

From:
Surender Kumar, Deputy Comptroller, Office of Comptroller

To,
Aman, Assistant, Registrar
Anand Kumar Pandey, Associate Professor, HOD, Vety. Gynaecology & Obstetrics
Anita Ganguly, Principal Scientist, Regional Director (Equivalent to Prof & Head), HPV, Uchani (Karnal)
D S Dahiya, Director of Extension Education, Director Extension Education
D S Dalal, DSW-cum-Estate Officer, Director Student Welfare
Dinesh Kumar, Administrative-cum-Accounts Officer, Dean COVS
Gautam, Professor, HOD, Secretary, BOS., Vety. Animal Husbandry Extension Education
Gulshan Narang, Dean COVS, HOD VPTX, Dean COVS
J.B. Phogat, Professor, Vety. Gynaecology & Obstetrics
K.K. Pilani, Assistant Registrar, Registrar
Manoj Kumar Rose, Dean PGS, Dean PGS
Naresh Jindal, Director of Research, Director of Research, Director of Research
Neelesh Sindhu, Assistant Professor, VCC, Hisar
Parmod Kumar, Administrative-cum-Accounts Officer, Director Student Welfare
Parveen Kumar Gahlot, Associate Professor, HOD, SPO, Vety. Anatomy
Pawan Kumar Rajoria, Professor, Vety. Anatomy
R N Chaudhary, Professor, HOD- VSR, Librarian-LUVAS, Vety. Surgery & Radiology
Rajesh Khurana, Professor, HOD VPHE, Vety. Public Health & Epidemiology
Rajesh, Sr. Scientist, HOD Vety. Microbiology, Dean COVS
Ram Manohar, Superintendent, Dean COVS
Ramesh Kumar, Principal Extension Specialist, Director Extension Education
S K Chhikara, Principal Scientist, Livestock Production & Management
S S Dhaka, Director HRM, Registrar
Sajjan Sihag, Principal Scientist, Landscape officer, HOD Dairy Engineering, Dairy Chemistry and Dairy Business Management, HOD, Animal Nutrition/FPU
Sandeep Dahiya, Superintendent, Registrar
Sanjay Kumar, Secretary to Vice-Chancellor, Vice-Chancellor
Sanjay Yadav, Professor & Head, HOD, LPT, Livestock Production & Technology
Satish Kumar, Assistant Registrar, Comptroller
Satyadeep Dalal, Superintendent, Registrar
Sonia Sindhu, Professor & Head, Vety. Physiology & Biochemistry
Sukhdeep Vohra, Principal Scientist, Editor Haryana Veterinarian HOD, Vety. Parasitology
Surender Kumar, Deputy Comptroller, Comptroller, Comptroller
Sushila Maan, Professor, HOD, ABT, Animal Biotechnology
Vijay Jadhav, Professor, Incharge E-Governance system, Vety. Public Health & Epidemiology
Vijay Kumar, Sr. Private Secretary, Vice-Chancellor
Vikas Kharb, Deputy Registrar, Registrar
Virender Singh Panwar, Principal Scientist, HOD, LFC, Animal Nutrition/FPU
Z S Malik, Principal Scientist, Animal Genetics and Breeding

Document No.:- CO3680-280722

Subject: Checklist

Lala Lajpat Rai, University of Veterinary and Animal Sciences, Hisar

Office of the Comptroller

No. CVU/E-1/F-219/Misc./4245-92

Dated:-28/7/22

To

The All Deans/Directors/HoDs/Officers/Offices/Section

(including outstations)

LUVAS, Hisar

Sub:- Checklist.

Please find enclosed the checklist/required documents for Medical, Ex-gratia grant, Pay Fixation, Education Allowance, GPF, NPS/PRAN, GSLIS, EWF, Pension, Family Pension, Inclusion of Schemes, Allotment of Funds, Marriage Advance, Refund of Unspent Funds.

This is for your kind information and necessary action, please.

Sd/-

Comptroller

Draft added for approval, please.

Ajay Kumar

Assistant, College of Dairy Science and Technology, 28 Jul 2022 14:23:42:730

APPROVED

Surender Kumar

Deputy Comptroller, Comptroller, , Office of Comptroller, 28 Jul 2022 14:27:00:073

Circulate to all for information and record for use in future and strict compliance.

Gulshan Narang

Dean COVS, HOD VPTX, , College of Veterinary Science, 28 Jul 2022 18:27:57:050

for information and compliance. keep print for future reference

Sanjay Yadav

Professor & Head, HOD, LPT, , Department of Livestock Products Technology, 28 Jul 2022

21:57:51:267

Mr Vivek, Asstt. for record and necessary action, please.

Manoj Kumar Rose

Dean PGS, Post Graduate Studies, 29 Jul 2022 07:59:27:710

FYI and records.

