



कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र
KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)
(**'A' Grade, NAAC Accredited**)

6.3.1

Supporting Documents for welfare measures for
Teaching & Non-Teaching Staff of the University

ORDER

No. 2/2/2004-WM (3)

Dated 18th July, 2018

Subject: Grant of House Building / Marriage / Vehicle / Computer Advance to Haryana Government employees.

Whereas, the eligibility limit of pay and admissibility for the purpose of grant of House Building, Marriage, Vehicle and Computer Advance were revised vide Finance Department's letter No. 2/2/2004-WM(3) dated 22nd November, 2010, no. 38/110/99- WM (5) dated 22nd November, 2010, no. 16/1/10-WM (6) dated 16th July, 2010 and no. 2/2/2007 - WM (5) dated 22nd November, 2010, respectively. Now, as per recommendations of 7th CPC, pay scales of State Government employees have been revised. Accordingly, the question of enhancing the present eligibility limit of pay and admissibility for the purpose of grant of all types of Advances (House Building / Marriage / Vehicle and Computer Advance) has been considered and it has been decided as under:-

Advances to Haryana Government Employees	
(A) House Building Advance	
i) Only one advance shall be sanctioned up to Rs. 25 lakh (Rs. Twenty five lakh only) to the Government employee in his/her entire service.	
ii) HBA will be given to only one person (either Husband or Wife).	
(i) For Construction of House/Purchase of Built up house allotted by the Govt. agencies or any other registered society/ through private sources	34 Months basic pay, in any pay matrix, subject to a maximum ceiling of Rs. 25.00 lakh (Rupees twenty five lakh), whichever is less, for Construction of House / Purchase of Built up house allotted by the Govt. agencies or any other registered society or through private source.
(ii) For the purchase of Plot	60% of the total admissibility of House Building Advance i.e. 20 months basic pay in any pay matrix, subject to maximum of Rs. 15.00 lakh (Rupees fifteen lakh). Thereafter, remaining admissible amount subject to the maximum of Rs. 10.00 lakh can be granted for construction of House on the same plot.
(B) House Building Advance	
For extension of House/ repair of House	
(i) For extension of House	(i) 10 Months basic pay, in any pay matrix, subject to a maximum ceiling of Rs. 5.00 lakh (Rupees Five lakh). (ii) Advance for the extension of house, in cases where any House Building Advance has not been obtained from Government earlier, may be allowed after the expiry of three years from the date of purchase of house or taking possession thereof, whichever is later. (iii) In the case of employees, who had taken a House Building Advance earlier from the Government, this advance may be allowed after five years of the start of the drawal of the earlier advance.
(ii) For repair of house	(i) 10 months basic pay, in any pay matrix, subject to a ceiling of Rs. 5.00 lakh (Rupees five lakh). (ii) Advance for the repair of house, in cases where any House Building Advance has not been obtained from Government earlier, may be allowed after the expiry of five years from the date of purchase of house or taking possession thereof, whichever is later. (iii) In case of employees, who had taken a House Building Advance earlier from the Government, this advance may be allowed after Seven years of the start of the drawal of the earlier advance.
Second House Building Advance	Second House Building Advance will not be allowed.
(C) Marriage loan	
(i) 10 Months basic Pay, in any pay matrix, subject to a ceiling of Rs. 3.00 lakh (Rupees three lakh), whichever is less, for the marriage of their sons/daughters/dependent sister(s) and marriage of the employee concerned.	
(ii) This loan is available for two times only in entire service.	
(iii) Rate of interest shall be equal to that of GPF.	
(iv) The second advance will be available at the same rate of interest prescribed for first marriage advance by the State Government.	

Superintendent (Cheques)
Kurukshetra University
KURUKSHETRA-136119

(D) Vehicle Loan	
(i) Car Loan	(i) Government employees drawing revised pay of Rs. 45,000 & above, in any pay matrix shall be eligible for this advance. (ii) 15 Months basic pay subject to a maximum ceiling of Rs. 6.50 lakh (Rupees Six lakh-fifty thousand) or 85% of the actual price of the Motor Car, whichever is less. (iii) Rate of interest shall be equal to that of GPF on first loan and 2% excess if drawn 2 nd time and 4% excess if drawn 3 rd time. (iv) The 2 nd & 3 rd loan will be granted only after issuance of the NDC of Previous loan
(ii) Motor Cycle/ Scooter Loan	(i) This advance shall be availed only for purchasing a new Motor Cycle/Scooter. (ii) Rs. 50,000/- (Rupees fifty thousand) for Motor Cycle and Rs. 40,000/- (Rupees forty thousand) for Scooter or actual price of the vehicle, whichever is less. (iii) Rate of interest shall be equal to that of GPF on first loan and 2% excess if drawn 2 nd time and 4% excess if drawn 3 rd time. (iv) The 2 nd & 3 rd loan will be granted only after issuance of the NDC of Previous loan
(iii) Moped Loan	This advance is abolished.
(iv) Cycle Loan	(i) This advance shall be availed only for purchasing of a new Bicycle. (ii) Rs. 4,000/- (Rupees four thousand) or actual price of Bi-cycle, whichever is less. (iii) Rate of interest shall be equal to that of GPF. (iv) The second and third advance will be available at the same rate of interest prescribed for first bicycle advance by the State Government.
(E) Computer Loan	
(i) Rs. 50,000/- (Rupees fifty thousand) or actual price of Computer/Laptop, whichever is less. (ii) The 2 nd & 3 rd loan will be granted only after issuance of the NDC of Previous loan. (iii) Rate of interest shall be equal to that of GPF on all advances.	
Note: -	
<ol style="list-style-type: none"> i. DDO may ensure that the total EMI of all advances taken by the employee should not be more than 1/3 of the total carry home salary. ii. Property of the employee shall be mortgaged only up to the value of the loan. iii. All other existing terms and conditions of each advance as laid down by the Finance Department rules/instructions issued from time to time shall remain unchanged. iv. These instructions shall be applicable with immediate effect, i.e. from the date of issue of these instructions. 	

