

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF SUITS

Annual Sr. No.	Name and Designation of Plaintiff	Address	Name of Claim/ Suit	Value of Claim Rs.	Name of Court and Case No.	Date of Institution	Details of cost incurred		
							Date	On what account	Amount Rs.
1	2	3	4	5	6	7	8	9	10

Date of Decision	Abstract of Final Order	Sign. of DDO	Date of Payment/ Recovery	Result of Appeal or Revision, if filed	Remarks	Sign. of DDO
11	12	13	14	15	16	17

MAHARSHI DAYANAND UNIVERISTY, ROHTAK
FORM FOR PREPARATION OF BUDGET ESTIMATES AND REVIVED BUDGET ESTIMATES

1. Name of scheme :
2. Year of start :
3. Probable period of expiry of scheme :
4. Department/Institute/Directorate/Office :
5. (a) Anticipated income in the next year :
- (b) Budget income in the current year :
6. Source of finances :
7. Budget estimates for the next year :

Statement of Revised Budget Estimates for the Year _____ and Budget Estimates for the Year _____

S.No.	Head of Account	Budget Estimates for the current year (Rs.)	Actual Expenditure upto 30th Sept. of the current year (Rs.)	Estimated Expenditure from 1 st Oct. to 31 st March of ensuing year (Rs.)	Revised Budget Estimates for the current year (Rs.)	Additional Requirement, if any, with full details & Justification (Rs.)	Budget Estimates for the ensuing year (Rs.)	Justification
1	2	3	4	5	6 (4+5)	7 (6-3)	8	9
Total								

Sign of Head of Dept./DDO

Various Heads of Accounts are given below :

1. Salaries
2. Uniform & Liveries
3. Office Expenses
4. Travel expenses
5. e-Governance
6. Rent, Rate & Taxes
7. Contingencies (Recurring)
8. Contingencies (Non-Recurring)
9. Advertising & Pub.
10. Prof. & Spl. Services (Outsourcing)
11. Payment out of Discretionary Fund
12. Maintenance of works
13. Lands
14. Buildings
15. Motor Vehicles (Acquisition)
16. Machinery & Equipment
17. Materials & Supplies
18. Learning Resources (Books, Journals, etc.)
19. Gratuities
20. Scholarships & Stipends

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

**Budget Estimates for
Nominal Roll of Establishment of the Dept./Office
Scheme**

: _____
: _____
: _____

Sr. No.	Post/Designation	Name	Pay-scale	Basic pay as on Ist April of next year	Amount of provision for the year (multiply the pay in Col. 5 by 12)	Date of increment	Rate of increment	Amount of increment for the year	Amount of Spl. Pay for the year	Amount of D.P./I.R.
1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
Amount of NPA to MIBBS for the year	Amount of CCA for the year	Amount of HRA for the year	Amount of other allowances & Honorarium / L.TC	Amount of medical reimbursement allowance for the year	Provision for Bonus for the year	Total provision of pay [(6+9)=18]	Dearness allowance	University share of CPF/GPF	Total provision for the year (18 to 20)	Remarks

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

Budget Estimates for : _____

Income Statement : _____

Actual income of previous to previous year	Revised income of previous year	Budgeted income of current year	Anticipated income for next year	Variation, if any , between (2,3 & 4)	Reasons for variation, if any	Source of income in brief
1	2	3	4	5	6	7

Signature of HOD

ANNEXURE-II UPGRADATION OF POST UNDER RATIO SYSTEM

Name of Dept.	Name of scheme	Name of employee alongwith original post	Post to which promoted alongwith pay-scale	Date of promotion	Complete Office Order No. and date vide which promotion has been effected under ratio system	Whether the official has been adjusted against regular higher post or not
1	2	3	4	5	6	7

Signature of HOD

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

List of 1st excess and surrender statement for the year : Rs. _____
Name of Scheme : _____

Part-A

Sr. No.	Budgeted income for the year	Actual income upto Sept.	Anticipated income Oct. to March	Total anticipated income	Source of income	Detailed reasons for increase shortfall
1	2	3	4	5	6	7

Part-B

S. No.	Standard object of expenditure	Revised budget allocation for the year (Rs.)	Actual expenditure upto 30 th Sept. (Rs.)	Anticipated expenditure from 1 st Oct. to 31 st March (Rs.)	Total expenditure (Rs.)	Excess (Col. 6-3) (Rs.)	Savings (Col. 3-6) (Rs.)	Detailed justification for excess and reason for savings
1	2	3	4	5	6	7	8	9

Signature of Head of Dept./Office

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

List of 2nd excess and surrender statement for the year : Rs. _____

Part-A

S. No.	Budgeted income for the year (Rs.)	Actual income upto 30 th Sept. (Rs.)	Anticipated income 1 st Oct. to 31 st March (Rs.)	Total anticipated income (Rs.)	Source of income	Detailed reasons for increase/shortfall
1	2	3	4	5	6	7

Part-B

Sr. No.	Standard object of expenditure	Revised budget allocation for the year (Rs.)	Actual expenditure upto 30 th Sept. (Rs.)	Anticipated expenditure from 1 st Oct. to 31 st March (Rs.)	Total expenditure (Rs.)	Excess (6-3) (Rs.)	Savings (3-6) (Rs.)	Detailed justification for excess and reason for savings
1	2	3	4	5	6	7	8	9

Signature of the Head of Dept./Office

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF GRANTS-IN-AID/SCHOLARSHIPS

Grant No. : _____

Charged/Voted : _____

Sr. No.	Designation of authority issuing sanction	Letter No. & Date	Name of Grantee/Scholarship holder	Purpose of Grant/Scholarship	Special conditions, if any	Amount (Rs.)		Period of the sanction	NOTE OF PAYMENT		
						Recurring	Non-recurring		Vr. No. & Date/Advice No. & Date	Amount Paid	Initials of DDO
1	2	3	4	5	6	7	8	9	10	11	12

13	14	15	16	17
Reference furnishing information regarding fulfillment of conditions attached to the Grant	Letter No. & Date with which utilization certificate is received	Details of unutilized portion surrendered	Remarks and note of final action	Initials of DDO

Notes:

1. Separate registers should be maintained for Grants-in-aid and Scholarships.
2. In case, payment is in installments during a year, the periodicity of installment, viz. Quarterly/Half-yearly will be indicated (e.g. Quarterly/1998-99) under Col. No. 8.
3. Sufficient space may be left for the purpose of entering the periodical payments one below the other against relevant Serial No.

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

LOAN REGISTER

Name and designation _____	Employee No. _____	Documents received
Dept./Office _____	Date of joining _____	i. _____
Nature of Loan _____	Date of retirement _____	ii. _____
Amount of Loan _____	1 st /2 nd /3 rd Loan _____	iii. _____
Cheque No. _____	Rate of Interest _____	iv. _____
Date of Cheque _____	PF A/c No. _____	Bank A/c No. _____

Month	Amount Recovered (Rs.)	Balance (Rs.)	Month	Amount Recovered (Rs.)	Balance (Rs.)	Month	Amount Recovered (Rs.)	Balance (Rs.)
March paid			March paid			March paid		
April			April			April		
May			May			May		
June			June			June		
July			July			July		
August			August			August		
September			September			September		
October			October			October		
November			November			November		
December			December			December		
January			January			January		
February			February			February		
March			March			March		

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

DEMAND AND RECEIPT OF GRANT FROM OTHER AGENCIES

PART A

1. Name of the Scheme : _____ 2. Period : _____
3. Letter No. & Date of sanction of the Scheme : _____ 4. Amount : Rs. _____
5. Share of Agency : _____

S. No.	Letter No. & Date of Demand/Receipt No.& date of grant received	Demand Raised (in Rs.)	Amount received (including income) Adjusted			Balance (correct at the end of the year as per GUC) (Rs.) (3-4) 5	Initials of Asstt./DDO	Ref. file No. & page	Remarks
			Grant (Rs.) 4 A	Income (Rs.) 4 B	Total (Rs.) 4 A+ 4B				
1	2	3	4 A	4 B	4 A+ 4B	5	6	7	8

MAHARSHI DAYANAND UNIVERISTY, ROHTAK
YEAR-WISE RECURRING AND NON-RECURRING DETAILS OF SANCTION AND EXPENDITURE

PART-B

Name of the Scheme _____

Sub Head _____ Sanction _____ ('D' for Expenditure during the year, 'P' for progressive total)

Recurring																	
20 (Rs.)	20 Rs.)	20 (Rs.)	20 (Rs.)	20 (Rs.)	Total (Rs.)	20 (Rs.)		Total (Rs.)									
						D	P	D	P	D	P	D	P	D	P		
Non-recurring																	
Total																	

Sign. of Asstt.

Drawing & Disbursing Officer

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

MAIN CASH BOOK

Income

Major Head/Sub Head	Budget Head Code	Voucher No.	Amount (Rs.)	Pay-in-Slip No.	Pay-in-Slip Amount (Rs.)	Bank Date
Cash Book date						
Page Total C/F						

Expenditure

Major Head/Sub Head	Budget Head Code	Voucher No.	Cheque No.	Amount (Rs.)	Bank Date
Cash Book date					
Page Total C/F					

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REMUNERATION CASH BOOK

Major Head/Sub Head	Budget Head Code	Voucher No.	Cheque No.	Amount (Rs.)	Bank Date
Cash Book date					
Daily Total					
Progressive Total					
Grand Total					
Page Total C/F					

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF POSTAL ORDERS RECEIVED

Date	From whom received	Purpose	No. of Postal Order & Date	Amount (Rs.)	Initials of DDO	Date on which sent to Bank	Date on which credit is given by the Bank	Initials of DDO	Remarks
1	2	3	4	5	6	7	8	9	10

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF MONEY ORDERS

S. No.	Date of Receipt	Amount Received	Sender's Name & Address	Purpose	Signature of DDO	No. & Date of Issue Receipt/ Acknowledgement	Date of Entry of MO in the Cash Book	Signature of DDO	Remarks
1	2	3	4	5	6	7	8	9	10

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

SCHEME-WISE CLASSIFIED STATEMENT OF INCOME

Dept./Office : _____

Statement for the month of : _____

Name of Scheme	Nature of Receipt	Amount Regular Income (Rs.)	Refund of Unspent Balance (Rs.)	Date of Credit in the Bank	Remarks
1	2	3	4	5	6

Drawing & Disbursing Officer

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

BANK LEDGER

Date	Voucher No.	Cheque No. and Date	Particulars	Amount Withdrawn (Rs.)	Amount Deposited (Rs.)	Balance (Rs.)
1	2	3	4	5	6	7

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

CLASSIFIED ABSTRACT OF EXPENDITURE

Name of Scheme : _____

Voucher No.	No. & Date of Cheque	Salaries			Wages	T.A.	Other expenses					P.O.L. Including repairs
		Pay	Bonus	ADA			Uniform & Liveries	Electricity	Telephone	Other Recurring Expenses	Non- Recurring Expenses	
1	2	3			4	5	6					7

Machinery & Equipment	Tools & Plants	Material & Supplies	Maintenance Works	Gratuities	CPF contributions	Other Charges	Scholarships & Stipends	Motor Vehicles (Acquisition)				Total
8	9	10	11	12	13	14	15	16	17	18	19	20

Deductions						Total Recoveries	Net Withdrawal
C.P.F.	Income Tax	H.R. Charges	G.I.S.	Employees Benevolent Fund	Miscellaneous Recoveries		
21	22	23	24	25	26	27	28

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF INVESTMENTS

S. No.	No. & Date of Fixed Deposit Receipt	Amount of Investment (Rs.)	Name of Bank	Rate of Interest	Date of Maturity	Initials of FO/DR (A/c)/ AR (A/c)	Recovery of Interest		Initials of FO/DR (A/c)/ AR (A/c)	Action taken On maturity	Initials of FO/DR (A/c)/ AR (A/c)
							Date	Amount (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12

MAHARSHI DAYANAND UNIVERSITY ROHTAK

REGISTER OF BUILDINGS AND ROADS

Sr. No. of building/Road	Sr. No. of subsidiary structure	Name of building/Road & where erected/constructed	Source of fund from which purchased or erected/constructed	Funds from which maintained	Date of erection/construction or purchase. If purchased enter also date of erection as nearly as can be ascertained	Record value					By whom or how occupied
						Of land	Of buildings/ Roads	Of water supply & sanitary installation complete including fitting	Of electrical installation complete including fitting	Of equipment	
1	2	3	4	5	6	7	8	9	10	11	12

MAHARSHI DAYANAND UNIVERSITY ROHTAK
REGISTER OF BUILDINGS AND ROADS

Nature of building								
Roof	Floor	Walls	No. of storeys	Plinth area including verandahs of building/length & width of Road	Cost per square of plinth area of building only (Col. -8) Rs....	Cubic contents	Cost per cubic feet of building only (col. 8)	Remarks
13	14	15	16	17	18	19	20	21

MAHARSHI DAYANAND UNIVERSITY ROHTAK

REGISTER OF LAND RECORDS

Sr.No.	Khasra No	Area and the nature of land	Kind of use (whether irrigated/under building or roads)	Name of the owner with description if any	Where purchased/acquired or taken on lease and cost thereof	Name of the department/section which controls the area	Remarks
1	2	3	4	5	6	7	8

MAHARSHI DAYANAND UNIVERISTY, ROHTAK
DDO-WISE BILL PASSING-CUM-EXPENDITURE CONTROL REGISTER

S. No.	Token No. or Bill Diary No.	Nature of Bill	Amount Claimed	Retrench - ment if any, made from Bill passed	Amount passed for payment	Initials of FO/ DR or AR (A/C)	Expenditure Control Register	Total	Initials of DR or AR (A/C)
							Sub-heads/ Units of Appropriation		
							Budget allotment as it Stands from time to time can be shown below each head		
1	2	3	4	5	6	7	8	9	10

NOTES: - (i) Separate register will be maintained for each DDO. (ii) First few pages may be used for pasting the specimen signature of the DDO. (iii) Allotment of funds may be noted at the top in red ink in Col. 8 to 15. (iv) Progressive expenditure on passing each bill may also be noted in cols. 8 to 15 in red ink as a by-entry. (v) Monthly total of expenditure may also be struck (apart from page-wise total) for reconciliation with Compilation Book. (vi) Vouchers received from Cheque drawing DDOs need not to be posted in detail in the register, only the sub-head-wise totals may be entered in this register every week, from the compilation sheet (Daily Posting Register). (vii) Debits received through inward account and adjusted, should also be noted in the relevant columns to watch progress of expenditure.

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF BANK DRAFTS

Sr. No.	Date	Date of requisition	Cheque No. & Date	Name/Designation of the payee	Branch of Bank on which the draft is requisitioned	Amount of D.D. (Rs.)	Initials of FO/ DR or AR (A/C)
1	2	3	4	5	6	7	8

No. and Date of the Bank Draft	Date of dispatch of Bank draft	Initials of the FO/ DR or AR (A/c)	Date of receipt of acknowledgement of payee
9	10	11	12

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

COVERING LETTER FOR SENDING CHEQUES/BANK DRAFTS TO THE SUPPLIERS/FIRMS

To

No. : _____

Dated : _____

A Cheque/Demand Draft No. _____ dated _____ for Rs. _____ is sent herewith in payment of the bills noted below:

Token or Voucher No.	Particulars of the bills paid		
	No.	Date	Net Amount (Rs.)
Total			

Particulars of retrenchment made from bills marked (X) are given in the attached slips.

