

# Regulations of the Tamil Nadu Agricultural University

TAMILNADU

India

## Regulations of the Tamil Nadu Agricultural University

### Rule

## REGULATIONS-OF-THE-TAMIL-NADU-AGRICULTURAL-UNIVERSITY of 1971

- Published on 1 January 1971
- Commenced on 1 January 1971
- [This is the version of this document from 1 January 1971.]
- [Note: The original publication document is not available and this content could not be verified.]

Regulations of the Tamil Nadu Agricultural University In exercise of the powers conferred by clause (e) of section 38, read with subsection (4) of section 48 of the Tamil Nadu Agricultural University Act, 1971 (Tamil Nadu Act 8 of 1971), the first Vice-Chancellor of the Tamil Nadu Agricultural University hereby makes the following Regulations of the Tamil Nadu Agricultural University with the approval of the Chancellor, namely:-

## Chapter I

### General

#### 1. Short title, commencement and interpretation.

(1) These Regulations shall be called the Regulations of the Tamil Nadu Agricultural University. (2) They shall come into force from the date of publication of the Regulations in the Tamil Nadu Government Gazette. (3) Unless the context otherwise requires, the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have the same meaning as they have in the Act and Statutes.

#### 2. Definitions.

(1) "Act" means Tamil Nadu Agricultural University Act, 1971 (Tamil Nadu Act 8 of 1971); (2) "Clause" means a sub-division of a Regulation; (3) "Competent Authority" means the authority empowered to exercise such powers under the Regulations and Rules of the University; (4) "Duty" includes services as a probationer or apprentice, provided that such service is followed by confirmation, without break; (5) "Employee" means a whole-time appointee in any post of the University; (6) "First

"Appointment" means appointment of a person for the first time either on a permanent or temporary basis in the University;(7)"Foreign Service" means service in which an employee receives his salary with the sanction of the competent authority of the University, from any source other than University Funds;(8)"Holiday" means a day prescribed or notified by the University as such or with reference to any particular office of the University;(9)"Honorarium" means a recurring or non-recurring payment granted to any person from the University Funds as remuneration for work of occasional or intermittent character;(10)"Leave Salary" means the Monthly amount paid by the University to an employee on leave;(11)"Lien" means the title of an employee to hold substantively or temporarily, either immediately or on the termination of a period or periods of absence, a permanent post;(12)"Month" means a calendar month. In calculating a period expressed in terms of months and days, complete Calendar month, irrespective of the number of days in each month, should be first calculated and the odd number of days calculated subsequently;(13)"Officiate"-A University employee officiate in a post when he performs the duties of a post in which another employee holds in lien. An employee may, however, be appointed to officiate in a vacant post on which no other employee hold a lieu;(14)"Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances;(15)"Permanent Post" means a post carrying a rate of pay sanctioned without limit of time;,(16)"Personal Pay" means additional pay granted to an employee-(a)to save him from a loss of substantive pay in respect of a permanent post, due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or(b)in exceptional circumstances, or other personal considerations;(17)"Provident Fund" means the Provident Fund instituted and maintained under these Regulations;(18)"Subscribe" means a person eligible to subscribe to the Provident Fund under these Regulations;(19)"Subscription" means the sum paid to the Provident Fund by a subscriber under these Regulations;(20)"Subsistence Allowances" means a monthly allowance made to an employee who is not receipt of pay or leave salary;(21)"Substantive Pay" means the pay other than special pay, personal pay or emoluments classed as pay by the University, to which an employee is entitled to on account of a post to which he has been appointed substantively, or by reason of his substantive position in a cadre;(22)"Substantive Post" means a permanent post in the University;(23)"Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited time;(24)"Tenure Post" means a permanent post which an individual employee may not hold for more than a limited period;(25)"Time-scale of pay" means the scale of pay which rises by periodical increments from a minimum to a maximum;(26)"Transfer" means movement of an employee from one post to another in the same station or from one station in which he is employed to another station, either to take up the duties of a new post or in consequence of a change of his head quarters.

## **Chapter II**

### **Authorities of The University**

### **3. Meeting of the Authorities.**

(1) There shall be meetings of the Authorities as prescribed in the Act and Statutes. (2) The Vice-Chancellor may, whenever he thinks fit, convene special meetings of the Authorities. (3) Vice-Chancellor may, at his discretion, postpone the date for an ordinary or special meeting. (4) The Registrar, under the direction of the Vice-Chancellor, shall give not less than two weeks' notice of the date of an ordinary meeting and not less than one week's notice for a special meeting. However, in case of urgency, the Vice-Chancellor may convene an extraordinary meeting at a shorter notice. (5) The Registrar shall, with the approval of the Vice-Chancellor send to each member of the Authorities, an Agenda of business to be transacted at the meeting as called for. (6) Any member of the Authority, who wishes to move a resolution or to present a subject for inclusion in the Agenda shall forward a copy of the resolution or the subject, as the case may be, to the Registrar so as to reach him not less than 10 days before the date of the ordinary meeting. (7) The Registrar shall place each such resolution or subject before the Vice-Chancellor, who shall direct him, to include it in the Agenda provided:-(a) it shall be clearly and precisely expressed and shall raise substantially one definite issue; (b) it shall not raise issues which do not fall within the powers of the University; (c) it shall not contain arguments, unwarranted inferences, ironical expressions or defamatory statements, nor shall it refer to the Character or conduct of persons except in their official or public capacity; and (d) it shall not refer to any matter which is under adjudication by a Court of Law. (8) When any resolution or subject is not included in the agenda under the direction of the Vice-Chancellor, the Registrar shall intimate the fact to the member, stating the reasons therefor. (9) No business other than that brought forward in the agenda shall be transacted at the meetings without the approval of the Vice-Chancellor at the special or extraordinary meetings, only the subjects brought forward by the Vice-Chancellor shall be transacted.

## **Chapter III**

### **Classification of Staff, Recruitments and Appointments**

#### **4. Classification of staff.**

(1) The employees of the University shall be classified as follows:- Class I Employees whose minimum pay in the time-scale is Rs. 1500/- or more per month. Class II Employees whose minimum pay in the time-scale is Rs. 675/- or more per month. Class III Employees whose minimum pay in the time-scale is Rs. 325/- or more per month. Class IV All others. (2) The scale of pay of the employees of the University shall be as specified in Appendix I. The scales of pay of the employees under Class III and IV shall be the same as applicable, from time to time to the employees in the corresponding posts in Tamil Nadu Government Service. The special pay and other allowances admissible to the employees shall be at the rates applicable to the employees in the corresponding posts in the Tamil Nadu Government Service, as decided, from time to time, by the University. However, the Board shall have powers to revise the scales of pay and allowances attached to any of the posts of the University' as and when necessary.

## 5. Qualification and method of recruitment.

(1)The qualification, method of selection and appointing authority in respect of various posts in the University shall be as specified in Appendix I. The qualification and procedures for recruitment prescribed in Appendix I shall apply to posts in the University after the date to be specified by the Government under section 42 of the Act.(2)Applications to the various categories of posts in the University shall be made in the prescribed forms given in Appendix II for technical posts, and in Appendix III for non-technical posts. For all technical posts in the University, a fee of Rs.10 shall be collected along with each application, and for all non-technical posts, a fee of Rs. 5 shall be collected.(3)On expiry of the last date for receipt of application, all the applications shall be compiled and placed before a Screening Committee constituted for the purpose by the Vice-Chancellor with the approval of the Board. The Screening Committee, after tabulating the applications and comparing the qualifications of the applicants, shall prepare a list of names of candidates to be called for interview and place it before the Vice-Chancellor for his approval. When necessary, the candidates from among the approved list shall be called for interview to appear before the Selection Committee, on a specified date, at their own expense.(4)For certain higher categories of posts where competent men are not easily available, the University may contact persons either directly or indirectly and place the bio-data of such persons before the Selection Committee for its consideration. When such candidates are called for interview before the Selection Committee, the University shall defray the travelling expenses as per rates admissible to the Post.(5)Where necessary, the Selection Committee may, with the approval of the Board, relax the minimum requirements/qualifications in favour of candidates who are otherwise considered as qualified for selection.(6)The Selection Committee shall furnish a panel of not more than three names arranged in the order of merit in respect of each post. While recommending the panel of names for more than one post in the same category, the Selection Committee shall rank all the names in one panel. The Selection Committee may recommend, for specific reasons, a higher starting salary in the scale of pay for any of the candidates included in the panel, for consideration by the appointing authority.(7)The period of validity of any panel prepared by a Selection Committee shall be one year from the date of approval.(8)The appointment by the appointing authority shall be made strictly in the order of ranking from the approved panel.(9)In the interest of the University work, any employee shall be liable for transfer to any other post, within the jurisdiction of the University.(10)For all recruitments to the post in the University, the University employees including those transferred to the University from the State Government shall be given preference.(11)The administrative powers of the competent authorities in respect of effecting postings, transfers and deputation, acceptance of resignation, etc., are as given in Appendix XIII.

## 6. Certificate of physical fitness.

(1)Every employee, at the time of appointment on probation to a post in the University, shall produce a certificate of physical fitness issued by the University Medical Officer.(2)Certificate of physical fitness issued by a Medical Officer not below the rank of a Civil Assistant Surgeon in case of employees on a minimum basic pay of less than Rs.500 per mensem and by a Medical Officer not below the rank of Civil Surgeon in respect of employees whose minimum basic pay in the time-scale is Rs.500 and above shall only be valid.(3)The certificate shall be in the form given in Appendix

IV.(4)The following classes of employees shall be exempted from producing the certificate of physical fitness:-(a)all employees transferred to the University under section 42 of the Act; and(b)all employees on deputation with the University.

## **7. Verification of character and antecedents.**

(1)Every employee shall produce a character and conduct certificate from a responsible person and another from the institution in which he last studied or worked, at the time of his first appointment to the University.(2)Any employee shall be liable for any action as the appointing authority may deem fit, if at any time such authority comes to know that the antecedents of the employee had been doubtful.

## **8. Verification of date of birth.**

- Every employee shall produce authentic evidence to prove the correctness of his date of birth. The following records in the order of preference, shall be considered as authentic:-(a)S.S.L.C. Book;(b)Certificate from any recognised school;(c)Certified extract from the Registrar of Births; and(d)In the absence of items (a) to (c), a certificate issued by a Medical Officer not below the rank of a Civil Surgeon on the assessment of age.

## **9. Contract agreement.**

- Every employee of the University appointed on a regular basis shall be required to execute an agreement to serve the University for a minimum period of three years, in the form prescribed in Appendix V. An employee who is appointed on a tenure post or in a leave vacancy shall also be required to execute a similar agreement to serve the University for the specified period, provided that the Board of management may exempt any employee or category of employee from executing an agreement.

# **Chapter IV**

## **Service Conditions, Leave Rules, Travelling Allowances, Etc.**

## **10. Fixation of pay.**

(1)Ordinarily a person on his first appointment to a post in the University shall be fixed at the minimum of the time scale applicable to that post or at a stage in the scale as specified in the Regulations. Higher start in the time scale may be granted by the appointing authority provided the Selection Committee recommends a higher start in deserving cases.(2)Every employee of the University selected for appointment to a higher post have his pay fixed at the minimum of the time-scale applicable to such higher post or at the stage in the said time-scale next above the pay notionally arrived at by increasing his pay in the lower post by one increment, whichever is higher.(3)If, for any reason, an employee holding a post in the University in a substantive capacity

is. transferred to a post carrying a different time-scale of pay, then, what he was originally entitled to, his pay should be protected in the scale, the difference in pay being treated as personal pay, to be merged in future increments.(4)If an employee of the University holding a post in a time-scale in a substantive capacity is transferred to a lower post on a lower time-scale of pay due to a reduction in establishment strength or for other reasons than punishment of the employee, in the interest of University work, his pay in the lower post shall be so fixed that there is no monetary loss to him, the difference between the pay drawn by him in the previous post and the pay ordinarily admissible in the lower post being treated as personal pay.

## **11. Probation.**

(1)Every employee on his first appointment to the service of the University shall be on probation for a period of two years on duty, within a continuous period of three years. Well before the expiry of the prescribed period of probation, the superior under whom the employee is working shall recommend to the appointing authority declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files are satisfactory, or to the extend the probation by a specified period if the work and conduct have not been satisfactory. In either case, the decision of the appointing authority shall be communicated to the employee in writing within six months from the date of completion of the prescribed period of probation, improvement even during the extended period of probation, it shall be open to the appointing authority to order a further extension of probation subject to overall maximum of four years, or to terminate the services of the employee.(3)The following periods shall not count for probation:-(a)any kind of leave other than casual leave or compensation leave; and(b)holidays prefixed or suffixed to leave other than causal leave and compensation leave.

## **12. Increment.**

(1)An increment shall normally be drawn as a matter of course unless it is stopped before hand by a specific order of the competent authority as a measure of disciplinary action. All orders regarding withholding of an increment should indicate the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.(a)The following periods shall count for increment:-(i)all periods of duty in a post of a time-scale;(ii)all period of leave with allowance;(iii)all periods of extraordinary leave on medical certificate; and(iv)study leave granted for prosecution and successful completion of higher studies leading to a post-graduate degree or its equivalent.(b)The following periods shall not count for increments:-(i)extraordinary leave without medical certificate;(ii)suspension not treated as duty or as leave but as penalty;(iii)overstayal of leave; and(iv)overstayal of joining time.(2)The appointing authorities shall have the discretion to sanction advance increments in the following cases if the qualification possessed by them are higher than the minimum qualifications prescribed for the post in which they are employed:-(a)three advance increments to employee possessing doctorate degree in the Faculties of the University; and(b)one to four advance increments to persons in the accounts and administrative branches.(3)The authorities empowered to sanction periodical increments shall be as given in Appendix XV.

### **13. Seniority of members in service.**

(1)The seniority of an employee shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of candidates drawn by the Selection Committee unless otherwise decided by the Vice-Chancellor.(2)The seniority of employees in a given category of posts shall be determined on the basis of basic pay drawn and /or total service in the post.

### **14. Service Book.**

- There shall be a Service Book for every employee in which shall be entered all matters relating to his service in the University. The Service Book shall contain in particular a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service Book shall also contain a Leave Form for the employee showing a complete record of all earned as well as unearned leave except casual leave, taken by him. The Service Book shall be in the form as prescribed for the employees of the Tamil Nadu Government.

### **15. History of service.**

- There shall be a History of Service maintained in respect of each employee of the University in the form given in Appendix XI, except for all Class IV employees. These records shall be maintained for each distinct category by the Registrar of the University.

### **16. Personal file.**

(1)Personal File shall be maintained for all employees, except the Class IV employees. The reports for the files shall be prepared in the form given in Appendix VI.(2)In the case of permanent employees and approved probationers, these reports shall be prepared once a year for the period ending 31st December, and in the case of others once in six months for the periods ending 30th June and 31st December.(3)The report shall be prepared within 30 days after the end of the period for which the report relates, get counter-signed by the competent authority and shown to the employee reported upon and necessary acknowledgment obtained from him for his having seen the report, before the end of August or February, as the case may be.(4)The officers who are to write, counter-sign and maintain the personal files shall be as specified in Appendix VII.