S K Chhikara

Principal Scientist, Department of Livestock Production Management, 29 Jul 2022 08:00:00:523

For your information and n.a. please

Rajesh Khurana

Professor, HOD VPHE, , Department of Vety. Public Health & Epidemiology, 29 Jul 2022 08:04:14:083

For your information and n.a. please

Rajesh Khurana

Professor, HOD VPHE, , Department of Vety. Public Health & Epidemiology, 29 Jul 2022 08:05:07:197

For necessary action.

D S Dahiya

Director of Extension Education, Directorate of Extension Education, 29 Jul 2022 08:05:12:570

For further necessary action, please.

D S Dalal

DSW-cum-Estate Officer, Directorate of Student Welfare, 29 Jul 2022 08:13:06:650

For necessary action

Sonia Sindhu

Professor & Head, Department of Vety. Physiology and Biochemistry, 29 Jul 2022 08:14:37:300

Sr. No.	Case/Subject	Checklist
1	Medical	a) List of Family Members/Dependent b) Proforma for seeking Financial Sanction c) Form of Reimbursement of Medical Charges d) Essential Certificate e) Supported Documents in original f) Discharge Summary g) Comparative Statement from SMO (wherever required) h) All receipts/cash memos have duly been attested by the claimant with the words "Attested & paid by me" i) Claim has been preferred by the claimant within time limit (i.e. 1 year) j) The claim prepared in the Essentiality Certificate has been countersigned by the SMO/Medical Superintendent/Dy. Medical Superintendent/authorized Doctor of the hospital concerned, as the case may be k) The claim has been entered in the Register of Medical Claim at Page _____ (Sr. No. _____) l) The amount already reimbursed during the current financial year In addition to above the instructions issued by this office vide memo no. CVU/LUVAS/Asstt./IF/2014/1349-90 dated 31 st July, 2014 and subsequent instructions on the subject may also be kept in view.
2	Ex-Gratia	a) Form of application of Ex-Gratia Grant b) Request from Nominee c) Affidavit regarding Income/Property(Assistance Out of Ex-Gratia Grant) d) Undertaking from Nominee e) Death Certificate f) Photocopy of APR g) Gist of ACR for 10 years. Particular of Accounts/Bank Details of the Nominee In addition to above the Govt. instructions issued vide Gazette Notification No. G.S.R. 32/Const./Art. 309/2019, AUG. 2, 2019 adopted by LUVAS and circulated by this office Endst. No. CVU/LUVAS/Asstt./IF/2019/3252-330 dated 08.08.2019 and instructions on the matter may also kept in view.
3	Pay fixation	a) Promotion order b) Relieving order c) Joining report d) Undertaking e) Service Book f) Personal File
4	Education Allowance	1. Certificate of Date of Birth 2. Class (Nursary to 10+2) 3. Certificate of School (Govt. Aided/approved by Haryana /Central Govt.)

		4. Education Allowance Register 5. Undertaking (in case of both i.e. wife & Husband in Govt. Job)
5	GPF final payment case	Filled Performa of final payment of GPF No Dues: (i) Library (ii) Dy. Estate Officer (iii) Community Centre (iv) Faculty Club (v) Head of the department/office Entries in Service Book:- (i) Retirement order (ii) Relieving order (iii) Service Verification certificate from Date of joining to Date of Retirement (iv) Fresh Final No dues Case should be routed through controlling office
6	GPF Advances (Refundable & Non-Refundable) case	Filled Performa of Refundable/ Non-Refundable of GPF advance Supportive document, wherever required.
7	NPS (Allotment of Permanent Retirement Account number) PRAN	Filled Performa of Subscriber Registration Form in duplicate (i) 10 th Class Mark sheet (ii) PAN Card (iii) Aadhar Card (iv) Bank Passbook (v) Appointment letter
8	NPS (Subscriber shifting, change/correction)	Filled Performa of subscriber shifting, change/correction (i) 10 th Mark sheet (ii) PAN Card (iii) Aadhar Card (iv) Bank Passbook (v) Appointment letter (vi) Master Report of subscriber
9	Pension	Particulars to be obtained by the Head of Office from the retiring university employee before one year of the date of retirement. Form VU 10/1(a) Form for Assessing Pension/Family Pension, Commutation of Pension and DCRG. Form VU 10/2 Form of letter to the Comptroller forwarding the pension papers of a University employee. Form VU 10/3 No dues from DEO, Nehru Library, Employee Community Centre, Appointing authority and Department/Office concerned Affidavit regarding vigilance/departmental inquiry/court case Affidavit regarding loans Affidavit regarding re-employment