For Finance Officer

MEMO OF ACKNOWLEDGEMENT

(To be immediately returned by all Drawing and Disbursing Officers)

No. _____

Dated : _____

To

The Finance Officer,
Maharshi Dayanand University
Rohtak - 124001

Receipt of Cheque/Demand Draft No. _____ dated _____ for Rs.
_____ in payment of the bills noted on the reverse is hereby acknowledged.

Signature

Designation

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF CHEQUES DRAWN

Date	Cheque No. & Date	Amount (in Rs.)	Signature of FO/ DR/AR (A/c)

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF CHEQUES DELIVERED

(To be maintained in Finance Office) (Separate sheet for each day)

Date : _____

S.No.	Cheque No. and Date	To whom issued	Voucher No.	Token No./Bill Diary No.	Amount Rs.
1	2	3	4	5	6

ABSTRACT AS AT THE END OF EACH MONTH

- (a) Sr. Nos./dates of Cheques not encashed upto end of the month : _____
- (b) Total amount thereof : _____
- (c) Total amount outstanding under the Head _____ (Code No. of Head) - Cheques and Bills – PAO
Cheques upto end of the month : _____
- (d) Analysis of difference, if any, between (b) and (c) : _____

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

BILL RETURN MEMO

Token No. :

(To be returned in original with reply noted in the right hand column)

The Finance Officer M.D. University, Rohtak. No. : _____ (No. of enclosures in words) Dated : _____	Reply No. : _____ Dated : _____
To _____ _____ _____	To _____ _____ _____
<p>Your bill No. _____ dated _____ for Rs. _____ is returned herewith for the reason(s) stated at S. No. _____ below with the request to remedy the defect pointed out before re-submission and instruct your office to avoid similar errors or omissions in future.</p> <p style="text-align: right;">Signature : _____ Designation : _____</p> <p style="text-align: center;">General</p> <ol style="list-style-type: none"> 1. Not drawn in proper printed form. 2. Not properly filled up the _____ being blank wrong. 3. Contained erasure (s) and therefore, a fresh bill should be submitted. 	

<p>4. Contained unattested alterations at the places marked in red ink.</p> <p>5. The net amount of the bill in figures should be Rs. _____ and not Rs. _____.</p> <p>6. The amount of bill in figures does not agree with that written in words.</p> <p>7. Not signed by DDO.</p> <p style="text-align: center;">Establishment</p> <p>8. Not supported by a certificate of disbursement of amount drawn on previous bills.</p> <p>9. The nature of vacancy against which appointment has been made should be stated.</p> <p>10. Not supported by an absentee statement.</p>	
Remarks	Officer's Reply
<p>11. For want of a certificate that all fee & other receipts of all kinds belonging to University have been duly paid into University Account.</p> <p>12. A certificate is required that the University employees for whom grain allowance has been claimed are whole time University servants, that they were not on leave or under suspension and their emoluments did not exceed Rs. _____ per mensem during the period of claim.</p> <p>13. A certification is required that all Group 'D' University employees , for whom increments have been claimed in the bill have rendered the required period of approved service entitling them to the increased pay drawn in the Bill.</p> <p>14. A certificate is required that the officiating appointments involve the assumption of duties or responsibilities of greater importance entitling the University employee appointed to officiate therein, the enhanced pay drawn in the Bill.</p> <p style="text-align: center;">Contingencies</p> <p>15. A certificate is required that charges on account of electric current consumed in the residence or residential quarters of University employees have been paid for separately by the residents concerned, and that no portion of such charges beyond what has been specially allowed by University has been debited.</p> <p>16. A certificate is required that the telegram was sent on University service and that cash payment was unavoidable.</p> <p>17. A certificate is required that no portion of the building for residential quarters.</p> <p>18. A certificate is required that the conveyance charges drawn in that bill were incurred strictly in</p>	

accordance with the rules.

Traveling Allowance

19. **The hour of arrival at, and departure from halting place should be shown in the bill.**
20. **The no. of miles traveled by _____ on each day, viz. _____ should be shown separately.**
21. **A certificate is required that the University employee traveled beyond the limit of his ordinary jurisdiction.**
22. **Purpose of journey is not stated.**
23. **Information wanted as to whether University employee appeared to give evidence in his public capacity.**
24. **Headquarter is not stated.**
25. **A certificate is required that the non-gazetted University employee for whom mileage for road journey has been claimed in the bill traveled by hired conveyance under the orders of the Head of his Office.**
26. **A certificate is required that the cost of transporting personal effects has been charged for at goods rate and that the actual expenses incurred were not less than the sum claimed in the bill.**
27. **A certificate is required that the members of the family accompanying the University employee are actually residing with and wholly dependent upon the University employee.**

Signature : _____
Designation : _____

MAHARSHI DAYANAND UNIVERISTY, ROHTAK
CHECK REGISTER OF OUTSTANDING PRE-CHECK CHEQUES

For the month ending _____

Date	Amount of Cheques delivered (Rs.)	Amount of Cheques encashed (as per daily scroll sent by Bank) (Rs.)
1	2	3
Total		

Summary for the month ending _____

Amount of Cheques outstanding at the end of previous month : Rs. _____

Add amount of Cheques delivered (Total Column 2) : Rs. _____

Total : Rs. _____

Deduct Amount of Cheques encashed/cancelled (Total Col.3) : Rs. _____

Balance-Amount of Cheques outstanding : Rs.. _____

Certified that the above balance has been tallied with the list of Cheques outstanding and found to be correct.

Finance Officer/ **DR or AR (A/c)**

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

SERVICE BOOK

Name _____

Designation _____

Provident Fund Account No. _____

Conditions of appointment	When and how fulfilled	Signature of the D D O

Leave Record			Remarks
Nature of leave	Duration of Leave	Signature of attesting Officer	

Name of post	Whether substantive or officiating and whether permanent or temporary	If officiating, state substantive appointment, if any	Pay in substantive post	Additional pay for officiating post	Other emoluments failing under the term pay	Date of appointment	Signature of employee
1	2	3	4	5	6	7	8

Signature and designation of the Head of the Office or other Attesting Officer in attestation of columns 1 to 8	Date of termination of appointment	Reason of termination (such as increment, promotion, transfer dismissal, etc.)	Signature of the Head of the Office or other Attesting Officer	Reference to any recorded punishment/ award affecting pay
9	10	11	12	13

LEAVE RECORD

Name of employee : _____

Date of commencement of continuous service : _____

Date of compulsory retirement : _____

EARNED LEAVE									HALF PAY LEAVE				
DUTY		No. of days	Leave earned (in days)	Leave at credit (in days) (Cols. 4+9)	LEAVE TAKEN				Length of Service/Credit of Leave				
From	To				From	To	No. of days	Balance on return from leave (Cols. 5-8)	From	To	No. of Completed years	Leave earned (in days)	Leave at credit (Cols. 26+13)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Name of Employee :
 Date of birth : _____

LEAVE ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATE												
Leave on private affairs and medical certificate			Commuted leave on medical certificate on full pay			Commuted leave converted into half pay leave (twice of col. 20)	Leave not due on Medical Certificate (limited to 360 days in entire service)			Total half pay leave taken (Cols. 17+21+24)	Balance on return from leave (Cols. 14-15)	Remarks
							From	To	No. of days			
15	16	17	18	19	20	21	22	23	24	25	26	27

MAHARSHI DAYANAND UNIVERISTY, ROHTAK**PAY BILL**

Pay Bill of the Establishment of the _____ for the month of _____ 200

Voucher No. _____

S. No.	Employee No.	Name of the employee	P.F. Account No.	Earnings										
				Basic pay	Dearness pay	A.D.A.	Spl. Pay	H.R.A.	C.C.A.	C.A.	WA	H.A.	M.A.	Total (5+12)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Deductions												
P.F. Subscription	Addl. P.F.	P.F. Loan	G.I.S.	L.I.C.	W.L	Income Tax	Benevolent Fund	Car/ Scooter/ Bike Loan	H.R. Charges	Fan Charges	Lawn Charges	Water Charges
16	17	18	19	20	21	22	23	24	25	26	27	28

Deductions						Net Pay-able	Remarks
Electricity charges	Recovery of overpayment, if any	Marriage Loan	H.B.A	Miscellaneous recovery/charges, if any	Total Deductions		
29	30	31	32	33	33 (14+31)		

- N.B. – (1) In the remarks column should be recorded all permanent events, such as death, retirement, permanent, transfer, first appointment.
- (2) The total pay of an employee officiating in a certain scale should be drawn for the period only during which he officiates in that Section. The Employee, during transit, should draw his pay in that scale according to which he draws pay for the period.
- (3) Each scale should be divided off by a red line drawn right across the sheet and a total of columns 5 to 12 for the scale should be put in column 13 in red ink.
- (4) The names of the employees holding permanent post should, as far as possible, be entered in order of seniority as measured by substantive pay drawn, and below those will be shown the posts left vacant and the employees officiating in the vacancies.

DEDUCTIONS	Rs.	
1. P.F. Subscription		
2. Addl. P.F.		
3. P.F. Loan		
4. G.I.S.		
5. L.I.C.		
6. Wheat Loan		
7. Income Tax		
8. Benevolent Fund		
9. Car/Scooter/Bike Loan		
10. House Rent Charges		
11. Fan charges		
12. Lawn charges		
13. Electricity charges		
14. Water charges		
15. Recovery of overpayment, if any		
16. Society Loan		
17. House Building Loan		
18. Marriage Loan		
19. Union Fund		
Total		
Net payable		

Budget Head Salary _____

Branch _____

For Audit Use

Pre-audited and passed for Rs. _____ (in fig.)
 _____ (in words)

Auditor R.S.A.

Date _____

Pay Rs. _____ (in figure) _____ (in words)

Date _____ Asstt. _____ Supdt. (Bills) _____

Cheque No. _____ dated _____

1. *Received contents and certified that I have satisfied myself that all emoluments included in bills drawn 1 month, 2 months, 3 months previous to this date, with the exception of those detailed below (of which the total has been refunded by deduction from this bill), have been disbursed to the proper person, and that their acquitances have been taken and filed in office with receipt stamps duly cancelled for every payment in excess of Rs. 500.
One line to be used and the other scored out.
2. *Certified that no person in service has been absent either on other duty or suspension.*
3. *Certified that no leave has been granted until by reference to the applicant's service book, leave accounts and in the leave rules applied to him. I had satisfied myself that it was admissible, and that all grants of leave and departures on and returns from leave and all period of suspension and deputation and other events which are required under the rules to be so recorded the service books and leave account under my initial or have been recorded under Finance Officer's attestation*
4. *Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of University accommodation/rent free during the period for which the allowance has been drawn or has refused a house allotted by the University.*
5. *In the case of employees for whom compensatory allowance has been drawn during leave, it is certified that the certificate regarding the likelihood of the employees to return on the expiry of the leave to the post to which the compensatory allowance is attached or to another post carrying a similar allowance was embodied in the original order sanctioning the leave.*
6. *Certified that all appointments and promotions besides punishments as have to be entered into the Service Books have been entered in the Service Books of the persons concerned under my initial/Finance Officer's attestation.*

(Signature of DDO)

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

EMPLOYEES' SCROLL TO BE SENT TO BANK FOR CREDIT OF SALARY

Salary Scroll for the month : _____

Name of the Bank : _____

S. No.	Name of the employee	Employee Number	Bank Account No.	Amount (Rs.)

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

DAILY ATTENDANCE ROLL OF LABOUR

For month of _____ 20____

Sr. No.	Name	Father/Husband's name	Rate of wages per day per month (Rs.)	No. & dates of days	Total No. of days	Total amount due (Rs.)	Acknowledge ment of payee	Date of payment	Initial of Disbursing Officer
1	2	3	4	5	6	7	8	9	10

Total No. of Labour : _____

Approved Rs. _____

Initials of Supervisor : _____

Initials of Labour I/C : _____

Designation : _____

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

ESTABLISHMENT CHECK REGISTER OF THE DEPT./OFFOCE OF _____ FOR THE YEAR _____

Budget Head _____ Sanctioned post _____ Nos. _____

Name _____ _____	Nature of appointment : _____	Pay as on 01.03.20			
Designation _____ PF/CPF/DPS No. _____ Bank A/C No _____ Res. Address (University/ Private/Own) : _____ _____ _____ House rent paid Rs. _____	Probation/Temporary upto : _____ Confirmed w.e.f. _____ Authority for appointment : EC/VC EC Res. No. _____ dated No. _____ Letter No. _____ dated _____	Pay _____ DP _____ ADA _____ HRA _____ CCA _____ Spl Pay _____ WA _____ HA _____ Others _____ Total _____			
		Asstt./ RSA/ Supdt. RAO	Asstt./ RSA/ Supdt. RAO	Asstt./ RSA/ Supdt. RAO	Asstt./ RSA/ Supdt. RAO

Contd..... UAC Form - 6/5

Months	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Remarks			
Employee No. _____																
Total earnings																
Deductions																
P.F. Subscription																
Addl. P.F.																
P.F. loan																
G.I.S.																
L.I.C.																
Wheat Loan																
Income Tax																
Benevolent Fund														Nature of leave	Duration	No. of days
Car/Scooter/Cycle Loan															F. To	
House Rent Charges																
Fan charges																
Lawn charges																
Electricity charges																
Water charges																
Recovery of over payment, If any																
Society Loan																
House Building Loan																
Marriage Loan																
N.T. Union Fund																
Miscellaneous																
Total deductions																
Net amount payable																

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF LEAVE RECORD

Leave Register For The Year : _____

Department/Office : _____

Name & Designation of the employee : _____

Nature of Leave : Casual/RH/Earned Leave

Duration of leave		No. of days	Leave at credit before commencement of leave	Balance	No. & date of issue of Office Orders	Sign of the authorized officer
From	To					
1	2	3	4	5	6	7

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

ABSENTEE STATEMENT

Name : _____ for _____ 20

Name of Absentee	Pay of absentee	Leave granted				Leave Allowances		Name of every person acting by reason of the absence	Actual substantive pay of acting officer (Rs.)	Acting allowance monthly rate (Rs.)	Remarks
		Kind of leave	Amount (Rs.)	Date of beginning of leave	Date of return (to be filled in when he returns)	Rate per mensem (Rs.)	Amount for days of actual absence during the current month (Rs.)				
1	2	3	4	5	6	7	8	9	10	11	12

Certified that no leave was granted without reference to the applicant's Service Book and to the Rules. I have satisfied myself that it was admissible; and that all grants of leave and departures on, and return from leave, all periods of suspension or deputation and all appointments and promotions, temporary or permanent, have been recorded in the Service Book of the employee concerned.

Date:.....