### **17. Joining time and transit pay.**

(1)Joining time shall be allowed to an employee to enable him-(a)to join a new post either at the same or a new station on transfer, while on duty; and(b)to join a new post in a new station on return from any kind of leave of not more than six months.(2)One day joining time shall be allowed in order to join a new post when the appointment does not necessarily involve a change of residence from the station to another. A holiday or Sunday, shall count as a duty for the purpose of this

rule.(3)In cases involving a change of Station, six days shall be allowed for preparation, and in addition, a period to cover the actual journey calculated as follows:

- for that portion of the journey which he travels or might travel -by railway,: one day for each 400kilometres.by motor car, or,: one day for each 130 kilometres.horse drawn conveyance
  - (a) plying for public hire in any other way,: one day for each 25 kilometres.by aircraft,: actual time occupied in the journey.
  - (b) for any fractional portion of any distance prescribed in clause (a), an extra day is allowed;
  - (c) travel by road not exceeding 8 kilometres to or from a railway station at the beginning or end of a journey does not count for joining time; and
  - (d) Sundays do not count as days for the purpose of calculation of joining time, but they are included in the minimum period of thirty days.
- (4)An employee on joining time will be regarded as on duty and is entitled to pay and allowances admissible for that period. An employee who does not join his post within the joining time is not entitled to any pay or leave salary after the expiry of joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour and action taken as deemed fit, for such absence.(5)If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he received the order of appointment, but no second period of six days for preparation is admissible.(6)If an employee, while in transit from one post to another, is reported to the original post, such posting shall be construed as appointment to a new post for the purpose of this instruction.(7)The appointing authority shall have powers to regularise the excess joining time availed by an employee due to late receipt of posting orders. On no account the joining time shall exceed 30 days.(8)An employee on joining time shall be entitled to pay and allowances which he would have drawn if he had continued in the old post or tire pay which he will draw on taking charge of the new post, whichever is less.(9)When an employee joins his post before the expiry of his leave without availing full joining time admissible, the period of joining time not availed shall be considered as leave not enjoyed and a corresponding period of leave sanctioned shall be recredited to his leave account.

## **18. Additional charge arrangement and charge allowance.**

- Where a competent authority places an employee of the University in additional charge of an executive or a similar post or posts of equal or higher category, he shall be granted additional pay not exceeding one-fifth of the pay actually drawn in the regular post for the period of additional charges, provided the period of additional charge does not fall short of 15 working days; no additional pay shall be allowed in respect of the period exceeding three months.

## **19. Leave.**

(1)The Tamil Nadu Leave Rules of 1933, as amended from time to time, shall be applicable to the employees of the University. The following kinds of leave shall be admissible-(a)Earned leave.(b)Unearned leave on private affairs.(c)Unearned leave on medical certificate.(d)Extraordinary leave.(e)Maternity leave.(f)Hospital leave(g)Special disability



leave, (h) Casual leave. (i) Special casual leave (j) Compensation leave. (2) Every employee shall be eligible for 15 days of casual leave, in a calendar year. (3) An employee who is required by the competent authority to work on a holiday, shall be eligible for compensation leave, subject to a maximum of 20 days in a year, provided such leave shall be availed within a period of six months from the holiday in which worked. (4) Special casual leave, not counting against ordinary casual leave, may be allowed, to an employee who is detained in a plague camp on the way to rejoin duty, or who is ordered by the appointing authority to absent himself from duty on the certificate of a medical officer on account of the presence of infectious diseases in his house, provided no substitute is appointed. The following diseases are treated as infectious:-(a) Smallpox. (b) Chicken pox. (c) Plague. (d) Cholera. (e) Typhoid. (f) Acute influenza pneumonia. (g) Diphtheria. (h) Cerebro-spinal meningitis. (5) An employee may be permitted to surrender the earned leave at his credit and draw leave salary in lieu thereof, subject to the terms and conditions in force, from time to time, under Tamil Nadu Government Service. (6) An employee may be permitted to encash the earned leave at his credit on the date of superannuation, subject to a maximum of 120 days, by the authority competent to make appointment to the post concerned. The concession shall be allowed up to a maximum of 30 days in the case of death of an employee. (7) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority. The administrative powers of the competent authorities in respect of grant of leave to the employees of the University shall be as specified in Appendix XIII.

## **20. Foreign service.**

(1) In addition to the provision contained in Statute 36 of this University, the following regulations shall govern the foreign service conditions of employees:-(a) No employee of the University shall be sent on foreign service except with the approval of the Board. (b) Transfer on foreign service should not ordinarily be made unless the duties to be performed after the transfer are such as should be rendered by an employee of the University or involves such technical knowledge in which experts are easily available from any other source. (c) An employee at the time of transfer on foreign service should hold a permanent post in the University. (d) No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his for more than five years. (e) The Vice-Chancellor shall, in every case of deputation on foreign service, lay down the duration, emoluments and other conditions including all the costs involved in the transfer by way of travelling and daily allowances, etc., and provident fund and leave salary contribution to be made by the foreign employer. (2) Persons who are appointed in the University deputation either from Government or from other University Institutions shall be governed by the Statute 36 of the University, and such other terms and conditions prescribed, from time to time.

## **21. Code of Conduct of the employees.**

- The Code of Conduct of the employees shall be as given in Appendix VIII.

## **22. Control and discipline of the employees.**

(1)The following penalties may, for good and sufficient reasons as hereinafter provided, be imposed upon an employee:-Minor Penalties:(a)Censure;(b)Fine (in the case of Class IV employees only);(c)Withholding of increments; and(d)Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.Major Penalties:(e)Reduction in rank including reduction to a lower post or time scale or to a lower stage in the same scale;(f)Suspension;(g)Compulsory retirement;(h)Removal from service of the University; and(i)Dismissal from service of the University.Note. -(a)The discharge of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this regulation.(b)The removal of a person from the University service shall not disqualify him from future employment, but the dismissal of a person from the University Service shall ordinarily disqualify him from future employment.(2)These regulations shall be applicable to all employees, temporary or permanent, and also those on deputation and on contractual service in the University.(3)The detailed procedure governing the discipline and control of the employees shall be as detailed in Appendices IX and X.

## **23. Retirement, Extension of service and Re-employment.**

(1)The age of superannuation for all such employees who were recruited and appointed against permanent or temporary posts of the University shall be fifty-eight years. The others shall be governed by the regulations of the respective parent organisations to which they belong. The appointing authority shall have power to extend the age of superannuation of the University employees up to sixty years, subject to the following conditions:--(a)that his services, are useful and essential to the University;(b)that work of the employee has been outstanding in the past five years; and(c)that he is found to be medically fit.(2)for good and sufficient reasons, the Board shall have the power to re-employ a person retired from the service of the University up to a period of four years, at a maximum of two years at a time. The person so re-employed shall be paid salary at the rates decided by the Board based on the merits of the individual case.(3)The Board may at its discretion re-employ Such of the transferred employees from the State Government service, who retire from the University while on deputation, on superannuation at the age of fifty-eight years or otherwise, for a period of not more than two years at a time, upto a maximum of sixty years of age of the incumbent. The pay and allowance of such re-employed persons shall be as decided by the appointing authority.(4)In respect of the re-employment of the officer of the University, prior approval of the Board shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Board.(5)No person dismissed from any services shall be eligible for re-employment of any kind in the University.

## **24. Issue of retirement notice.**

- Six months prior to an employee's attaining the age of superannuation or retirement, a notice shall be sent to him about his impending retirement, by the Registrar or other officers of the University.

## **25. Gratuity-cum-pension-cum-provident fund.**

(1)The University shall institute gratuity-cum-pension-cum-provident fund scheme for the benefit of the officer and employees of the University.(2)In the event of death in harness of an employee of the University, his/her nominee(s) or heir(s) is/are eligible for gratuity and family pension.(3)Necessary rules shall be framed separately for the provisions made in paragraphs (1) and (2) above.

## **26. Daily and travelling allowances.**

(1)Officers and other employees of the University and other persons who have to travel on University business shall be paid daily and travelling allowances as per the Tamil Nadu Government Travelling Allowance Rules, as amended from time to time(2)(a)Members of the Board of Management shall be entitled to draw daily and travelling allowances as applicable to Grade I Officers under the Tamil Nadu Government Travelling Allowance Rules.(b)Employee whose minimum pay in the time scale is Rs. 400 and above per month shall be eligible for travelling allowances as per Grade-III Officer coming under the Tamil Nadu Government Travelling Allowance Rules.(c)All other employees shall be entitled to draw daily and travelling allowance under the Tamil Nadu Government Travelling Allowance Rules, with reference to the basic pay plus personal pay, if any.(d)Employees of the State or Central Government or Corporate Bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the rules governed by their respective parent organisation.(e)Members of the Academic Council, Board of Studies, other Committees specially constituted and other invitees, who do not come under any of the categories mentioned above, but travel on University business shall be paid daily and travelling allowances applicable to Grade I Officers of the Government of Tamil Nadu or to non-official members of the State Government I Class Committee as they prefer.(3)All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor, on the recommendation of the concerned superior.(4)All other tours within the State by the officers and other employees shall be authorised as detailed in Appendix XIII and XV.(5)All travel outside India by the Officers and other employees shall be authorised by the Board of Management on the recommendation of the Vice-Chancellor.(6)The Comptroller, with the approval of the Vice-Chancellor, shall issue standing orders relating to the preferring of daily and travelling allowances claims.

## **27. Medical reimbursement charges.**

(1)The officers and other employees shall be eligible for medical concessions as per Tamil Nadu Government Medical Attendance Rules,(2)Where there is a University Dispensary, the resident employees shall avail the facilities therein; only under extraordinary circumstances, they shall take treatment outside the Dispensary, under authorisation from the University Medical Officer.(3)Non-resident employees may take treatments outside the University Dispensary, under authorisation from the University.(4)The University shall, from time to time, authorise Medical practitioners for attending on the employees.(5)The Comptroller, with the approval of the Vice-Chancellor, shall issue standing orders regarding claims under Medical Concession Rules.

## **28. Loans and advances.**

(1) "The employees of the University shall be eligible to draw the various advances as applicable to the employees of the Tamil Nadu Government. The authorities empowered to sanction the advances are as given in Appendix XV. (2) The grant of the advances shall be governed by the rules and other executive orders issued by the Tamil Nadu Government, from time to time. (3) The Comptroller shall issue standing orders regarding the procedure and other matters relating to sanction and drawal of the above advances. (4) Subject to availability of funds, the University may at its discretion, grant the following loans and advances to the officers and other employees, as per the rules and orders of the Tamil Nadu Government issued, from time to time. (a) House Building Advance. (b) Marriage Advance. (c) Advance for the purpose of motor car, motor cycle, scooter and by-cycle. (5) The rate of interest to be charged on such advances shall be the same as that of the State Government, on similar advances.

## **29. Acceptance of examinership and remuneration.**

(1) The Vice-Chancellor may, at his discretion, grant permission to employees of the University to accept external examinership and other specific assignments and to receive fee remuneration. The maximum amount that can be received during a calendar year by any such employee shall not exceed Rs. 2,000. (2) The period of absence for such work outside the University shall be treated as leave to which he is eligible if he is to receive remuneration; and if he is to receive no remuneration, the absence shall be treated as on duty.

# **Chapter V**

## **Academic Programmes**

## **30. Withdrawal of Degrees, Diplomas, etc.**

- The Board, may on the recommendation of the Academic Council by a resolution passed with a majority of not less than two-thirds of the members present and voting at the meeting, after providing an opportunity for the concerned person to explain his action in person and/or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary Degree shall be with the concurrence of the Chancellor.

## **31. Deputation for higher studies.**

(1)(a) The University may depute any of its employees for higher studies in India or abroad leading to a certificate, diploma or degree in such subjects for which there are no adequate training facilities in the University. The procedure for selection of candidates for deputation shall be as approved by the Board. (b) The employee selected for deputation for higher studies shall be paid his full salary during the period of deputation, the travelling expenses and suitable maintenance allowance. (c) The

employee selected for the deputation shall execute a bond with the University ensuring successful completion of the course of study and, or the degree programme for which he is to be deputed, failing which he should pay to the University a stipulated sum of money. He should also execute in the same bond an undertaking to serve the University for stipulated period, on a post assigned to him, on return from deputation.(d)The detailed rules for selection and deputation and for execution of bond with the University shall be as approved by the Board.

## Chapter VI

### Convocation

#### 32. Convocation for conferring Degrees.

(1)The Convocation of the University shall be held to confer degrees either in person or in absentia ordinarily once in a year. The date shall be notified by the Registrar with the approval of the Vice-Chancellor and the Chancellor.(2)The candidates for degrees shall submit to the Registrar their applications for admission to the convocation on or before the last date prescribed. The form of application and the fee payable for admission to convocation, either in person or in absentia, shall be as prescribed. No person shall be admitted to a convocation who has not, thus, sent his application to the Registrar.(3)The date of convocation shall be duly notified at least 30 days before the date of Convocation. The last date for the receipt of application by the Registrar shall be at least 15 days before the date of convocation.(4)Any person, who having sent application in his name to the Registrar as a candidate for a degree at a convocation fails to appear on that occasion, shall, when next he applies for his degree, pay again the prescribed fee.(5)The Chancellor, Pro-Chancellor, Vice-Chancellor, Deans of Faculties and Colleges and Members of the Board and Academic Council shall wear the academic robes prescribed for the purpose.(6)In the absence of the Chancellor, the Pro-Chancellor shall preside over the convocation. In his absence, the Vice-Chancellor shall preside.(7)The presentation of the persons at the convocation on whom degrees are to be conferred shall be by the Dean of the Faculty or one of the Deans in the concerned Faculty nominated by the Vice-Chancellor.(8)The detailed proceedings of the convocation ceremony shall be as given in Appendix XII.(9)The chief guest of the convocation shall deliver the Convocation Address.(10)Academic robes shall be as prescribed below:-Chancellor: A dark green velvet gown made like an Oxford Proctor's dress gown, with two-inch gold lace down the fronts and round the button of the sleeves outside. A black velvet academic cap, bound round with gold lace and gold tassel, nine inches long.Pro-Chancellor: A dark green velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way and a cap like the Chancellor's.Vice-Chancellor: A dark green velvet gown of silk or stuff same shape as the Chancellor's and trimmed in the same way, with silver lace. A cap like the Chancellor's but with silver lace and tassel.Chief Guest: A scarlet velvet gown of silk or stuff, same shape as the Chancellor's and trimmed in the same way, with silver lace. A cap like the Chancellor's but with silver and tassel.Registrar: A black laced gown of silk or stuff and a black velvet academic cap.Members of the Board of Management and Academic Council: A black gown of silk or stuff and a scarf of white silk, four inch wide, with a fringe of the same colour, three inches deep; or the gown and hood prescribed for the University degree taken - a black velvet academic cap.Graduates: The candidates shall wear white trousers, dark coloured coat, with stiff

collar and tie and black cloth academic robe and cap, as prescribed. The women candidates shall wear the Indian dress of choice and the same academic robe and cap as men. The specific academic robes for persons taking different degrees at the convocation are as prescribed hereunder:-(i) Bachelor of Science in Agriculture: A gown made of black stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff, edged with green, (ii) Bachelor of Science in Horticulture: A gown made of black stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff, edged with golden yellow. (iii) Bachelor of Engineering (Agriculture): A gown made of black stuff, cut like the Cambridge B.A. gown. A hood made of black silk or stuff, edged with scarlet. (iv) Master of Science in Agriculture: A gown made of black silk or stuff, cut like the Cambridge B.A. gown. A hood made of white silk or stuff. (v) Doctor of Philosophy: A gown made of white silk or stuff, cut like the Cambridge M.A. gown. A hood made of white silk or stuff, lined with scarlet silk or stuff. (vi) The academic robes for the candidates receiving all other degrees and diplomas to be conferred by the University at the convocation shall be as approved, from time to time. (11) The Academic robes for the persons on whom the Honorary Degree or other academic distinction is conferred shall be in the form of scarlet velvet or stuff with facings of gold yellow silk and a black cap like that of the Chancellor with gold lining and tassel.

