

From:  
Vikas Kharb, Deputy Registrar, Office of Registrar

To,  
A S Yadav, Professor, HOD, Department of Animal Genetics and Breeding  
Ajay Kakkar, Superintendent, Directorate of Research  
Arun Kumar Sangwan, Principal Scientist, HOD, Department of Veterinary Parasitology  
Ashok Kumar, Principal Scientist, HOD, Public Relation Officer, Chairman IAEC, Department of Vety. Public Health & Epidemiology  
Ashok Kumar, Professor, HOD, Incharge, Computer Laboratory/Librarian, Department of Veterinary Surgery and Radiology  
D.P. Sharma, Dean COVS, Dean CODST, College of Veterinary Science  
Daulat Ram Dhingra, Administrative-cum-Accounts Officer, Office of Comptroller  
Gulshan Narang, Principal Scientist, HOD, Department of Veterinary Pathology  
Harish Kumar Gulati, Registrar, Office of Registrar  
J.B. Phogat, Dean PGS, Director of Extension Education, Post Graduate Studies  
K K Pilani, Deputy Registrar, Office of Registrar  
K.K. Jakhar, Professor, Department of Veterinary Pathology  
Manoj Kumar Rose, Professor, HOD, Co-ordinator of Examinations COVS, Department of Vety. Physiology and Biochemistry  
N S Maan, Professor, HOD, Department of Animal Nutrition  
N.K. Kakker, Principal Scientist, Head, Dept. of Vety Microbiology and Incharge, College Central Laboratory, Department of Veterinary Microbiology  
Nirmal Sangwan, Director HRM, Directorate of Human Resource Management  
Om Parkash, Assistant, Office of Registrar  
Parveen Goel, Director of Research, Directorate of Research  
Pawan Kumar Rajoria, Professor, HOD, Department of Veterinary Anatomy  
R.K. Chandolia, Professor, HOD/Comptroller, Department of Veterinary Gynecology and Obsterics  
Ram Chander, Superintendent, Directorate of Student Welfare  
Ranbir Singh Bisla, Principal Scientist, Regional Director, HPVK, Uchani (Karnal)  
S K Chhikara, Principal Scientist, HOD, Department of Livestock Production Management  
S P Dahiya, Professor, Head, Livestock Farm Complex, Department of Animal Genetics and Breeding  
S S Ahlawat, Professor, HOD, Department of Livestock Products Technology  
Sandeep Gera, Director IPVS, Institute of Para Veterinary Sciences  
Satish Kumar Grover, Sr. Private Secretary, Vice - Chancellor's Secretariat  
Satish Kumar Kajla, Administrative-cum-Accounts Officer, College of Dairy Science and Technology  
Sonia Sindhu, Professor, Incharge DFSAH, Department of Vety. Physiology and Biochemistry  
Sumer Singh Sangwan, Professor, HOD, VAHEE  
Surender Kumar, Deputy Comptroller, Office of Comptroller  
Sushila Maan, Principal Scientist, HOD, Department of Animal Biotechnology  
Trilok Nanda, DSW-cum-Estate Officer, Directorate of Student Welfare  
V.K. Jain, Professor, HOD( Veterinary Clinical Complex), Department of Veterinary Medicine  
Vinod Kumar, Professor, HOD, Nodal Officer EVP and Secretary, BOS., Department of Vety. Pharmacology and Toxicology  
Y P Manchanda, Secretary to Vice-Chancellor, Vice - Chancellor's Secretariat  
Yudhbir Singh, Professor, HOD, Department of Veterinary Medicine

**Document No.:- RO2602-060819**

**Subject:** Handing/ taking over the charge.

From

The Registrar  
LUVAS, Hisar

To

All Deans/Directors/HODs/Officers/Section Incharge  
(Including outstations)  
LUVAS, Hisar

Memo No. Admn./E-1/2019/1198-1228  
Dated: 05.08.2019

**Sub: Handing/ taking over the charge.**

It has been observed that the procedure for proper handing/ taking over the charge is not being followed by the offices/ departments while relieving the non-teaching and teaching staff on account of promotion, transfer, retirement etc. and consequently, the charge of the office especially of store remain pending for considerable time which is not in the interest of employee as well as of the university. Hence the following guidelines have been framed for handing/ taking over the charge of the offices/ departments at the time of events as mentioned above.

1. The employee on transfer/ promotion etc. will hand over the charge when he/she is relieved and should obtain no dues certificate from concerned department. In case, charge is of bulk nature or it is not practically possible to hand over the charge when he is being relieved, HOD will intimate the name of the official(s) to whom charge is to be handed over by the employees. The information will be supplied by the HOD to the concerned employee within a week positively. The employee will hand over the charge within 1½ months from the date of information. If, employee fails to hand over the charge within 1½ months, extension will be granted by the Controlling Officer, on case to case basis. Before granting extension Controlling Officer will ensure that there is ample justification/ reasonable ground for not handing over the charge within stipulated period. Extension can be granted by the Controlling Officer for maximum period of one month.
2. If the employee fails to hand over the charge within 2½ months, his/ her salary may not be drawn till the matter is settled. HOD will inform the Comptroller with a copy to Controlling Officer to withhold the salary. If, the requisite information is not supplied by the HOD, he will be personally responsible for the lapse. If, there is laxity on the part of employee who has to take over the charge his/ her salary will also be withheld in case he fails to take over the complete charge within the prescribed period of 2½ months.
3. Regarding handing over the charge by retiring employee HOD will ensure that complete charge is handed over by the retiring employee before date of his retirement. HOD will intimate the name of the employee to whom charge is to be handed over at least one month before the retirement. It will be ensured by the HOD that complete charge is handed over by the retiring employee before his retirement and he/ she gets no dues certificate on due date for getting retiral benefits. However, in case of retiree holding the charge of stores, the HOD will inform the name of the concerned employee, to whom charge is to be handed over, at least 2½ months prior to date of retirement of the retiree.

In spite of all above if complete charge is not handed over by the employee, the following Committee may finalize/ work out the recovery.

- i. Rep. of Dean/Director/Controlling Officer- not below Class-II.
- ii. Rep of HOD concerned – not below Class-II.
- iii. Rep. of Comptroller.

It is, therefore, requested that the procedure as mentioned above may be adhered to meticulously and these instructions may also be got noted from the employees working in your office/ department.

Sd/-  
Registrar

CC:

SPS to Vice-Chancellor for kind information of worthy Vice-Chancellor.