Signature of DDO

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

LAST PAY CERTIFICATE

1. Last Pay certificate of Sh. _____ Designation _____ proceeding on transfer to the Dept./ Office _____

2. He has been paid upto _____ at the following rates:

Earnings	Rate (Rs.)	Deductions	Rates (Rs.)
Basic Pay	_____	P.F. Subscription	_____
Officiating Pay	_____	Addl. P.F.	_____
Dearness Pay	_____	G.I.S.	_____
Dearness Allowance	_____	L.I.C. Premium	_____
Special Pay	_____	Benevolent Fund	_____
HRA	_____	House Rent Charges	_____
CCA	_____	Benevolent Fund	_____
Cycle allowance	_____	Fan charges	_____
Washing Allowance	_____	Lawn Charges	_____
Fixed Medical Allowance	_____	Electricity charges	_____
Any other allowance	_____	Water charges	_____
		N.T. Union Fund	_____
		Miscellaneous	_____
Total earnings	_____	Total deductions	_____
Net Payable			_____

3. He has handed over charge of the office of _____ on the fore/afternoon of _____

4. Recoveries are to be made from the pay as detailed below:

Nature of recovery	Amount (Rs.)	No. of installments
P.F. Loan	_____	_____
Wheat Loan	_____	_____
Car.Scooter/Cycle Loan	_____	_____
Recovery of over payment, if any	_____	_____
Society Loan	_____	_____
House Building Loan	_____	_____
Marriage Loan	_____	_____
Anny other	_____	_____

5. He is entitled to joining time for _____ days.

6. The details of the Income Tax recovered from him upto the date from the beginning of the current year are noted below:

From	Period	Rate	Amount
From	to	at Rs.	a month
From	to	at Rs.	a month
From	to	at Rs.	a month
From	to	at Rs.	a month

Signature of DDO

He took over/assumed change of the office of _____ on the fore/afternoon of _____

Signature of DDO

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

DEDUCTIONS REGISTER

Deductions for the month _____ Made in _____

S. No.	Name of Dept.	P.F. Subs.	Addl. P.F.	P.F. Loan	G.I.S.	L.I.C.	Wheat Loan	Income Tax	Benevolent Fund	Conveyance Loan	H.R. Charges	Fan Charges	Lawn Charges
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Water Charges	Electricity charges	Recovery of overpayment, if any	Car charges	Society Loan	Marriage Loan	H.B.A	Bank Loan	Other Loan/Charges	Total Deductions	Sign of Asstt.	Sign of DDO	Sign of Auditor
15	16	17	18	19	20	21	22	23	24	25	26	27

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

DEDUCTION/REDRAWAL BILL

Name of Deptt. /Office : _____
For the month of : _____

Sr. No.	Name of Official	Nature of deduction	Nature of recovery	Amount (Rs.)	Remarks
1	2	3	4	5	6
Signature & Seal of DDO					

For use by the Audit Dept.

Passed for payment/adjustment of
Rs. _____

Signature
RSA/RAO/JD (Local Audit)

For use by the Finance Office

Paid vide Vr. No. _____
Cheque No. _____
Dated : _____

Classified : _____
Assistant. : _____

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

TRAVELING ALLOWANCE BILL

Name & designation of employee : _____ Purpose of journey : _____
 Basic Pay/Declared Income for Non-employees : Rs. _____ Date of meeting/Examination : _____
 For T.A. Purposes : Rs. _____ T.A. Bill Register Page : _____
 Place of Posting/Residence : _____

Departure			Arrival			Mode of journey	Distance for Road Mileage		Amount (Rs.)
Station	Date	Time	Station	Date	Time		KM.	Rate	

1. Mode of journey
 - (a) By Rail : Class _____ Ticket No. _____
 - (b) By Bus : Ord./Delux/A.C. _____
 - (c) Own Car/Staff Car/Taxi No. _____
 - (d) By Air : Ticket No. _____
(Please attach ticket)
 2. Journey/halting days _____
 3. Local conveyance, if any _____
(Details on separate sheet)
- Total : Rs. _____

For Use in Accounts Branch

Declaration:

Certified that :

- (i) Particulars provided in the bill are correct and that I have not claimed T.A./D.A., etc. for this journey from any other public source.
- (ii) I have used full Taxi for the journey/paid full propulsion charges for the car which is a private property.
- (iii) I was not provided free lodging and/or boarding at the cost of Govt./University/any other autonomous body.

Signature _____

Address _____

Countersigned _____

Received payment _____

(Affix Re. 1/- Revenue Stamp if the amount exceeds Rs. 5000.00)

Controlling Officer Sign _____

Journey verified
(Dy./Asstt. Registrar)

For payment on the spot

Certified that I shall perform the return journey from _____ to _____ by the same mode as claimed in the T.A. Bill.

Head of Account _____

Pay Rs. _____ (in figures)

_____ (in words)

Clerk Assistant Superintendent

Cheque No. _____

Date _____

Asstt. Registrar

For Audit Use

Seen (i) Sanction (ii) Bill Reg. (iii) Grant Reg.
(iv) Attendance Register

Pay Order

Audit Department

Pre-audited & passed for Rs. _____

Auditor

RSA/ RAO

M.D.U., Rohtak

(Signature of the Claimant)

Important and essential information

*Pay means Grade Pay as per Haryana Govt. orders w.e.f. 1-1-2006

1. Gradation for the purpose of TA/DA

The grading of the employees, for the purpose of TA/DA etc., shall be as under:

Grade-I	Employees drawing Grade Pay of Rs. 10,000 or above.
Grade-II	Employees drawing Grade Pay of Rs. 8,900 to 9,800.
Grade-III	Employees drawing Grade Pay of Rs.4,600 to 8,800.
Grade-IV	Employees drawing Grade Pay of Rs. 2,500 to 4,200.
Grade-V	Employees drawing Grade Pay of Rs. 1,300 to 2,400.

(2) Entitlement of mode of journey while on tour within/out of India:

Grade	Journey by Air	Journey by Sea or River Steamer	Journey by Train	Journey by Road
Grade-I	First Class if out of India ----- Business/ Club Class if within India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-II	Economy Class within or out of India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-III	Economy Class (within or out of India) subject to prior approval of the Vice-Chancellor	If 2 Classes by lower; if 3 Classes by middle; if 4 Classes by Third Class	A.C. 2-Tier or A.C. Chair Car	AC Bus/Deluxe Bus
Grade-IV	Economy Class (out of India only)	-do-	A.C. 3-Tier or Non-A.C. Chair Car	Deluxe Bus/ Ordinary Bus
Grade-V	Economy Class (out of India only)	By lowest Class	2 nd Class/2 nd Class Sleeper	Ordinary Bus

- Note 1: All cases of Air travel both domestic and international where the University bears the cost of air passage, the officials concerned should prefer Air India. Journey may also be performed by private airlines other than Air India provided the basic criteria for selecting airlines other than Air India would be better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India will also be fully utilized.
- Note 2: Each University employee, who is undertaking domestic travel by air in his entitled class, should endeavor to take advantage of the concessions being provided by the airlines to effect possible saving vis-à-vis the normal fares. The employee should try to make their booking in advance to the extent possible so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available. Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Air India or their subsidiaries. Individual employees are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
- Note 3: Grade-III employees are entitled to travel by air within India provided the distance involved is more than 500 kms, and the journey cannot be performed by overnight by train. Prior approval of competent authority for each journey shall be obtained.
- Note 4: In case of Journey by Air/A.C. Rail/A.C. Bus/Deluxe Bus, tickets shall be appended to T.A. Bills. In case of Rail Journey by 1st Class/A.C. Chair Car, ticket/ticket no./reservation slip, as the case may be, shall be produced. In the absence of ticket, wherever required, ordinary fair/bus fare will be given.
- Note 5: The actual cost of reservation and sleeper charges will be reimbursed in full.
- Note 6: There shall be no bar in undertaking a journey by any mode or in any category above the respective entitlement of the employee provided that the claim filed for reimbursement is voluntarily restricted to the said entitlement. However, in all such cases, the essential document required to be submitted and essential conditions required to be met in reference to the performance of journey by the mode and in the category in which the journey was actually conducted shall have to be submitted along with the claim. With this condition, henceforth, there shall be no pre-requirement of seeking the approval of the competent authority for conducting a journey above the entitlement. This provision will not be applicable if journey is performed by a University employee in his own car without prior approval of the competent authority as per Note 3 below (c).

(3) Entitlement of journey by road by a mode other than public transport while on tour in India:

Grade	Journey by Taxi/ Autorickshaw	Journey by own conveyance	Rate of Road Mileage
Grade-I	AC Taxi	By Own Car	Rs. 10/- pkm for AC Car/Taxi; Rs. 8/-pkm by Non-AC Car/Taxi
Grade-II	AC Taxi	By Own Car	-do-
Grade-III	Non-AC Taxi with prior approval of the Vice-Chancellor	By Own Car with prior approval of the Vice-Chancellor	Rs. 8/- pkm by Non-AC Car/ Taxi
Grade-IV	Actual charges when journey is performed by Autorickshaw with the prior approval of HOD for each journey	By Own Scooter/ Motorcycle with prior approval of the HOD for each journey	Rs. 6/- pkm for own Scooter/ Motorcycle or by Autorickshaw
Grade-V	-do-	-do-	Rs. 6/- pkm for own Scooter/ Motorcycle or by Autorickshaw

- Note 1: 'Own Conveyance' does not mean and include 'any private conveyance' of the respective description. Such conveyance, whenever used for the purposes of claiming reimbursement under these instructions, must be 'a registered personal vehicle in the name of the employee concerned or in the name of the spouse of the employee concerned'. The registration number of the vehicle used must always be mentioned in the claim preferred.
- Note 2: In all such cases where the journey is undertaken in own conveyance or it is performed in hired conveyance, all 'toll charges' paid during the journey shall also be admissible in addition to the road mileage. Such reimbursement must be claimed by submitting the original receipt of payment of 'toll charges' bearing the registration number of the vehicle. Case must accordingly be taken to pay all 'toll charges' en-route the journey and obtain receipts (bearing the registration number of the vehicle) and submit it in original along with the claim of reimbursement/mileage otherwise admissible. It is also suggested to retain a photocopy of the same for personal record.
- Note 3: If the entitlement happens to be to travel in A.C. II Tier in Train and does not permit 'journey by own car' but the journey is actually performed in 'own car', the reimbursement shall be restricted to the fare equivalence of A.C. II Tier but while preferring the claim of reimbursement to the said extent of entitlement, the papers required to be submitted with reference to 'journey by own car' while meeting all the necessary requirement thereof shall have to be submitted/met in the manner prescribed for 'journey by own car', and if such compliances with reference to 'journey by own car' are deficient in any manner, the reimbursement restricted to the entitlement shall not be made.

(4) The rates of daily allowance for different places shall be as under :

Grade	In any town/city in Haryana	In any town/city outside Haryana/ Chandigarh
Grade-I	Rs.300/- per day	Rs. 500/- per day
Grade-II	Rs. 240/- per day	Rs. 400/- per day
Grade-III	Rs. 200/- per day	Rs. 300/- per day
Grade-IV	Rs. 160/- per day	Rs. 200/- per day
Grade-V	Rs. 140/- per day	Rs. 160/- per day

(5) Entitlement of Reimbursement of Hotel/ Commercial Guest Houses charges plus Daily Allowance at any place in the country outside Haryana/ Chandigarh

Grade	Entitlement of Reimbursement of Hotel charges/Commercial Guest Houses accommodation plus Daily Allowance
Grade-I	Upto Rs. 5000/- per day plus Da of s. 500/- per day
Grade-II	Upto Rs. 4000/- per day plus Da of s. 400/- per day
Grade-III	Upto Rs. 3000/- per day plus Da of s. 300/- per day
Grade-IV	Upto Rs. 1500/- per day plus Da of s. 200/- per day
Grade-V	Upto Rs. 5000/- per day plus Da of s. 160/- per day

Note 1: Reimbursement of Hotel/Commercial Guest House charges shall only be admissible when the journey on tour involves overnight stay at destination(s).

Contd.-----UAC Form - 6/11

- Note 2: All the University employees who are entitled to stay in Haryana Bhawan or any other Rest House/Guest House facility maintained by the University or State Government or PSUs/Agencies wholly or substantially owned or controlled by the Haryana Government, while on tour in the NCT of Delhi, shall, before availing the terms of Daily Allowance offered by this scheme, have to acquire a 'Non Availability of Accommodation' certificate from the authority competent with reference to any/all such facilities including Haryana Bhawan.
- Note 3: For 'facilities maintained by the University or Haryana Government or PSUs/Agencies wholly or substantially owned or controlled by the Haryana Government, this requirement shall be applicable only on the eligible (to stay) University employees.
- Note 4: University employees traveling outside the State and availing the facility of accommodations run/managed by the Central/other State Governments or Central/State PSUs shall be entitled to claim the accommodation charges as per actual, and bills/receipts on this account must be submitted along with the claim of reimbursement.

(6) The rates of local journey within or out of Haryana but within India shall be as under :

Grade	Local Journey within or out of Haryana
Grade-I	AC/Non-AC Taxi charges upto 50 kms. per diem for travel within city at the rates given under Rule 17.1.1 (c)
Grade-II	-do-
Grade-III	Non-Ac Taxi or Autorickshaw charges @ Rs.8/- or Rs. 6/- pkm, as the case may be, limited to Rs. 150/- per diem for tavel within the city.
Grade-IV	Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within the city.
Grade-V	Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city.

(7) Other Rules

- i. Members of the University Court, Executive Council, Academic Council, Selection Committees, Finance Committee, Faculties, Boards of Studies, Establishment Committee and the Committee/ Sub-Committee appointed, by the authorities of the University may travel by own car/ Taxi between the stations connected by rail and be allowed to charge T.A. by road provided the distance each way does not exceed 250 k.m. The Vice-Chancellor, in special cases, may allow travel by their own car or by taxi even if the distance involved each way exceeds 250 k.ms.
- ii. In case of examination work, journey by own car/taxi is allowed with the permission of the Vice-Chancellor to the officers not below Grade-II.
- iii. Bills not presented within 6 months from the date of journeys shall not be entertained unless the period of 6 months is extended by the Vice-Chancellor.
- iv. Except in the case of work connected with University examinations, daily allowance may not be drawn for a continuous halt of more than 10 days at any place unless the same is sanctioned by the Vice-Chancellor in each case on the ground that the prolonged halts are necessary in the interest of the University work.

MAHARSHI DAYANAND UNIVERISTY, ROHTAK
TRAVELLING ALLOWANCE CHECK REGISTER

Travelling Allowance Check Register for the Year _____

Head of Account _____ Department _____ Budget Allocation Rs. _____

Name of the Officer/Official	Date of Journey	Amount of Bill (Rs.)	Sign of the dealing Asstt.	Sign of the Supdt.	Cheque No. & Date	Remarks
1	2	3	4	5	6	7

MAHARSHI DAYANAND UNIVERISTY, ROHTAK**FORM FOR REIMBURSEMENT OF MEDICAL CHARGES**

Name, designation & Department of the employee : _____

Sr. No.	Name & relationship of the patient with the University employee	Disease as diagnosed by the authorized Medical Officer	Name of Medicine on A/c of which the expenditure was incurred	Amount of the Bill (Rs.)	Place of posting	Reasons for incurring expenditure at place other than the place of duty/posting	Period of treatment	Remarks
1	2	3	4	5	6	7	8	9

Certified that:

- (i) Parents, as mentioned above, are wholly dependent upon me and have no other source of income, except that the monthly income of my parents does not exceed Rs. 750/-
- (ii) They reside with me at the place of my duty.
- (iii) The medicines purchased have been fully used
- (iv) Registered No. of the Medical Practitioner is
- (v) In case Spouse is working,
 - (a) Certified that my wife/husband is not getting any fixed medical allowance from any source.
 - (b) Certified that my wife/husband is employed and is not getting medical reimbursement from any other source. An affidavit to this effect has already been furnished.

Signature of the Employee
(With date)

Counter Signature : _____
Designation : _____

Certified that the medicines as detailed herein are not available in the Campus Dispensary and are admissible under the Punjab Govt. Medical Attendance Rules, 1940.

Signature _____
Medical Officer
Name of the University.....

