondence relating to complaints etc	01 year

RE-CHECKING BRANCH

S.No.	Description of Record	Period of Preservation
1.	All Papers and correspondence including complaints etc. Relating to re-checking of answer books	01 year
2.	Record registers of re-checking of answer-books	03 years or till the post audit of fee etc. is completed whichever is later
3.	Cases which are pending for non-adjustment of fee account	06 month or till the fee is adjusted whichever is later.
4.	Diary and Dispatch Registers and related papers such as UPC lists Postal	02 year

S.No.	Description of Record	Period of Preservation
	Registration receipts, peon books etc.	
5.	Registers of Dispatch of Answer Books to the examiners/Re-Checking	01 year
6.	Files regarding proposal and order of the Vice-Chancellor for amendment in Re-Checking rules and resolutions/ decisions of the Academic Council/Executive Council thereto.	Permanent
7.	Files relating to rulings, important cases/files of permanent nature standing orders obtained from time to time	Permanent
8.	Lists of names and addresses of Re-Checking & files containing approval of names of Re-Checking.	03 year or till adjustment of advances whichever is later.
9.	Files containing orders/correspondence regarding drawal of advances of names of Re- evaluators	03 year or till the adjustment of advances whichever is later.
10.	Re-Checking cases/forms for various examinations, including awards list of No Changes cases	09 month or till the post audit of fee is completed which-ever is later.
11.	All relevant records, registers, answer books etc. relating to the court cases or disputed cases	03 year or one year after the case/disputer is finally decided by the Court/appellate Authorities whichever is later.

Recruitment & Establishment Branch

S.No.	Description of Record	Period of Preservation
1.	Application form of unselected candidates for the various posts advertised and applications received after last date of receipt of applications (Except in Court Cases if any)	01 Year (except court case)
2.	Copies of Synopsis	03 year
3.	Service Books	05 years after the death or retirement whichever is earlier.
4.	Personal files and Confidential Report	05 years after the death or retirement or resignation or termination.
5.	Departmental permission files and Registers	03 year
6.	Advertisement file (Except in Court Cases if any)	03 year
7.	Leave Register (Other than Casual Leave) maintained by the Establishment Section, if any.	03 year
8.	Office copies of General enquires regarding qualification, grades etc./ disciplinary enquires.	03 year
9.	CM Window Complaints / RTI Application Register	Permanent

S.No.	Description of Record	Period of Preservation
10.	Circular and general instruction files of Govt. Notification/ instruction.	Permanent
11.	Internal Circular/office order etc	03year

Registration & Affiliation Branch

S.No.	Description of Record	Period of Preservation
1.	Admission & Withdrawal Register of Student	Permanent
2.	Migration Register	Permanent
3.	Register Regarding verification of Registration & Continuation Fee	Permanent
4.	Subscription of Youth Red Cross File	Permanent
5.	File for affiliation/extension of affiliation to college	Permanent
6.	Register Regarding affiliation and inspection fee	Permanent
7.	File of Ph.D. Registration of the students of various Dept.	07 year from the date of their enrollment for Ph.D.
8.	Registration Return File.	05 year/Time period of the course but subject to verification of RR Fee/Continuation fee.
9.	Prescribed format alongwith enclosure for extension in affiliation	03 year
10.	Enclosure received alongwith inspection/periodical/ compliance	03 year
11.	Dispatch/Diary Register, Peon Book, Dak Book	03 year
12.	Documents Received from College for checking the eligibility	02 year
13.	Correspondence with the college	02 year
14.	Change in Name cases	02 year
15.	Change in Date of Birth	02 year
16.	Migration cases correspondence etc.	02 year
17.	File pertaining to complaint by student/faculty member of a college	02 year
18.	Proposal for establishment of college without fee	01 year
19.	Casual Leave application of staff	After the close of calendar year

Accounts Branch

S.No.	Description of Record	Period of Preservation
1.	All vouchers in support of expenditure	8 years