Copy of this is also available on the website which can be down loaded from the site www.finhry.gov.in

Place Chandigarh
Date the 02.07.2018

T.V.S.N. Prasad
Principal Secretary to Govt. Haryana,
Finance Department.

Endst. No. No. 2/2/2004-WM(3)

Dated 18th July, 2018

A copy is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in Haryana,
3. The Registrar, Punjab and Haryana High Court
4. All Divisional Commissioners in Haryana.
5. All Deputy Commissioners and S.D.Os. (Civil) in Haryana.

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Joint Secretary Finance
for Principal Secretary to Govt., Haryana,
Finance Department.

KURUKSHETRA UNIVERSITY KURUKSHETRA

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Copy of the Resolution No. 12 from the minutes of the meeting of the Executive Council of this University held on 29.11.2018.

12. Considered to adopt the instructions issued by the Principal Secretary to Govt. Haryana, Finance Department, Chandigarh, vide No.2/2/2004-WM(3) dated 18.07.2018, as per enclosures (01-03) with regard to enhancing the present eligibility limit of pay and admissibility for the purpose of grant of all types of Advances (House Building/Marriage/Vehicle and Computer Advances) as per annexure 12(1-3).

**RESOLVED THAT THE INSTRUCTIONS OF THE
STATE GOVERNMENT AS ABOVE BE ADOPTED.**

(Ref.Cheque Section)

Endst.No.AcM-4/EC-247th/18/ 18521-18552 Dated:07.12.2018

Copy of the above is forwarded to the Supdt. (Cheque) for information and necessary action with the request that the action taken on this Resolution may please be intimated to the undersigned within 10 days of the receipt of this extract.

Homi
Superintendent (Academic)

[Signature]
Superintendent (Cheques)
Kurukshetra University
KURUKSHETRA-136119

RULES FOR EMPLOYEES' WELFARE FUND

Definition

There shall be a welfare fund called 'Kurukshetra University Employees' Welfare Fund' for the benefit of employees of the University.

2. Aims & Objectives

The object for which the fund has been established shall be :-

- (a) To provide a maximum relief of **Rs.25000/-** in case of premature death of a University employee and to render such financial assistance or relief as may be deemed necessary, to the widow/dependents of the deceased employees, such as scholarships to the wards of deceased University Employees.
- (b) To provide a maximum relief of Rs.25,000/- during entire service of the employee in case of (i) Permanent disability resulting into discharge from service (ii) Serious ailment (iii) hard cases of Medical Claims of employees and their dependent family members not admissible under the Medical reimbursement rules on the recommendations of the Committee constituted for the purpose

3. Sources of Fund

The fund shall be created from the following sources :

- (i) Class-I& II employee will contribute Rs.55/- p.m., Class-III employees Rs.35/- p.m. and Class-IV employees Rs.15/- p.m. towards this fund.
- (ii) University will pay matching contribution of Rs.5.0 lac per annum
- (iii) Donations, if any, from outside bodies (the University office will explore the possibility of raising the funds from other sources such as running a Canteen in the Administration Block on co-operative basis etc).

4. There shall be a Committee consisting of the following members for operation of this fund and recommending financial assistance in such cases.

1. Registrar, Kurukshetra University.
2. President, K.U. Teachers' Association.
3. President, K.U. Officers' Association.
4. President, K.U. Non-teaching Employees' Association.
5. Resident Medical Officer, Kurukshetra University.
6. Finance Officer, Kurukshetra University.

The Registrar will act as Convener. The quorum for the meeting will be kept at four members.

5. Commencement of the Fund

"The Employees' Welfare Fund" will start from 1-8-1989 and deduction will be started from the salary of the employees for the month of August 1989 payable in Sept. 1989.