- Note:
- 1. Prescription should indicate:
 - (a) No. of the Regd Medical Practitioner
 - (b) Name of the Medicines in legible handwriting
 - (c) Quantity of the medicines to be purchased from the Market.
 - 2. Cash Memo/Vouchers should be duly verified and attested by the employee concerned in token of payment having been made.
 - 3. Name (s) of the medicine (s) should be given in capital letters on the reverse side of the voucher.
 - 4. Sanction of the competent authority should be enclosed.

MAHARSHI DAYANANAD UNIVERSITY, ROHTAK
FIXED MEDICAL RE-IMBURSEMENT BILL
(For retired university employees)

1. Name : _____
2. Designation at the time of retirement : _____
3. Address : _____
4. Bank Account No. : _____
5. Name of the Bank : _____
6. Rate per month (In figures & words) : Rs. _____
6. Period : _____

Certified that I am alive today and that I/my spouse is not getting any fixed medical allowance/reimbursement from any source other than M.D. University Rohtak.

Sign of the Person

FOR USE BY ACCOUNTS BRANCH

FOR USE BY AUDIT BRANCH

Passed for payment for Rs. _____

Passed for payment for Rs. _____

Assistant

Supdt.

Auditor

RSA

Received payment

Sign of the Payee

MAHARSHI DAYANAND UNIVERISTY, ROHTAK
MEDICAL RE-IMBURSEMENT VOUCHER

Medical Charges Reimbursement Bill for the month of _____ 20__

Name of the Scheme : _____

Head of Service : _____

Other Allowances & Honoraria (Medical Charges) : _____

Sr. No.	Name & Designation	Dept./Office	Amount Admissible (Rs.)	Deduction, if any (Rs.)	Net Amount Payable (Rs.)	Remarks	Acquaintance
1	2	3	4	5	6	7	8

Net amount payable (in words) Rs. _____

Passed for Rs..... RAS/RAO/JD (Audit)

Pay (in figures) : Rs. _____

Rs. (in words) : Rs. _____

Signature & Designation of DDO

Station : _____

Date : _____

Voucher No. _____

Paid by Cheque No. _____ dated _____

Classified

Assistant

Received Payment

Signature

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

MEDICAL REIMBURSEMENT CHECK REGISTER

(a) Name and designation of the Employee : _____

(b) Whether opted for fixed medical allowance or
Medical reimbursement for out-door treatment : _____

S. No.	Name of the Patient	Relationship with the employee	Duration of Treatment	Amount (Rs.)	Date	Sign of the Asstt.	Sign of the Supdt./DDO	Remarks

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

CONTINGENT BILL REGISTER FOR THE YEAR _____

Total Budget Allotment : Rs. _____

Standard object of Expenditure : _____

Date	No. of Sub-Voucher	Name of the firm/supplier	Bill No. and date	Amount (Rs.)	Amount of previous bills (Rs.)
1	2	3	4	5	6

Total Expenditure Incurred (5+6) (Rs.)	Balance (Allotment -7) (Rs.)	Sign. of Dealing Asstt./DDO	Cheque No. & Date	Remarks
7	8	9	10	11

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

PAYMENT ORDER FROM PERMANENT ADVANCE (IMPREST)

Pay Rs. _____	
out of Imprest and charge to _____	
Date	Signature

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

PAYMENT BY CASHIER OUT OF IMPREST

Paid by Imprest Voucher No.	

Date	Cashier

Brought forward	_____	Rs.
Budget Head Code	- _____	
Budget Allocation	_____	
Expenditure incurred till to-date	Rs. _____	
Balance available	Rs. _____	
Passed for payment	Rs. _____	
(in words)	_____	

- 1 Certified that the expenditure charged in the bill could not with due regard to interests of Maharshi Dayanand University Rohtak be avoided.
2. I have satisfied myself that the charges supported by vouchers entered in this bill have been really paid with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of money drawn on this bill.

Assistant

Name _____
(Office seal)

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF CLEARANCE OF TEMPORARY ADVANCES

Year _____

S. No.	Details of advance	No. & date of cheque by which advance was drawn or ref. to last year's Register of Clearance of Advances	Amount (Rs.)	To whom paid	Sign of DDO	Date of recovery or adjustment	Receipt No. or other particulars	Amount (Rs.)	Sign of Clerk or Asstt.	Balance at the end carried forward	Remarks

MAHARSHI DAYANAND UNIVERISTY, ROHTAK
DELIVERY CHALLAN (IN TRIPLICATE)

Challan No. : _____
Date : _____

To _____

The following articles are sent herewith for further action in your Office:

Sr. No.	Name of the Article	Quantity	Value (Rs.)	Stock Register Reference of Lending Dept.	Stock Register Reference of Receiving Dept.
1	2	3	4	5	6

Please acknowledge the receipt and return one copy of this Challan duly ticked by Audit after showing Stock entries.

Signature & Designation of the Officer
(Sending the articles)

No. _____ Date: _____.

Returned after showing Stock entries to Audit with the remarks that the above articles have been received in good condition and entered in the Stock Register at pages shown against each above.

Signature & Designation of the Officer
(Receiving the articles)

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF PERMANENT ADVANCES, REVOLVING FUNDS & PERMANENT SECURITIES

Name of Deptt./Section	Name of Sanctioning Authority	No. & Date of Sanction order	Amount (Rs.)	Whether P.A. Revolving Fund or permanent security	No. & Date of Cheque	Office where security is to be deposited	Form in which deposited	Signatures of Finance Officer or DR (A/C) or AR (A/C)	Date of refund or adjustment	Signatures of the DDO	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF TEMPORARY SECURITY/EARNEST MONEY DEPOSITS FROM OUT-SIDE PERSONS

Name of Deptt. /Office : _____

S. No.	Whether security or Earnest Money	No. & date of order under which deposited	Receipt No., date and mode of deposits	Name of Depositor	Purpose	Amount (Rs.)
1	2	3	4	5	6	7

Contd.....UAC Form 7/8

Initials of DDO	No. & date of order sanctioning return or lapse of deposit	Date of return or lapse	Acknowledgement of the payee (Revenue stamp to be affixed for amount exceeding Rs. 500.00)	Amount (Rs.)	Balance on 31 st March to be carried over	Sign of DDO
8	9	10	11	12	13	14

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

REGISTER OF EXAMINATION EXPENDITURE

Name of Exam. : _____

Probable date of Exam. : _____.

Nature of Expenditure	Particulars of payment	Amount (Rs.)	Cheque No. & date	Initials of DDO	Remarks
1	2	3	4	5	6
1. Remuneration to Paper Setters and Examiners					
2. Remuneration to Examiners and Sub-Examiners/other Assistants such as Lab staff					
3. Remuneration to Supervisory staff including Supdts.					
4. Payment on account of authorized contingent expenditure					

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

BILL FOR REMNERATION TO THE EXTERNAL EXAMINERS ETC.

Name of the Examiner : _____
 Address : _____

Name of the Examination for which Paper has been set/Practical held/Answer sheets evaluated/ Re-evaluated	No. of Papers Set/No. of Students who appeared in Practical Exam./No. of Papers Evaluated/No. of Papers Re-evaluated/ Ph.D. Oral/Theses evaluation, etc.	Rate of payment (Rs.)	Expenditure on account of Column (3) (Rs.)	Contingent Expenditure, if any (Rs.)	Total claim (4+5) (Rs.)	Remarks
1	2	3	4	5	6	7

Pre-receipted

Total (in words) : Rs. _____

Received payment

Sign of the Examiner

Sign of the Examiner _____

- Note : 1. Affix Revenue Stamp if the amount exceeds Rs. 500/-
 2. Please sign at both the places earmarked above

Budget Allotment

- 1. Allotment for the year Rs. _____
- 2. Amount of the present bill Rs. _____
- 3. Total of the previous bills Rs. _____
- 4. Total upto-date Rs. _____
- 5. Balance available Rs. _____

Certified that the claims have been checked from relevant record and are correct to my knowledge and belief.

Sign of the Assistant

AR(Accounts)

For use in Audit/Finance Office

Passed for Rs. _____ (in figures)
Rs. _____ (in words)

Internal Audit Officer/RSA/RAO/JD (Audit)

Paid vide Vr. No. _____
Cheque No. _____
Date _____
Classified _____

Assistant

AR (Accounts)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR OBTAINING ADMINISTRATIVE APPROVAL AND FINANCIAL SANCTION

No. _____

Dated: _____

Subject: Administrative approval and financial sanction for Rs. _____.

It is requested that administrative and financial sanction may be accorded for the items detailed below:

1.	Name of the Dept./Office.	
2.	Scheme and/or Budget Head	
3.	Date of receipt of funds (for funds allocated between April-Nov.).	
4.	Date of submission of proposal for financial sanction.	
5.	Justification for delay (if more than 2 months from the date of allocation of funds, particularly allocations made between April- Nov.) in submission of proposal for obtaining financial sanction.	
6.	Item (s) required for which financial sanction is applied for : Detailed specifications of the item are :	Qty. Cost
7.	<u>For purchase of equipments etc.</u> i. Whether above items are already available in the Dept. or not ii. If no, whether any other arrangement can be made in coordination with Other Dept. to carry on the work. iii. If similar equipment is already available in the Dept/Office. If yes, justification for additional requirement.	

	<p>iv. In case of replacement or requirement, whether the equipment already on stock is beyond economical repairs.</p> <p>v. Whether the purchase would involve additional recurring charges such as Maintenance. If so, give details thereof and how it is proposed to be met.</p>	
8.	<p><u>For change of equipment:</u></p> <p>i. Details of equipment/item presently approved for purchase.</p> <p>ii. Details of equipment/item now required to be purchased in place of earlier demand.</p> <p>iii. Justification for the purchase of the proposed equipment. Elucidate how the work is being carried on in the absence of the proposed equipment.</p>	
9.	<p>For sanctions obtained in the last quarter of the financial year (i.e. January, February & March), but purchase could not be effected.</p> <p>i. Reasons due to which item (s) could not be purchased.</p> <p>ii. Have the funds been declared non-lapsable?</p>	
10.	<p><u>Certificates:</u></p> <p>i. Certified that the funds for the above purchase exist in the current year's budget.</p> <p>ii. Certified (in case of UGC/other Agency funds) that items proposed to be purchased are the same as approved by the Funding Agency.</p> <p>iii. Certified (in case of purchase against non-lapsable funds) that the items proposed to be purchased are the same as were got approved at the time of getting funds declared non-lapsable.</p>	

Submitted for approval.

Head of the Dept./Office

Registrar/Vice-Chancellor

MAHARSHI DAYANAND UNIVERSITY, ROHTAK**STOCK REGISTER FOR CONSUMABLE ARTICLES**

Name of the Article: _____

Date of purchase	Description	Source of supply	Bill No. & date	Cost/Unit (Rs.)	Total Cost (Rs.)	Qty. received	Quantity Issued & to whom issued	Balance	Sign. of Store Keeper	Sign of DDO	Remarks
1	2	3	4	5	6	7	8	9	9	10	11

MAHARSHI DAYANAND UNIVERSITY, ROHTAK**STOCK REGISTER FOR NON-CONSUMABLE (PERMANENT) ARTICLES**

Name of the Item : _____

Date	Description including warranty period	Source supply of	Bill No. & date	Cost/Unit	Quantity.	Total cost (Rs.)	Total qty. in stock	Sgn. of S.K.	Sign of DDO
1	2	3	4	5	6	7	8	9	10

Present location	Depreciated value (Rs.)	Manner of disposal	Qty. disposed of	Amount of sale proceeds (Rs.)	Receipt No. & date	Net balance	Sign of DDO
11	12	13	14	15	16	17	18

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
FORMAT FOR SENDING CENTRAL EXCISE DUTY EXEMPTION CERTIFICATE TO
THE ASSTT. REGISTRAR (P&S)

No. : _____

Dated: _____

To

_____ The Asstt. Registrar (P & S),

Subject: Supply of Central Excise Duty Exemption Certificate.

Sir,

An order was placed by this Dept./Office vide Supply Order No. _____ dated _____ with M/s _____ for the supply of _____ (Photocopy enclosed). The item (s) to be purchased is/are covered under Govt. Notification No. 10/97-Central Excise dated 1.3.1997 for availing of Excise Duty exemption. The manufacturer/supplier has submitted Proforma Invoice No. _____ dated _____ (Original/ Photocopy enclosed). The Proforma Invoice is in order. Four copies of Excise Duty Exemption Certificate duly signed by the undersigned (with seal) and countersigned by the Registrar, CCS HAU, Hisar are sent for furnishing the same to the supplier.

Further, I undertake to furnish the details of Excise Duty exemption availed of while submitting half -early Report for the period ending June/December by the specified date.

Yours sincerely,

Signature of the HOD
(Office Seal)

Encl: As above

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
FORMAT OF CENTRAL EXCISE DUTY EXEMPTION CERTIFICATE

No. : _____

Dated: _____

**Subject: Central Excise Duty Exemption Certificate for Purchase of _____
(names of items).**

It is certified that:

1. the University is an institution of national importance;
2. the University is registered with the Department of Scientific & Industrial Research, Ministry of Science and Technology, Govt. of India, New Delhi for the purpose of availing of Central Excise/Custom duty exemption in terms of Govt. Notification No. 10/97-Central Excise dated 1.3. 1997 vide Registration No. ----- dated -----upto -----; and
3. the item (s) (described under subject above) for which order was placed with M/S _____ vide Supply Order No. _____ dated _____ (copy enclosed) is/are required for research purpose only.

Signature of the HOD
(Office Seal)

Dated:

Countersignature

Registrar: -----
(Office seal)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

**FORMAT FOR HALF-YEARLY INFORMATION REGARDING EXCISE DUTY EXEMPTION
AVAILED BY THE UNIVERSITY**

Subject: Information regarding goods on which Excise Duty Exemption has been availed for the half-yearly period ending June/December_____.

S.No.	Name of Item	Cost of Item [*]	Amount of Excise Duty	Name & address of the supplier	Bill No. & Date	Remarks
1.						
2.						
3.						

* The Amount of material under column No. 3 should be given after deducting discount, if any, and before adding CST/ VAT etc.

Certified that the information given above is correct

Dated:

Signature of HOD
(Office Seal)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

**FORMAT FOR SENDING CUSTOM DUTY EXEMPTION CERTIFICATE TO THE
ASSTT. REGISTRAR (P&S)**

No.: _____

Dated: _____

To

The Asstt. Registrar (P & S),

Subject: Supply of Custom Duty Exemption Certificate.

Sir,

An order was placed by this Dept./Office vide Supply Order No. _____ dated _____ with M/s _____ for the supply of (names of items) _____ (Photocopy enclosed)). The item (s) to be purchased is/are covered under Govt. Notification **51/96- Customs dated 23.7.1996** for availing of Custom Duty exemption. The manufacturer/**supplier** has submitted Proforma Invoice No. _____ dated _____ (Original/Photocopy enclosed). The Proforma Invoice is in order. Four copies of Custom Duty Exemption Certificate duly signed by the undersigned (with seal) and countersigned by the Registrar, _____ University, _____ are sent for furnishing the same to the supplier.

Further, I undertake to furnish the details of Custom Duty exemption availed of while submitting Half-Yearly Report for the period ending June/December by the specified date.

Yours faithfully,

Signature of the HOD
(Office Seal)

Encl: As above

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

CENTRAL CUSTOM DUTY EXEMPTION CERTIFICATE

No. : _____

Dated: _____

**Subject: Central Custom Duty Exemption Certificate for Purchase of _____
(names of items).**

It is certified that :

1. _____ University, _____ is a University established by a State Act, entitled “ The _____ University Act, 1976 No. ----- of 1976;
2. the University is an institution of national importance;
3. the University is registered with the Department of Scientific & Industrial Research, Ministry of Science and Technology, Govt. of India, New Delhi for the purpose of availing of Central Excise/Custom duty exemption in terms of Govt. Notification No. **51/96-Customs dated 23 July 1996** vide Registration No. _____ dated _____ upto _____; and
4. the item (s) (described under subject above) for which order was placed with M/S _____ vide Supply Order No. _____ dated _____ (copy enclosed) is/are required for research purpose only.

