

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

Amendment No. 1/2019

No. Admn./E-1/2019/198

Dated: 06.02.2019

In pursuance of the decision taken by the Board of Management vide Item No. B-3 in its 23rd meeting held on 10.11.2018, the Vice-Chancellor is pleased to make the following amendments in the existing clauses of chapter VI of Statutes as under:

Chapter –VI

<u>Clause No.</u>	<u>Existing provision</u>	<u>Amended provision</u>
2 (3)	<p>University employees after having completed 20 years of service in the University will be eligible to seek voluntary retirement by giving a notice of three months in writing to the appointing authority or in lieu, salary for three months notice or for the period falling short of three months notice shall be recovered. Twenty years service for this purpose will include apart from active service and leave with pay, such extraordinary leave as is taken for prosecution of higher studies and on health grounds.</p> <p>Those who retire from service voluntarily in the above manner will be given the following benefits:</p>	<p>University employees after having completed 20 years of service in the University will be eligible to seek voluntary retirement by giving a notice of three months in writing to the appointing authority or in lieu, salary for three months notice or for the period falling short of three months notice shall be recovered. Twenty years service for this purpose will include apart from active service and leave with pay, such extraordinary leave as is taken for prosecution of higher studies and on health grounds.</p> <p>Those who retire from service voluntarily in the above manner will be given the benefit of the scheme of encashment of earned leave on the same lines as admissible on the occasion of retirement on superannuation/quitting service, as per Haryana Govt. rules read with clause 24(12) of these Statutes.</p>
(i)	<p>Weightage of up to five years of service for the purpose of gratuity and pension, if eligible for pension, on the basis of pay drawn at the time of voluntary retirement subject to the proviso that the total service, including this weightage, does not</p>	<p>Deleted</p>

	extend beyond the normal age of superannuation of the employees and also does not exceed 28 years of service or as decided by the State Govt. from time to time.	
(ii)	<p>Benefit of the scheme of encashment of earned leave on the same lines as admissible on the occasion of retirement on superannuation.</p> <p>The scheme of voluntary retirement is unilateral and the University does not have the corresponding right to retire an employees on its own under this scheme.</p> <p>All other matters and conditions relating to voluntary retirement under this scheme may be decided in accordance with the rules and instructions of the Haryana Govt. as in force from time to time, unless otherwise decided by the Board.</p>	<p>Deleted</p> <p>2(4) The scheme of voluntary retirement is unilateral and the University does not have the corresponding right to retire an employees on its own under this scheme.</p> <p>No Change</p>
5 (2)	The appointing authority may sanction a higher start than the minimum of the pay band on first appointment or advance increment if it deems fit.	The appointing authority may sanction a higher start than the minimum of the pay band on first appointment if it deems fit.
10 (1)	Employees transferred from the parent University who had opted for Contributory Provident Fund shall be given the benefit of subscribing to the Fund, subject to the Statutes framed in this regard.	Employees transferred from the parent University who had opted for Contributory Provident Fund shall be given the benefit of subscribing to the Fund, subject to the Statutes framed in this regard under Section 34 of the Act.
(2)	Employees transferred from the parent university who had opted for or are eligible for Pension shall be given the benefits of Pension and General Provident Fund subject to the Statutes framed in this regard under Section 34 of the Act.	Employees transferred from the parent university who had opted for or are eligible for Pension shall be given the benefits of Pension and General Provident Fund subject to the Statutes framed in this regard under Section 34 read with Section 37(e) of the Act.
13	The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on	The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on

	an employee, namely:	an employee, namely:
(1)	Minor Penalties	Minor Penalties
(i)	Warning with a copy in the Confidential Reports/Self Assessment Reports;	Warning with a copy in the Confidential Reports/Self Assessment Reports;
(ii)	Censure;	Censure;
(iii)	Withholding of promotion;	Withholding of promotion for a specified period up to one year.
(iv)	Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the University or Central Govt. or a State Govt. or to a Company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or of the legislature of a State; and	Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the University or Central Govt. or a State Govt. or to a Company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or of the legislature of a State; and
(v)	Withholding of increments of pay without cumulative effect	Withholding of increments of pay without cumulative effect
(2)	Major Penalties	Major Penalties
(i)	Withholding of increments of pay with cumulative effect;	Withholding of increments of pay with cumulative effect;
(ii)	Reduction to a lower stage in the Pay band and Grade pay for a specified period with further directions as to whether or not the employees will earn increments of pay during the period, the reduction will or will not have the effect of postponing the future increments of his/her pay;	Reduction to a lower stage in the pay band or pay scale for a specific 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/her pay is to be restored or not.
(iii)	Reduction to a lower Pay band, Grade, post or service which shall ordinarily be a bar to the promotion of the employee to the Grade pay, Grade, post or service from which he/she was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced to and his/her seniority and pay on such restoration	Reduction to a lower Pay structure, post or service for a period of more than one year from which he/she 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/she was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or service from which the university