## **Chapter VII**

### **Staff Housing and Students Hostel**

#### **33. Staff housing.**

(1)(a) The rules for allotment of residential quarters to the University staff and such other outside agencies shall be as approved by the Vice-Chancellor. (b) The Estate Officer in the University Main Campus at Coimbatore, and the Dean and other Heads of the Institutions in outside campuses shall be responsible for proper allotment of the quarters and recovery of rent, following the rules therefor. (c) Each occupant shall pay a maximum of 10 per cent of his basic salary as house rent when he occupies any quarters of the University or any other building allotted to him by the University. (d) The Estate Officer shall be responsible for annual repairs and upkeep of all the residential quarters in the University. (2) All the civil amenities such as hospital, dispensary, schools, clubs, shopping centre, guesthouse, etc., shall be maintained by the Estate Officer. The rules for management, utilisation and service at these centres of civic amenities shall be as approved by the Vice-Chancellor.

#### **34. Students' hostel and games facilities.**

(1)(a) The University shall maintain separate hostels for (i) under-graduate, (ii) post-graduate, and (iii) women students, and such accommodation for the convenience of day scholars in the University. It shall also maintain hostels for teachers and working women in the University and Farmers' home. Hostel for in-service trainees of different categories shall also be provided for and maintained by the University. (b) The Director of Students Welfare assisted by full-time and/or part-time wardens shall be responsible for proper arrangements related to boarding and lodging of all categories of persons in the hostels mentioned under clause (a) above and the messes, canteen

and cafeteria attached to them. The detailed rules for the purpose shall be as approved by the Vice-Chancellor.(c)The Director of Students Welfare assisted by Physical Instructors shall be responsible for providing the required facilities and for the conduct of physical education, indoor and outdoor games and the related activities. He shall also be responsible for proper maintenance of gymnasias, stadia, field tracks and court, etc.(d)The Director of Students Welfare assisted by the Wardens, Physical Instructors and such other staff and student representatives of the University shall be responsible for proper maintenance of the student discipline in the hostel and messes and their various functions and activities. The detailed rules in this regard shall be as approved by the Vice-Chancellor.(2)The Director of Students Welfare and/or his assistants in the respective academic campuses shall be responsible to the Dean of the college concerned in the maintenance of students' hostel, student discipline and all other student welfare activities.

## **Chapter VIII**

### **Scholarships and Medals**

#### **35. Scholarships and Loan Funds.**

(1)(a)The University shall establish and maintain scholarship funds, utilising either the grants made available by the State or Central Government and other agencies, and from its own contribution with the prior approval of the Board. From the scholarship funds, grants may be made to enrolled students in the form of: (a) full scholarship, (b) half-scholarship, (c) free-studentship, and (d) half free studentship.(b)The University shall establish a Student Loan Fund, either utilising the grants made available by the State or Central Government or other agencies, and from its own funds. From the Student Loan Fund, such loans as to enable enrolled students of the University coming from economically backward families to undertake studies leading to Master's or Doctoral degree shall be made available after getting a joint undertaking from the student concerned and their parent/guardian to repay the sum on easy instalment on completion of the studies. The rules pertaining to the award of scholarships, loans and other benefits to students shall be as approved by the Vice-Chancellor.

#### **36. Medals.**

(1)(a)At the end of each academic year, a gold medal shall be awarded to the best graduating student in each college and in each of the degree programmes; the basis for such an award shall be the overall grade point average obtained by the student in the degree programme.(b)No student who has been on probation during the course of study or of questionable conduct shall be eligible for the award.(c)The gold medal shall be presented to the candidates at the annual convocation.(d)The procedure for selection of candidates and for the award shall be prescribed by the Vice-Chancellor.

## **Chapter IX**

### **Finance**

### **37. University Funds.**

(1)The Comptroller shall receive all money on behalf of the University and shall deposit it in the State Bank of India and maintain proper accounts therefor.(2)He shall, from time to time, make available by transfer, necessary funds required by the Heads of Institutions including those of research stations and other units as directed by the Vice-Chancellor.(3)The Comptroller shall maintain overall accounts for the University. All the Units who operate Bank Accounts as per clause (2) of this regulation shall render necessary monthly accounts to the Comptroller.(4)The Comptroller shall maintain accounts for all re-payable advances, Provident Fund, Endowment Funds and other Funds.(5)The Comptroller shall arrange for the maintenance of separate accounts for various amount that do not pertain to the University, viz., scholarships received from outside authorities, funds relating to extra-curricular activities of the students, etc. He shall, with the approval of the Vice-Chancellor, authorise any employee of the University to maintain the said accounts.

### **38. Accounts.**

(1)The Comptroller shall be responsible for maintaining the accounts under the following broad heads:-  
(a)Separate heads for each scheme or expenditure which is eligible for a block grant or a matching grant from the Government or other bodies.  
(b)Separate Heads for each Department or Unit.  
(c)For such other units as shall be decided by the Comptroller in consultation with the bodies/employees concerned.  
(2)The Comptroller shall issue standing orders for the manner in which the accounts are to be rendered by the various offices and on other matters relating to maintenance of accounts.

### **39. Receipts.**

(1)All receipts due to the University shall be caused to be remitted direct into State Bank under the respective heads of accounts of the University.(2)The Comptroller shall authorise any employee of the University to collect the revenue or fees wherever the remittance in the State Bank is not feasible due to specific reasons. In such cases, the authorised employees shall remit the collections of the day, into the State Bank on the following working day.(3)Grants to the University from the State and Central Governments, Indian Council of Agricultural Research and other agencies shall be received by the Comptroller and credited into the Bank.(4)Tuition, examination and other fees due from the students shall be collected by the respective institutions under the authority of the Head of the Institutions concerned and remitted into the Bank under intimation to the Comptroller.

### **40. Budget.**

(1)The Comptroller shall prepare the budget estimate for the University and place it before the Vice-Chancellor for getting the approval of the Board. The procedure for collecting the required data and for finalisation of the budget proposals shall be as prescribed, from time to time.(2)If an occasion arises to incur an expenditure not authorised in the annual financial estimate as approved



by the Board, the Vice-Chancellor shall authorise the incurring of the expenditure if it relates to inevitable items of payments. All such cases shall first be placed before the Finance Committee for its comments and then to the Board for ratification.(3)After the close of the financial year, the Comptroller shall prepare a statement of expenditure and savings for placing before the Board by the Vice-Chancellor for getting the ratification of the Board.(4)If an excess expenditure under one head can be met from the savings under another head, the Vice-Chancellor shall permit re-appropriation of funds, on the recommendation of the Comptroller.(5)For incurring an expenditure on new schemes or civil works not contemplated in the financial statement of that year, the Comptroller shall prepare a supplementary statement showing the estimate amount of expenditure to be placed before the Finance Committee and the Board for consideration. However, the initial expenditure on Indian Council of Agricultural Research and other schemes financed by outside agencies will be met from the University funds. Wherever the schemes are sanctioned to the University on matching grant basis, such schemes requiring less than Rs. 1 lakh as matching share of the University be implemented by re-appropriation of funds under the authority of the Vice-Chancellor and those requiring more than Rs. 1 lakh be placed before the Board for necessary sanction

#### **41. Drawal of money.**

(1)The authorised employee shall draw bills required for his office establishment, contingencies, etc., in the manner prescribed by the University. The following shall be authorised to draw bills for their respective offices: (a) Registrar, (b) Comptroller, (c) Deans, (d) Director of Research, (e) Director of Extension Education, (f) Estate Officer, (g) Heads of Departments, (h) Heads of Research Stations, (i) Personal Assistant to Vice-Chancellor, and (j) such others authorised, from time to time.(2)At the main campus of the University, the Bank Account shall be operated only by the Comptroller or in his absence, an employee authorised by the Vice-Chancellor.(3)All bills relating to pay, allowances, contingencies, etc., shall be presented to the Comptroller or an employee authorised by him, who shall pre-audit the claim and issue the cheque. The authorised employee shall disburse the amount and maintain proper accounts and acquittances. The authorised employee at other centres shall draw bills subject to post-audit. The Comptroller shall take such safeguards and checks to ensure that the money drawn at other centres is on proper bills supported by proper sanctions.(4)All authorised employees shall prefer claims according to the financial sanctions and powers delegated to them by the competent authority. Each contingent bill should be accompanied by sanction order issued by the competent authority.(5)All amounts shall be drawn only after the supplies are received or service rendered. In exceptional cases where the amount is required to be paid in advance, the concurrence of the Comptroller should be obtained. In such cases, the advance drawn should be adjusted by detailed bills as soon as the supply is received or services are rendered.(6)Every authorised employee shall be given a permanent advance for meeting unforeseen and petty expenses for carrying out his duties and responsibilities. The amount of permanent advance shall be fixed by the Vice-Chancellor in consultation with the employee concerned and the Comptroller.(7)The Comptroller shall issue standing orders regarding preparation of bills, furnishing of certificates and other procedural matters.

## **42. Delegation of financial powers.**

(1)The officers and other employees of the University shall exercise such financial and sanctioning powers as are specified in Appendix XIV and XV, subject to the general control of immediate superior and the Vice-Chancellor, provided that the Vice-Chancellor may order that an officer or employee shall not exercise a particular power, or shall exercise the powers with such modification, as he considers necessary.(2)The financial powers to be exercised shall be subject to the availability of funds in the budget and to the prescribed rules and procedures.(3)Tire Vice-Chancellor may delegate such powers to an officer or employee and may withdraw the powers so delegated from any such officer or employee as he deems necessary.

## **Chapter X Civil Works**

### **43. Execution of civil works.**

(a)The Estate Officer shall be responsible for initiation of action on execution of civil works in the University. He may take the Counsel of other Officers of the University and Head of Departments in assessing the need for initiating such action. All proposals to execute civil works costing Rs. 10,000 at a time and above shall be placed before the Vice-Chancellor for consideration, who shall when convinced, sanction such items of works costing not more than Rs. 1 lakh at a time and place all other items before the Finance Committee for consideration. Such items of work recommended by the Finance Committee shall be placed before the Board for approval.(b)When once the work is approved by the competent authority, the Estate Officer shall take necessary steps to prepare detailed plans and estimates taking the help of private or Government architects who shall be paid remuneration as per prescribed rates for the work done. The University may employ one or more Consulting Architects for constructing major works. The Vice-Chancellor shall select the Architects in consultation with the Dean, College of Agricultural Engineering and the Estate Officer of the University.(c)The Estate Officer shall, then, call for tenders, open or closed, depending upon the type of work and cost estimates and decide on the contractors to entrust with the work, irrespective of the tender rates, but proper justification for such decision should be given by the Estate Officer. Where necessary, he may consult architects or Government engineers before making recommendations in this regard to the Vice-Chancellor.(d)The Estate Officer shall obtain the approval of the Vice-Chancellor for entrusting the works to any tender whose tender cost exceeds Rs. 10,000 and also in all cases where the tender rate is more than 10 per cent of the estimate rates.(e)The Vice-Chancellor shall authorise acceptance of tender rates up to 20 per cent above the estimated rates. All other tenders which exteed 20 per cent of the estimates should be rejected in the normal course and the work re-tendered.In case the rate tendered in response to re-tender exceeds 20 per cent of the cost estimates, the University may nominate a contractor to execute the work within 20 per cent in excess of the cost estimate and place the matter to the Board for ratification.(f)All works costing above Rs. 1 lakh shall be tendered and constructed as per the above procedure. All others shall be constructed departmentally or through local limited tenders, as decided by the Vice-Chancellor in consultation with the Estate Officer and other concerned

person.(g)The detailed procedures for tendering and for the proforma for preparing tender documents, entering into agreement with the architects, contractors, etc., shall be the same as those prescribed by the Public Works Department of the State Government, with suitable modifications.

## **Chapter XI**

### **Miscellaneous**

#### **44. Purchase of stores.**

(1)The University shall acquire purchase and procure stores required for the proper functioning of the University.(2)The items relating to stores may be in the nature of-(a)live-stock;(b)dead-stock;(c)laboratory chemicals including glasswares and hardwares;(d)furniture and other such items;(e)stationery;(f)electrical goods;(g)costly laboratory equipments;(h)heavy machineries for farm, civil and other operations;(i)light and heavy vehicles including jeep, car, lorry, bus and farm vehicles;(j)pesticides, fertilizers and other related items;(k)seeds and plants; and(l)such other items.(3)The financial powers for purchase and procurement of the various items listed above are detailed in Appendix XIV(4)The Officers or other employee of the University empowered to purchase or acquire the stores articles shall be responsible for acquiring, procuring or purchasing them and for proper accounting and supply, distribution and utilisation of the items, in the best interest of the University.(5)The detailed procedure for purpose of equipment, live-stock, dead stock and consumable stores shall be as per rules prescribed, from time to time,by the authorities concerned with the approval of the Vice-Chancellor.

#### **45. Patent rights.**

(1)Patents for inventions arising out of investigations undertaken at the University on behalf of an external agency may be taken exclusively in the name of the University or jointly in the name" of the University and the sponsoring agency, any may be decided by the Vice-Chancellor, whose decision shall be final.(2)All rights in respect of any investigations carried out by the University and patents obtained therefor, excepting those referred to above, shall vest in and be the absolute property of the University. The Board may transfer by way of sale, exchange or otherwise deal with the rights of the University in any such investigations and patents as it deems fit.(3)All applications for patents in respect of such investigations shall be filled in by Registrar of the University or jointly by the Registrar and the sponsoring agency in respect of joint patents. The investigators concerned shall not have any personal rights in respect of patents obtained or the results of their investigations.(4)The Board, on the recommendation of the Dean of the College and the Vice-Chancellor, shall grant a suitable award for outstanding investigation by an individual or a team of research workers, which attracts patent rights and other financial benefits to the University.

#### **46. Removal of difficulties.**

- In case any difficulty arises in giving effect to the provisions of these Regulations, the Board and/or Academic Council may pass such orders as are necessary for the purpose of removing the difficulty

provided such orders are not repugnant to the provisions of the Act and the Statutes. Appendix I Recruitment of Staff

Serial number, names of the posts and scales of pay	Qualifications	Constitution of Selection Committee
(1)	(2)	(3)
1. Registrar, Rs. 1,200-60-1,800	<p>A degree in Agriculture or in a related field with at least ten years of administrative or academic experience. (Persons with Post- Graduate degree in any field of specialization in Agricultural Science shall be given preference).</p> <p>OR</p> <p>An Officer from the Indian Administrative Service or an Officer from the cadre of District Revenue Officer of the Tamil Nadu General Service.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) One of the ex-officio members of the Board nominated by the Board-Member.</p> <p>(c) One expert from outside the University nominated by the Board from a panel of not less than three names prepared by the Vice-Chancellor-Member.</p>
2. Comptroller Rs. 1,000-50-1,400	<p>(a) B.Com. or equivalent Degree.</p> <p>(b) Experience as a Chartered Accountant or Cost and Works Accountant of India or should have passed Subordinate Accounts Service Examination of any State or Central Government/ or an equivalent or higher examination and have had experience of service in Government or Quasi-Government or any other reputed organisation, for a minimum of ten years.</p> <p>(c) Experience as a senior accounts executive or in an independent position for at least five years in a Government</p>	<p>(a) Vice-Chancellor Chairman.</p> <p>(b) Secretary to the Government of Tamil Nadu, Finance Department-Member.</p>

or Quasi-Government or any other reputed organisation.

Appointment in the University:

3. Dean Rs. 1,200-60-1,800

(a) A basic degree pertaining to the Faculty.

(a) Vice-Chancellor-Chairman.

(b) A Ph.D Degree or its equivalent in any field of specialization in the Faculty.

(b) Three Scientists or educationists with experience of working in scientific, educational or administrative capacity from outside the University nominated by the Board from a panel of not less than six names prepared by the Vice-Chancellor-Members.