Dated:

Signature of the HOD
(Office Seal)

Countersignature

Registrar, -----
(Office seal)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK**FORMAT FOR HALF-YEARLY INFORMATION REGARDING CUSTOM DUTY EXEMPTION
AVAILED BY THE UNIVERSITY**

Subject: Information regarding goods on which Custom Duty Exemption has been availed for the half-yearly period ending June/December _____ .

S.No.	Description of the Item	Cost of Item* (Rs.)	Name & address of the Supplier	Bill No. & Date	Actual date of release of consignment
1	2	3	4	5	6
1.					
2.					
3.					
4.					

* The Amount of material under column No. 3 should be given after deducting discount, if any.

A Total value (FOB/ CIF) of consumables imported (Append details separately) : Rs. _____
 B Total value (FOB/ CIF) of Equipments imported (Append details separately) : Rs. _____
 C Total imports availing Custom Duty Exemption (A+B) : Rs. _____

Certified that the information given above is correct.

Dated :

Signature of HOD
(Office Seal)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

FORMAT FOR OBTAINING INFORMATION FROM THE MANUFACTURERS/ DEALERS ETC. FOR REGISTRATION WITH STORE PURCHASE OFFICE

No. : _____

Dated: _____

To

M/s _____

Subject: Information for registration as supplier

Dear Sir,

Please supply the following information if you want to get registered your firm with this Office for supply of the items manufactured/distributed/supplied by you :

1. Name, postal address, shop registration number, sale tax number, income tax number telephone number, Fax No., and e-mail address of the firm.
2. Constitution of the firm (Whether partnership/Private or Public Limited).
3. If manufacturer, supply the following information:
 - a. Articles manufactured.
 - b. Location of works, factory or factories.
 - c. Brief details of factories and number of workers.

- d. Quality control methods.
 - e. Availability of testing facilities at site.
4. Whether sole manufacturer in India of any item. If so, give details.
 5. Do you specialize in any Item and claim special expertise? If so, give details.
 6. Whether currently holding any rate contract with DGS&D, Govt. of India, New Delhi or Director, Supplies & Disposal, Haryana, Chandigarh or any other Govt. Institute or University or Research/Educational Institute for supply of any goods. If so, give details.
 7. If an authorized distributor/dealer, supply the following information:
 - a. Name and address of the Principal(s).
 - b. Whether exclusive distributor or authorized distributor/dealer.
 - c. Details of stocks maintained, if any.
 - d. Whether after-sale services are available. If yes, give details.
 8. If stockist only, supply the following information:
 - a. Articles and their brands.
 - b. Approximate stocks.
 - c. Location of warehouse.
 9. Name and address of the Bankers.
 10. Any other information.

The above information must be supplied on the letterhead of the firm duly signed by authorized signatory by enclosing necessary documents.

Yours sincerely

Asstt. Registrar (P & S)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

FORMAT FOR INVITING RATE CONTRACT OFFERS FROM MANUFACTURES/DEALERS

No.: _____

Dated: _____

To

M/S _____

Subject: Rate contract for the purchase of
_____ **for the period ending** _____.

Dear Sir,

It is understood that you are an manufacturer/exclusive distributor/authorized dealer/stockist for the above item. The University is interested to enter into rate contract with you for its purchase for the period from _____ to _____. You are, therefore, requested to quote your rates, and other terms and conditions subject to the following :

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by _____ (date) by _____ (time), and shall be opened on _____ at _____ in the Office of _____. The quotees or their authorized representatives are allowed to attend the meeting of _____.

- the Quotation Opening Committee at their own costs.
2. The offer received late/or incomplete will be rejected outrightly.
 3. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. _____ DATED _____". The offer may be sent to _____, **M.D. University, Rohtak –124001 (Haryana)**. The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.
 4. The following terms may be spelt out in your offer clearly:
 - i. Rates accompanied by authenticated manufacturer's price list.
 - ii. Discount on manufacturer's price.
 - iii. F.O.R
 - iv. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - v. Payment terms.
 - vi. Delivery period.
 - vii. Guarantee/Warranty period.
 - viii. After-sales service.
 - ix. Installation charges, if any.
 - x. Validity period of the quotation.
 - xi. Bank Draft charges, if any.
 - xii. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
 5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
 6. Charges not mentioned in the quotation shall not be paid.
 7. If you have rate contract for the above item with DGS&D/DS&D (Haryana), supply an authenticated copy of the same along with your offer for supply to this University. In case, the rate contract has not been finalized till date with the above authorities, supply a copy of such rate contract, as and when finalized, to this office.
 8. A security of Rs. _____ in the shape of Fixed Deposit Receipt/ Deposit at Call in favour of Finance Officer, M.D. University Rohtak valid upto _____ may be furnished with the offer. The security by other means except FDR/DAC shall not be accepted. In case, the rate contract is not honoured as per the settled terms and conditions, security shall be forfeited, besides taking other action as deemed proper by the University. No firm with whom the University approves rate contract is exempted from depositing the security.
 9. As a general policy, the University tries to make 100% payment within 15 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.

10. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
11. The articles of fragile nature, particularly glasswares etc. shall be accepted through personal delivery or else the transit risk shall be to the supplier's account. The samples shall be asked for, wherever required
12. Record the following certificates in the offer:
 - i. "That we are maintaining only one countrywide price list applicable to all the customers on which the present rate contract is based".
 - ii. "That the rates, and other terms and conditions offered to M.D. University Rohtak are in no way inferior to those being offered to other Govt./Semi Govt. Depts./Public Sector Undertakings/Institutions including DGS&D/DS&D (Haryana)".
 - iii. "That in case, the rates are reduced/or more discount including any special incentive for sales promotion is offered by you during the currency of rate contract, the University shall be informed promptly and shall be entitled for that benefit/incentive".
 - iv. "That the discount offered to M.D. University Rohtak is the same as is offered by you to your Distributors, in case of direct supply".
 - v. "That you have not been debarred/blacklisted by DGS&D/DS&D (Haryana) or any State Govt. Dept./Central Govt. Dept./University etc."
13. Proof of your being manufacturer/exclusive distributor/authorized dealer must accompany the offer.
14. In case, any family member of your firm is serving in the University, then you must record a certificate to that effect on the offer, failing which the quotations/tenders filed by you shall be rejected outrightly.
15. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. ----- on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
16. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak (Haryana). Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

Asstt. Registrar (P & S)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
FORMAT FOR INVITING QUOTATIONS/TENDERS

No.: _____

Dated: _____

To

M/S _____

Subject: Invitation for Quotation/Tender for supply of _____

Sealed quotations/tenders are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/stationers for the items detailed below:

S.No.	Name & specifications of the Item	Quantity

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by _____ (date) by _____ (time). The same shall be opened on _____ at _____ in the office of _____. The quotees or their authorized representatives are allowed to attend the meeting of the _____.

- Quotation Opening Committee at their own costs.
2. The Quotation/Tender received after due date and time or incomplete shall be rejected outrightly.
 3. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. _____ DATED _____". The offer may be sent to the _____, **M.D. University, Rohtak –124001 (Haryana)**. The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.
 4. The following charges and terms may be spelt out in your offer clearly:
 - i. F.O.R
 - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. After-sales service.
 - vii. Installation charges, if any.
 - viii. Validity period of the quotation.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
 5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
 6. Charges not mentioned in the quotation/tender shall not be paid.
 7. FOR shall be M.D. University, Rohtak or Offices situated at Outstations as the case may be. The rates quoted Ex-Godown can be rejected.
 8. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
 9. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
 10. Quantity may increase or decrease without any notice.
 11. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
 12. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.

13. The security/earnest money equivalent to 2% (two percent) of the total cost of the material rounded off to nearest Rs.10.00 (Rs. Ten only) in the shape of “Deposit at Call or Fixed Deposit Receipt” drawn in the favour of the **Finance Officer, M.D. University, Rohtak** shall accompany the tender/quotation failing which the quotation/tender will not be considered, except with the approval of Central Purchase Committee (CPC). The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted.
14. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Asstt. Registrar (P & S) with the approval of CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D.University, Rohtak whose decision shall be final.
15. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
16. As a general policy, the University tries to make 100% payment within 15 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
17. The acceptance of the material shall be subject to satisfactory report of this Office’s Inspection Committee/Technical Committee/ Experts Committee.
18. The samples of the material, if necessary and possible, shall be supplied with the quotation. The unapproved samples shall be collected on receipt of information failing which the same shall be despatched by Goods Carrier on your risk with the condition of **“Freight To Pay”**. Samples **costing less than Rs. 100.00** shall not be returned to the **quotees**. However, if the **quotees** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
19. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The undersigned also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
20. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96- Customs dated 23.7.1996 vide Registration No. _____ dated _____ upto _____. Thus the University is

exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.

21. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
22. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. ----- on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
23. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
24. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Asstt. Registrar (P & S)

Encl: As above

MAHARSHI DAYANAND UNIVERSITY, ROHTAK**FORMAT OF SUPPLY ORDER**

Order No.: _____

Dated: _____

To

M/S _____

Subject: Supply of _____

Sir,

This has reference to your Quotation/Letter/Rate Contract No. _____ dated _____.

Please arrange to supply the following Items as per terms and conditions mentioned below/printed overleaf :

S. No.	Description of Items	Quantity	Rate/Unit (Rs.)	Total Cost (Rs.)	Terms & Conditions
1	2	3	4	5	6
					Special terms and conditions, if any, to be mentioned here

1. Supply the material along with Invoice/Proforma Invoice directly at the following address:

2. The order must be executed within _____.
3. The bank charges, if any, shall be charged to your account.
4. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
5. The goods shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Asstt. Registrar (P & S)/CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material per day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material to be supplied/supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, Maharshi Dayanand University, Rohtak whose decision shall be final.
6. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
7. Our bankers are: State Bank of India, MDU Branch, Maharshi Dayanand University, Rohtak -124001.
8. Invoice No. must be duly printed/machine numbered.
9. Goods shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts.
10. The goods, which are not found according to our specifications/approved samples etc., and are thus not accepted, shall be lifted back by the Supplier at their own risk and cost.
11. Damage to the goods or any other loss (theft/pilferage) during transit shall be the responsibility of the Supplier.
12. The disputes, if any, shall be subject to jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in your quotations or invoices shall be invalid and shall have no legal sanctity.

13. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned in Column No. 6 overleaf, and your acceptance of this order shall be construed as your agreement to all the terms and conditions contained in this order.

Asstt. Registrar (P & S)/HOD

MAHARSHI DAYANAND UNIVERSITY, ROHTAK (HARYANA)(INDIA)
FORMAT FOR INVITING QUOTATIONS FOR IMPORTING ITEMS FROM ABROAD

No. MDU/_____

Dated: _____

QUOTATION/TENDER NOTICE

Sealed quotations/tenders are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/stationers for the items detailed below:

S.No.	Description of the Item	Quantity

1. The sealed quotations/tenders, complete in all respects, must reach the Office of the undersigned latest by _____ (date) by _____ (time). The same shall be opened on _____ at _____ in the Office of _____. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The quotation/tender received after due date and time or incomplete shall be rejected outrightly.
3. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. _____ DATED _____". The offer

may be sent to _____, M. D. University, Rohtak (Haryana) (India) The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.

4. The following charges and terms must be spelt out in your offer clearly:
 - i. FOR
 - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. After-sales service.
 - vii. Installation charges, if any.
 - viii. Validity period of the quotation.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
6. Charges not mentioned in the quotation/tender shall not be paid.
7. FOR shall be M.D. University, Rohtak or Offices situated at Outstations as the case may be, if order is executed through an Indian Agent.
8. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
9. Country of origin of the goods shall be mentioned.
10. Goods supplied shall conform to the standards mentioned in the technical specifications or latest standards issued by the concerned manufacturer.
11. The responsive bidder shall be required to deposit Performance Security equivalent to 2% (two percent) of the cost of ordered material. Performance Security shall be valid for guarantee/warranty period plus 60 days, shall be denominated in the currency as mentioned in the supply order/contract or in a freely convertible currency acceptable to this University, and shall be drawn in favour of the Finance Officer, M.D. University, Rohtak in either of the following forms:
 - a. Bank Guarantee
 - b. Fixed Deposit Report
 - c. Deposit at all
12. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of the goods.

13. The goods shall be quoted with Warranty/Guarantee period of 12 months from the date of delivery and final acceptance at the destination or 18 months from the date of shipment from the port or place of loading whichever is earlier.
14. Letter of Credit shall be established in an Indian Bank and the standard conditions as per Reserve Bank of India Policy shall be applicable.
15. On shipment, 90% of the cost of material shall be paid through Letter of Credit established in an Indian Bank and upon submission of the documents as specified below.
16. Balance 10% (Ten percent) payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative. Payment of local currency portion including Agency Commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.
17. The date of opening of Letter of Credit shall determine the Foreign Currency Exchange rates for all transactions.
18. Bid security equivalent to 2% (two percent) of the quoted price shall accompany the tender which shall be valid for 45 days beyond the validity date of the bids and should be drawn in favour of the Finance Officer, M.D. University, Rohtak in either of the following forms:
 - a. Bank Guarantee
 - b. Fixed Deposit Report
 - c. Cashier's Certified Cheque
19. During evaluation of the tenders, the purchase Dept./Office/Purchase Committee may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, but no change in prices or substance of the tender shall be sought, offered or permitted.
20. The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior to placing the supply order without assigning any reason thereto without any obligations to inform the affected bidders.
21. The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior to placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
22. It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govts.
23. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, Govt. of India, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96- Customs dated 23.7.1996, and is, therefore, exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption only on receipt of information/documents regarding shipment of material.

24. If the material is not supplied during the delivery period mentioned in the supply order and/or not installed within the stipulated period, the supplier shall pay damages @ 0.5% per week or part thereof subject a maximum of 10% of the contract price.
25. If the material is not supplied by the supplier within the delivery period mentioned in the supply order and the liquidated damages cross the limit of 10%, the purchaser reserves the right to cancel the order/contract and reserves the right to recover the liquidated damages out of the EMD/or Performance Security, besides other action as may be deemed proper.
26. The supplier shall notify the purchaser and the Insurance Company within 24 hours of shipment either by Fax or e-mail the full details of the shipment including contract number, description of goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the purchaser, with a copy to the Insurance Company:
 - i. Four copies of the Supplier's invoice showing goods description, quantity, unit cost and total amount.
 - ii. Original and four copies of the negotiable, clean and bill of landing marked prepaid freight and four copies of non-negotiable bill of landing.
 - iii. Four copies of packing list identifying contents of each package.
 - iv. Insurance Certificate.
 - v. Manufacturer's/supplier's certificate.
 - vi. Inspection certificate issued by the nominated Inspection Agency and the Supplier's factory inspection report
 - vii. Certificate of origin.
 - viii. Excise gate pass (octroi receipts wherever applicable) duly sealed indicating payment made, and
 - ix. Other documents evidencing payments of statutory taxes.

The above documents shall be received by the Purchaser at least one week before the arrival of goods at the port or place of arrival. If the above documents are not received as per schedule, the Supplier shall be responsible for any consequent expenses.