10	Commutation of Pension without medical examination	Commutation of pension without medical examination. Form VU 10/10
11	Commutation of pension after medical examination	Form of Application for Commutation of Pension admissible after medical examination by an applicant Form VU 11
		Form of application to the chief medical officer. Form VU 10/12
		Medical examination by the..... Form VU/10/13
12	Death-cum-Retirement Gratuity	Form for Assessing Pension/Family Pension, Commutation of Pension and DCRG. Form VU 10/2
		Specimen of letter to be sent to the widow/widower or other eligible family members of a deceased university employee six months before the cessation of compassionate financial assistance for grant of family pension. Form VU 10/4(a), VU 10/4(b)
		Form of application to be submitted by the family members or nominee for grant of DCRG in case of death of the university employee before the receipt of DCRG. Form VU/10/5 (a)
		Specimen of letter for forwarding papers to the Comptroller, LUVAS for the grant of DCRG to be sent within a month in case of death while in service and for the grant of family pension to be sent three months before the cessation of compassionate financial assistance. Form VU 10/8
13	Family Pension (Death while in service)	Payment of family pension in r/o Late.....Form VU 10/4
		Form VU 10/6
		Particulars to be obtained by the Head of Office from the retiring university employee before one year of the date of retirement/from family of deceased employee. VU 10/1(a)
		Specimen of letter for forwarding papers to the Comptroller, LUVAS for the grant of DCRG to be sent within a month in case of death while in service and for the grant of family pension to be sent three months before the cessation of compassionate financial assistance.
		Form VU 10/8
		Affidavit regarding re-marriage or not
14	Family Pension after retirement	Form of application for the grant of family pension on the death of University employee/Pensioner. Form VU 10/5
		Affidavit regarding re-marriage or not

15	Issuing PPO	Pension Payment Order. Form VU 10/5 & VU 10/18 (a)		
		Family Pension Payment Order. Form VU 10/15 & VU 10/18 (b)		
16	Revision of Pension	Form VU 10/19		
17	EWF	1. Application for payment of EWF		
		2. Certificate from HOD regarding Deduction of EWF Amount		
		3. Latest Salary Slip		
		4. Death Certificate		
		5. Affidavit		
		6. Nomination Form/ Legal Heir Affidavit		
		7. Nominee Bank Pass Book (copy)		
		8. Nominee Adhar Card (Copy)		
		9. Service Book		
		10. Personal File		
18	GSLIS	1. Filled Application Form 'A'		
		2. Advance Hand Receipt		
		3. Service Book		
		4. Bank Pass Book (copy)		
		In Death Case:-		
		1. Filled Application Form 'A'		
		2. Filled Application Form 'B'		
		3. Nomination Form/Legal Heir Affidavit		
		4. Death Certificate		
		5. Nominee Bank Pass Book (copy)		
		6. Nominee Adhar Card (Copy)		
		19	Proposal for inclusion of scheme/new scheme	i) Detailed project report submitted by the PI to the funding agency (in case of new scheme).
				ii) Project sanctioned letter issued by the funding agency (in case of new scheme).
				iii) Grant release letter/ confirmation e-Mail copy sent by the funding agency.
iv) Form BM-3 duly filled and signed by the competent authority.				
v) Other allied documents, if any.				
20	Proposal for revise allotment of funds When funding agency releases the subsequent grant in the same financial year, the proposal for revise allotment of funds may be submitted on greensheet (e-Gov.)	i) A copy of Revise Estimates approved by the Funding agency for the concerned financial year.		
		ii) Grant release confirmation letter/ e-Mail copy sent by the funding agency.		
		iii) Revised Form BM-3 duly filled and signed by the competent authority.		
		iv) Other allied documents, if any.		
21	Proposal for allocation of funds for marriage advance	i) Application form.		
		ii) agreement.		
		iii) Undertaking.		

		iv) Dependent Certificate, wherever required.
22	Proposal for allocation of funds under Self-Finance Schemes	i) Proceedings of Self Finance Committee duly approved by the Worthy Vice-Chancellor. ii) Balance Sheet for the last year. iii) Performa for demand of funds as per instructions. iv) Form BM-3 duly filled and signed by the competent authority. v) Expenditure Statement for the last year duly verified from the J.D. Audit. vi) Income Statement for the last year duly verified from the J.D. Audit. vii) A copy of Bank passbook showing closing balance as on 31 st March of last financial year (along with 1 st page showing bank account number and IFSC code). viii) List of cheque issued but not cleared up to closing date of last financial year
23	Proposal for refund of unspent funds	letter/copy of e-mail received from funding agency regarding refund of unspent balance alongwith following certificate: - i) No liability of this scheme upto date of refund is pending. ii) No Audit requisition/temporary advance of this scheme is pending. iii) There is no objection to refund the unspent amount.

Note:- The requirement of documents/Checklist may vary depending on the merit of the case.