(c) Teaching and/or research experience in any branch of subject in the Faculty for a period of not less than ten years.

(d) A good knowledge of the educational systems prevalent in the world.

(e) Experience in managing an educational institution of the Collegiate and/ or postgraduate standard shall be a preferential qualification.

(f) Significant accomplishments in the field of research as evidenced by publication of books and/or papers in scientific journals.

4. Director of Research Rs. 1,200-60-1,800

(a) A Ph.D. degree of any degree recognised by the Academic Council as equivalent to Ph.D. in any branch of Agricultural Science.

(a) Vice-Chancellor - Chairman.

(b) Significant accomplishment in the field of research as evidenced by publication of books and papers in scientific

(b) One member of the Board to be nominated by the Board in rotation.

	journals.	
	(c) Experience in managing an important institute or experiment station or laboratory for not less than ten years.	(c) Two experts from outside the University with experience of working as Heads of institutions of repute nominated by the Board from a panel of not less than four names prepared by the Vice-Chancellor-Members.
	(d) A good knowledge of research organisations existing in advanced countries.	
5. Director of Extension Education Rs.1,200-60-1,800	(a) A Ph.D. degree or any qualification recognised as equivalent to Ph.D in any branch of Agricultural Science.	(a) Vice-Chancellor-Chairman.
	(b) Experience in extension educational work for not less than ten years.	(b) One of the Head of Departments of the Government from among the ex-officio members of the Board-Member.
	(c) Significant accomplishments in the field of extension education as evidenced by Publication of books and papers in scientific countries.	(c) Two experts from outside the University with experience as Head of institutions or Heads of extension education organizations of repute nominated by the Board from a panel of not less than four names prepared by the Vice-Chancellor. One of the two experts shall be an expert in extension education - Members.
	(d) A good knowledge of extension education organisations in advanced countries	
	(e) Experience in development of publicity material in Agricultural Science.	
6. Estate Officer Rs. 1,100-50-1,600	(a) A minimum of Second Class degree in Civil Engineering.	(a) Vice-Chancellor - Chairman.

	(b) Post-graduate degree in Civil or Structural Engineering desirable.	(b) One of the ex-officio members of the Board nominated by the Board-Member.
	(c) Experience in construction of large buildings costing not less than rupees one crore is essential.	(c) Two experts from outside the University in the concerned field of not below the rank of Chief Engineer of Central or State Government nominated by the Board from a panel of not less than four names prepared by the Vice-Chancellor -Members.
	(d) Experience in the organisation and management of residential colonies in a large educational, industrial or other undertaking is desirable.	
7. Professor. Rs. 1,100-50-1,600	(a) A first or high second class degree in the subject pertaining to the faculty.	(a) Vice-Chancellor-Chairman
	(b) A Ph.D. Degree in the concerned field of specialisation.	(b) Two experts from outside the University in the concerned field nominated by the Board from a panel of not less than four names prepared by the Vice-Chancellor- Members.
	(c) Teaching and/or research experience in the concerned field for at least ten years.	(a) Vice-Chancellor-Chairman
	(d) Experience in research in the concerned field of specialization as evidenced by published papers in scientific journals and books.	(c) Dean of the Faculty-Members.
	(e) A Master's Degree holder in the concerned field with not less than ten years teaching and/or research experience may also apply.	
8. Associate Professor Rs.800-40-1,000-50-1,250	(a) A first or high second class degree in the subject pertaining to the Faculty.	(a) Vice-Chancellor-Chairman

	(b) A Ph.D. Degree in the concerned field of specialization.	(b) Two experts from outside the University in the concerned field nominated by the Board from a panel of not less than four names prepared by the Vice-Chancellor - Members.
	(c) Teaching and/or research experience in any college for at least five years.	(c) Dean of the Faculty - Member.
	(d) Experience in research in the concerned field of specialization as evidenced by published papers in scientific journals and books.	(d) The Head of the Department of the concerned subject nominated by the Vice-Chancellor-Member.
	(e) A Master's degree holder in the concerned field with not less than five years teaching and/ or research experience may also apply.	
<p><b>**For the purpose of recruitment, the posts of Associate Research Specialist and Associate Extension Specialist are considered equivalent to that of Associate Professor.</b></p>		
9. Assistant Professor, Rs. 600-40-1,000	(a) A first or high second class degree in the subject pertaining to the Faculty.	(a) Dean of the Faculty-Chairman
	(b) A first or high second class Master's degree in the concerned field of specialization.	(b) Two Scientists or educationists from outside the University nominated by the Board from a panel of not less than four names prepared by the Vice-Chancellor-Members.
	(c) Teaching and/or research experience in the concerned subject for at least three years.	(c) The Head of the Department of the concerned subject nominated by the Vice-Chancellor-Member.
	(d) Experience in research in the concerned field of specialization will be a preferential qualification.	



10. Librarian, Rs.800-40-1,000-50-1,250.	<p>(a) A first or second class Master's degree in Library Science from a recognised University.</p> <p>(b) Experience of Working in Library of repute for period of not less than five years.</p> <p>(c) Work experience in Libraries attached to Agricultural Institutions shall be a preferable qualification.</p> <p>(d) A Bachelor's Degree holder in Library Science or a graduate with a Diploma in Library Science with not less than ten years of experience in the field may also apply.</p>	<p>(a) Vice-Chancellor-Chairman Vice-chancellor</p> <p>(b) Two Deans of colleges nominated by the Vice-Chancellor-Members.</p> <p>(c) One expert in Library Science from outside the University nominated by the Board from a panel of three names prepared by the Vice-Chancellor-Member.</p>
11. Medical Officer. Rs.600-40-1,000	<p>(a) A degree in Medical Science of a recognised University.</p> <p>(b) Experience as a registered Medical Practitioner for a period of not less than five years.</p> <p>(c) Experience of working in an educational institution for a period of not less than three years shall be a preferential qualification.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) Registrar-Member.</p> <p>(c) One of the Deans nominated by the Vice-Chancellor-Member.</p>
12. Director of Student Welfare, Rs.600-40-1000	<p>(a) A first or second class Bachelors degree in sociology, Physical Education or other related field of specialization pertaining to student welfare activities.</p> <p>(b) Experience in conducting student welfare activities for a period of not less than five years.</p> <p>(c) Higher degree or diploma and experience in a university</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) Registrar-Member.</p> <p>(c) One of the Deans nominated by</p>

in student welfare activity shall be the Vice-Chancellor-Member.  
be a preferential qualification.

\*\*\*For purpose of recruitment, the posts of Assistant Research Specialists and Assistant Extension Specialists are considered equivalent to that of Assistant Professor.

13. Assistant Registrar/Personal Assistant to Vice-Chancellor, Rs. 575-25-600-40-1,000.

(a) A degree in Agriculture or in a related field with at least five years of administrative or academic experience.

(a) Vice-Chancellor-Chairman

(b) Persons with post graduate degree in any field of specialization in Agricultural Sciences shall be given preference.

(b) Registrar-Member.

(c) A good knowledge of the educational system prevalent in the world.

(c) One of the Deans nominated by the Vice-Chancellor-Member.

If, for any reason, Assistant Research Officer hold these posts by transfer, the pay scales shall be Rs. 600-40-1000.

(d) Administrative experience in a University shall be a preferential qualification.

14. Assistant Comptroller Rs. 600-40-1000

(a) A B.Com. or an equivalent qualification.

(a) Vice-Chancellor-Chairman

(b) Experience as a Chartered Accountant or Cost and Works Accountant of India or should have passed Subordinate Accounts Service Examination of any State Government or Central Government or an equivalent or higher examination and have had experience of service in Government or Quasi-Government or any other reputed organisation, for a minimum period of five years.

(b) Registrar-Member.

(c) Experience as an executive or in an independent position for at least three years in a Government or Quasi-Government or any

(c) Comptroller-Member

	other reputed organisation.	
14. (a) Administrative Officer Rs.525-25-600-30-690-35-900	(i) Minimum General Educational Qualification. (ii) Experience as Office Superintendent in the University or Government for a period of not less than ten years. (iii) Preference shall be given to graduates together with the above qualification, and during the transitory period to those who are optees to the University service from State Government Agriculture Department.	(a) Vice-Chancellor-Chairman (b) Registrar-Member. (c) Dean-Member.
14. (b) Selection Grade Superintendent Rs.525-25-600-30-750.	(i) Minimum General Education Qualification. (ii) Experience as Office Superintendent in the University or Government for a period of not less than five years. (iii) Preference shall be given to the optees to University Service from the State Government Agriculture Department during the transitory period.	(a) Vice-Chancellor-Chairman (b) Registrar-Member. (c) Dean-Member.
15. Physical Instructor, Rs.400-15-475-20-575-25-650.	(a) A first or second class Bachelor degree in Physical Education or other related fields of specialization. (b) Experience as Physical Director in a College or a University for a period of not less than three years. (c) Higher qualification including N.C.C. training shall be preferential qualification.	(a) Registrar-Chairman (b) One of the Deans nominated by the Vice-Chancellor-Member (c) Director of Student Welfare-Member.
16. Instructors/Research Assistants/Instructors in Extension	(a) A first or high second class basic degree pertaining to the	(a) Dean of the Faculty-Chairman

Education, Rs. 375-15-95-20-575-25-650. Faculty.

(b) A first or high second class Master's degree in the concerned field of specialization.

(b) Two Heads of Departments nominated by the Vice-Chancellor-Members.

(c) Research and/or Teaching experience in the concerned subject will be a preferential qualification.

(c) Two experts from outside the University nominated by the Board from a panel of four names prepared by the Vice-Chancellor- Members.

(d) for the posts of Instructor in Extension Education, field experience in extension work shall be a preferential qualification.

17. Assistant Librarian,  
Rs. 375-15-495-20-575-25-650.

(a) A first or second class Bachelor degree in Library Science or a graduate with Diploma in Library Science from a recognised University.

(a) One of the Deans nominated by the Vice-chancellor-Chairman

(b) Experience of working in a Library of repute for a period of not less than three years.

(b) Two heads of Departments/ Professors nominated by the Vice- Chancellor-Members.

(c) Work experience in Libraries attached to agricultural institutions shall be a preferential qualifications

(c) Librarian - Members.

Note.- Selection Grade Superintendent posts will be 1/10 of the total number of Superintendents in the University. The post shall carry the scale of pay as applicable in the State Government service from time to time.

1. Persons with Master's degree or/and Ph.D. degree in Agriculture, Animal Husbandry, Agricultural Engineering and other Professional degree will be given two and three advance increments, respectively.

Note.- (i) For all the professional graduates appointed in the University to the posts of

Instructors or equivalent, the scale of pay shall be the same as that in State Government for identical degree holders.

(ii) The posts of Research Assistants shall include all the posts in the grade in the Research Stations, Statistics Wing and Farm Units of the University.

17. (a) Superintendent, Rs. 350-15-425-25-600.

(a) Minimum General Educational Qualification.

(a) Registrar - Chairman

(ii) Must have worked as Office Assistant in the University or in State Government for a Period of not less than 10 years, preference being given to the optees to University service from the State Government Department of Agriculture, during the transitory period.

(iii) Account Test for subordinate officers Part 1 of the State Government.

18. Class III Posts with a minimum pay in the time scale of Rs.200 or more, but below Rs.500. (a) Technical posts

As may be prescribed from time to time

(b) One of the Deans nominated by the Vice-Chancellor- Member

(c) One head of two Department nominated by the Vice-Chancellor- Member.

Technical Posts -

(a) One Dean nominated by the Vice-Chancellor-Chairman

Registrar, with the approval of the Vice-Chancellor.

(b) Two Heads of Departments nominated by the Vice-Chancellor- Members.

18. (a)(i) Agricultural Engineering Foreman Rs.300-10-350-15-500

(i) Diploma of L.M.E. or L.A.E. awarded by the State Board of Technical Education and Training, Tamil Nadu with one year's practical experience in a work-shop after obtaining the diploma or practical experience in Tractor works operations and (a) One Dean nominated by the Vice-Chancellor-Chairman.

	in the running of internal combustion engines for a continuous period of not less than 10 years with a minimum educational qualification of a Pass in the 111 form (viii Std) or Must hold a certificate in the appropriate trade issued by the Government I.T.I., with one year's practical experience.	
18. (a)(ii) Assistant Agricultural Engineering Foreman Rs.210-5-245-10-325	<p>(i) Diploma of L.M.E. or L.A.E. awarded by the State Board of Technical Education and Training Tamil Nadu with one year's experience in a workshop;</p> <p>or</p> <p>(ii) Practical experience in a Tractor workshop for a continuous period of not less than two years with a minimum educational qualification of a pass in the V class (Vth Std); or</p> <p>(iii) practical experience in tractor workshop operations and in the running of internal combustion engines for a period of not less than 2 year with a minimum educational qualification of a pass in V class (Vth Standard)</p>	(b) Two Heads of Departments nominated by the Vice-Chancellor-Members.
18. (a)(iii) Draughtsman Grade II Rs.250-10-400	<p>(i) A pass in the special Examination for group certificate in Building Drawing which has been prescribed for Draughtsman in the Government Technical Examination; or</p> <p>(ii) A pass in the L.C.E. or L.M.E. diploma examination conducted by the State Board</p>	<p>(a) One Dean nominated by the Vice-Chancellor-Chairman</p> <p>(b) Two Heads of Departments nominated by the Vice-Chancellor-Members.</p>

	of Technical Education and Training, Tamil Nadu; or	
	(iii) A certificate granted by the Industrial Training Institute Government of Tamil Nadu for the completion of the course of Industrial training in the trade. Draughtsman (Civil) or (Mechanical); or	
	(iv) The Diploma awarded in Draughtsman (Civil) or (Mechanical) trade by the Director General of Resettlement and Employment (now Director General of Employment and Training). Government of India; or	
	(v) The National Trade Certificate in Draughtsman (Civil or Mechanical Trade) awarded by the National Council for Training in vocational trades, Government of India.	
18. (a)(iv) Instrument Mechanic Rs. 250-10-400	(i) A certificate in L.E.E. with one year experience in maintenance and repairs of Instrument in any of the engineering firms or Institutions; or	(a) One Dean nominated by the Vice-Chancellor-Chairman
	(ii) Must have passed S.S.L.C. and possess a National Trade Certificate in Instrument Mechanic with Experience in the maintenance and repairs of instrument for a period of not less than one year in any of the Engineering firms or Institutions.	(b) Two Heads of Departments nominated by the Vice-Chancellor-Members.
18. (a)(v) Mechanic (Senior) Rs. 250-10-400	(i) The certificate in Mechanical Engineering of the Chengalvaraya Nayakar's Technical Institute, Madras or	

	acertificate in the appropriate trade of the I.T.I, or	
	(ii) Practical experience in a workshop or afactory for period of not less than three years and experiencein repairs and maintenance of tractors pump units andagricultural machinery.	
18. (a)(vi) Mechanic (Junior) Rs.200-5-250-10-300	(i) The certificate in Mechanical Engineeringof the Chengalvaraya Nayakar's Technical Institute, Madras or acertificate in the appropriate trade of the I.T.I.	
	(ii) Practical experience in a workshop or afactory of not less than three years and experience in repairsand maintenance of tractors, pump units and agriculturalmachinery.	
18. (a)(vii) Artist Rs. 250-10-400	(i) Must have been declared fit for promotionfrom the Ninth to Tenth Standard in a School maintained by oropened with, the sanction of the State Government or to whichrecognition has been accorded by the Director of SchoolEducation, Madras under the Tamil Nadu Educational Rules.	(a) One Dean Nominated by theVice-Chancellor-Chairman
	(ii) Must have passed either the GovernmentTechnical Examination in Free hand Outline Drawing and Paintingby the Higher Grade or have obtained the Diploma of theGovernment School of Arts and Crafts Madras in these twosubjects; and	(b) Two Heads of Departments nominated by theVice-Chancellor-Members.