A R (P & S)/HOD

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

QUOTATION /TENDER REGISTER

1. Name of the Item: _____
2. Closing date & time: _____
3. Opening date & time: _____
4. Details of quotations/tenders received:

S.No.	Date & time of receipt with Diary No.	Name & address of the Bidder	Details of Tender Fee	Details of EMD Receipt	Sign	Remarks
1.						
2.						

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

FELLOWSHIP/SCHOLARSHIP/STIPEND CHECK REGISTER

Year : _____

Sanctioned vide letter No. _____ dated _____

Dept. /Office : _____

Sr. No.	Name & Admn. No. of the Student	Rate (per month)	Period		Amount received		Sign. of DDO
			From	To	Letter No. & date/ Cheque/B. Draft No. & Date	Amount (Rs.)	
1	2	3	4	5	6	7	8

	Voucher No. (month) July 20 (Rs.)
9	
	Voucher No..... (month) Aug. 20 (Rs.)
10	
	Voucher No. (month) Sep. 20 (Rs.)
11	
	Voucher No. (Month) Oct. 20 (Rs.)
12	
	Voucher No. (month) Nov 20 (Rs.)
13	
	Voucher No.month Dec. 20 (Rs.)
14	
	Voucher No. (month) Jan. 20 (Rs.)
15	
	Voucher No. (month) Feb. 20 (Rs.)
16	
	Voucher No.....(month) March. 20 (Rs.)
17	
	Voucher No(month) April. 20 (Rs.)
18	
	Voucher No. (month) May 20 (Rs.)
19	
	Voucher No..... (month) June 20 (Rs.)
20	
	Voucher No. (month) July 20 (Rs.)
21	

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

FELLOWSHIP/SCHOLARSHIP/STIPEND BILL

Name of Programme : _____

Month : _____

Name of Fellowship/Scholarship holder or stipendiary	Admission No.	Rate per month (Rs.)	Period	Amount payable (Rs.)	Acknowledgement
1	2	3	4	5	6

Name	Admn No.	Amount (Rs.)			
1	2	3			<u>Amount to be refunded</u>
				Total Payable	: Rs. _____
				Less amount refunded by short drawal per details in the margin	: Rs. _____
				Net payable (in figures)	: Rs. _____
				(in words)	: Rs. _____
			Total		

I hereby certify that the students on whose account the amount stated above is claimed, have been regular in attendance and have conferred to the Rules under which the fellowship, scholarship and stipends are tenable.

Signature of the DDO

HOD/Director

- (i) Allotment for current year : Rs. _____
- (ii) Amount of present bill : Rs. _____
- (iii) Total of previous bills : Rs. _____
- (iv) Total to date : Rs. _____
- (v) Balance available : Rs. _____

Pay Rs. _____ (in figure)
 Rs. _____ (in words)

Assistant AR (A/c)

Paid vide Cheque No. _____
 Vr. No. Classified

Assistant

MAHARSHI DAYANAND UNIVERISTY, ROHTAK

CASH BOOK FOR SUNDRY DEPOSITS (UGC/OTHER FUNDING AGENCIES)

RECEIPTS

Date	Nature of assistance	Receipt No.	U.G.C. Fellowship/ Scholarship		Post-Metric scholarship Govt. of Haryana		C.S.I.R.. Fellowship/ Scholarship		I.C.A.R. Fellowship/ Scholarship		Other Funding Agency		Total (Rs.)	Initials of the DDO	Remarks
			Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)	Amount (Rs.)	Cheque No. & date (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

PAYMENTS

Date	Particulars	Sub-voucher No.	U.G.C. Fellowship/ Scholarship		Post-Metric scholarship Govt. of Haryana		C.S.I.R.. Fellowship/ Scholarship		I.C.A.R. Fellowship/ Scholarship		Other Funding Agency		Total (Rs.)	Initials of the DDO	Remarks
			Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)	Exp. (Rs.)	Amount (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FORM FOR ADMISSION TO THE PROVIDENT FUND (IN DUPLICATE)

Account No. to be allotted by the Finance Office	Name of the applicant	Date of Birth	Designation	Office to which attached	Whether post is permanent or temporary or whether applicant is on probation to a permanent post	Rate of emoluments per mensem (Rs.)	Rate of subscription per mensem (Rs.)	Whether the applicant has a family or not	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that I have no pensionary rights or hold lien on any post, whatsoever, in any **University/Central Govt./State Govt.**

Station : _____
 Date : _____

Signature of the Applicant

Signature of the DDO

Finance Office

No. _____ /CPF/ _____ dated _____

Returned with Account No. allotted (**Column 1 above**). This number should be quoted in all correspondence connected therewith. A form of Nomination in prescribed Form, duly filled in, may please be sent as soon as possible.

Finance Officer/DR (A/C)/AR (A/C)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

NOMINATION FORM FOR PAYMENTS IN CASE OF DEATH OF THE UNIVERSITY EMPLOYEE (IN DUPLICATE)

Employee No. _____
 Name & designation of the Employee _____ Father's name _____
 Department/Office _____

I hereby nominate the persons mentioned below to receive the amount that may be admissible to me in the event of my death and direct that the said amount shall be distributed among the aforesaid persons in the manner shown against their names :

S.No.	Name & address of the Nominee	Relationship with the Employee	Age & Date of Birth of the Nominee	%age of share of the Deposit/ Assistance	Name & address of the person to whom share is to be paid on behalf of the Minor	Name, Address & Relationship of the person, if nay, to whom the right of Nominee shall pass in the event of his/her pre-deceasing the Employee or on the happening of the contingency /contingencies
1.						
2.						
3.						
4.						

Place :

Signature of the Employee

Date :

Designation & Office

Names and Addresses of two witnesses:

1. _____ 2. _____

Signature of HOD/Office

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

General Provident Fund Ledger Monthly Report (Year) : _____

Month: _____

Page: _____

Sr. No.	GPF/CPF No.	Name of the Employee	Opening (Rs.)	Subscription						Contribution			Withdrawals			Balance		Total (Subs+Contr.) (Rs.)	Advance paid in the month of
				Recovery of Advance			Compulsory (Rs.)	Optional (Rs.)	Total (Rs.)	Opening (Rs.)	Amount (Rs.)	Total (Rs.)	Refundable (Rs.)	Non-refundable		Subs. (Rs.)	Contr. (Rs.)		
				(i) Rs.	(ii) Rs.	(iii) Rs.								Subscription (Rs.)	Contribution (Rs.)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18	20

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

GENERAL PROVIDENT FUND ANNUAL REPORT

Period _____
 Employee No. _____ Name _____ Father's Name _____
 GPF/CPF No. _____

Month	Opening Balance (Rs.)	Subscription						Contribution			Withdrawals		Balance		G. Total (Subs+Contr.) (15+16) (Rs.)	Yearly Interest	
		Recovery of Advance			Compulsory (Rs.)	Optional (Rs.)	Total (2 to 7) (Rs.)	Opening Balance (Rs.)	Amount (Rs.)	Total (9 to 10) (Rs.)	Refundable (Rs.)	Non-refundable		Subs. (8-13) (Rs.)			Contr. (11-14) (Rs.)
		(i) Rs.	(ii) Rs.	(iii) Rs.								Subscription (Rs.)	Contribution (Rs.)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
April																	
May																	
June																	
July																	
August																	
September																	
October																	
November																	
December																	
January																	
February																	
March																	

1. Own share (Column 15) = Rs.
2. University share (Column 16) = Rs.
3. Interest (Column 18) = Rs.

 Closing Balance as on 30.03.20 = Rs.

For Finance Officer

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

BILL OF PROVIDENT FUND SUBSCRIPTION AND UNIVERSITY CONTRIBUTION

Month : _____ No. & Name of Scheme : _____

Name & designation of the Subscriber	GPF/CPF A/C No.	Monthly Pay (Rs.)	Month to which pay relates	Recovery of Advance (Rs.)			Amount of subscription deducted		Total (5+6+7) (Rs.)	Amount of Univ. Contribution (Rs.)	Rand Total (8+9) (Rs.)	Remarks
							Compulsory (Rs.)	Optional (Rs.)				
				I	II	III	6	7				

- (i) Allotment for the current year : Rs.
- (ii) Amount of present bill : Rs.
- (iii) Total of previous bill : Rs.
- (iv) Total to-date : Rs.
- (v) Balance available : Rs.

Signature : _____
Drawing & Disbursing Officer

For use in Finance Office

For use by the Internal Audit/ JD, Local Fund Audit
Passed for Rs. _____(figures)
Rs. (words) _____(words)

Pay : Rs. _____(figures)
Rs. _____(words)

Internal Audit Officer/JD, Local Fund Audit
Paid vide Vr. No.....

FO/AR (A/C)

Paid vide Vr. No. _____
Cheque No. _____
Classified _____

Assistant/Accountant

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
GENERAL/CONTRIBUTORY PROVIDENT FUND ACCOUNT

Date	Opening Balance (Rs.)	Name of deposit	University Account Cheque No.	Amount (Rs.)	Name of Withdrawals	Monthly Vr. No.	Saving Bank Cheque No.	Amount withdrawn (Rs.)	Balance after each transaction (Rs.)	Sign. of FO/AR (A/C)
1	2	3	4	5	6	7	8	9	10	11

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

SCHEDULE OF EMPLOYEE'S SUBSCRIPTION/UNIVERSITY' CONTRIBUTION UNDER NEW PENSION SCHEME

Employee's Subscription and University's Matching Contribution for the Month of _____

S. No.	PRAN	Name and Designation	Plan type	Pay Band + Grade Pay	Employee's Contribution (Rs.)	University's Contribution (Rs.)	Total	Arrears, if any		G. Total (Rs.)
								Installment No.	Amount (Rs.)	
1	2	3	4	5	6	7	8	9	10	11

Certified that the basic pay entered in column 5 of the statement has been verified with entries in the Service Book and Pay Bill.

Signature of DDO
(Seal)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
FORM FOR SENDING INFORMATION TO THE BILLS SECTION REGARDING ADMISSION OF
THE UNIVERISTY EMPLOYEE TO THE NEW PENSION SCHEME (IN TRIPLICATE)

No. _____ Dated _____

Subject : Allotment of Permanent Retirement Account Number

The details of the following persons, who have joined the University service recently, are sent in triplicate for allotment of Permanent Retirement Account Number :

S. No.	Permanent Retirement Account Number (PRAN)	Employee No.	Employee Name & Designation.	Dept./Office	Date of 1 st entry in University Service	Scale of Pay	Date of Birth	Date of Superannuation	Nomination			Remarks
									Name	Relationship	Share	

Kindly allot the PRANs to each of them and return a copy to this Office and forward another to the AR/Supdt. (Pension) for necessary.

AR/Supdt. (Estt. Branch -Teaching)/
AR/Supdt.(Estt. Branch - Non-Teaching)

AR/Supdt. (Bills Section)

No. _____ Dated _____

The PRANs, allotted by this Office, are mentioned against each employee above . A copy of the above is forwarded for necessary action at your end.

AR/Supdt. (Bills Section)

1. AR/Supdt. (Estt. Branch -Teaching)
2. AR/Supdt. (Estt. Branch - Non-Teaching)

UAC Form -12/4

[Referred to in Rule 15.2.1 (d)(i)]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

INDEX REGISTER FOR ALLOTMENT OF PRANs UNDER NEW PENSION SCHEME

S. No.	Permanent Retirement Account Number (PRAN)	Employee No.	Employee Name & Designation.	Dept./Office	Date of 1 st entry in University Service	Scale of Pay	Date of Birth	Date of Superannuation	Nomination			Sign of DDO	Remarks
									Name	Relationship	Share		

UAC Form - 13/1

[Reference to in Rule 25.6.1 & 25.6.2]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

UNIVERSITY LIBRARY SYSTEM

Accession Register

Date	Accession No.	Author	Title	Edition	Place & Publisher	Year	Pages	Volume	Source	Cost (Rs./\$/£/€ etc.)	Class No.	Book No.	Bill No. & Date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

UAC Form - 13/2

(Referred to in Rule 25.6.6)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

UNIVERSITY LIBRARY SYSTEM

No.: _____

Dated: _____

To

Subject : Books as gratis - Acknowledgement

Sir/Madam,

This is with reference to your Letter No. _____ dated _____. The receipt of the gratis specified below is acknowledged with thanks:

S. No.	Particulars	Quantity	Accession No.

University/Deputy/Asstt. Librarian

UAC Form - 13/3

[Referred to in Rule 25.6.1 & 25.6.8]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

UNIVERSITY LIBRARY SYSTEM

Withdrawal Register

Date	Withdrawal No. (in serial order)	Accession No.	Author	Title	Reason for withdrawal	Withdrawal Order No. & date	Sanctioning Authority	Cost (Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10

UAC (Annexure -13/4)

[Referred to in Rule 25.7]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

UNIVERSITY LIBRARY SYSTEM

Acquisition Record for Ephemeral Literature

Date	Sr. No.	Author	Title of document	Year	Pages	Source	Cost	Bill No. & Date	Disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11

UAC Form 13/5

[Referred to in Rule 25.9.3]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

UNIVERSITY LIBRARY SYSTEM

Subscription Record

Title : _____ Call No.: _____

Publisher : _____

Agent	Period covered	Vol No.	Amount of Subscription	Invoice No. & Date	Period extended	Refund	Remarks
1	2	3	4	5	6	7	8

Attendance Record

Year	Volume	January	February	March	April	May	June	July	August	September	October	November	December	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Frequency : _____ Vol. Per year: _____ Dept.: _____

Library has: _____

Title : _____

[Referred to in Rule 25.10.2]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
UNIVERSITY LIBRARY SYSTEM
Overdue Charges Register

Date	Name of the Borrower	Accession No.	Date of return	Overdue charges	Receipt No.	Remarks
1	2	3	4	5	6	7

UAC Form - 13/7

[Referred to in Rule 25.12.12]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
UNIVERSITY LIBRARY SYSTEM

Cash Memo

Book No. _____ Receipt No. _____ Date _____

Library Member's Name _____

Accession No.	Author and tile	Price (Rs.)
Total amount		

Amount in words _____

Signature of the Official

UAC Form – 14/1

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
FORM OF MORTGAGE FOR HOUSE BUILDING ADVANCE

This indenture made is on the _____ day of _____ between _____ of _____, an employee of Maharshi Dayanand University, Rohtak (hereinafter referred to as the 'mortgagor' which term shall where the context so admits include his heirs, executors, administrators and assigns) of the one part and the Vice-Chancellor, Maharshi Dayanand University, Rohtak (hereinafter referred to as the 'mortgagee' which term shall where the context so admits include his successor and assigns) of the other part.

Whereas the 'mortgagor' is absolutely seized and possessed for an advance of the sum of Rs. _____ for the purpose of enabling him to defray the expenses of _____ as a suitable residence for his own use.

And whereas under the provisions contained in the Maharshi Dayanand University House Building Advance Rules, 2010 (hereinafter referred to as the 'said rules' which expression shall, where the context so admits, include any amendment thereof or addition thereto for the time being in force), the 'mortgagee' has agreed to advance to the 'mortgagor' the said sum of Rs. _____, payable as follows, i.e. the sum of Rs. _____ on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal monthly installments, the first of such installments to be payable on the _____ day of _____ two thousand and _____.