6. Accounts of the Funds

The accounts of the funds will be maintained in the office of the Finance Officer and these will be subject to audit by the Government auditors. The amount of the fund will be kept in the Saving Bank Account with the State Bank of India, K.U.K. and a part of it will be invested in long-term deposits so as to fetch more interest. The policy of investment will be decided by the Fund Operation Committee and finally approved by the Vice-Chancellor. The amount of this fund will be open for inspection by any member of the aforesaid Committee.

7. The procedure for deduction of the contribution from the employees and its realisation and deposit into the Fund will be devised by the Registrar/Vice-Chancellor.

8. These rules will be applicable to all the employees of the University except the following categories :-

- (a) Contract employees.
- (b) Work charged employees.


 Asstt. Registrar (Accounts)-II
 Kurukshetra University,
 KURUKSHETRA-136119.

- (c) Holders of tenure appointments.
- (d) Persons working with the University under Exchange Programme for instance, Visiting Professors.
- (e) Professor of Eminence, Emeritus Scientist etc.

9. The Fund will be built up in such a manner that the financial assistance will be granted as far as possible out of the interest accruing on the deposits of the Welfare Fund. However, till such time as the fund is sufficiently built up, financial assistance will be granted out of principal amount.

10. For any point not covered by the above rules, the matter will be considered by the Committee and orders of the Vice-Chancellor thereon shall be final and binding.


Asst. Registrar (Accounts)-II
Kurukshetra University,
KURUKSHETRA-136119.

FEE CONCESSION RULES

FOR BUDGETED COURSE

(a) Tuition Fee concession to University employees and their dependents:


- (i) Full time working/retired University employees permitted to peruse studies by the University will be exempted from payment of Tuition Fee. Provided in case of individuals who fail in the examinations for which they are permitted or whose conduct is reported as unsatisfactory or who do not take proper interest in the office work, the concession will be discontinued.
- (ii) Dependent Children of the University employee/Retired University employee.
- (iii) A child of a University employee who is in service & joins a Department/Institute or Directorate of Distance Education for higher studies will be entitled to tuition Fee Concession on the basis of his own income and that of his father taken together.
- (iv) Younger sisters and Younger brothers of a member of the University staff living with them and wholly dependent upon the University employee.
- (v) The wife of a University employee who is not working, but is studying in the University Teaching Department or has enrolled herself with the Directorate of Distance Education will be granted tuition Fee Concession as available to dependent children or younger sisters or brothers of an employee.

Note:-These concessions shall be admissible only to those studying in the University Teaching Departments/Institutes/Directorate of Distance Education.

FOR SFS COURSES

No fee concession will be allowed in SFS courses w.e.f. 2022-23 in view of the financial except Group C and Group D employees who will continue to get 50% tuition fee concession as Per Past Practtce.

However, continuing students who are already enrolled and getting fee concession will continue to get 50% tuition fee concession as per past Practice.


12.10.22
Superintendent
FEE SECTION (UTD)
Kurukshetra University
KURUKSHETRA-136119
RK

THE LEAVE REGULATIONS, 1963

Scope

1. These Regulations shall apply to all University employees, whether employed in permanent, temporary or contract service, except in the case of an Officer for whose appointment and condition of service some special provision and/or terms and conditions of service have been specifically laid down.

Definitions

2. (a) 'Service' means the whole period of continuous service, including periods spent on leave other than extra-ordinary leave.

(b) 'Active service' means the time spent :-

(i) on duty;

(ii) on subsidiary leave;

(iii) on recognized vacation or leave with pay and allowances, Study Leave of any kind, etc., provided that the employee is not absent or on extra-ordinary leave during the period.

(c) 'Competent authority' means the authority empowered by the Executive Council to grant leave.

(d) 'Day' means a calendar day.

(e) 'Family' means a University employee's wife or husband, as the case may be, legitimate children and step-children, residing with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this rule.

Note:- The term 'Family' however, does not include an adopted-mother, step-mother, and such other adventitious dependents. The term 'legitimate children' includes children adopted under the Hindu Law.

(f) 'Holiday' means a holiday prescribed or notified, as such by the competent authority. This term does not include 'Local holidays' which may be granted at the discretion of the Vice-Chancellor.

'Competent Medical Authority' means the Medical Officer of the Kurukshetra University or a Government Doctor of a Gazetted Rank or such other authority as may be approved by the Vice-Chancellor on the merit of each case. Provided that in the case of employees belonging to rural areas, where there is no Government/ Municipal Dispensary or M.B.B.S. Doctor, certificate from a Registered Medical Practitioner shall be accepted.

'Vacation Department' is a department or part of a department to which regular vacations are allowed during which the University employees serving in that department are permitted to be absent.

'Pay' means the monthly pay drawn on the day before the leave commences.

'Half-pay' means half of the pay drawn on the day before the leave commences.

'Officer' means an officer of the Kurukshetra University belonging to one or the other of the three classes mentioned below :-

Class 'A' Persons appointed in the pay scales the minimum of which is :

(i) Rs.6500/- or above (Haryana Govt. grades).

(ii) Rs.8000/- or above (UGC Grades).

(iii) Any other member of Administrative/teaching staff/ recognised as Officer of Class 'A' by the Executive Council.