(i) Must possess a degree in Mathematics, Economics or Commerce of the Madras, Madurai or Annamalai university, (a) One Dean nominated by the Vice-Chancellor-Chairman.

Registrar, with the approval of  
the Vice-Chancellor.

	(ii) Preference shall be given to candidates who possess experience in Statistical analysis and computation in any of the leading institutions.	(b) Two Heads of Departments nominated by the Vice-Chancellor-Members.
18. (a)(x) Library Assistant Rs. 250-10-400	(i) Must be in possession of a certificate in Librarianship issued by the University of Madras or any other recognised institution. (ii) Must have good handwriting.	-do-
18. (a)(xi) Sanitary Inspector Rs. 250-10-400	(i) Sanitary Inspector's certificate granted by the Additional Director of Health Services and Family Planning Tamil Nadu as the Chairman of the Board of Examiners constituted in this behalf by the State Government; or (ii) The L.M.P. Diploma; or (iii) Pass in the Sanitary Inspector's Examination in the State of Tamil Nadu or quinquennial training and pass in the examination prescribed for Health and Sanitary Inspector's in the State of Tamil Nadu; or (iv) Sanitary Inspector's certificate issued on behalf of the National Council of Rural Higher Education, New Delhi at the end of the course at the Rural Institute, Gandhi-gram.	-do-
18(a)(xii) Agricultural Assistants (Grade II) Rs. 250-10-400	(i) Pass in the two year certificate course of the Rural Institutes recognised by Government of India (ii) Persons who have passed S.S.L.C or equivalent examination and with not less	(a) One Dean nominated by the Vice-Chancellor-Chairman. (b) Two Heads of Departments nominated by the Vice-Chancellor-Members.

	than 10 years of experience as Laboratory Assistant/ Laboratory Artenders in the Agricultural Colleges or Research Stations within the State of Tamil Nadu.	
18(a)(xiii) Cine Operator Rs. 200-5-250-10-300	(i) Must have passed VIII Standard (ii) Must have obtained the Cinema Operators certificate issued by the Government of Tamil Nadu. (iii) Must have practical experience for a period of not less than three years in a Cinema theatre after obtaining the cinema operator certificate.	-do-
18(a)(xiv) Museum Curator Rs. 200-5-250-10-300	(i) Practical training in Taxidermy and photography for a period not less than six months each.	-do-
18(a)(xv) Junior Tractor Driver Rs. 200-5-10-300	(i) A current tractor driving licence issued by a competent authority under the Government of Tamil Nadu. (ii) Practical experience in driving tractor for a period of not less than two years. (iii) Strong Physique.	-do-
(b) Non-technical posts.	As may be prescribed from time to time	
18(b)(i) Assistant Rs. 250-10-300-15-450	(i) Minimum General Educational Qualification. (ii) Must have worked as Junior Assistant/Typist/Stenotypist for a period of not less than 3 years, preference being given to the optees to the University service for State Government Department of Agriculture during the	Non-technical posts (a) Registrar-Chairman.

	transitory period.	
	Tests Prescribed:	(b) One of the Deans nominated by the Vice-Chancellor-Member
	(1) Account, Test for Subordinate Officers part I of the State Government	(c) One Head of the Department nominated by the Vice-Chancellor-Members.
18(b)(ii) Junior Assistant Rs. 210-5-245-10-325	(i) A pass in Pre-University Examination; or (ii) A pass in Secretarial examination of a recognized institution.	-do-
18(b)(iii) Selection Grade Stenotypist Rs. 250-10-400+Special pay	(i) Minimum General Educational Qualification (ii) Must have passed the Type-writing English (Higher Grade) and Shorthand English Lower or Higher. (iii) Must have Worked as Stenotypist for a period of not less than 10 years, in the University or in the Government (iv) Account Test for Subordinate Officers Part I of the State Government. (v) Preference shall be given to the optees to University service from the State Government Agriculture Department during the transitory period.	-do-
18(b)(iv) Steno-typist Rs. 210-5-245-10-325+special pay.	(i) Minimum General Educational Qualification (ii) Must have passed the Type writing English (higher grade) and Shorthand English Lower or Higher.	(a) Registrar-Chairman.  (b) One of the Deans nominated by the Vice-Chancellor- Member  (c) One Head of the Department nominated by the Vice-Chancellor-Member.

18(b)(v) Typist Rs.210-5-245-10-325+Specialpay.	(i) Minimum General Educational Qualification. (ii) Typewriting Higher Grade in English and Typewriting Lower Grade in Tamil.	
18(b)(vi) Telephone Operator Rs.210-5-245-10-325 + special pay of Rs. 10/-	(i) S.S.L.C. Pass (with minimum General Education Qualifications). (ii) Pass in the Telephone Operator's Training. (iii) Practical training for 10 days in the Government of India Telephone Exchange Organisation.	-do-
19. Class IV Posts with a minimum pay in the time scale of less than Rs. 200.		
(a) Technical posts	As may be prescribed from time to time.	
19(a)(i) Bus Driver and Lorry Driver Rs.160-5-240	(i) A current driving licence to drive heavy motor vehicles and practical experience in driving heavy motor vehicles for a period of not less than two years. (ii) Read and write Regional language.	(a) One of the Deans nominated by the Vice-Chancellor - Member
19(a)(ii) Jeep Driver (including Car and Van Drivers) Rs. 150-4-170-5-225	(i) A current driving licence to drive light motor vehicles and practical experience in driving a motor vehicle preferably a jeep or van for a period of not less than two years and (ii) Read and write Regional 1 language.	-do-
19(a)(iii) Electrician Rs. 160-5-240	(i) Must have ability to read and write Regional Language. (ii) Must have previous experience in any Engineering firm or an electrical undertaking for a period of not	-do-

less than five years.

Note.- (1) The posts of Physical Instructor, Assistant Librarian and Instructors/ Research Assistants for which separate qualifications and recruitment procedures have been prescribed elsewhere are excluded from the purview of this classification.

(2) For the purpose of constitution of the Selection Committee, the posts of Estate Officer Librarian, Medical Officer and Director of Student Welfare are also considered equivalent to Heads of Departments in the concerned field

(3) For the purpose the technical and non-technical posts shall be as decided from time to time.

	(iii) Must have a thorough knowledge of all Electrical appliances with special reference to motor testing, battery repairing, armature winding, attending motors, giving connections to motors and starters etc.	
19(a)(iv) Mechanist Rs. 160-5-240	(i) Must possess practical experience for a period of not less than two years in an Engineering Workshop or Factory or a reputed firm and experience in the working of Machine tools; or (ii) Must hold appropriate trade certificate issued by the Government I.T.I. (Industrial Training Institute).	(a) One Dean nominated by the Vice-Chancellor -Chairman  (b) Two Heads of the Department nominated by the Vice-Chancellor-Members.
19(a)(v) Turner Rs. 160-5-240	(i) Must have ability to read and write the regional language; and (ii) Must have previous practical experience as turner in a reputed engineering firm for a period of 5 years; or	-do-

	(iii) Must hold certificate in the appropriate trade issued by the Government Industrial Training Institute.	
19(a)(vi) Lineman Rs. 150-4-170-5-225	(i) Must possess L.E.E. or equivalent qualification; or (ii) Practical experience in electrical operation and maintenance including H.T. Lines and Transformers for a period of not less than three years.	-do-
19(a)(vii) Wireman Rs. 150-4-170-5-225	(i) Must have ability to read and write the regional language. (ii) Must have previous experience as a wireman in any Engineering workshop or firm for a period of not less than 3 years. (iii) Must have practical knowledge in (a) Maintenance work of low tension. (b) Distributive line (c) Transformers (d) House wiring etc. (iv) Must be able to attend to minor repairs of electrical equipment.	-do-

Note: Preference will be given to persons holding certificate in Electrical Engineering issued by Private Engineering Institutions like Chingalvarayam Technical Institute and Government Industrial Training Institutes etc.

19(a)(viii) Hammerman Rs. 150-4-170-5-225	(i) Must have good physique  (ii) Must be able to read and write the Regional language.	(a) One Dean nominated by the Vice-Chancellor -Chairman  (b) Two Heads of the Departments nominated by the Vice-Chancellor-Members.
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19(a)(ix) Welder Rs. 150-4-170-5-225 plus Special pay of Rs. 10/-	(i) A certificate in the appropriate trade issued by the Industrial Training Institute; or (ii) Practical experience of not less than two years in Arc and Gas welding in any leading workshop.	-do-
19(a)(x) Pump Attendants Rs. 140-3-155-4-175-5-210	(i) Must be able to read and write the Regional Language.  (ii) Must have previous experience in handling Electric motors and pump sets for a period of not less than one year.	(a) One Dean nominated by the Vice-Chancellor -Chairman  (b) Two Heads of the Departments nominated by the Vice-Chancellor-Members.
19(a)(xi) Pump Fitters Rs. 130-3-160-4-180-5-195	(i) A certificate of competence for driving engines and a knowledge of the general mechanism of all types of engines and (ii) Practical experience for a period of not less than six months; or (iii) Practical experience as an engine Driver and in working of oil engine and pumps for a period of not less than three years.	-do-
19 (a)(xii) Engineering Maistry Rs. 130-3-160-4-180-5-195	(i) Must be able to read and write the Regional Language, (ii) Must have practical experience as skilled labourer in a Government workshop or in an Engineering firm for a period of 3 years.	-do-
19(a)(xiii) Field Assistant (Malaria) Rs. 140-3-155-4-175-5-210	(i) Must Have passed III Form.  (ii) Must have a good physique, good vision and capacity for outdoor work; and (iii) Must have undergone the preliminary training for a	-do-



period of not less than one month in the Regional Malaria Organisations at Thanjavur or Coimbatore or in the Central Malaria Laboratory attached to the Officer of the Director of Public Health, Madras.

Note: (1) For the purpose of Constitution of selection Committee, the posts of Estate Officer, Librarian, Medical Officer and Director of Students Welfare are also considered equivalent to Heads of departments in the concerned field. (2) For this purpose the Technical and non-technical posts shall be as decided as from time to time.

19(a)(xiv) Pump Attendants Lascars write the Reg Rs. 130-3-160-4-180-5-195.	(i) Must have studied upto VIII Std.	(a) One of the Deans nominated by the Vice-Chancellor-Chairman
19(b) Non-technical Posts.	(i) As may be prescribed from time to time.	(a) Registrar-Chairman.
19(b)(i) Laboratory Assistant Rs. 150-4-170-5-225	(i) Minimum General Educational Qualification.  (ii) There years service as skilled/literate maz-door in the Tamil Nadu Agricultural University.	(b) One of the Deans nominated by the Vice-Chancellor-Member.  (c) One Head of Department nominated by the Vice-Chancellor-Members.

Appendix II For Technical Posts Only Application for the post of..... Terms and conditions of appointment and other instructions to candidates

**1. All technical posts of equivalent pay scales are inter-changeable, within the broad disciplines mentioned against the posts, at the discretion of the University.**

**2. The service conditions and other terms of appointment to these posts in the University shall be subject to the approval of the Board of Management of the Tamil Nadu Agricultural University.**

- 3. Where necessary, the Selection Committee shall be competent to relax minimum requirement/qualification in favour of candidates who are otherwise considered as qualified for selection.**
- 4. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.**
- 5. The application form should be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.**
- 6. Candidates must be Indian Nationals.**
- 7. Five copies of applications besides the original should be sent.**
- 8. The application form filled in, along with crossed Postal Order for Rs. 10/-drawn in favour of the Comptroller, Tamil Nadu Agricultural University, Coimbatore should be sent so as to reach the Registrar of the University before the prescribed time and date. Applications unaccompanied by the Postal Order will be rejected.**
- 9. Persons who are already working in State or Central Government or any other organisations should send their application through proper channel. Any delay in sending the application through proper channel is not the responsibility of the University. Advance copies of the applications to reach the Registrar, Tamil Nadu Agricultural University, Coimbatore-3, within the prescribed time limit shall be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee meets. Five copies of application along with postal order and other enclosures may be sent as advance copy direct.**
- 10. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.**
- 11. Candidate may send copies of testimonials from persons intimately acquainted with his work and character and must also give the name and address of three persons in India to whom references can be made. If he has**

been in employment, he should either give his present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him. He should also submit an attested copy of the entry relating to his date of birth from the Matriculation or Secondary School Leaving Certificate, attested copies of his Degree Certificates or Diploma and testimonials.

12. If a candidate desires to name as a referee any person residing outside India, he should write direct to that person and ask him to send direct to the Registrar, Tamil Nadu Agricultural University, Coimbatore -3, a statement of his opinion concerning the candidate's character and suitability for the post. The reply will be treated as confidential.

13. Candidates who are abroad may also apply on plain paper together with an international Money Order to cover the Registration fee Rs. 10/-

14. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for an interview at the University Campus, Coimbatore at their own cost.

15. Candidates will be called for interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he with others may be suitable for the post and conveys no assurance whatsoever that he will be recommended or selected or his conditions specified in the application will be accepted.

16. Higher start in pay may be granted in exceptional and deserving cases, with reference to extra additional qualifications and experience on the recommendation of the Selection Committee by the Vice-Chancellor Board.

17. The special pay and other allowances admissible to the employees are extra and shall be at the rates applicable to the employees, in the corresponding posts in the Tamil Nadu Government Service as decided, from time to time, by the University.

**18. Evidence of degree diploma certificates and testimonials should be brought in original at the time of interview.**

**19. Reprints and evidence of publications should be attached along with the applications.**

**20. Separate applications with separate registration fee are required for each post.**

**21. It will be open to the University not to fill all or any of the posts now advertised.**

**22. Applications should reach the Office of the Registrar, Tamil Nadu Agricultural University, Coimbatore 3 before 5 p.m. on.....**

**23. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.**

**1. Name in Full (IN BLOCK LETTERS)**

**2. Father's name**

**3. Date of birth**

**4. Place of Birth and Nativity (District and State)**

**5. Present address to which Communications should be sent**

**6. Mother- tongue**

**7. Second Language in College/School**

**8. Other languages known to read and write**

**9. Educational qualification (University education)**

Institution studied	Year of study	Degree or Diploma	Class or Grade	Field of Specification
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- (i)
- (ii)
- (iii)
- (iv)

(Attach attested copies of certificates in support of each degree or diploma).

## **10. Experience regarding previous and present employment.**

S.No. Employer Post held Pay drawn Period of employment Y.M.D.

From To

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(Attach a separate sheet, if space is not sufficient)

## **11. Teaching and Research experience.....**

(a)Training:

Classes College in which taught Duration Y.M.D.

From To

(i)Under-Graduate(ii)Post-Graduate(b)Research;

Subject Place of work Duration Y.M.D.

From To

## **12. Research papers published-**

(1)(2)(3)(4)(5)(6)(7)(8)(Attach a separate sheet, if space is not sufficient; attach one copy of the reprints of papers published).

## **13. Books and, or Extension Literature published-**

(1)(2)(3)

**14. The scale of pay in the present post and basic pay drawn;**

**15. Are you willing to accept the basic pay in the scale applicable for the Post? If not, what is the minimum pay you request for ? Give reasons in support of the request**

**16. Other countries visited, if any, and the duration of visit,**

**17. List three referees intimately known to you, who can certify your professional competency.**

(1)(2)(3)

**18. Any other information regarding experience, etc. in support of satisfying the adhoc rules prescribed for the post, now applied for.**

I certify that the informations furnished above are true and correct to the best of my knowledge:Place:Signature.Date:List of enclosures:(1)(2)(3)(4)(5)Appendix IIIFor Non Technical Posts onlyApplication for the post of.....Advertisement No.....