Now this indenture witnesseth that in pursuance of the said agreement and in consideration of the sum of Rs. _____ paid on or before the execution of these presents to the 'mortgagor' by the 'mortgagee' (the receipt

whereof the 'mortgagor' doth hereby acknowledge) for the purpose of enabling the 'mortgagor' to defray the hereinbefore cited expenses, the 'mortgagor' hereby covenants with the 'mortgagee' to repay to the 'mortgagee' the said sum of Rs. _____ (and such further sum as shall hereafter be paid by him to the 'mortgagor' pursuant to the hereinbefore cited agreement in that behalf), and interest thereon calculated according to the 'said rules' on the _____ day of _____ next, and if the loan shall not be repaid on that date, will pay interest in accordance with the 'said rules'. And this indenture also witnesseth that for the consideration aforesaid, the 'mortgagor' doth hereby convey transfer and assure the 'mortgagee' all that piece of land situated in the _____ district of _____ registration district of _____ sub-registration district of _____ containing _____ more or less now in the occupation of the 'mortgagor' and bounded on the North by _____ on the South by _____ on the East by _____ and on the West by _____ together with the dwelling house and the out offices, stables, cook-rooms and out-building now erected or hereafter to be executed on the said piece of land together with all rights of easements and appurtenances to the said hereditaments or any of them belonging to the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the 'mortgagor' absolutely subject to the proviso for redemption hereinafter contained, provided always that if and as soon as the said advance of Rs _____ (and of such further sums as may have been paid as aforesaid) made upon the security of these presents shall have been repaid and interest thereon calculated according to the 'said rules' by the deduction of monthly installments from the salary of the 'mortgagor' as mentioned in the 'said rules' or by any other means whatsoever, then and in such case, the 'mortgagee' will, upon the request and at the cost of the 'mortgagor', re-convey, re-transfer or re-assure the said hereditaments unto and to the use of 'mortgagor' or as he may direct and it is hereby agreed and declared that if there shall be any breach by the 'mortgagor' of the covenants on his part herein contained or if he shall die or quit the service before the said sum of Rs. _____ (and any further sum as may have been paid as aforesaid) and interest thereon calculated according to the 'said rules' shall have been fully paid off, then and in any such cases, it shall be lawful for the 'mortgagee' to sell the said hereditaments or any part thereof either

together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby, and to do and execute all such acts and assurances for effectuating any such sale as the 'mortgagor' shall think fit, and it is hereby declared that the receipt of the 'mortgagor' for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom and it is hereby declared that the 'mortgagee' shall hold the moneys to arise from any sale in pursuance of the aforesaid power upon trust in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time-being owing on the security of these presents and then to pay the surplus (if any) to the 'mortgagor', and it is hereby agreed and declared that the 'said rules' shall be deemed and taken to be part of these presents.

The 'mortgagor' hereby covenants with the 'mortgagee' that the 'mortgagor' will during the continuance of this security observe and perform all the provisions and conditions of the 'said rules' on his part to be observed and performed in respect of these presents and the said hereditaments.

In witness whereof the 'mortgagor', hath hereunto set his hand the day and year first above written.

Signed by the said ('mortgagor')

Occupation : _____

in the presence of

1st witness : _____

2nd witness : _____

Address : _____

Address : _____

Occupation : _____

Occupation : _____

- Note:**
1. The deed should be registered.
 2. There must be two witnesses to the 'mortgagor'

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

AGREEMENT FORM

An agreement to be executed by University employee at the time of or before drawing advance for the construction of house for adjustment of the balance advance outstanding at the time of retirement against the death-cum-retirement gratuity, University share of C.P.F. pay or other arrears, etc.

This agreement is made on _____ day of _____ two thousand and _____ between _____ of _____, an employee of Maharshi Dayanand University, Rohtak (hereinafter called the Borrower, which expression shall include his legal representative and assigns) of the one part and the Vice-Chancellor of Maharshi Dayanand University, Rohtak (hereinafter called Vice-Chancellor which expression shall include his successors and assigns) of the other part

Whereas the Borrower has agreed to erect a house thereon the piece of land situated in State _____ in the registration district of _____ in Tehsil _____ Thana _____ containing _____ more or less and bounded on the North by _____ and on the South by _____ on the East by _____ and on the West by _____ (hereinafter referred to the 'said land') for the sum of Rs. _____ and whereas the Borrower has, under University House Building Refundable Rules (hereinafter referred to as the 'said rules' which expression shall include any amendment thereof for the time being in force and amended from time to time), applied to the Vice-Chancellor for a loan

of Rs. _____ that the last installment of loan together with the interest accrued thereon will be recovered from the gratuity or C.P.F. or other arrears payable to him at the time of retirement or to the members of his family after his death under Clause _____ of the University Calendar, Vol. ____.

For this purpose, the University employee concerned shall execute an agreement to this effect and modify the nomination, if any, made by him for payment of gratuity or C.P.F. or other arrears etc. after his death in such a way so as to provide therein that the unpaid amount of loan/advance out of the University funds together with interest thereon shall be the first charge recoverable by the University from the gratuity payable to him after retirement or to his family after his death.

Now it is hereby agreed between the parties herein that in consideration of the said order, the Borrower, having modified the nomination, if any, made by him in the manner provided above, hereby authorize the Vice-Chancellor to extinguish the last installment of loan together with the interest accrued thereon from the gratuity payable to the Borrower or to his family or his legal heirs.

In witness whereof the Borrower hath hereunto set his hand the day and year first above written

Signed by the said (Borrower)

Occupation : _____

in the presence of

1st witness : _____

2nd witness : _____

Address : _____

Address : _____

Occupation : _____

Occupation : _____

Note : 1. There must be two witnesses to the 'Borrower'

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

RE-CONVEYANCE FOR HOUSE BUILDING ADVANCE

This indenture is made on the _____ day of _____, 20 ____ between the Vice-Chancellor, Maharshi Dayanand University, Rohtak (hereinafter referred to as the Vice-Chancellor) of the one part and _____, an employee of Maharshi Dayanand University, Rohtak. (hereinafter referred to as the mortgagor) of the other part is supplemental to the Indenture of Mortgage, dated the _____ day of _____ 20____ and made between the Mortgagor of the _____ in Book _____ Volume _____ pages _____ to _____ as No. _____ for _____ (hereinafter called the Principal Indenture) whereas all moneys due and owing on the security of the Principal Indenture have been fully paid **the satisfied**, and the Vice-Chancellor has, accordingly at the request of the Mortgagor, agreed to execute such re-conveyance of the mortgaged premises **in the within written** Indenture comprised as is hereinafter contained. Now this Indenture witnesses that in pursuance of the said agreement and in consideration of the premises, the Vice-Chancellor doth hereby grant assign and re-convey unto the mortgagor, his heirs, executors, administrators and assigns all that the piece of land situated in the _____ containing _____ more or less bounded on the North by _____ on the South by _____ on the East by _____ on the West by _____ together with the dwelling house and out-offices, stables, cook-rooms and out buildings thereon and all and singular other than premises in the Principal Indenture comprised or expressed to be thereby assured or which means nor are by any means vested in the Vice-Chancellor subject to redemption under or by virtue of the Principal Indenture with their rights as month and appurtenances as in the Principal Indenture expressed and all the estates right title interest property claim demand whatsoever of the

Vice-Chancellor into out of or upon the same premises by virtue of the Principal Indenture to have and to held the premises hereinbefore expressed to be hereby granted assigned and re-conveyed unto and to the use of the mortgagor his heirs, executors, administrators and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions suits accounts, claims and demand for or in respect of the said moneys or any part thereof or, for or in respect of the Principal Indenture or of anything relating to be premises and the Vice-Chancellor hereby covenants with the mortgagor his heirs, executors, administrators and assigns that the Vice-Chancellor has not done or knowingly suffered or been party or privy to anything whereby the said premises or a part

thereof are, is or can be impeached, encumbered or affected in title estate or otherwise howsoever in witness whereof the parties have hereunto set their hands and seal the day and year first above written.

Singed sealed, and delivered by _____ for and on behalf of the Vice-Chancellor of Maharshi Dayanand University, Rohtak in the presence of _____

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

APPLICATION FORM FOR MARRIAGE//HOUSE BUILDING/MOTOR CAR, ETC. ADVANCE

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Name of Parent Dept. & Designation : _____
4. Name of the Dept. where working : _____
5. Emoluments on which loan is admissible: _____
Salary Head: _____ Basic Pay: _____ D.Pay : _____
Spl. Pay: _____ Total : _____ (GPF Account No. _____)
6. Whether permanent or temporary : _____
7. Purpose of Advance : _____
8. Amount of advance required : _____
9. Date of joining in University Service : _____
10. Date of Birth : _____
11. Date of Superannuation : _____
12. Date of Birth of Son/Daughter/Sister : _____
13. Exact date of marriage : _____

14. Whether advance for the same purpose was obtained previously, if so :

	Date	Amount
i) Date of drawal of the first advance	_____	Rs. _____
ii) Date of drawal of the second advance	_____	Rs. _____
iii) The amount of advance 1 st /2 nd or interest		Rs. _____

thereon still outstanding if any.

a. Name & Date of Birth of the Child/Sister for whom previous Marriage Advance was drawn

Name : _____ Date of Birth : _____

15. Whether Husband/Wife is in University Service : _____

Dated: _____

Signature of the Applicant _____

Designation _____

Department _____

Certified that my wife/husband is/is not a University/Haryana Government employee and he/she has not applied/obtained Marriage Advance for the same purpose.

Dated: _____
Applicant

Signature & Designation of the

CERTIFICATE FROM THE DEPARTMENT

It is certified that the advance of Rs. _____ (Rs. _____) applied for is admissible according to the instructions, and the information given by the applicant is correct.

It has been verified that the Daughters/Sons/Sister of the employee is really dependent upon him and she/he had not drawn marriage advance earlier for the same.

.Signature of Drawing & Disbursing Officer

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

SURETY BOND

(For grant of marriage/motor car/motor cycle etc. advance to temporary/regular University employees)

This deed is made on the _____ day of _____ (Two thousand and _____) between Sh./Dr. _____ working as _____ in the Department of _____ (hereinafter referred to as the surety) of the one part and the **Registrar, M.D. University, Rohtak (hereinafter referred to as the Registrar)** of the other part.

Whereas the loan of Rs. _____ (Rs. _____) has been granted to Sh. _____ working as _____ in the Department of _____ (hereinafter referred to as borrower) on the terms and conditions laid down in the agreement dated _____ subject to the borrower furnishing a permanent University servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____.

And whereas the borrower is not an adhoc employee.

And whereas Sh. _____ has, in fulfillment of the conditions of the Marriage/Motor Car/Motor Cycle advance, agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows: -

1. In pursuance of the said agreement and in consideration of a sum of Rs. _____ advanced by the University to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the

conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that whatsoever, before the amount due to the University from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the University on account of the principal and interest under the said agreement.

2. For the consideration aforesaid and in further pursuance of the agreement, it is hereby agreed that the University granting time or any other indulgence to the borrower shall not affect the liability of surety.

3. The University shall be entitled to deduct from the Pay, Traveling Allowance or any other sum which may be or become payable by the University to the surety the amount due to it from the surety under this deed.

In Witness whereof the parties have signed, this deed on the dates respectively mentioned against their signatures in the _____ year of the Republic of India.

(1) Witness
Signature : _____
Address : _____
Date : _____

(2) Witness
Full Name _____
Address _____
Date _____

Surety

Signature : _____
Designation : _____
Department : _____

Signed by : _____

(For and on behalf of the Vice-Chancellor, M.D. University Rohtak)

I, _____ do hereby authorize the **Finance Officer, M.D. University, Rohtak** to recover from the Death-cum-Retirement Gratuity, the amount which would become due to me on the date of Superannuation/Retirement the balance of outstanding marriage advance, with interest in terms of the penultimate paragraph of the agreements dated the _____.

Dated:

Signature_____

Designation_____

Certified that I hereby cancel the nomination made by me in respect of Death-cum-retirement gratuity payable to me at the time of retirement.

Signature_____

Designation: _____

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

ADVANCE UTILIZATION CERTIFICATE

(For Marriage/House Building/Motor Car, etc. Advance to the University Employees)

1. Nature of loan _____ (Refundable/Permanent, etc. advance)

Certified that an advance of Rs. _____ was drawn by me vide Cheque No. _____ dated _____
for _____ (mention the purpose). The same has been utilized for the purpose it was drawn.

(Signature of the Employee)

Name & designation: _____

Department/Office : _____

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

GUEST REGISTER

S.No.	Name, Address & Telephone No.	Arrival		Room No. (AC/Non AC)	No. of Guests	Private/Official	Total Days of Stay
		Date	Time				
1	2	3	4	5	6	7	8

Departure		Amount Paid (Rs.)	University Receipt No.	Signature of Supervisor	Signature of Hospitality Officer	Signature of Guest
Date	Time					
9	10	11	12	13	14	15

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

TELEPHONE REGISTER

S.No.	Name & Address	Telephone No. called	Nature of Call (Local/STD/ISD)	Call Charges	Sign of the Guest	Remarks
1	2	4		8	9	10

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

CASH/CREDIT MEMO FOR SERVICE CHARGES

Book No. _____

Date : _____

Name of the Payee : _____

Date of Service	Quantity & Particulars	Rate (Rs.)	Amount (Rs.)
Total Meal Charges			
Room Rent as per Serial No. in Guest Register			
Grand Total			

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PARTICULARS OF VEHICLES AND INCUMBENCY OF DRIVERS

1. Registration No. :
2. Type of vehicle :
3. List of tools and accessories :
4. List of spares with the driver :

Particulars of the Driver Incharge of the Vehicle & Check of Tools and Accessories

S. No.	Name of Driver	Period of charge		Sign of Driver	Sign of Transport Officer
		From	To		
1	2	3	4	5	6

Check of tools and accessories				
Date of checking	Name and Designation of checking officer	Discrepancy, if any	Sign. of checking officer	Remarks
7	8	9	10	11

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

VEHICLE LOG BOOK (OTHER THAN TRACTOR)

Vehicle No. _____ Tank Capacity : _____ liters. Average Mileage/Litre : Long _____ Km./Local _____ Km.

Sr. No.	Date	Time		Name and Designation of the User	Purpose (Official/Private)	Duty Places	
		Out	In			From	To
1.	2	3	4	5	6	7	8

Milometer Reading			Fuel Consumption				Sign of Driver	Sign of User	Remarks
Out	Total Run	In	POL Drawn	Balance at Start	Consumed	Balance in Tank			
9	10	11	12	13	14	15	16	17	18

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

TRACTOR LOG BOOK

		Working hours			Diesel			Mobile oil			Grease			Sign. of Driver	Sign. of TO/CO
Date	Brief details of work done	From	To	No. of hours	Received	Consumed	Balance	Received	Consumed	Balance	Received	Consumed	Balance		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REGISTER OF FUEL (PETROL/DIESEL) PURCHASED FROM THE FILLING STATION

Sr. No.	Period for which bill received	Name of the fuel indenting Office/Dept.	Details of bills raised by the Filling Station	Total value of bills raised by Filling Station	Name of the Filling Station	C.P. No.	Details of Reminders, if any, issued to Offices defaulting on payment.	Details of Payment (Cheque No. date and amount)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

RECORD OF REPAIRS ETC. OF THE UNIVERSITY VEHICLES

Vehicle No. _____

S. No.	Date of Entry of Bill	Details of Repairs/Replacements	Quantity of Spare Parts	Bill No. & Date	Name of Workshop	Amount (Rs.)	Monthly Expend.	Cumulative Expenditure	Record of Unserviceable Parts	Sign of Driver	Sign of Transport Officer	Remarks
1	2	3	4	5	6	7		8	9	10	11	12

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

HISTORY SHEET OF THE VEHICLE

1. Vehicle No. _____

Date	Date of Purchase (Bill No. & Date)	Details of Vehicle (Type, make, model, Engine No., Chasis, seating capacity, etc.)	Purchase Value	Insurance Details			Details of accident, if any	Sign of T.O.
				Policy No.	Premium	Period		
1	2	3	4	5	6	7	8	9

Normal life	Depreciated value	Date of disposal	Amount of disposal	Receipt No.	Sign of T.O.	Remarks
10	11	12	13	14	15	16

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

RECORD OF TYRES/TUBES

1. Vehicle No. : _____
2. Norms of replacement : _____
3. Details of tyres received with the vehicle :
- i. No. of tyres received with the vehicle:
- ii. Tyre Nos. :

S.No.	Date	Distance covered (Kms.)	Date of replacement	Tyre Nos.	Bill No. & Date	Amount (Rs.)	Supplier	Sign of the Transport Officer	Remarks
1	2	3	4	5	6	7	8	9	10

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

RECORD OF BATTERIES

Vehicle No. _____.

