

**CHECKLIST OF ALL CASE OF ESTABLISHMENT BRANCH**

| Sr. No. | Case/ Subject   | Checklist  |
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| 1.      | ACP   | (i) Green Sheet giving brief of the case<br>(ii) Duly filled proforma for grant of ACP<br>(iii) Service record   |
| 2.      | Best Worker Award   | (i) ACR File<br>(ii) Recommendations of 1 <sup>st</sup> Phase Committee<br>(iii) Last 5 years ACR along with marks given in criteria <div style="float: right; text-align: center;">} Under Cover</div>  |
| 3.      | Creation of post  | (iv) Green Sheet giving details of all posts<br>(i) Full justification with qualification and pay scale of posts and nature<br>(ii) Financial liability check by CVU<br>(iii) Comparison with other Universities   |
| 4.      | Deputation – outside LUVAS  | (i) Request of employee, advertisement/notice of deputation, if any<br>(ii) Prior permission from the controlling officer<br>(iii) Service record of employee  |
| 5.      | Compassionate Assistance (for Regular Employees)  | (i) Request & recommendation of Office/ Department received through Controlling Officer.<br>(ii) Scrutiny of application<br>(iii) Death certificate, IDs, Bank Passbook Copy<br>(iv) Widow/Widower Certificate<br>(v) Consent letters/affidavits by dependents<br>(vi) Service length calculations as per CFA rules-2018<br>(vii) No dues from all quarter concerned<br>(viii) All documents attested by HoD/ Controlling Officer  |
| 6.      | Compassionate Assistance (for Contract/Daily wages/ Outsourcing/ Adhoc basis employees) | (i) Case on Green Sheet duly recommended and forwarded by Controlling Offices<br>(ii) Updated Govt. instructions issued from time to time<br>(iii) Request of dependent/Legal Heir of deceased person for grant CFA<br>(iv) Satisfactory report and last working day detail<br>(v) Salary certificate from concerned contractor<br>(vi) Aadhaar Card, Death Certificate (original) of deceased person<br>(vii) Photocopies of Aadhaar card of dependent, ration card, bank copy, affidavit for giving benefits duly attested by Notary (original), undertaking regarding excess & recovery<br>(viii) Affidavit duly attested by Notary (original) of all family members (18 years above age) of no |

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|    |   | objection regarding payment to legal heir/dependent and Aadhaar card of all family members<br>(ix) All enclosures duly attested and signed by HoD/Controlling Officer.   |
| 7. | Permission to apply outside jobs                        | (i) PUC duly forwarded and recommended by concerned HoD and Controlling Office<br>(ii) Green Sheet giving brief of the case<br>(iii) Copy of advertisement   |
|    | Permission to visit abroad                              | (i) PUC duly forwarded and recommended by concerned HoD and Controlling Office<br>(ii) Green Sheet giving brief of the case alongwith instructions issued from time to time<br>(iii) Copy of Passport<br>(iv) Personal File and Service Book of concerned employee   |
|    | Permission for improving qualifications                 | (i) PUC duly forwarded and recommended by concerned HoD and Controlling Office<br>(ii) Green Sheet giving brief of the case alongwith instructions issued from time to time<br>(iii) Copy of Details of Qualifications of concerned university<br>(iv) Personal File   |
|    | Permission for purchase/disposal of immoveable property | (i) PUC duly forwarded and recommended by concerned HoD and Controlling Office<br>(ii) Green Sheet giving brief of the case alongwith following details :<br>1) Source of fund/Income<br>2) Name of loan sanctioning Bank (in case of loan)<br>3) Whether the loan is sanctioned (Yes/No) (in case of loan from Bank)<br>4) Details of land to be purchased<br>5) Declaration by the employee that purchaser/seller is neither related to the employee nor has dealing with him/her. |
| 8. | Promotion cases   | (i) Updated Service Record of the employee<br>(ii) Gist of last 10 year ACRs duly signed and stamped by HoD/ Controlling Officer   |
| 9. | Resignation by an employee                              | (i) PUC with request of the official<br>(ii) Green sheet giving brief of the case duly forwarded and recommended by HoD/ Controlling office<br>(iii) No dues from all quarter concerned<br>(iv) Salary deposit slip<br>(v) Final No dues from deptt. concerned.  |