	to that grade, post or service;	employee was reduced and his/her seniority and pay on such restoration to that pay structure, post or service;
(iv)	Removal from service which shall not be disqualification for future employment under the University;	Removal from service.
(v)	Dismissal from service which shall ordinarily be a disqualification for future employment under the University;	Dismissal from service.
(vi)	Compulsory retirement.	Compulsory retirement.
(vii)	-	Withholding of promotion for a specified period more than one year;
Explanation	The following shall not amount to a penalty within the meaning of this clause namely:	The following shall not amount to a penalty within the meaning of this clause namely:
	<p>(a) withholding of increments of pay of an employee for his/her failure to pass any departmental examination in accordance with the rules or orders governing the service to which he/she belongs or post which he/she holds or the terms of his/her appointment;</p> <p>(b) non-promotion or an employee, whether in a substantive or officiating capacity, after consideration of his/her case, to a service, grade or post for promotion to which he/she is eligible;</p> <p>(c) reversion of an employee officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he/she is considered to be unsuitable for such high service, grade or post on any administrative ground unconnected with his/her conduct;</p>	<p>(a) withholding of increments of pay of an employee for his/her failure to pass any departmental examination in accordance with the rules or orders governing the service to which he/she belongs or post which he/she holds or the terms of his/her appointment;</p> <p>(b) non-promotion or an employee, whether in a substantive or officiating capacity, after consideration of his/her case, to a service, grade or post for promotion to which he/she is eligible;</p> <p>(c) reversion of an employee officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he/she is considered to be unsuitable for such high service, grade or post on any administrative ground unconnected with his/her conduct;</p>

	<p>(d) reversion of an employee appointed on probation to any other service, grade or post to his/her permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his/her appointment or the rules and orders governing such probation;</p> <p>(e) termination of the service of an employee during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probation; or</p> <p>(f) termination of the service or temporary employee appointment otherwise than under contract, on the expiration of the term/period of the appointment, or on the abolition of the post or before the due time in accordance with the terms of appointments; or</p> <p>(g) termination of the service of an employee employed under an agreement in accordance with the terms of such agreement.</p> <p>-</p>	<p>(d) reversion of an employee appointed on probation to any other service, grade or post to his/her permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his/her appointment or the rules and orders governing such probation;</p> <p>(e) termination of the service of an employee during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probation; or</p> <p>(f) termination of the service or temporary employee appointment otherwise than under contract, on the expiration of the term/period of the appointment, or on the abolition of the post or before the due time in accordance with the terms of appointments; or</p> <p>(g) termination of the service of an employee employed under an agreement in accordance with the terms of such agreement.</p> <p>(h) Any other point not covered under these Clauses shall be taken care of as per the Haryana Civil Services (Conduct) Rules, 2016.</p>
13(3)	<p>Explanation 5- Unauthorized desertion of his/her post by an employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and would, therefore, constitute a good and sufficient reason within the meaning of these</p>	<p>Unauthorized desertion of his/her post by an employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and would, therefore, constitute a good and sufficient reason within the meaning of these rules for removal or</p>