Class 'B' Persons appointed in the pay scales of Rs.5000-7850 or above but the minimum of such scale being below Rs.6500/-.

AUTHENTICATED,

Superintendent (Estt.)
K.U. KURUKSHETRA

Class 'C' Persons appointed in the pay scales of Rs.3050-4590 or above but the minimum of such scale being below Rs.5000/-.

Class 'D' Persons appointed in the pay scales of Rs.3050-4350 or below.

Claim for Leave

3. Leave cannot be claimed as a matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the competent authority.

Compensatory leave (in lieu of vacation)

4.(a) Teachers will not be given any benefit of Earned Leave/Compensatory Leave for performing duties during vacations except the following : –

The Chairpersons of the University Teaching Departments/Principals of Colleges maintained by the University/Dean Academic Affairs/Deans of Faculties/Dean of Colleges/Director, Institute of Sanskrit & Indological Studies/Director, Women Studies Research Centre/Director, Academic Staff College/Director, Institute of Law/Director, University Institute of Engineering Technology be granted earned leave in lieu of work done by them during vacation viz. Summer, Winter and Autumn on Govt. pattern as under who have not availed full vacation : –

- | | |
|--|----------------|
| (i) To an employee with 10 years service or less | 15 days |
| (ii) To an employee with more than 10 years service but not exceeding 20 years service | 20 days |
| (iii) To an employee with over 20 years service | 30 days |

The teachers of University Teaching Departments/maintained Colleges who are not covered under Clause-4(a) above and are detained during vacations for University work, other than the University examination work, with the written sanction of the Vice-Chancellor, may also be given the benefit of Earned Leave proportionately.

(b) All non-teaching employees working in the various University Teaching Departments and/or University maintained Colleges will be treated as non-vacation staff and will be entitled to earned leave as per Clause-5 of the Leave Regulations 1963.

4-A. An official not above the rank of an Assistant when summoned under written orders of the Registrar/Head of the Department to attend the office on a Sunday or any other Public Holiday, for a period not less than half day, except when he has to come on his own to clear arrears, shall be entitled to compensatory leave to the extent of work done by him.

Earned Leave

5.1 The Earned Leave admissible to an Officer of non-vacation/vacation department, in employ whether of Ministerial or Class 'D' establishment will be 1/11th part of the period spent on duty and can be granted by the competent authority.

5.2. The Earned Leave admissible to the teachers of the University Teaching Departments and the two maintained colleges on the campus will be ten days on full pay in respect of each completed year of service.

In calculating 'earned leave' the actual number of days of duty performed should first be counted and then multiplied by 1/11th and the product expressed in days (and fraction, of a day). In case of fraction, the number of days should be rounded off to the nearest whole number, i.e. fraction below half should be ignored and that of half or more should be reckoned as a day.

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 K.U. KURUKSHETRA

*Note :-*The provision under Clause 5.2 will be effective from 9-4-1987. Half-pay leave at the credit of a teacher will be shown separately in the leave account with effect from the said date and may be granted as half-pay leave/Commutated leave on the same terms and conditions as applicable prior to 9-4-1987.

Half-pay Leave

6. The half-pay leave to an employee, other than a teacher of University Depts./maintained colleges on the campus, in respect of each completed year of service, shall be admissible for 20 days. The half-pay leave may be granted to an employee on medical certificate or on private affairs. No half pay leave may be granted to an employee in temporary employment except on medical certificate.

Commutated Leave

7. Commuted leave on full pay not exceeding half the amount of "half-pay leave" may be granted on medical certificate or for the purposes of improvement of qualifications to an employee in permanent employment subject to the following conditions :-

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited to the half-pay leave account.

Maternity Leave

8. (i) Maternity leave may be granted by the competent authority to a woman employee appointed on regular or ad hoc basis against a permanent post on full pay, for a period which may extend up to 6 months from the date of its commencement.
- (ii) Such leave shall not be debited to the leave account.
- (iii) Maternity leave may be combined with leave of any other kind, but any leave, applied for, in continuation of maternity leave may be granted by the competent authority only if the application is supported by a medical certificate.
- (iv) Such leave shall not be admissible to an employee beyond two living children. However leave of kind due shall be allowed in such cases.

Note :- Maternity leave may also be granted in cases of miscarriage, including abortion, subject to the condition that the leave, applied for, does not exceed 6 weeks and the application is supported by a medical certificate.

- (v) A woman employee eligible for maternity benefits and whose services have been hired on contract basis in a lawfully authorized manner, shall be entitled to 'fully paid maternity leave' up to a maximum of three months or till the currency of the subsisting contract, whichever is earlier.

Further, the eligible woman employee in the said category shall also be entitled to maternity leave on 'without pay basis' up to a further period of maximum three months or till the currency of the subsisting contract whichever is earlier.

This benefit shall be admissible only up to the delivery of second living child.