S.No.	Description of Record	Period of Preservation
2.	Used up Receipt Books	8 years
3.	Details of Budget Estimates	5 years
4.	Register of Contingent Expenditure	5 years
5.	All accounts or documents relating to Trust, Donation and Subscriptions: (i) Cash Books (ii) Income and Expenditures Registers/Budget Register (iii) Classified Registrar of Receipts and Expenditures/Receipt & payment Account (iv) Provident fund Ledger and Liability Register	20 Years
6.	Applications for refund of securities and other fees for which no refund is made	2 years after a reply is sent
7.	Diary/Dispatch Register	20 Years
8.	Correspondence relating compliance of Audit Objections (except objections raised on fundamental nature)	2 years, after the withdrawal of the audit objection/Requisition.
9.	Audit requisitions on important subjects	5 years
10.	Bank Statements	5 years
11.	Demand and Collection Register of students' dues (tuition fee etc.)	8 years from first admission, Provided these have been checked by audit.
12.	I.P.O card receipts	8 years
13.	Demand Sheets of Private candidates	3 years
14.	Demand and Collection Registers of College candidates	5 years
15.	**Bills Registers relating to payments to:-** (i) Examiners remuneration contingencies etc. (ii) Supervisors, Laboratory staff of Examination Centre (iii) Supdt, Examination, Inspectors, Supervisors and other Officer's/Officials on account of T.A.	4 years

S.No.	Description of Record	Period of Preservation
16.	Register of Advances	3 years
17.	Festival/Wheat Loan Recovery Register	2 years
18.	Insurance Premium Register of Employees	3 years after Settlement
19.	Income Tax Deduction Register	8 years
20.	House Rent and water Charges Recovery Register	3 years
	Note: To be destroyed after these have been checked by the Audit and the defaulters have been carries over in the demand and collection register of defaulters.	
21.	Register containing record of Bank Drafts received (Maintained by Income Section)	3 years
22.	Paid Bills Vouchers	2 years
23.	Office copies of withdraw of Provident Fund and advance	5 years
24.	Miscellaneous Statistical Information supplied to U.G.C, Government of India, State Government and other organizations from time to time	3 years
25.	Register regarding verification of registration of fee	5 years
26.	Scheme related documents	2 years after audit of the record
27.	Loan & Advance to employees	3 year after completion of loan **& non issued**
28.	Pension related documents	20 years
29.	Record of stamps purchased	3 years
30.	Indent Books	3 years
31.	Scholarship	Period of sanction
32.	Challans of cash paid on account of Income-tax	6 years
33.	Check register of bills or drafts payable	12 years

S.No.	Description of Record	Period of Preservation
34.	Register of Bills or Drafts issued/Paid	12 years
35.	Register of Challans issued	6 Years
36.	Register of orders of payment	3 Years
37.	Pre-audit Bill Slips	1 years
38.	Lists of cheques and Government drafts drawn (I.A.F.A-129)	3 Years excluding the year of issue
39.	Lists of cheques and Government drafts	3 Years excluding the year

Estate Office

S.No.	Description of Record	Period of Preservation
1.	Estimates of New Buildings	Permanent
2.	Estimates of Repairing/ Maintenance	04 years
3.	Purchase/ Transfer of Land etc.	Permanent
4.	Hiring/ Rent of building etc	01 year after completion of Audit or 01 year after termination of lease/ contract, within ever is later
5.	Requirement of office accommodation/ allotment of space etc	01 year
6.	Requests received for booking of rooms in Guest House	01 year
7.	Receipts of amount deposited as room- charges	01 year after Audit

RTI Cell

S.No.	Description of Record	Period of Preservation
1.	RTI File	03 Year /Finalizing of case whichever is later/ pending cases.