	rules for removal or dismissal, in addition to any penalty provided in the Haryana Essential Services (Maintenance) Act, 1974. Loss of pension would then follow automatically by virtue of the provisions of rule 2.5 of the Punjab Civil Services Rules, Volume II, and it would also be possible to forfeit the university contribution, if any, to the individual's contributory provident fund.	dismissal, in addition to any penalty provided in the Haryana Essential Services (Maintenance) Act, 1974. Loss of pension would then follow automatically by virtue of the provisions in Haryana Civil Services Pension Rules 2016 and it would also be possible to forfeit the university contribution, if any, to the individual's contributory provident fund.
14(I)	The appointing authority or any other authority to which he/she is subordinate or the punishing authority or any authority empowered in that may place an employee under suspension:	The appointing authority or any other authority to which he/she is subordinate or the punishing authority or any authority empowered in that may place an employee under suspension:
(i)	Where a disciplinary proceeding against him/her is contemplated or is pending, or	Where a disciplinary proceeding against him/her is contemplated or is pending, or
(ii)	Where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.	Where a case against him/her in respect of any-criminal offence is under investigation, inquiry or trial.
(iii)	-	Where in the opinion of the competent authority, he has engaged himself in activities prejudicial to the interest of the security of the State.
	Provided further that the competent authority in the matter may at any time before the expiry of the said period of 90 days and after considering the special circumstance 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 the period of 90 days without the disciplinary proceeding being initiated. The disciplinary proceedings will have to be initiated within 90 days of such approval of higher authority; otherwise the facts will be brought to the notice of the	Provided further that the competent authority in the matter may at any time before the expiry of the said period of 90 days and after considering the special circumstance 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 the period of 90 days but not beyond 180 days without the disciplinary proceeding being initiated. The disciplinary proceedings will have to be initiated within 90 days or extended period of another 90 days of such approval of higher authority; otherwise the facts will be

	Board for suitable orders.	brought to the notice of the Board for suitable orders.
		<p>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 Government 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.</p>
		<p>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.</p> <p>(2) A Government employee shall be deemed to have been placed under suspension by an order of the appointing authority-</p> <p>(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;</p> <p>(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.</p>
14 (8)	An employee under suspension shall be entitled to a subsistence allowance	An employee under suspension shall be entitled to a subsistence allowance

		<p>During the period of suspension the following compensatory allowances shall be admissible on subsistence allowance namely:</p> <ol style="list-style-type: none"> a) Dearness allowance as per rate prescribed from time to time on the amount of subsistence allowance allowed. b) House rent allowance on the emoluments drawn before suspension at the rate in existence and prescribed for his headquarters irrespective of the fact the amount of subsistence allowance has been increased or decreased after first six months of suspension; c) Fixed medical allowance if opted. d) Any other compensatory allowance equal to the amount admissible while on half pay leave.
19(2)	The Vice-Chancellor may on the recommendation of Controlling Officer grant advance increment(s) to any employee for outstanding work.	The Vice-Chancellor may on the recommendation of Controlling Officer grant advance increment(s)/ additional increment(s) to any employee for outstanding work.
20(1) The retention/sharing of the amount of fee will however be regulated as per rules contained in Punjab CSR Volume I Part- I as applicable to the Haryana Govt. employees..... The retention/sharing of the amount of fee will however be regulated as per rules contained in Punjab CSR Volume I Part- I as applicable to the Haryana Govt. employees/ Rule 54-56 of Haryana Civil Services (allowances) Rules, 2016.
24(3)	Extra- ordinary leave may be granted to any University employee in special circumstances:	Extra- ordinary leave may be granted to any University employee in special circumstances:
(i)	When no other leave is due. OR When other leave is admissible but the University employee concerned	When neither earned leave nor half pay leave is at his/her credit or when either of such leave is at his credit but the concerned employee

	applies in writing for the grant of extra-ordinary leave.	applies in writing for the grant of extraordinary leave.
(ii)	Such leave shall be without pay and shall not count towards gratuity/pension, unless it is allowed on medical ground or for pursuing higher studies. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave. It may also commute extra-ordinary leave granted into leave of different kinds if the latter type of leave was admissible at the time extraordinary leave was granted.	Such leave shall be without pay and shall not count towards gratuity/pension, unless it is allowed on medical ground or for pursuing higher studies. The authority competent to grant leave shall also be competent to convert retrospectively the period of absence without leave or willful absence into extraordinary leave only and not into any other kind of leave due to the employee and extraordinary already granted into earned leave and/or half pay leave provided the same were admissible at the time of availing extraordinary leave.
(8)	Casual leave admissible to employees of the University shall be 20 days in a calendar year. It cannot however be combined with any other leave, but can be combined with holidays, provided that the total period including holidays does not exceed 10 days at a time.	Casual leave admissible to employees of the University shall be 20 days in a calendar year. It cannot however be combined with any other leave, but can be combined with holidays/ Sundays , provided that the total period including holidays/ Sundays does not exceed 16 days at a time.
11 (ii)	Hospital leave may be granted on leave salary equal to either on full pay or on half pay as the authority granting the leave may decide.	Hospital leave may be granted on leave salary as admissible while on- (i) Earned leave for the first 120 days of such leave and (ii) Half pay leave for the remaining period of such leave.
	The period of hospital leave shall be limited to three months on full/half pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half amount of the leave on full pay. This leave shall not debited against the leave account of the employee and may be combined with any other kind of leave admissible.	The period of hospital leave shall be limited to three months on full/half pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half amount of the leave on full pay. This leave shall not debited against the leave account of the employee and may be combined with any other kind of leave admissible.
	-	Note: The maximum limit for the grant of