Leave for Anti-Rabic Treatment

9. Leave for anti-rabic treatment may be granted by competent authority for a maximum period of one month, on production of a certificate from the Medical or Public Health Officer. The employee will be considered on duty and, as such, will draw his actual pay and not leave allowance (any leave necessary in excess of this period shall be treated as leave of the kind due).

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 Superintendent (Estt.)
 *K.U. KURUKSHETRA

BUDGETED


Sr No	Medical Reimbursement of all working Teaching & Non Teaching Staff	Disbursed amount of 2018 Total Employees	Disbursed amount of 2019 Total Employees	Disbursed amount of 2020 Total Employees	Disbursed amount of 2020-2021 Total Employees	Disbursed amount of 2021-2022 Total Employees
1		Rs.98,95,591/- (321 employees)	Rs.81,36,618/- (296 employees)	Rs.1,06,79,476/- (288 employees)	Rs.1,09,82,871/- (321 employees)	Rs.1,14,93,905/- (297 employees)

SFS

1		Rs.7,55,911/- (35 employees)	Rs.9,97,934/- (51 employees)	Rs.4,30,723/- (27 employees)	Rs.8,73,412/- (37 employees)	Rs.13,69,992/- (40 employees)
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CORPUS FUND

1		---	----	-----	Rs.3,51,144/- (14 employees)	Rs.2,52,518/- (10 employees)
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 Superintendent (Cheques)
 Kurukshetra University
 KURUKSHETRA-136119




BUDGETED

Sr No	Name of Loan	Disbursed of amount (2017-2018) Total Employees	Disbursed of amount (2018-2019) Total Employees	Disbursed of amount (2019-2020) Total Employees	Disbursed of amount (2020-2021) Total Employees	Disbursed of amount(2021-2022) Total Employees
1	Vehicle Loan (NT)	Rs.15,04,000/- (20 employees)	Rs.33,69,000/- (17 Employees)	Rs.39,50,000/- (39 employees)	Rs.51,40,000/- (40 employees)	Rs.29,90,000/- (29 employees)
2	Vehicle Loan(T)	Rs.20,95,000/- (05 employees)	Rs.19,50,000/- (03 employees)	Rs.26,00,000/- (4 employs)	Rs.18,37,000/- (03 employees)	Rs.6,50,000/- (01 employee)
3	House Building Loan	Not Disbursed	Not Disbursed	Not Disbursed	Not Disbursed	Not Disbursed
4	Marriage Loan	Rs.37,07,416/- (34 employees)	Rs.74,96,000/- (30 employees)	Rs.85,11,000/- (30 employees)	Rs.1,16,13,000/- (38 employs)	Rs.82,35,000/- (29, employees)
5	Computer Loan	Rs.9,10,000/- (25 employees)	Rs.4,80,000/- (12 employees)	Rs.10,50,000/- (21 employees)	Rs.12,50,000/- (25 employees)	Rs.26,00,000/- 48 employees

SFS

1	Computer Loan (T&NT)	Rs.1,95,000/- (03 employees)	Not Disbursed	Rs.1,00,000/- (02 employees)	Rs.1,34,000/- (03 employees)	Rs.5,00,000/- (10 employees)
2	Marriage Loan	Not Disbursed	Rs.7,40,000/- (03 employees)	Rs.3,00,000/- (01 employee)	Rs.5,14,000/- (02 employees)	Rs.2,90,000/- (01 employee)
3	Vehicle Loan (T)	Rs.11,40,000/- (02 employees)	Rs.11,37,000/- (02 employees)	Rs.13,00,000/- (02 employees)	Rs.6,50,000/- (01 employee)	Rs.6,50,000/- (01 employee)
4	Vehicle Loan (NT)	Rs.90,000/- (02 employees)	Rs.45,000/- (01 employees)	Rs.7,00,000/- (02 employees)	Rs.50,000/- (01 employee)	Not Disbursed



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BUDGETED

Sr No		Disbursed of amount (2017-2018)	Disbursed of amount (2018-2019)	Disbursed of amount (2019-2020)	Disbursed of amount (2020-2021)	Disbursed of amount (2021-2022)
1	Festival Advance Non Teaching Staff.	Rs.40,80,000/-	Rs.35,46,000/-	Rs.37,73,000/-	Rs.93,96,000/-	64,31,000/-
2	Wheat Loan	1,42,20,000/-	Rs.1,39,84,000/-	Rs.1,37,36,000/-	Not Disbursed	1,54,62,000/-
			SFS			
1.	Festival Advance Non Teaching Staff.	7,50,000/-	Rs.7,74,000/-	Rs.6,72,000/-	Rs.20,04,000/-	Rs.14,70,000/-
2	Wheat Loan	28,80,000/-	Rs.30,88,000/-	Rs.32,47,000/-	Not Disbursed	Rs.66,40,000/-


 Superintendent (Cheques)
 Kurukshetra University
 KURUKSHETRA-136119


 14/12/2022

O/o NAAC Steering Committee
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act-XII of 1956)
(A⁺ Grade, NAAC Accredited)

MOST-URGENT
Date Bound

No. NAAC/22/277

Dated: - 17-12-2022

To

The Assistant Registrar(Accounts),
Kurukshetra University,
Kurukshetra

Dear Sir,

It is requested to provide the amount disbursed to the employees (teaching/non-teaching) of the University for LTC during the last five years i.e 2017-18 to 2021-22 latest by December 20, 2022 (4:00 PM) as same is required for NAAC format.

