



केंद्रीय विश्वविद्यालय हरियाणा
जांट-पाली, महेंद्रगढ़-123029 (हरियाणा)
CENTRAL UNIVERSITY OF HARYANA
Jant-Pali, Mahendergarh-123029 (Haryana)

No: Cuh/Accts./2016/3780-88

Dated: 28-09-16.

अधिसूचना/NOTIFICATION

The Executive Council in its meeting held on 24-08-2016 approved the procedure to be followed for purchases/procurement of material, delegation of powers for according Financial/Administrative sanctions for purchases/execution of works, modalities for grant of additional duty allowance to the Teaching and Non-Teaching Staff on account of working on holidays and beyond office hours, is as under:-

1. Procedure for purchase/procurement to be followed by the CUH:-

i) The procedure for purchases/procurement of material, machinery, equipment, furnitures, chemicals, stationary, services etc. may be followed in compliance with the General Financial Rules as well as guidelines issued by the Central Vigilance Commissioner and Govt. of India from time to time.

ii) Subject to compliance of the above, the following procedure shall be adopted:-

1. HOD/Head/Incharge of the department after ascertaining the requirement of his department will process the case for obtaining the Administrative/Technical sanction from the competent authority along with constitution of committee for the purpose, if not already constituted.
2. The department will follow the process as mentioned in the GFR (General Financial Rules) viz; obtaining of quotations/inviting tenders to ascertain the reasonableness/lowest market rates and process for Financial Sanction of the competent authority.
3. After obtaining the Financial Sanction the department shall issue a supply order/work order etc. to the bidder/supplier concerned.

- The Department will receive the material/watch the work executed by the firm, inspect the goods/work and necessary certificates as required will be recorded on the bills before processing the same for payment.
5. The bills shall then be submitted to the Finance Branch for payment. The Finance Branch after scrutiny of the bills in consultation with the Internal Audit will release the payment at its own.

2. Delegation of Powers for according Administrative/ Financial sanctions for purchases/execution of works:-

The delegation of powers for Administrative/Financial sanctions as under:

- i) Deans/HODs/Branch Officers/Head of Offices upto Rs. 15,000/-
- ii) Deputy Registrar (Administration) upto Rs. 50,000/-
- iii) Finance Officer for his department upto Rs. 1, 00,000/-
- iv) Registrar upto Rs. 5, 00,000/-
- v) Vice-Chancellor beyond Rs. 5, 00,000/-

Financial Powers/limits mentioned above shall be equally applicable in cases of DGS&D rate contract purchases also.

Note: The projects for which sanction has already been accorded by the funding agency, in their cases Administrative sanction will not be required again.

3. Grant of Additional Duty Allowance

1. For Teaching Staff:-

The payment of Allowance to a Teacher placed Incharge of full duties of any post or assigned any additional responsibilities in addition to the duties attached to his/her own teaching post may be made at the following rates:-

- i) Professors Rs. 4,000/- per month
- ii) Associate Professors Rs. 3,000/- per month
- iii) Assistant Professors Rs. 2,000/- per month

The above honorarium will be regulated in accordance with the following terms & conditions:-

- i) The Allowance will not be paid if the period of additional charge is 26 days or less.
- ii) No allowance will be paid for performing duties of statutory positions i.e. Dean, Head/Incharge etc.
- iii) It will also be payable to the teacher concerned during vacations if the teacher performs his additional duties during vacations.
- iv) The rate of Allowance will not change if a teacher/employee is placed Incharge of more than one post. Therefore, not more than one allowance will be Payable.
- v) The Allowance will be admissible upon furnishing of prescribed certificate by the teacher/employee concerned.

2. For permanent/regular Non-Teaching Staff:-

Pay & Allowances for holding additional charge of post:

- i) An employee placed Incharge of the current duty of the higher post will receive pay in the basic post plus 1/10th of the minimum pay of the pay band and grade pay, applicable to the higher post i.e. entry level pay for direct recruits to the post.
- ii) No Allowance will be admissible when an employee who is placed to hold current charge of the routine duties of another post or posts irrespective of duration of additional charge.
- iii) An employee placed in charge of the full duties of a post of status equivalent to his own basic post will receive allowance at 20% of the minimum pay of the pay band and grade pay, applicable to the post i.e. entry level pay for direct recruits to the post.
- iv) An employee holding one post when placed in charge of the current duties of a lower post will not be entitled to any allowance for the additional work.
- v) The Allowance will not be paid if the period of charge is 26 days or less.

vi) The additional duty allowance will not be paid if an employee assigned additional duties is getting any honorarium/remuneration for performing the additional duties.

3. Payment of honorarium to the Non-Teaching employees for working on late hours/Saturday & Sundays/ Holidays:-

i) The following rates of Honorarium to be paid to the Non-Teaching Employees on account of working late on working days/Saturdays/holidays with prior approval of the Registrar/Vice-Chancellor are as under-

Category	Working Hours	Rate of Honorarium /Conveyance Allowance
Group-A Officers	Leaving after 7:30 PM	Rs. 500/-
Group-B&C	Leaving after 7:30 PM	Rs. 350/-
Group- D now called Group-C	Leaving after 7:30 PM	Rs. 250/-

ii) Honorarium for working on Saturday/Sundays & Holidays with prior approval of the Registrar/Vice-Chancellor:-

Category of employee	Honorarium recommended	
	Group-A officers	Rs. 1000/- (for 8 hours)
Group-B employees	Rs. 700/- (for 8 hours)	Rs. 400/- (for 5 hours)
Group-C employees	Rs. 500/- (for 8 hours)	Rs. 300/- (for 5 hours)

Note-1:- Employees working on holidays shall not be entitled to avail compensatory leave in lieu of working on holidays.

Note-2: The above rates of remuneration shall also apply to contractual Employees.

5. Under another matter

The Vice-Chancellor is authorised to consider and take appropriate decision with regard to reimbursement/payment of the telephone bills of the Officers/Employees of the University on need basis and on individual merit.


Finance Officer 28/9/16.

Copy of the above is forwarded to the following for information and necessary action.

1. P.A. to V.C. for kind information of the Vice-Chancellor.
2. P.A. to Registrar for kind information of the Registrar.
3. Controller of Examinations.
- ✓ 4. Incharge, University Website.
5. Consultant (Internal Audit).
6. Consultant (Infra).
7. Convener of Central Purchase Committee.
8. Section Officer (Establishment Section).
9. Incharge, Store.


Finance Officer 28/9/16