		<p>hospital leave shall be up to 730 days in one or more spells during entire service.</p>
(12)	<p>The employees will be entitled to cash payment in lieu of unutilized earned leave at their credit at the time of retirement on superannuation subject to the following conditions:</p>	<p>The employees will be entitled to cash payment in addition to leave preparatory to retirement, in lieu of unutilized earned leave at their credit at the time of retirement or quitting service subject to maximum of 300 days in any one or more of the following circumstances.</p>
(i)	<p>The payment of cash equivalent to leave salary and taxes deductible thereon if any shall be as applicable to State Govt. employees,</p>	<ul style="list-style-type: none"> a) Retirement on superannuation. b) Compulsory retirement as a measure on punishment. c) Voluntary retirement. d) Pre-mature retirement. e) Retirement on grounds of invalidation advised by a competent medical authority. f) On completion of term of service of re-employment after retirement in a prescribed pay structure. g) Termination due to retrenchment or abolition of the post provided the employee is not adjusted against any other vacancy in the University. h) Death or disappearance while in service, to the family of the deceased or disappeared university employee. <p>In the event of the death of the employee while in service or after retirement but before actual receipt of leave encashment payable, such amount shall be payable to the family.</p> <p>In case of disappearance while in service the benefit of leave encashment shall be admissible to the family of missing employee after six months from the date of lodging FIR by the family</p>

		regarding disappearance of the employee.
(ii)	The cash equivalent of leave salary thus admissible will become payable on superannuation or voluntary retirement and will be paid in lump sum as a one time settlement.	The cash equivalent of leave salary thus admissible will become payable on superannuation or voluntary retirement or quitting service in other circumstances as mentioned in Para- I above and will be paid in lump sum as a one time settlement.
(iii)	Cash payment will be equal to leave salary as admissible for earned leave and non-practicing allowance and dearness allowance shall also be admissible on that leave salary at the rates in force on the date of such retirement. No city compensatory allowance and/or house rent allowance shall be payable.	Cash payment will be equal to leave salary as admissible for earned leave and non-practicing allowance and dearness allowance shall also be admissible on that leave salary at the rates in force on the date of such retirement. No city compensatory allowance and/or house rent allowance shall be payable.
(iv)	The authority competent to grant leave shall suo moto, issue order granting cash equivalent of earned leave at credit on the date of such retirement.	The authority competent to grant leave shall suo moto, issue order granting cash equivalent of earned leave at credit on the date of such retirement.
(v)	-	Note: Any point not covered under this clause will be regulated as per provisions given in the Govt. Rules relating to encashment of leave.
Note: 1	This clause will not apply to the cases of person who are compulsorily retired as a measure of punishment.	deleted
Note: 2	Refusal of earned leave embodied in rule 8.21 of CSR Vol. 1 Part-1 will no longer be necessary and a University employee can avail of, as leave preparatory to retirement, a part of earned leave at his/her credit. In that case, he/she will be allowed benefit of this provision for the earned leave that remains at the credit on the date of retirement and in accordance with the terms and conditions mentioned above.	deleted
Note: 3	The employee who avails of full LPR is not entitled to this concession	deleted

	but he/she will be at liberty to partly avail of LPR and get cash payment in lieu of unutilized earned leave on the date of retirement subject to the condition that total period of LPR plus unutilized earned leave does not exceed the maximum admissible limit.	
27	The employees of the University shall be entitled to travelling and daily allowance as prescribed by the State Govt. and adopted by the University from time to time.	The employees of the University shall be entitled to travelling and daily allowance as prescribed by the State Govt. and adopted by the University from time to time/ LUVAS TA Rules framed by the University.

Sd/-

Registrar

Endst. No. Admn. E-1/2019/199-223

Dated: 06.02.2019

Copy of the above is forwarded to the following for information & further necessary action:-

1. SPS to Vice-Chancellor for kind information of Worthy Vice-Chancellor.
2. All Deans/Directors/Officers/HODs/Offices (including outstations) of the University.
3. JD (Audit), LUVAS Hisar
4. Associate Registrar/ Assistant Registrar (Internal)
5. President LUVASTA & LUVASNTEA

Sd/-
Assistant Registrar
For Registrar