S.No.	No., Make and Bill No. of the existing battery	Date on which the existing battery were changed	No., Make and Bill No. of the new battery	Date of change of the new battery	Sign of the Transport Officer	Remarks
1	2	3		4	5	6
1.						
2.						
3.						

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

VEHICLE REQUISITION FORM (OTHER THAN BUSES)

Subject : Requisition for _____ (Name of Vehicle)

1.	Name, designation and address of the Officer/official	
2.	Total no. persons/officials who will travel in the vehicle	
3.	Purpose	
4.	Place (s) of visit	
5.	Nature of Journey	i. Official (Free of Charge) ii. Official on Payment iii. Private on Payment
6.	Date, Time and Place where the Driver is required to report for duty	
7.	Expected date & time of arrival	
8.	Estimated distance to be covered (in Kms.)	

Note: Requisition shall be submitted at least three days before the date of journey except in emergencies.

It is certified that I/we _____ (Name & designation of the Indentor) shall use the University vehicle only for official/private purpose. I also undertake that I/we will be responsible for arranging the payment of vehicle charges.

Indentor

Registrar
(Outstation Journeys)

Transport Officer
(For local journeys)

Endst. No. TO/_____

Dated : _____

A copy is forwarded to the Indentor with the following information:

1. The Vice-Chancellor/Registrar has allowed the use of the University vehicle for the purpose stated by you.
2. The University vehicle will be provided on availability.
3. The University vehicle can not be made available for the said date and time.

Transport Officer

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

VEHICLE REQUISITION FORM FOR BUSES

Subject : Requisition for University Bus

1.	Name, designation & official address of the Indentor	
2.	Total no. of students (Please attach list of students)	
3.	Purpose	
4.	Details of route (Please attach a copy of route details alongwith places of Night Stay during the tour)	
5.	Nature of Journey	i. Official (Free of Charge) ii. Official on Payment iii. Private on Payment
6.	Date, Time and Place where the Driver is required to report for duty	
7.	Expected time of arrival	

- Note:**
1. **Requisition shall be submitted at least three days before the date of journey except in emergencies.**
 2. **Full payment of the bus charges, in case of short journeys /tours to places like Delhi, Chandigarh, Suraj Kund, etc., and 50%, in case of long journeys/tours, may be deposited with the Transport Office alongwith the Requisition.**

It is certified that I/we _____ (Name & designation of the Tour Incharge) are proceeding on the above tour alongwith the students of the Department/Institute of _____, and shall be responsible for proper operation of the Bus and observation of all other formalities such as payment of State Entry Tax, etc. during the tour. I/we further undertake to arrange the payment/balance payment of the bus charges.

Dean, Students Welfare
Incharge

HOD

Indentor/Tour

Transport Officer

Endst. No. TO/_____

Dated : _____

A copy is forwarded to the HOD/Tour Incharge with the following information:

1. The Vice-Chancellor/Registrar has allowed the use of the University vehicle for the purpose stated by you.
2. The University vehicle will be provided on availability.
3. The University vehicle can not be made available for the said date and time.

Transport Officer

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

DRIVERS' DUTY REGISTER

Date	S. No. of Duty Slip	Details of Requisitioner	Status of Requisition (Received/Pending)	Type of Journey (Official/Private)	Places of Visit	Duration of Visit	Vehicle No.	Type of Vehicle	Name of Driver & his signature	Remarks
1	2	3	4	5	6	7	8	9	10	11

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

DEMAND AND COLLECTION REGISTER FOR PRIVATE USE OF VEHICLE

S. No.	Date of Use	User Name & Designation	Distance Covered (Kms.)	Total Charges (Rs.)	Bill No. & Date	Vehicle No.	Place (s) visited	Details of Payment made by the user (Date, Cheque No. etc.)
1	2	3	4	5	6	7	8	9

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

BILL FOR USE OF VEHICLE

To

S.No.	Description	Amount (Rs.)
1.	Vehicle Charges Vehicle No. _____; Date of Use _____ L.B. Page No./S _____; Distance covered : _____; Kms.; Rate/Km. : _____	_____
2.	Night Stay Charges (Charges @ Rs. _____ for _____ days)	_____
3.	D.A. of the Driver Total Days : _____ Total amount : Rs. _____ i. _____ ii. _____	_____
4.	D.A. of the T. Cleaner Total Days : _____ Total amount : Rs. _____ i. _____ ii. _____	_____
Total		_____

Note : Charges may be deposited with the University Cashier in Income Head No. _____, and original receipt may be sent to the Transport Officer for record/proof of payment

Bill entered in Demand, Collection and Balance Register at Page No. _____ for the year -----.

Dealing Clerk/Asstt.

Transport Officer

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REGISTER OF NURSERY PLANTS

Site	Date of sowing	Quality of Seed sown	Germination (Number of Plants)	(Number of plants survived)	Reference of Register of plants where carried cover with date	Initials of S.O.	Reviewed by LSO giving reasons for low germination or failure	Remarks
1	2	3	4	5	6	7	8	9

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REGISTER OF PLANTS

1. Girth prescribed by the Estate Officer.....
2. Reference to authority

Site/location	Date or receipt	Number	Source of receipt (in case of transfer from Nursery Register, give ref. to page)	Cost in case of purchase Rs.	Initials of LSO	Date of review of girth	No. of plants found dead during the year	Date of transfer to Register of Trees	Number of plants transferred to Register of Trees	Reference to page of Register of Trees	Initials of LSO	Review by LSO	Reference to orders of competent authority approving morality	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REGISTER OF TREES

Sr.No.	Situation	Measurement			Kind of tree	Age/date	Signature of LSO	No. & date of orders sanctioning the disposal of tree	Amount of sale proceeds (Rs.)	Name & Designation of Officer holding the auction or sanctioning the sale	No. & Date of receipt	Remarks including any explanation if necessary why less then the normal price was realised
		Girth of stem	Height of the stem	Cubic contents of timber								
1	2	3	4	5	6	7	8	9	10	11	12	13

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REGISTER OF FRUIT TREES

Details of location of Fruit Trees	Name of the fruit crop with details of varieties	Number of Fruit Trees/Plants at the commencement of the year			Source and date of receipt of fruit trees	Date of planting of Fruit Trees	Cost in case of purchase & ref. to page in case of transfer from Nursery Register	No. of planted trees during the year	Details of inputs				Initial
		Fruit bearing trees	Trees still in the unbearing stage	Others						Initials	Date	Item	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Contd.....UAC Form 15/20

REGISTER OF FRUIT TREES

Trees/Plants found dead during the year	Reason of death of plants	Total survived (3+4+5+9)-(15)	At the close of the year			plants/trees at the time of fruition and periodic review and	Yield			Income from sale of fruit/product		Initials
			Bearing Fruit Trees	Still in the unbearing stage	Others		Expected (Kgs.)	Actual (Kgs.)	Initials			
15	16	17	18	19	20	21	22	23	24	25	26	27

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REQUISITION FORM FOR PRINTING

Subject : Requisition for Printing

The copy of the manuscript running into _____ pages is enclosed for printing. The details of the job are given below :

1. Title of the job :
2. Details of the job :
3. No. of the pages of the manuscript :
4. No. of copies to be printed :
5. Binding requirement : Hard bound/Paperback/Not required
6. Numbering requirement : Required/Not required
7. Date by which material is required :
8. Any other requirement :

It is requested that the above material may be printed as per schedule given above.

Head of Office (with

seal)
The Press Manager,
M D University, Rohtak

No. : _____ Dated : _____

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

JOB REGISTER

For Office use	For Store use		Quantity	Stock Reg. No.	Page No.	Valuation	Delivery Challan-cum-Bill No.
	Req. No. & Date	Quality					
Office : Order No. : Job No. : Quantity : Size : No. of pages : Numbering of pages : Binding :							

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

JOB FILE

Job No. : _____

Indentor's name and address : _____

Order No. and date : _____

M.S.S. Pages : _____

Quality of paper : _____

Requisition No. : _____ Date : _____

S. No.	Description	Quantity used

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

RETURN OF DRAFT PRINT FOR PROOF READING TO THE INDENTOR

To

M. D. University, Rohtak

NO. UP/PR/ _____
Dated : _____

Subject : Checking of proofs and return thereof for printing

Sir,

This has reference to your Requisition/Order No. _____ dated _____ for printing of _____ . The first/second proof of pages from _____ to _____ is enclosed. You are requested to take action as under.

1. The proofs may be returned at the earliest after getting the same checked.
3. Job No. may be mentioned prominently in your forwarding letter.
4. Each page of proof must be signed with date as a token of having checked the same.
5. It is not advisable to ask for second proof in case of fewer corrections.
6. In case, second proof is not required, "Correct & Print" order with dated signature may be appended on each page.
6. Kindly note that incorporation of corrections pointed out in the proof shall be our responsibility and left out mistakes shall be your responsibility.

Yours faithfully,

Encls.: As above

(Press Manager)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

DELIVERY CHALLAN-CUM-INVOICE

Delivery Challan-cum-Invoice No. _____

Dated:

To

M.D. University, Rohtak

S. No.	Job No.	Description of the Printed Material	Department/Office	Quantity	Delivery Total/Partial

Kindly note that our responsibility shall cease no sooner the goods leave the University Press godown.

Accounts & Store Incharge
For Press Manager

1. Received the above material in good condition as per this Office requirement.

Sign of the Recipient

2. Stock entry (ies) of the above material has been made in Stock Register No. _____ at page No.

_____ of _____ (Name of Office/Dept.) and in Job Register of the University Press against Job No. _____

Sign of Store
Keeper/Clerk

3. The value of the job works out to be Rs. _____.

Accounts & Store Incharge

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

BILL FORM

Original

Bill No. _____ Dated : _____ Order No. _____ Dated :

To

Description of the work done	Quantity	Rate	Amount (Rs.)
Total			

Note : 1. Payment may made to this Office by Cheque/Bank Draft drawn in favour of the Finance Officer, MDU, Rohtak.

Accountant/Bill Clerk
For Press Manager

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PAPER CONSUMPTION REGISTER

GSM : _____ Weight : _____ Specifications : _____ Size : _____

Job No.	Requisition No./ Challan No. & Date	Job Description	Quantity consumed	Balance	Sign of the Store Keeper	Sign of Accounts & Store I/C	Remarks
1	2	3	4	5	6		7

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

ANNUAL STATEMENT OF ACCOUNTS OF THE UNIVERSITY PRESS

Name of Office/Dept.	Job No.	Job Description	Challan-cum-Invoice No. & Date	Amount (Rs.)
1	2	3	4	5
A. Income				
1.				
Total (1)				
2.				
Total (2)				
Total A (1+2+3+4+				
Salaries				
Purchase of Paper				
Purchase of Ink				
Repair of Plant/ Machinery				
Total B				
Net Income (A-B)				

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

HOUSE/BUILDING CONNECTION REGISTER

House/Building Particulars : _____

S. No.	Name of the occupant/Office	Connection No.	Purpose of supply	Date of Connection	Date of Disconnection	Reason of disconnection	Name & Sign. of the designated official	Sign. of the JE/SDE (Elect.)
1	2	3	4	5	6	7	8	9

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REGISTER OF PAYMENTS TO HARYANA BIJLI VITRAN NIGAM

Date	New reading	Old reading	Units consumed (3-2) X 2000/3	Bill No. & date	Amount of bill (Rs.)	Payee's Name and address	Details of payment (Cheque No. & Date)
1	2	3	4	5	6	7	8

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

LOG BOOK OF GENERATORS

1. No. & Make of Generator : _____ 2. Horse Power : _____
3. Rate of Fuel Consumption : _____ 4. Location : _____

Date	Bill No. & Date	Source	Fuel in the Tank (Litres)	Fuel added (Litres)	Total Fuel (Litres)	Run time		Fuel Consumed (L/hour)	Balance (Litres)	Sign of the Operator	Sign of the Controlling Officer
						From	To				
1	2	3	4	5	6	7	8	9	10	11	12

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REGISTER OF REPAIRS OF THE GENERATORS

1. No. & Make of Generator : _____ 2. Horse Power : _____

3. Location : _____

S. No.	Details of Repairs/ Replacements	Bill No. & Date	Source of Repair/Shop from where parts were purchased	Amount (Rs.)	Record of Unserviceable Parts	Sign of the Operator	Sign of the Controlling Officer	Remarks
1	2	3	4	5	6	7	8	9

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

ENERGY CONSUMPTION REGISTER

S. No.	Meter Reading (Incoming)	Meter Reading (Outgoing)	Energy Consumed	Actual Energy Consumed	Permissible Transmission Loss	Energy Consumed	Losses
1	2	3	4 (3-2)	5	6	7 (5+6)	6 (4-7)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

ELECTRICITY/WATER CONSUMERS' LEDGER

1. Name of the Employee : _____ Employee No. _____

3. Department/Address : _____ (address in case of private consumer)

Date of reading	New reading	Old reading	Units consumed	Rate/Unit (Rs.)	Amount (Rs.)	Meter rent (Rs.)	Water Charges (Rs.)	Other charges (Rs.)	Total amount (Rs.)	Reference to Employees' Electricity and Water Charges Rolls/Private Consumers' payment details
1	2	3	4	5	6	7	8	9	10	11

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
ELECTRICITY CHARGES BILL (PRIVATE CONSUMERS)
(For Domestic/Commercial Supply)

Book No. : _____ Bill No. _____ Date: _____ Meter No. _____ Account No. _____

Name and address of the Consumer : _____

Date of Reading		Meter Reading		Units consumed
Old	New	Old	New	

S. No.	Particulars	Supply & other charges (Rs.)	Electricity (Rs.)	Total amount shown under column 3 and 4 (Rs.)
1	2	3	4	5
1.	Balance from previous month, if any			
2.	Charges against consumption as shown above after allowing rebate			
3.	Rentals: (a) For Service line (b) For meters			
4.	Sundry Charges (a) Debits (b) Allowances			
5.	Total Amount payable by due date.			
6.	Addl. charges in case of non-payment by the due date			
7.	Amount payable after the due date			

Due date for payment: (a) by cash _____ (b) by cheque _____

Clerk/Assistant/S.D.E. (E)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

ELECTRIC CHARGES ROLL OF UNIVERSITY EMPLOYEES

S. No.	Employee No.	Name, designation & address of the Occupant	Electric charges	Fan charges (Rs.)	Water charges (Rs.)	Other charges (Rs.)	Arrears, if any (Rs.)	Total (Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10