**1. This form should be filled in legibly by the candidate in his own handwriting.**

**2. Separate application is required for each post.**

**3. The application form fully filled in, along with crossed Postal Order for Rs.5 drawn in favour of Comptroller, Tamil Nadu Agricultural University, Coimbatore-3 should be sent to reach the Registrar of the University before the prescribed time and date. Application without the Postal Order will be rejected.**

**4. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.**

**5. Applicants, who are already employed should send their applications through the employer to reach the University before the prescribed, the date. Advance copy may also be sent.**

**6. Attested copies of front page extract of S.S.L.C. or equivalent certificate or the mark sheets in support of educational qualification and conduct certificates should be enclosed with this application.**

**7. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.**

**1. Name of the candidate with initials (In Block Letters)**

**2. Father's name**

**3. Present address to which communication should be sent**

**4. Sex/ Date of birth/ Place of Birth/ Native District/ State**

**5. Nationality:**

Religion:

**6. Second language in School/College**

**7. Other languages known to speak/ to read/ to write**

**8. Educational qualifications**

Examination or Degree School College	Name of the institution and course studied	Year of completion	Class obtained	Distinction, if any,,
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**9. Technical Qualifications, if any.**

**10. Experience-**

Employer	Period of service From To	Post held	Nature of duties	Pay scale and total salary	Cause of discharge
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(1)

(2)

## 11. Two conduct certificates (one from the Institution last studied and other one from a responsible person, with their addresses)

I certify that the information furnished above are true and correct to (he best of my knowledge. Place: Signature. Date: List of enclosures: (1)(2)(Forwarded) This applicant Thiru..... holds the post of..... in the pay scale of Rs..... under me in a temporary/permanent capacity, and drawing a salary of Rs..... per mensem plus allowance Rs..... per mensem. Station: Signature of the Head of Officer/Department with Office Seal. Date: Appendix IV Certificate of Physical Fitness : Name and rank of officer granting the certificate I do hereby certify that I have examined (full name) a candidate for employment under the Tamil Nadu Agricultural University for the post of and cannot discover that he/ she has any disease, communicable or otherwise constitutional affliction or bodily infirmity except that his/her weight is in excess of/ below the standard prescribed. I do/ do not consider this a disqualification for the employment he/she seeks. I do further certify that in my option, his/her general physical condition is such as to enable him/her to perform efficiently the active duties of executive services. His/her age is according to his/her own statement..... years and by appearance about..... years. I also certify that he/she has marks of small pox/vaccination, chest measurement in centimetres on full inspiration, full expiration. Difference (expansion) In centimetres. Weight in Kilograms: his/her vision is normal Hypermetropic (.....) (Here enter the degree of defect and the strength of correction glasses). Mypoc (.....) (Here enter the degree of defect and the strength of correction glasses). Astigmatic (simple or mixed) (.....) (Here enter the degree of defect and strength of correction glasses). Hearing is normal defective (much or slight). Urine - Does chemical examination show (i) albumen, (ii) sugar. State specific gravity. Personal marks (at least two should be mentioned). (1)(2)

Signature:

Station: Rank:

Date: Designation:

Appendix V Form of Agreement (To be executed by University employee) Agreement made the day of Two thousand and..... between the Tamil Nadu Agricultural University (hereinafter known as University) of the one part and Dr./Thiru/Thirumathy/Selvi of the other part. Whereas the University have agreed to engage the said person to serve in the Tamil Nadu Agricultural University on the salary hereinafter mentioned for a period..... Now these presents witness and the parties hereto do hereby agree as follows :-

**1. That the University shall employ the said person and the said person shall serve the University as in the University from the date of his taking charge of such appointment until such employment shall be determined as after provided.**



**2. That the said person, shall be on probation for a period of two years from the date of taking charge of his/her reappointment, but the University may before the expiry of the period, extend his/her probation for such period as may be deemed fit.**

**3. That the said person shall employ himself/herself honestly, efficiently, obediently and diligently under the orders and instructions of the Vice-Chancellor, or other superior of the said University under whom he/she shall discharge all such duties appertaining to that office and do all things which may be required of him/her or which are necessary and do all things which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid and shall require of him/her.**

**4. That the said person shall not normally or on any pretext absent himself/herself from his/her duties without first having obtained the permission of his/her superior authorities authorised in this behalf or in case of sickness or inevitable accident without forwarding where necessary, a satisfactory Medical Certificate as may be required by the leave rules which may be in force in the said University.**

**5. That the said person shall devote his/her whole-time to the duties of the said employment and shall not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade, business or canvassing work private tuition or the like**

**6. That the said person shall conform to all the provisions in the Act, Statutes, Regulations and Rules in force and as may be amended in future in the said University and obey all lawful orders and directions as he/she shall, from time to time receive from any authorised superior of the said University.**

**7. (i) That the University shall have the powers to take action on the said person as provided in the Act, Statutes, Regulations and Rules of the University.**

(ii) That the said person shall be entitled to have his/her services terminated by giving to the University authority three months' notice thereof in writing. (iii) That the said person shall not during the period of this agreement when he/she has not been given notice of termination of his/her services by the University authority or has not given notice to the University for such termination of his/her services, apply for an appointment under any other authority except through the University,

and the penalty for any breach of this may, at the discretion of the Board or other competent authority, be termination of his/her services.

**8. That the said person shall be paid, for such time as he/she shall be in service of the said University, monthly salary in the scale of Rs..... starting on an initial salary of Rs..... with effect from (date)..... and the following additional allowances.**

**9. That in the event of the temporary absence of the said person from duty by reason of illness or leave or otherwise, he/she shall be paid such salary only as shall be determined by the rules in force, from time to time, in the said University.**

In Witnesses whereof..... and..... have hereunto set their hands.Signed by the above named..... of the University on behalf of the University in the presence of.....Witness.....SignatureSigned by the above named.....party of second part in the presence.Witness.....SignatureAppendix VIProforma for the Personal File of University Employees

1. Name and designation of the employee
2. Grade of pay and the actual pay of the employee
3. Period of stay in the present post
4. Date from which the employee is working under the reporting authority
5. Personality and physical capacity
6. Promptness and mode of execution of instruction
7. Promptness and terms of volume of work
8. Dependability (Compliance with instructions)
9. Effectiveness and acceptance of responsibility
10. Tact and initiative
11. Capacity for control, supervision and drive (for supervisory staff only)
12. Conduct and character
13. Relations with colleagues and Superiors
14. In the case of Research Workers/Teachers only
  - (a) Capacity for independent research
  - (b) Knowledge of his subject (A statement) indicating the items of research work undertaken by a research worker together with a list of papers published during the year under review should be attached
  - (c) Ability as a Teacher
  - (d) Popularity with students

(e) Keeness to keep abreast of the latest advances in the subject

(f) Interests in extra-curricular activities

15. Fitness for higher position

16. Overall rating and general brief report

Name of the Reporting Authority. Designation: Note.-(1) The answers to items 5 to 14 above, should be in one of the 5 graph ratings namely, (i) outstanding, (ii) Above average, (iii) Average, (iv) Below average, and (v) unsatisfactory. (2) The brief report (item 16) should contain general comments on the performance of the employee, his/her strength and weakness. Brief reasons for arriving at this over rating on the job should also given i.e., whether 'outstanding' Above average. 'Average or below average' or 'Unsatisfactory'. His capacity for advancement to the next higher grade should be noted upon. Both favourable and adverse remarks should be supported by a few specific

Appendix VII Officers Empowered to Write, Scrutinise and Maintain Personal Files

Serial Number and Designation/Class of the Employee.	Authority to write Personal File	Authority to scrutinise and countersign the Personal File and to communicate the adverse remarks	Authority to maintain Personal File
(1)	(2)	(3)	(4)
1. Officers	Vice-Chancellor		Vice-Chancellor.
2. Heads of Departments	Dean	Dean-Vice-Chancellor	Dean/Director of Research.
3. Associate Professor/Associate Research Specialist/Associate Extension Specialist	Head of the Department/Director of Research/Director of Extension Education.	Head of the Department/Vice-Chancellor.	Head of the Department.
4. Assistant Professor/Assistant Research Specialist Assistant Extension Specialist.	Associate Professor/Director of Research/Director of Extension Education.	Vice-Chancellor	Registrar.
5. Librarian, Medical Officer, Director of Student Welfare.	Registrar	-do-	Registrar/Comptroller.
6. Assistant Registrar, Assistant Comptroller.	Registrar/Comptroller		Vice-Chancellor.
7. Personal Assistant to the Vice-Chancellor.	Vice-Chancellor	Dean/Director of Research/Registrar.	Estate Officer.
8. Assistant Agricultural Engineer	Estate Officer	Dean, Director of Research/Director of Extension Education	Head of the Department/Dean/Director of Research or Director of

		and Registrar as the case may be.	Extension Education, Registrar as the case may be.
9. Instructors Research Assistants Instructors in Extension Education.	Immediate Superior		
10. Physical Instructor	Director of Student Welfare.	Dean	Director of Student Welfare
11. Assistant Librarian, Librarian' Assistant and other staff working in the Library.	Librarian	Dean/Vice-Chancellor.	Librarian
12. Other Class III Employees	Immediate Superior	Vice-Chancellor, Registrar, Comptroller, Dean, Director of Extension education, Estate Officer, Heads of Departments as the case may be	Registrar, Comptroller, Dean, Estate Officer, Heads of Departments, Associate, Research Specialist, Assistant Research Specialist as the case may be.
13. Class IV Employees	-do-	-do-	-do-
Appendix VII Code of Conduct of the Employees			

**1. Every employee of the Tamil Nadu Agricultural University shall at all times, maintain absolute integrity and devotion to duty. The whole time of a University Employee is at the disposal of the University which pays him and he may be employed in any manner required by the proper authority without claim for additional remuneration.**

**2. Every employee shall abide by and comply with the Act, statutes, regulations, and rules framed thereunder and as amended, from time to time, and all orders and direction of his superior authorities.**

**3. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.**

**4. Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.**

- 5. No employee shall be a member of any political organisation or take active part in any political activity.**
- 6. No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct**
- 7. No employee shall join or continue to be a member of any Association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.**
- 8. No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to communicate such documents or information.**
- 9. No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.**
- 10. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his case to the University.**
- 11. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.**
- 12. No University employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.**
- 13. Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift.**

Explanation. - The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University. Note. - (1) A casual meal or other social hospitality shall not be deemed to be gift. (2) A University employee shall avoid accepting lavish/frequent hospitality and gifts from any individual having official dealings with him or from industrial or commercial organisations, etc.

**14. (i) No employee shall, except with the previous permission of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or managing of any news paper or other periodical publication other than University publication.**

(ii) No employee shall, except with the previous permission of the Vice-Chancellor, or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical: Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, scientific educational or cultural character.

**15. (i) No University employee shall, except with the previous sanction of the Vice-Chancellor or the prescribed authority, have recourse to any Court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.**

(ii) Nothing in this rule, shall be deemed to prohibit a University employee from vindicating his Private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in his private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

**16. (i) No employee shall, except with the previous permission of the Vice-Chancellor give evidence before any public committee.**

(ii) Nothing in this rule shall apply to - (a) evidence given before a Committee which has power to compel the attendance of witnesses or the production of documents; or (b) evidence given before an authority holding before any judicial or any inquiry committee.

**17. It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him in connection with his position as an employee or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Vice-Chancellor promptly in writing even though he might: have**

**subsequently been released on bail. Failure on the part of the employee concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.**

**18. Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a Court of law, the employee may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental enquiries.**

**19. (i) No University employee shall, except with the previous knowledge of the Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debentures, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.**

Note. - The above rule applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned. (ii) The Board of Management may, at any time by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired: Provided that the prescribed authority may exercise the power to call for property statements under this sub-rule when a specific vigilance enquiry calls for it.

**20. All employees of the University shall be subject to the general and overall control of the Vice-Chancellor.**

**21. The Vice-Chancellor may direct, by general or special order, that any power exercisable by him or any other officer or employee of the University under these rules shall be exercisable also by such officer or other employee as may be specified in the order, subject to such conditions, if any, as may be specified in the order.**

Appendix IX Procedure Relating to Discipline and Control among the University Staff

**1. The authority which may impose the penalties mentioned in the Regulations are as detailed in Appendix X.**

**2. (a) Where in any case a higher authority has imposed or declined to impose a penalty for reasons to be recorded under this Regulation, a lower authority shall have no jurisdiction to proceed under this Regulation' in respect of the same case.**

(b)The fact that a lower authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his jurisdiction under this regulation in respect of the same case.(c)The order of a higher authority imposing or declining to impose in any case a penalty under this regulation shall supersede any order passed by a lower authority in respect of the same case.(d)The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.

**3. In every case where it is proposed to impose on an employee any of the minor penalties shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.**

**4.**

(1)(a)(i)In every case where it is proposed to impose on an employee of the University any of the major penalties the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and state whether he desires an oral inquiry or only to be heard in person. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the authority conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed, the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no inquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.(ii)After the inquiry referred to in clause (i) has been completed and after the authority competent to impose the penalty mentioned in that clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy



of the report of the enquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the inquiry. Note. - An opportunity to show cause against the imposition of any of the penalties referred to in this Regulation shall be given, after the authority competent to impose the penalty arrives a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under his direction, by a subordinate authority who is superior in rank on whom it is proposed to impose the penalty. (b)(i) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of a service any of the minor and major penalties be the basis of fact which have led to his conviction in criminal Court whether or not he has been sentenced at once by such Court to any punishment, but he shall be given a reasonable opportunity of making any representation that he may desire to make such representation, if any, shall be taken into consideration before the order imposing the penalty is passed. (ii) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of a service any of the major penalties on the basis of facts which have led to his conviction by a Court-material or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him. (c)(i) All or any of the provisions of clauses 4 and 5 may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the subclauses and those requirements can be waived without injustice to the person charged. (ii) If any question arises whether it is reasonably practicable (to follow the procedure prescribed in sub-clause (a), the decision thereon of the authority empowered to dismiss or remove such persons or reduce him in rank, as the case may be, shall be final. (d)(i) An employee may be placed under suspension from service, where:- (1) an enquiry into grave charges against him is contemplated or is pending, or (ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interests. (2) A University employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this rule. (3) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of the University service under suspension is set aside in appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders. (4) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a Court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty or dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders. (5) An order of suspension made or deemed to have been made under this regulation may, at any time, be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate. Appeal

**5. Every University employee shall be entitled to appeal from an order passed by an authority imposing upon him any of the penalties specified in the Regulations, to the next higher authority.**

**6. (i) In the case of an appeal against an order imposing any penalty specified in the Regulations, the appellate authority shall consider-**

(a)whether the facts on which the order was based have been established;(b)whether the facts established afford sufficient ground for taking action; and(c)whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper.(ii)Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

**7. In the case of an appeal, the appellate authority shall pass such orders as appears to it just and equitable, having regard to all the circumstances of the case.**

**8. Every person preferring an appeal shall do so separately and in his own name.**

**9. Every appeal preferred under the regulation shall contain all material statement and arguments relied on by the appellant shall contain no disrespectful, defamatory or improper language, and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority from whose order the appeal is preferred and through usual official channel.**

**10. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if-**

(1)it is an appeal in a case in which under this regulation no appeal lies; or(2)it is not preferred within two months after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or(3)it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or it is addressed to an authority to which no appeal lies under the regulation:Provided that in every case in which appeal is withheld, the appellant shall be informed of the fact and the reasons for it.