Kindly treat this as **MOST-URGENT**.

Yours faithfully,


17/12/22
Co-Coordinator,
NAAC Steering Committee
Kurukshetra University

Copy to :

1. Coordinator, NAAC Steering Committee/D.A.A., K.U.K
2. P.A. to the Vice-Chancellor, K.U.K. (for kind information of the Vice-Chancellor)
3. A.R. to the Registrar, K.U.K. (for kind information of the Registrar)

Supdt (Bd) / B-I

Expenditure on LTC for
Last 5 years given below:-

2017-18 = Rs 4,31,88,866-
2018-19 = Rs 2,28,65,816-
2019-20 = Rs 1,58,86,529-

TOTAL = Rs 8,19,41,211-

This is for your information and further n/a

Supdt (Bd) Vacant

AR (A/C - II)

Expenditure on
LTC (CSFs) given below:-

2017-18 = 49,11,856-
2018-19 = 49,43,372-
2019-20 = 13,91,282-

1,12,46,310-

17-12-22

RULES FOR EMPLOYEES' WELFARE FUND

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- (iii) Donations, if any, from outside bodies (the University office will explore the possibility of raising the funds from other sources such as running a Canteen in the Administration Block on co-operative basis etc).

4. There shall be a Committee consisting of the following members for operation of this fund and recommending financial assistance in such cases.

1. Registrar, Kurukshetra University.
2. President, K.U. Teachers' Association.
3. President, K.U. Officers' Association.
4. President, K.U. Non-teaching Employees' Association.
5. Resident Medical Officer, Kurukshetra University.
6. Finance Officer, Kurukshetra University.

The Registrar will act as Convener. The quorum for the meeting will be kept at four members.

5. Commencement of the Fund

"The Employees' Welfare Fund" will start from 1-8-1989 and deduction will be started from the salary of the employees for the month of August 1989 payable in Sept. 1989.

6. Accounts of the Funds

The accounts of the funds will be maintained in the office of the Finance Officer and these will be subject to audit by the Government auditors. The amount of the fund will be kept in the Saving Bank Account with the State Bank of India, K.U.K. and a part of it will be invested in long-term deposits so as to fetch more interest. The policy of investment will be decided by the Fund Operation Committee and finally approved by the Vice-Chancellor. The amount of this fund will be open for inspection by any member of the aforesaid Committee.

7. The procedure for deduction of the contribution from the employees and its realisation and deposit into the Fund will be devised by the Registrar/Vice-Chancellor.

8. These rules will be applicable to all the employees of the University except the following categories :-

- (a) Contract employees.
- (b) Work charged employees.


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- (c) Holders of tenure appointments.
- (d) Persons working with the University under Exchange Programme for instance, Visiting Professors.
- (e) Professor of Eminence, Emeritus Scientist etc.

9. The Fund will be built up in such a manner that the financial assistance will be granted as far as possible out of the interest accruing on the deposits of the Welfare Fund. However, till such time as the fund is sufficiently built up, financial assistance will be granted out of principal amount.

10. For any point not covered by the above rules, the matter will be considered by the Committee and orders of the Vice-Chancellor thereon shall be final and binding.

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Death-cum-Retirement, Gratuity, Ex-gratia grant etc.

31. (1) An employee or his family (in the event of death of an employee) shall be entitled to the grant of gratuity on the pattern of Haryana Govt. rules regarding Death-cum-Retirement Gratuity as under:

(1) Retirement Gratuity:-

No retirement gratuity shall be admissible if qualifying service is less than five years at the time of retirement. On retirement from service, retirement gratuity shall be admissible equal to one-fourth of last emoluments for each completed half year period of qualifying service. Maximum retirement gratuity equal to 16¹/₂ months' emoluments in case of Government employees of Group A, B and C and 17¹/₂ months' emoluments in case of Group D employees shall, subject to maximum amount of ceiling prescribed from time to time, be admissible.

Note.- This gratuity shall also be admissible in case of termination from service of a Government employee due to abolition of post, however, no gratuity shall be granted under this rule, if the employee is dismissed or removed for misconduct, insolvency or inefficiency.

(2) Death Gratuity to the family of deceased Government employee-

In case of death while in service, the death gratuity shall be paid to the family of deceased Government employee at the following rates:-

Length of qualifying service upto the date of death	Rate of death gratuity
(i) Less than 1 year	2 months' of emoluments
(ii) One year or more but less than 5 years	6 months' of emoluments
(iii) 5 years or more but less than 24 years	12 months' of emoluments
(iv) 24 years or more	Equal to retirement gratuity as per provision in sub-rule (1)

Note 1.- The maximum limit of death-cum-retirement gratuity shall be Rs.20.00 Lakh(twenty lakh). The ceiling on gratuity shall increase by 25%(twenty five percent) whenever the dearness allowance rises by 50%(fifty percent) of the basic pay.