Miscellaneous

S.No.	Description of Record	Period of Preservation
1.	Casual leave application of the staff	After the close of calendar year
2..	Casual leave account	5 Year
3.	Attendance Register of staff	5 Year
4.	Outdoor & indoor Dak Register	2 Year

RULES FOR

MERGING/ABSORBING OF EMPLOYEES

(Approved by the Executive Council vide agenda no. 22 in its 35th Meeting held on 30.12.2019)

RULES FOR MERGING/ABSORBING OF EMPLOYEES APPOINTED/ ENGAGED ON DEPUTATION IN PT. B.D.S. UHS, ROTHAK FROM OTHER GOVT. DEPARTMENT/ INSTITUTIONS/UNIVERSITIES

1. **Absorption/ Merger:** The absorption of an employee posted/ transferred/ borrowed or on deputation to university from any State/Central Government or any other autonomous body/ Govt. Institutes may be allowed for absorption/ merger from post to post (on the same post) on the request of concerned employee after completion of five year of deputation/ posting/ transfer having satisfactory record during this period, and with the approval/ NOC of his/her parent department, subject to satisfactory record of preceding five years of service; further subject to their having been appointed as per rules in their parent universities and subject to the availability of sanctioned vacant post in University of Health Sciences.
2. **Continuity of Service:** The employee be considered to have put in continuous service in this University with effect from their date of regular service in respective parent university or any other autonomous body/ Govt. Departments or Institutes.
3. **Protection of Pay:** Basic pay and date of increment of the employees who have joined this university from any recognized university or any autonomous body from post to post (same post) will be protected in this university. No extra remuneration or increment will be given. The employees who have joined on higher post in this university will be entitled only minimum of the basic pay of the pay scale of higher post. The pay of the employee who were already drawing higher basic pay in their parent university/ institute their pay will be protected. However, no absorption should be considered on higher post.
4.[1] **Seniority**: On merger/ absorption, the employees posted/ transferred or on deputation, the seniority shall be fixed from the date of merger/ absorption.
5. **Earned Leave and Medical Leave:** The leave accrued to the employee be transferred to this university from their parent universities/ Govt. Departments or Institutes provided the financial liability on this account is borne by the parent universities/ Govt. Departments or Institute up to the date of absorption and transferred to this University.
6. **Gratuity:** For the purpose of gratuity the total service may be considered as sum of service put in this university as well as the number of years which the concerned employee had become entitled to in the parent Universities/ Govt. Departments or Institutes prior to being taken on deputation/ posted/ transferred in this University. The financial liabilities on this account may also be transferred from the parent universities/ Govt. Departments or Institutes to this University. However, the State Govt. employee will be exempted for transfer of their financial liabilities to University of Health Sciences, Rohtak.
7. **Pension/ NPS:** The employees who were on pension in their parent university/ institute will continue to be on pension with a provision that for this purpose their service will be considered as total service rendered here as well as to which they had become entitled to

in their parent universities/ Govt. Departments or Institutes. The employees under NPS will continue to Govern under NPS Rules.

8. **GPF/GIS:** The employees who are governed by old pension scheme having GPF account, their GPF amount will be transferred to University of Health Sciences by the concerned Department/ University/ Institute. The GIS amount of the employees will also be transferred to University of Health Sciences by the concerned Department/ University/ Institute.
9. **Service Rules:** The employee from the date of their absorption in the service of this University will be governed by the Act, Rules and Regulations of this University as are framed and made applicable from time to time.
10. Permanent absorption of the employee on posting/ transfer or on deputation from other recognized universities/ Govt. Institutes in the service of this University will inter-alia be subject to the factual information furnished by them at the time of their applications forwarded to this University by their parent universities/ Govt. Departments or Institutes, to be corrected as per their original service record available with their parent universities/ Govt. Departments or Institutes.

Note:-If any point is not covered under the above rules, the State Govt. rules will be applicable.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 49th meeting held on 24.05.2023 vide Agenda Item No.49.19