**11. No appeal shall lie against withholding of an appeal by a competent authority.**

**12. The authority by whom an order imposing any of the minor penalties specified in the regulations may be reversed or altered in cases which no appeal is preferred shall be the appellate authority or any higher authority.**

**13. Every appeal which is not withheld under these Regulations shall be forwarded to the appellate authority by the authority from whose order, the appeal is preferred with an expression of opinion.**

**14. An appellate authority may call for any appeal admissible under this regulation which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.**

**15. Nothing contained in this regulation shall be deemed to preclude an authority higher than the appellate authority to review cases either on its own initiative or on representations from University employees against the orders of the punishing authority or appellate authority.**

**16.**

(1)An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which an employee would have drawn if he had been on leave on half pay:Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence amount for any period subsequent to the period of the first twelve months as follows:-(i)The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.(ii)The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to toe employee,(2)No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment, business, profession or vocation.(3)A suspended person shall not be entitled to any leave for the period of suspension. When an employee who has suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of dismissal or removal from service with retrospective effect, no recovery is necessary of the subsistence allowance already paid to him.Appendix XCompetent Authority to

## Impose Penalties

Designation/ Class of Employee of the University	Censure	Fine (in the case of Class IV employees only)	Withholding of increments	Reduction in rank including reduction to a lower post or time scale to a lower stage in the same scale	Recovery of the whole or any part of the pecuniary loss caused to the University by negligent breach of duty
(1)	(2)	(3)	(4)	(5)	(6)
1. Officers	Vice-Chancellor	...	Vice-Chancellor	Vice Chancellor	Vice-Chancellor
2. Heads of Departments and Professors	-do-	...	-do-	-do-	-do-
3. Associate Professor/ Associate Research Specialist/ Assistant Extension Specialist	Dean/ Director of Research/ Director of Extension Education	...	-do-		-do-
4. Assistant Professor, Assistant Research Specialist/ Assistant Extension Specialist	-do-	...	-do-		-do-
5. Librarian, Medical Officer, Director of Students Welfare.	Vice-Chancellor	...	-do-	-do-	-do-
6. Assistant Registrar and Assistant Comptroller	-do-	...	-do-	-do-	-do-
7. Personal Assistant to the Vice-Chancellor	-do-	...	-do-	-do-	-do-
8. Assistant Agricultural Engineer	-do-	...	-do-	-do-	-do-
9. Instructors/ Research Assistants/ Instructors in Extension Education	Dean/ Director of Research/ Director of Extension Education		Dean/ Director of Research/ Director of Extension Education	Dean/ Director of Research/ Director of Extension Education	Dean/ Director of Research/ Director of Extension Education
Designation/ Class of	Censure	Fine (in the case of	Withholding of increments	Reduction in rank	Recovery of pay of
				Suspension	Compulsory retirements

Employee of the University	Class IV employees only)			including the whole reduction or part of to a any pecuniary lower post loss caused or time to the University by negligence or breach of orders			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Medical Instructor	Registrar	-	Registrar	Registrar	Registrar	Registrar	Vice-Chancellor
2. Assistant Librarian, Library Assistant and other staff working in the library	Librarian		-do-	-do-	-do-	Librarian	-do-
3. Other Class III employees	Immediate Superior	-	Next superior of the immediate superior in Administration	-do-	-do-	Vice-Chancellor, Registrar, Comptroller, Dean, Estate Officer Head of the Department, Associate Research Specialist and Assistant Research Specialist concerned.	-do-
4. Class IV Employees	-do-	Immediate Superior	Next superior to the immediate superior in Administration	-do-	-do-	-do-	-do-

#### Appendix XI History of Service as On...

1. Name of the employee
2. Name of the Post now held
3. Community (SC/ST/BC/OC)
4. Father's Name

5. Native District
6. Mother Tongue
7. Date of Birth
8. Qualification
9. Date from which continuously employed in the University
10. Date of regular appointment
11. Date of completion of probation
12. Date of confirmation
13. Special training undergone  
Name of the Course Period From ..To.
14. Medals and other awards obtained
15. Teaching experience
16. Research experience in
17. Other special qualifications/particulars, if any

I certify that the informations furnished above are true and correct.

Place: Signature.

Date: Designation.

Copy of the Proceedings No.C. 2/2M-36-10/79, dated 29.5.79 of the Registrar, Tamil Nadu Agricultural University, Coimbatore. Proceedings Sub: Delegation of powers of declaring Probation of Class III and IV employees - orders - issued. At present, the declaration of probation for Class III and IV employees of the University is being done only by the Registrar as per item 12 of Appendix XIII of the Regulation. In as much as the Grant of Leave and sanction of increments for Class II employees are done by the Deans/Directors/Heads of Departments concerned, proposals were placed before the Board of Management to delegate the administrative powers of declaring probation to Class III and IV employees to the concerned Deans/Directors/Heads of Departments also. The Board of Management at its Thirty-sixth Meeting held on 21st May 1979, approved the delegation of the powers of declaring probation to Class III and IV employees of the University to the concerned Deans/Directors/Heads of Departments also. Necessary amendments to Item 12 of Appendix XIII of the Regulations of the TNAU will issue separately. Appendix XIII Administrative Powers of the Competent Authorities

Serial Number and name of Post	Posting and transfer	Grant of leave with substitute	Grant of leave without substitute	Declaration of probation
(1)	(2)	(3)	(4)	(5)
1. Officers	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
2. Heads of Departments and Professors	-do-	-do-	Dean	-do-
3. Associate Professor/Associate Research Specialist/Assistant Extension Specialist	-do-	-do-	-do-	-do-

4. Assistant Professor/Assistant Research Specialist/Assistant Extension Specialist	-do-	-do-	Dean/Registrar	-do-
5. Librarian, Medical Officer, Director of Student Welfare	-do-	-do-	Registrar	-do-
6. Assistant Registrar and Assistant Comptroller	-do-	-do-	-do-	-do-
7. Personal Assistant to the Vice-Chancellor	-do-	-do-	Vice-Chancellor	-do-
8. Assistant Agricultural Engineer	-do-	-do-	-do-	-do-
9. Instructors/Research Assistants/Instructors in Extension Education	-do-	-do-	Dean/Director of Research/ Director of Extension Education/ Head of the Department.	Dean/
10. Physical Instructor	-do-	-do-	Dean	Director of Res./Director of Exten. Education.
11. Class II and III employees under University Library & Estate Office.	-do-	-do-	Librarian/Estate Officer.	Dean
12. Other Class III and IV Employees.	Registrar/Dean	-do-	Immediate Superior Registrar	
1. Approval of the study tour of the students within the State	Dean.			-do-
2. Approval of the study tour of the students outside the State	Vice-Chancellor.			
3. Permission to Students to stay outside the Hostel	Director of Student Welfare/Dean.			
Acceptance of resignation	Deputation within the State to attend conference etc.	Deputation outside the State to attend conference etc.	Deputation for refresher Course Institute etc.	Permission to accept Examinership Summer and to receive remuneration
(6)	(7)	(8)	(9)	(10)
Board	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Vice-Chancellor	-do-	-do-	-do-	-do-
-do-	Dean	-do-	-do-	-do-

-do-	Dean/Registrar	-do-	-do-	-do-
-do-	Registrar	-do-	-do-	-do-
-do-	-do-	-do-	-do-	...
-do-	Vice-Chancellor	-do-	-do-	...
-do-	Registrar	-do-	-do-	...
-do-	Dean/ Director of Res./Director of Exten. Education	-do-	-do- Director of Res./Director of Exten. Education.	Dean/
-do-	Dean	-do-	-do-	...
Registrar	Vice-Chancellor	-do-	...	...
-do-	...	...	...	...

#### Appendix XIV Financial Powers of the Officers and Employees

Serial Number and nature of Powers	Vice-Chancellor	Registrar	Dean Director of Research Director of Extension Education	Heads of Departments	Heads of Research Stations in the Rank of Assistant Professor and above	Comptroller
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Purchase of books, periodicals, maps, etc. (Academic, Technical and Office reference)	Full powers	Upto Rs. 500 per annum.	Dean-No limit Director upto Rs. 1,000 per annum	Upto Rs. 100 per annum	Upto Rs. 500 per annum	Upto Rs. 100 per annum
2. (a) Purchase of Stationery for office use	Full powers		Upto Rs. 1000 per annum	Upto Rs. 500 per annum	Upto Rs. 500 per annum	Upto Rs. 1000 per annum
(b) Local Purchase of stationery for office use in case of emergency. Full powers	Full powers	Upto Rs. 1000 per annum	Upto Rs. 5000	Upto Rs 1000 per annum	Upto Rs. 500 per annum	Upto Rs. 2500 per annum
3. To give urgent printing	Full powers	Upto Rs. 5000 per annum	Upto Rs. 500 per month in each case	...	...	...
4. To rent or lease building for University work	Full powers	Upto Rs.500 per month in	Upto Rs. 10,000 at a time	Upto Rs. 5000 at a time	Upto Rs. 1000 at a time	...



each case

5. Purchase of Apparatus, Laboratory" equipment, electric and electronic instruments, farm machinery and other stores. Aprons, laboratory towels and repairs to equipments and machinery.	Rs. 1.00 lakh at a time	Upto Rs. 10,000 at a time	Upto Rs. 5000 at a time	Upto Rs. 1000 at a time	...
6. Laboratory or Agro-chemicals medicines, veterinary drugs and surgical instruments, specimens, etc.	Full Powers	Upto Rs. 2,500 at a time	Upto Rs. 500 at a time	Upto Rs. 500 at a time	Upto Rs. 500 at a time
7. Purchase and repairs of furniture for office and Laboratory use.	Full Powers	Up to Rs. 1000 at a time.	Rs. 5000 at a time	Upto Rs. 1000 at a time	...
8. Petty construction and repairs for original works and repairs to buildings, loads, electrical Installations and other works.	Upto Rs. 1.00 lakh at a time.	upto Rs. 1000 at a time	Upto Rs. 500 at a time	Upto Rs. 500 at a time	...
9. Conduct of Exhibition and Fairs and participation, including purchases of materials for purposes of Exhibitions, etc.	Full Powers	Rs. 1000 per annum	Upto Rs. 100 per annum	Upto Rs. 50 per annum	...
10. Free supply of seeds, pesticides, chemicals, specimens, etc.	Full Powers	Rs. 1000 per annum	...	...	...
11. To purchase Typewriter Duplicator, Calculators, etc.	Full Powers	Up to Rs. 5.000 per annum.			
12. To sanction expenditure on entertainments, University functions etc.	Full Powers	Rs. 1,000 per annum			

13. To sanction over time allowance to Ministerial and supporting staff and conveyance charges.	Full Powers	Rs. 2000 per annum.				
14. Purchase of motor vehicles for University use	Rs. 1-00 lakh at a time		Up to Rs. 2,000 at a time	Upto Rs. 1000 at a time	Upto Rs. 1000 at a time	...
15. Maintenance, running charges, repairs and replacement charges on University vehicles.	Full Powers	Upto Rs. 2,000 at a time	Full Powers	Upto Rs. 100 at a time	Upto Rs. 50 at a time	...
16. Photographic charges including purchase of photographic materials.	Full Powers		Full Powers			...
17. Advertisement charges	Full Powers	Full Powers	Upto Rs. 1,000 at a time	Rs. 50 at a time	Upto Rs. 50 at a time	...
18. Purchase of electrical goods and bulbs.	Full Powers		Full Powers	...	Full Powers	...
19. Electric current consumption charges.	Full Powers	Full Powers	Upto Rs. 10,000 at a time	Upto Rs. 2500 at a time	...	...
20. To purchase and sell livestock and birds and other experimental animals.	Rs. 1-00 lakh at a time		Full Powers	Sanction for Renewals only	Sanction for Renewals only	
21. To purchase by cycles for office use	Full Powers	Full Powers	Full Powers	Rs. 1,000 per annum	Rs. 1000 per annum	
22. Office expenses and contingencies including hot and cold weather charges, freight charges.	Full Powers	Full Powers	Full Powers	Rs. 300 per annum	Rs. 300 per annum	Rs. 300 annum
23. Binding of books and records	Full Powers	Full Powers	Rs. 1000 per annum	Rs. 250 per annum	Rs. 250 per annum	Rs. 500 annum
24. To sanction supply of uniforms and	Full Powers	Rs. 1,000 per	Full Powers	Full Powers	Full Powers	...

clothings to Universityemployees.			annum				
25. Working expenses on farms and Research Stations, Repairs,Upkeep and maintenance of cattle, cultivation, cost of labour,purchase of seeds and plants, manures chemicals, gunnies.	Full Powers	...	Full Powers	Full Powers	Full Powers	Full Powers	...
26. Experimental cultivation charges	Full Powers	...	Upto Rs. 10000 per annum	...	...	...	...
27. Employment of menials paid from contingencies.	Full Powers	...	Upto Rs. 10000 per annum for Deans only	...	...	...	...
28. Games, sports and physical exercise, provision maintenancof games, courts and athletic fields.	Full Powers	Registrar					
29. Hostel - Purchase of furniture cooking crockery, etc. andrepairs	Upto Rs. 50,000 per annum	...	Rs. 10000 per annum for Deans only	...	...	...	...
30. Rest House - Purchase of furniture crockery and otherfurnishing materials.	Upto Rs. 50000 per annum	...	Dean, Agricultural College, Madurai and Directorof Research upto Rs.5000 per annum.	...		Rs. 2500 per annum	...
31. Refreshment charges-Supply of light refreshment duringmeetings, seminars, conference and visit of V.I.P.s working lunchand other such charges.	Upto Rs.25000 per annum	Rs.5000 per annum	Rs. 1000 per annum	Rs. 100 per annum		Rs. 100 per annum	
	Full powers	...		...	...	...	...