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Note 2.- The fraction of a rupee, shall be rounded off to the next higher rupee.

Note 3.- The qualifying service of four years and nine months shall be treated five years qualifying service for this purpose.

Note 4.- In case of death after more than five years qualifying service but less than twenty four years of qualifying service, the spell of last five years' service shall be verified and accepted by the Head of Office.

(3) Death-cum-retirement gratuity to the family of Government employee who disappeared.-

The provision as laid down in sub-rule (2) shall be applicable for payment of death-cum-retirement gratuity to the family of a Government employee, to whom these rules are applicable, is disappeared while in service. The payment shall be made after six month from the date of lodging an FIR subject to production of Indemnity Bond specimen available at the end of this rule.

(4) Recovery from death-cum-retirement gratuity.-

Recovery of Government dues such as over issues of pay, allowances, leave salary house rent, travelling allowance, outstanding motor car, house building or other loan(s) and advance(s), license fee, etc, can be effected from death-cum-retirement gratuity admissible under this rule.

(5) Lapse of death-cum-retirement gratuity.-

Where a Government employee dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family and-

- (a) has made no nomination, or
- (b) the nomination made by him does not subsist,

the amount of death-cum-retirement gratuity payable in respect of such Government employee under these rules shall lapse to the Government:

Provided that the amount of death gratuity/retirement gratuity shall be payable to the person in whose favour a succession certificate is respect of the gratuity, in question, has been granted by a Court of Law.

Nomination for death-cum-retirement gratuity.-

(1) A Government employee shall, after joining regular service, make a nomination, conferring on one or more persons, the right to receive any death-cum-retirement gratuity admissible under these rules which has not been paid to him before death; provided that if, at the time of making the nomination, the Government employee has a family, the nomination shall be in favour of member(s) of his family covered under sub-clause (1) of clause (A) of sub rule (10) of rule 8 of these rules. Failing sub clause (1), the nomination shall be made in favour of member(s) covered under sub-clause (2) and (3) of clause (A) of sub rule 10 of rule 8. Failing clause (2) and (3), the nomination may be made in favour of any other person or persons.

Explanation.- "Persons" for the purpose of this rule shall include any company or association or body of individuals, whether incorporated or not.

(2) The nomination shall be made in the prescribed Form Pen-1. Every nomination made and every notice of cancellation given by a Government employee shall be countersigned by the Head of Office indicating the date of receipt and keep it in safe custody. It shall, to the extent that it is valid, take effect on the date on which it is received by the Head of Office. Suitable entry regarding receipt of nomination shall be made in the service book of the Government employee concerned.

(3) A Government employee who nominates more than one person shall specify in the nomination the amount of share payable to each of the nominees, in such manner as to cover the whole amount of the gratuity.

Provision of other person(s) in case of death of nominee(s).-

In respect of any specified nominee, that in the event of his predeceasing the Government employee the right conferred upon that nominee(s) shall pass to such other person(s) as may be specified in the nomination; provided that if at the time of making the nomination, the Government employee has a family consisting of more than one member, the person so specified shall not be a person other than a member of his family.

Note.- The forms of nomination provide for only one alternate nominee and it is not open to a Government employee to nominate more than one alternate nominee against any original nominee.

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Invalidation of nomination.-

(a) The nomination shall become invalid in the event of happening of the contingency specified therein.

(b) The nomination made by a Government employee who has no family at the time of making it, or a provision made in nomination under rule 41 by a Government employee whose family consists at the time of making the nomination of only one member, shall become invalid in the event of the employee subsequently acquiring a family, or an additional member in the family, as the case may be.

Cancellation of nomination.-

(1) A Government employee at any time may make any change or cancel the nomination already made, by sending a notice in writing to the Head of Office, provided that along with such notice, a fresh nomination made in accordance with this rule shall be sent. Fresh nomination may also be made even after retirement if such a contingency arises.

(2) Immediately on the death of a nominee, in respect of whom no special provision has been made in the nomination under rule 42, or on the occurrence of any event, by reason of which the nomination becomes invalid, in pursuance of rule 43, the employee shall send to the Head of Office a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with this rule.

Persons to whom death-cum-retirement gratuity is payable.-

(1) In case of death while in service or after retirement before the release of death-cum-retirement gratuity admissible under these rules, the death-cum-retirement gratuity shall be paid to the person(s) on whom the right to receive the gratuity is conferred by means of a nomination under rule 42.

(2) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:-

(a) if there are one or more surviving members of the family as in sub clause (1) of clause (A) of sub rule (10) of rule 8 of these rules to all such members in equal shares;

(b) if there are no such surviving members of the family as in sub clause (a) above, but there are one or more members as in sub clauses (2) and (3) of clause (A) of sub rule (10) of rule 8 of these rules, to all such members in equal shares.

