

OFFICE OF THE COMPTROLLER (ESTABLISHMENT BRANCH),
CCSHAU, HISAR
ORDER

No. CAUH/E1/92/2016/

Dated:

The Vice-Chancellor, CCSHAU Hisar is pleased to order for implementation of Centralization of Pay of University staff w.e.f. the month of October, 2016 (paid in November, 2016) at the level of following Deans/Directors/Officers of the University.

Sr. No.	Deans/Directors/Officers	Departments/offices to be attached
1	All Deans	Concerned Offices, all departments/sections of the College under their control. Besides, i) Dean, COA will also draw salary of staff posted in Dryland Agriculture, COA, Kaul and Bawal. ii) Dean, COAE&T for Transport Workshop.
2	Directors	Concerned Offices. Besides, i) The Director of Research will also draw salary of staff posted at all Research Stations, Director Farms, RDS Seed Farm. ii) The Director of Extension Education for all KVKs, EEI, Nilokheri. iii) The DSW for University Hospital.
3	Registrar	Offices of Registrar, Security Organization, Faculty House/Club and Campus School.
4	Comptroller	Offices of Comptroller and Director (S&P)
5	SVC	Secretariat of Vice-Chancellor and PRO
6	EO-cum-SE	All Units of EO-cum-SE and Landscaping Unit

The implementation will be as under: -

(i) Keeping in view the urgency, the Deans/Directors/Officers are authorized to arrange for deployment/adjustment of staff from amongst the concerned departments/offices/outside centres under their control on need basis only for pay purpose. However, if permanent transfer is required, the same may be made with the approval of the worthy Vice-Chancellor.

Work to be done at the level of Controlling Officers:

- The ECRs, DCRs and Budget Registers etc. will be maintained in the office of concerned Deans/ Directors/Officers from September, 2016 onwards. The same will be transferred from the concerned departments. However, the Budget Register will be started afresh for the pay w.e.f. October, 2016.

- The Pay/Computer Section will prepare pay bills and FMA bills for all employees including retirees of GPF/CPF/NPS categories, scheme-wise i.e. Plan/Non-Plan/ICAR/ Other Agencies etc.
- Reconciliation of pay head will be done by the respective Pay Section after Sept., 2016.
- SNEs, E&Ss, demand of funds etc. on account of salary head will be prepared by the Pay Section for 2017-18 onwards
- The Salary of the staff of ICAR and Other Agency schemes will also be handled by the Pay Section. Pay bills will be prepared scheme-wise, on the basis of availability of budget/funds in the respective schemes.
- The pay slip will be uploaded on University website by Computer Section for perusal by the employees and concerned department for record.

Work to be done at the level of Head of Departments

- The concerned depts. will maintain the Contingent Registers, Service Books as well as all other service record of employees as heretofore. However, April, 2017 onwards, the same will be maintained in the O/o Controlling Officers.
- The departments will be responsible for maintaining the service books, grant of annual increments, completion of probationary period, pay fixation in case of promotion/grant of ACP scales/revision of pay scales etc, entries of earned leave/HPL/EOL and all other events in service career in the service books, initiation/processing of cases of retirement/resignation, etc. as are being maintained at present. The changes will be got verified from the Audit and records duly verified will be submitted to Pay Section latest by 18th of the month. However, April, 2017 onwards, the same will be maintained in the O/o Controlling Officers.
- The system for change of option from Fixed Medical Allowance to actual medical reimbursement or vice-versa will continue as heretofore. However, after approval of the competent authority, necessary intimation will be given to the Pay Section well in time for its drawal.
- Medical Reimbursement Bills and LTC claim bills shall be dealt with by the Department concerned. However, Education Allowance will be prepared by the Department and submitted to Pay Section, O/o Controlling Officer for further action.
- The arrears of pay and FMA (if any) upto the month of September, 2016 shall also be prepared/processed by the Departments concerned and expenditure shall be booked in the concerned Budget Register maintained in Pay Section, O/o Controlling Officer.
- The absentee statement shall be submitted by the HOD to the Pay Section by 20th of each month positively, for the period of 20th of last month to 19th of current month, otherwise it will be presumed that no employee is absent, on EOL/HPL etc. and the salary of staff will be prepared/drawn as usual. The responsibility for any delay/excess payment of salary due to non-submission of absentee statements shall lie upon the concerned department.
- AUC/GUC shall be got issued by the O/o Comptroller.
- The cases of Gratuity/Leave Encashment/GPF/CPF/NPS, etc. will be initiated by the Departments as heretofore.
- SNEs for other heads (except pay head) shall be prepared by the Departments at their own level for submission to the Comptroller through Controlling Officer as heretofore.
- The allotment of Budget (except pay head) will continue to be made to the departments. There will be no separate budget allotments under "Salaries" head to the Departments



after September, 2016. The Pay Budget will be allocated to the respective Deans/ Directors/Officers.

- i. The new ECR for 2017-18 will be got ticked by the concerned Pay Section, O/o Controlling Officer from Audit in the month of Feb. 2017 on the basis of old ECR.
- ii. The budget for Pay/ADA/GPF/CPF/NPS sanctioned to all Departments/ Sections/ RRSs (Except Deans/Directors/Officers of the University) under Non-Plan and Plan Schemes will be surrendered to CO/CAU. No expenditure related to Pay Head will be booked in Budget Register of the department after pay of Sept., 2016 is drawn. However, additional centralized budget will be allotted in Pay head to all the Deans/Directors/ Officers, as per requirement.
- iii. Due to different TAN No., Form-16 and 24-Q (quarterly report) will be prepared by the department concerned up to the month of Sept., 2016 and for October onwards by the Pay Sections under TAN number of COs. The calculation of amount of TDS to be deducted from Pay will be provided by the DDO/HOD concerned in due time.
- iv. Due to mid of the year, this is an interim arrangement for the centralization of salary at CO's level. The pay will be centralized at one place under the Comptroller for the month of March, 2017 to be paid in April, 2017.
- v. The case for necessary amendments (wherever required) in Accounts Code of the University will be processed separately and the whole process will be taken care by CAU.

Sd/-
(Naveen Jain)
Comptroller

Endst. No. CAUH/E1/92/2016/8604-8733

Dated: 05.10.2016

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

1. OSD/SPS to Vice-Chancellor, CCSHAU, Hisar.
2. All Deans/Directors/Officers of the University/HODs/Offices/Sections (including outstations), CCSHAU, Hisar.
3. All Dy. Registrars/Dy. Comptrollers/Asstt. Registrars/A&AOs/Supdts/Dy. Supdts CCSHAU, Hisar.
4. Joint Director (Audit), CCSHAU, Hisar.
5. RAO (Internal Audit Cell), PS to CAU, E-2, E-3, E-4 & E-5 (internal).
6. Presidents, HAUTA & HAUNTEA, CCSHAU, Hisar.
7. Incharge, Computer Centre, COBS&H for uploading the circular on University website also.


(N.K. Tayal)
Asstt. Registrar (E)
for Comptroller