Assn
Kirti
University,
T. 19919



(3) The eligibility of family members to receive the share of death-cum-retirement gratuity of a deceased Government employee shall be considered as on the date of death. The attaining of age or marriage of the eligible family member after the date of death of Government employee shall not affect the right to receive his/her share of death-cum-retirement gratuity.

(4) Where death-cum-retirement gratuity is to be granted to a minor member of the family of the deceased Government employee, it shall be payable to the guardian on behalf of the minor.

Note.- Succession Certificate or Will does not constitute a legal right to claim the death-cum-retirement gratuity where valid nomination subsists in the office record. The pension sanctioning authorities shall not wait for any succession certificate or will in such a case.

Debarring a family member or nominee to receive death-cum-retirement gratuity.-

(1) In case family member or nominee, eligible to receive death-cum-retirement gratuity in terms of these rules is charged with the offence of murdering the Government employee or for abetting in the commission of such an offence, his claim to receive his share of gratuity shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(2) If on the conclusion of the criminal proceedings referred to in sub-rule (1), the person concerned is-

- (a) convicted for the murder or abetting in the murder of the Government employee, he shall be debarred from receiving his share of gratuity which shall be payable to other eligible members of the family, if any.
- (b) acquitted of the charge of murdering or abetting in the murder of the Government employee, his share of gratuity shall be payable to him.

(2) If an employee dies before the age of retirement *ex-gratia* grant and other facilities shall be granted to the family of the deceased employee, as per rules framed by the Executive Council for the purpose.

Fellowships, scholarships, medals and prizes

32. The number and value of fellowships, scholarships, medals and prizes to be awarded shall be determined by the Executive Council either on its own initiative or on the recommendations of the Academic Council or Finance Committee.

The Leave Regulations, 1963

Leave due at the time of retirement

17. (A) The University employees retiring on superannuation on or after 1st Feb., 1978 will be paid cash equivalent of leave salary in respect of the period of earned leave/ privilege leave on full pay at their credit at the time of retirement, on the following conditions :-

- (i) The payment of cash equivalent of leave salary shall be limited to a maximum of 180 days earned leave/privilege leave, in the case of employees who retired between 1.2.1978 to 30.6.1986, 240 days in case of employees who retired between 1.7.1986 to 30.6.1997 and 300 days in case of employees retiring on superannuation on or after 1.7.97.
- (ii) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lumpsum as a one time settlement.
- (iii) Cash payment under this order will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No 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 retirement.

(B) A University employee already on leave preparatory to retirement who has been allowed to return to duty, shall also be entitled to this benefit on the of retirement.

(C) The University employees, who are granted extension of service after attaining the age of retirement shall also be benefited by these rules.

(D) This benefit will also be admissible to persons appointed after superannuation for a fixed term or on temporary basis.

(E) The benefit of leave encashment will also be admissible to the dependents of those employees who expire before retirement subject to the limit of 300 days if there is unavailed earned leave at their credit.

(F) The benefit will also be admissible to such University employees who are retired compulsorily/ premature on the basis of review of record or as a measure of punishment or seek retirement on voluntary basis.

(G) This benefit will be admissible in the case of termination by notice or by payment of salary in lieu of notice, or otherwise in accordance with the terms and conditions of appointment.

(H) This benefit will also be admissible to the employees who resign or quit service, to the extent of half of earned leave at their credit, subject to a maximum of 150 days.

General

18. (i) A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the University.

- (ii) Sabbatical, Study, Half Pay or Commuted Leave, taken in India, shall be reckoned from the date on which the officer relinquishes charge of his office to the date on which he resumes charge of his post.
- (iii) Study leave without pay, Half Pay or Commuted Leave, taken out of India, shall be reckoned from the date of embarkation at the port of departure from India to the date of disembarkation at the port of arrival on return to India, in case the journey is performed by sea; and from the date of arrival, on return, to an air-port in India, in case the journey is performed by air, with the previous sanction of the competent authority.
- (iv) The monthly allowance to be granted to an officer, while on subsidiary leave, shall be equal to half of his monthly salary.

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)
("A+" Grade NAAC Accredited)

1. **Holiday Home at Shimla** : The Kurukshetra University have three Guest Houses namely Faculty Guest House and International Guest House at Kurukshetra and K.V. Niwas at Shimla. The facilities being provided by the Guest Houses are enclosed.
2. **Residential Accommodation for Employees**: The following are the residential accommodation:

Type of House	No. of accommodation
F-Type	5 Nos.
E-Type	73 Nos.
TF-Type	32 Nos.
MTH-Type	12 Nos
BTH-Type	13 Nos.
D-Type	160 Nos.
CI-Type	48 Nos.
C, CF, BC -Type	140+4+4=148 Nos.
H, A, KR-Type	196+6+40=242 Nos.

The photocopy of notification regarding charges is enclosed.

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

Encls. As Above


Assistant Registrar (General)
Kurukshetra University,
KURUKSHETRA-136119.