32. Dispensary - Hospital furnishing, Pharmaceuticals and medicines and surgical and other allied instruments, Diet Articles.			Rs. 10000 per annum			
33. To sanction payment of demurrage wharfage charges etc.	Full powers	Full powers	Full powers	...	...	...
34. Tour expenses including Batta to students	Full powers		Full powers	...	...	...
35. Write off (a) Irrecoverable value of stores or public money lost through negligence or other causes and unprofitable outlay on works.	Upto Rs. 10000 at a time	Rs. 1000 at a time	Limited to purchase power	Limited to purchase power	Limited to purchase power	Limited purchas power
(b) Livestock lost or dead and stores or other dead stock articles including stationery furniture lost or become unserviceable.	Rs. 10000 at a time	Rs. 1000 at a time	Subject to fixation of scale in each case.		Subject to fixation of scale in each case.	
(c) Cost of articles become unserviceable due to fair, wear and tear.	Limited to purchase power	Limited to purchase power	Rs. 1000 per annum	...	...	...
(d) Negative differences of seed, fertiliser, pesticides, chemicals, insecticides, manures, fire woods, oils, and lubricants, due to dry age, wastage, spillage, etc.	Full powers	...				
(e) The value of books and publications of the library found lost, damaged, unaccounted for or found short	Upto Rs. 10000 per annum	...				

during stockverification.							
(f) Cost of obsolete publications	Full Powers	Full Powers					
(g) Cost of Glassware articles due to breakages by students and staff.	Full Powers	...					...
36. Limited tender system for purchase of special apparatus, chemicals, stationery, etc.	Rs. 1-00 lakh	...	Full Powers	Full Powers	Full Powers		
37. To dispense with earnest of security deposit when plant and machinery, implements or spare parts, etc. supplied and erected by the firms.	Full Powers	...	Full Powers for the Deans only	Rs. 1000 per annum	...	...	...
38. Refund of revenue collected from students and others	Full Powers	Full Powers	Rs. 50000 for Dean and Director of Research	...	...	...	...
39. Refund of Deposits-Earnest money and caution deposits.	Full Powers	Full Powers	Full Powers	...	...	...	...
40. Expenses in connection with Law charges	Full Powers	Upto Rs. 1,000 per annum	Full Powers	...	Full Powers		
41. Waiving of audit recoveries	Full Powers	Up to Rs. 1000 per annum	Rs. 100 at a time	...	...	...	Upto Rs. 100 at a time
42. To sanction purchase of prizes and awards to students.	Full Powers	...	Full Powers to Deans only	...	...	...	...
43. (a) Installation of the telephone shifting, extension, repairs and maintenance charges.	Full Powers	Full Powers	Full Powers	...	...	...	...
(b) Payment of trunk and local call charges.	Full Powers	Full Powers					

44. Postage Stamps and Telegram charges.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
45. To sanction merit and other Scholarships payable from University funds.	Full Powers	...	Full Powers	Full Powers	Full Powers	Full Powers
46. Grants-in-aid to students club, Madras Agricultural Students Union or other recognised bodies.	Up to Rs. 5,000 at a time	...	Full Powers for Deans only	...	...	...
47. Licence fees, taxes, etc. as required by Central or State Government, Local bodies etc.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers

#### Appendix XV Powers to Sanction Advances

Serial Number and nature of powers	Officers and employees to whom powers are delegated	Officers and employees on whom powers are to be exercised	Extent of power
(1)	(2)	(1)	(2)
1. Sanction of Temporary Advance from Provident Fund	(a) Vice-Chancellor	Officers subordinate to him	Full Powers
	(b) Dean, Director of Research and Director of Extension Education	Employees not below the rank of Professors under them, authorised persons in out-stations coming under their control.	Full Powers
	(c) Heads of Department and Authorised Other Officers including Registrar, Comptroller, Estate Officer, Librarian and Director of Student Welfare.	All employees other than mentioned at	Full Powers
2. Countersignature of Travelling Allowance Bills	(a) Officers of the University and members of Board of Management.	(b) above working under them.	
	(b) Dean, Director of Research and Director of Extension Education.	Employees not below rank of Professor working under them and authorised	

		employees in Research Stations.	
	(c) Heads of Department and Authorised persons.	Employees working under them	
	(d) Registrar, Comptroller, Estate Officer, Librarian and Director of Student Welfare.	-do-	
3. (a) Festival Advance	-		
(b) Advance for the purchase of handloom cloth	-		
(c) Advance for the purchase of Khadi cloth	(i) All authorised employees as per Regulation 45.	Employees working under them	Full powers
(d) Advance for the purchase of mosquito net.		In respect of others, the officer or employees under whose control he is working.	
(e) Advance for the travelling allowance for tour and transfer.			
(f) Advance of pay on transfer.			
(g) Advances for the purchases of warm clothing.			
4. (a) Advance for the purchase of motor car, scooter and motor cycle.	Vice-Chancellor	All officers and employees	Full powers
(b) Advance for the purchase of bicycle.	Registrar	All employees	Full powers
5. Sanction of periodical increments	(a) Vice-Chancellor	All officers working directly under him	Full powers
(b) Dean, Director of Research and Director of Extension Education.	Professors and heads of Research Stations under them.	Full powers	
	(c) Registrar, Comptroller, Estate Officer, Librarian, Director of Student Welfare.	Employees working under them	Full powers
(d) Authorised employees.	-do-	Full powers	
6. Persons competent to authorise travel by	(a) Vice-Chancellor, Officers subordinate to him	Full powers	

## University employee

(b) Dean, Director of Research and Director of Extension Education.	Heads of Departments, Professors, Heads of Research Stations and other employees working directly under them.	Only within the State of Tamil Nadu.
(c) Registrar, Comptroller, Estate Officer, Librarian, Director of Student Welfare, Heads of Departments and other authorised employees.	All employees working under their respective control.	-do-

RULES. Students Admission As per Statute 4(l)(d), on the recommendation of the Academic Council, the Vice-Chancellor is to modify the regulations regarding admission of students into the University. The following are the standing rules as approved by the Vice-Chancellor. These rules are, subject to modification from time to time, to be in conformity with the rules and regulations that may be issued, from time to time, by the Government.

**1. Rules and qualifications for admission to Post-Graduate Programmes. - (a) Qualifications: (i) An applicant for admission to M.Sc.(Ag.) should possess a First or Second Class Bachelor's Degree in Agriculture of a recognised University. Candidates with the Third' Class in B.Sc.(Ag.) should have put in at least five years of professional experience to become eligible for admission to M.Sc.(Ag.) Class in any subject.**

(ii) A candidate for admission to M.Sc.(Ag.) in Agricultural Extension should possess a First or Second Class Bachelor's Degree in Agriculture, Horticulture, Animal Husbandry, Veterinary Medicine or Agricultural Engineering of a recognised University. Candidates with the Third Class Degree should have put in at least five years of professional experience to become eligible for admission to M.Sc.(Ag.) Class. (b) An applicant for admission to Ph.D degree of the University should possess a minimum of Second Class Master's degree or its equivalent in the related field of specialisation from a recognised University. (c) An applicant with M.Sc.(Ag.) in Plant Physiology is eligible for admission to Ph. D in Plant Breeding and genetics, the other rules being the same, as for M.Sc.(Ag.) candidates in the Plant Breeding and genetics as major field of specialisation. (d) Admission to the Post-Graduate courses will be made by a Committee with the Dean of the Faculty as a Chairman, any other Dean of the Faculty as a Member and the concerned Professor(s) as member(s) and the Registrar as the Member-Secretary. (e) The merits of the candidates for admission shall be determined as per the following procedure. The candidates will be evaluated against a total of 100 marks distributed as follows:-

- |   |          |
|---|----------|
| (1) Marks obtained in the subject in B.Sc. (Ag.) final examination calculated against a maximum of. | 40 marks |
| (2) Service.  |          |



	10 marks
(3) First or Second Class (10 marks for First and 5 marks for Second).	10 marks
(4) Publications.	10 marks
(5) Quiz test to be conducted in each test.	20 marks
(6) Vivavoce.	10 marks
	100 marks

## **2. Rules and qualifications for admission to Under-Graduate Programme. - A.**

### **(a) The Tamil Nadu Agricultural University offers the following under-graduate degree programmes commencing from the academic year 1972-73.**

#### **At the Coimbatore Campus**

- i. Bachelor of Science (Agriculture) 142 seats
- ii. Bachelor of Science (Horticulture) 20 seats
- iii. Bachelor of Engineering (Agriculture) 50 seats

At the Madurai Campus Bachelor of Science (Agriculture): 80 seats (b) Ordinarily the duration for the B.Sc.(Agri.) and B.Sc.(Hort) degree courses is four academic years and for B.E.(Agri.) five academic years, after the Pre-University Course. But, under the Trimester system the time taken to obtain the degree will depend upon satisfactory completion of the requisite credit hours with average Grade Point of not less than 2.25 to earn the degree. B. (a) Candidates for admission to the above mentioned degree should satisfy the following requirements. (i) A Pass in the Pre-University Course examination of the Universities of Madras/Madurai/Annamalai or other recognised University, or any other examination recognised as equivalent thereto. (ii) For B.Sc. (Ag.) and B.Sc. (Hort.), the candidates should have studied in any three of the following subjects under Part III of the Pre-University Course. (1) Physics. (2) Chemistry. (3) Botany. (4) Zoology. (5) Biology. (iii) For B.E. (Ag.), the candidates should have studied Physics, Chemistry and Mathematics under Part III of the Pre-University Course. (b) Candidates should have obtained an average of 50% and above of the marks in the optional subjects and a minimum of Grade B or 50% in each of the subjects under Part III of the qualifying examination (Pre-University) for admission to B.Sc.(Agri.) and B.Sc.(Hort.) Courses. Candidates seeking admission to B.E.(Agri.) should have obtained not less than 60% on the aggregate under Part III and a minimum of Grade B +, or 55% in each of the subjects in the Pre-University Examination. These conditions will not, however, apply to the students belonging to the Scheduled Castes and Scheduled Tribes for whom a mere pass in the qualifying examination will be sufficient. (c) Candidates will, be selected by a Selection Committee appointed for the purpose by the Vice-Chancellor. In evaluating the candidates, the following procedure will be followed. The

candidate will, be evaluated as indicated below:(i)The percentage of marks obtained in the qualifying examination in the optional subjects calculated against a maximum of 200 (100 for Physical Sciences and 100 for Natural Sciences (or) Biology for B.Sc. (Ag.) and B.Sc. (Hort.) or for Mathematics in the case of B.E. (Ag-)(ii)Marks to be awarded by the Committee shall be calculated against a total marks of 75, which shall be distributed as follows:-

- |  |       |
|--|-------|
| a. Sports or National Cadet Corps activities or Scouting or Similar activities | 10    |
| b. Extra-curricular or social service activities.                              | 10 35 |
| c. General physical conditions and endurance.                                  | 15    |
| d. General ability and aptitude for Agriculture.                               | 40    |

C. Seats are reserved for candidates belonging to Backward Communities, Scheduled Caste, Scheduled Tribe, Ex-Servicemen, Repatriates from Ceylon and Burma and Tamil Medium P.U.C. students as prescribed by the Government of Tamil Nadu.

### **3. Rules and qualifications for admission into Diploma Course. - A. (a) The Tamil Nadu Agricultural University offers two year Diploma course at the Krishi Vigyan Kendra at Pondicherry commencing from the academic year 1973-74.**

(b)A candidate for admission to the above two year Diploma Course in Crop Production should satisfy the following requirements:-(1)A pass in the Secondary School Leaving Certificate Course or equivalent qualification recognised by the University.(2)Should have studied Tamil as one of the languages in the above course.(3)Candidates should have obtained an average of 50% and above of marks in the Secondary School Leaving Certificate examination. For candidates belonging to Scheduled Castes and Scheduled Tribes, a mere pass in the qualifying examination will be sufficient.B. Candidates will be selected for admission by the Selection Committee appointed for the purpose by the Vice-Chancellor. In evaluating the candidates, the Selection Committee shall adopt the following procedure:-

- |   |           |
|---|-----------|
| (i) The percentage of marks obtained in the qualifying examinationcalculated against a maximum of | 200       |
| (a) Performance at the interview  | 50        |
| (b) General Physique and ability  | 25        |
| (c) Extra curricular activities   | 25        |
|   | 100       |
|   | Total 300 |

(ii)Marks awarded by the Committee at the interview shall be calculated as against a total of 100 marks which/shall be distributed as follows:C. Seats are reserved for candidates belonging to Backward Communities, Scheduled Castes, Scheduled Tribes, Ex-Servicemen and others as prescribed by Government, from time to time.II. FeesAs per Statute 4 (1) (e) of the University, the Vice-Chancellor shall approve the fees and penalty for non payments in time of fees by students on the recommendation of the Academic Council. The following are the fees prescribed for various courses of study as approved by the Vice-Chancellor.

## 1. Fees for each Trimester: (Post-Graduate Programme)

Tuition fees	Rs. 60/-
Tuition fees (for part-time students)	Rs. 30/-
Examination and Special fees	Rs. 40/-

Each student is required to pay certain caution deposits, etc. as prescribed by the Dean of the College and the Hostel Warden. The fees to be paid by the Post-Graduate students as per the current rates are given below:-

	Trimester			
	I	II	III	Summer
	Rs.	Rs.	Rs.	Rs.
(i) Tuition fees	60.00	60.00	60.00	60.00
Tuition fees (for part-time students)	30.00	30.00	30.00	30.00
(ii) Lodging fees				
Old Hostel				
Single	30.00	30.00	30.00	3.00
Two or more	15.00	15.00	15.00	15.00
New Hostel				
Single	45.00	45.00	45.00	45.00
Two or more	22.50	22.50	22.50	22.50
(iii) Electricity charges	5.00	5.00	5.00	5.00
(iv) Special fees				
(a) Club subscription	5.00	5.00	5.00	5.00
(b) Social Service League	1.00	1.00	1.00	1.00
(c) Subscription to College Magazine;	4.00	4.00	4.00	4.00
(d) Club Day Donation	2.00			
(e) Club Parties advance	5.00			
(f) Students Aid Fund	1.00	1.00	1.00	1.00
(g) Subscription to M.A.J.	10.00			
(v) Examination fee	40.00	40.00	40.00	40.00
(vi) Additional Examination fee Rs. 10/- for each make up examination quiz.				
(vii) Deposits	Rs.P.	Rs.P		
(a) Hostel Deposit	200-00	Resident 30.00	Non-Resident	
(b) Registration	3.00	3.00		
(c) Caution Deposit	50.00			
(d) College Blazer	100-00			

## 2. Fees for each Trimester (under -graduate Programme):

Tuition fees Rs. 50/-

Examination fees Rs.25/-

The fees may be paid in one instalment for all the three trimesters of an academic year at the beginning of each year if the student so desires. In the case of candidates registering for one or more Courses in the Summer trimester, a similar fee will be collected. Each student is required to pay certain special fees, caution deposits etc. as prescribed by the Dean of the College and Hostel Warden. The fees to be paid by the Under-Graduate students as per the current rates are given below:

Fees for each Trimester:	I	II	III	Summer	
		Rs.	Rs.	Rs.	Rs.
(i)	Tuition fees	50.00	50.00	50.00	50.00
(ii)	Lodging fees				
	Old Hostel				
	Single	30.00	30.00	30.00	30.00
	Two or more	15.00	15.00	15.00	15.00
	New Hostel				
	Single	45.00	45.00	45.00	45.00
	Two or more	22.50	22.50	22.50	22.50
(iii)	Electricity charges	5.00	5.00	5.00	5.00
(iv)	Examination fees	25.00	25.00	25.00	25.00
	Additional Examination fees Rs. 10/-				
(v)	(Ten only) for each makeup examination/quiz,				
(vi)	Special fees:				
		Rs.	Rs.	Rs.	Rs.
	(a) Club subscription	5.00	5.00	5.00	5.00
	(b) Social Service League	0.50	0.50	0.50	0.50
	(c) Subscription to College Magazine	3.00	3.00	3.00	3.00
	(d) Student's Aid Fund	1.00	1.00	1.00	
	(e) Subscription to M.A.J.	10.00			
	(f) Club Day donation and contribution towards refreshment etc.	7.00 per year			
	(g) Medical Examination	1.00 per fee year			
(vii)	Deposits (to be made at the beginning of the year)				
	(a) Hostel deposit	Rs.200.00	30.00		
		Resident	Non -		

		residents
	(b) Registration	3.00 3.00
	(c) Caution deposit for Laboratories	Rs. 10.00
	(d) College Blazer	100.00
3.	Fees for each Trimester (Diploma Course)	
	Tuition fees Rs.	25/-
	Examination fees	Rs. 10/-

The fees may be paid in one instalment for all the three Trimesters of an academic year at the beginning of each year if the student so desires. Each student is required to pay certain special fees, caution deposits etc. as prescribed by the Principal of the Polytechnic and the Hostel Warden. The fees to be paid by the Diploma Course students are given below:

Fees for each Trimester:

	I Rs.	II Rs.	III Rs.
(i) Tuition fees	25.00	25.00	25.00
(ii) Lodging fees	10.00	10.00	10.00
(iii) Electricity charges	5.00	5.00	5.00
(iv) Examination fees	10.00	10.00	10.00
(v) Additional Examination fees	Rs. 5 (Five only) for each make up examination/quiz.		
(vi) Special fees:			
(a) Club subscription	3.00	3.00	3.00
(b) Social Service League	0.50	0.50	0.50
(c) Subscription to Magazine	2.00	2.00	2.00
(d) Student's Aid Fund	1.00	1.00	1.00
(e) Medical examination fee	1.00 per year		
(vii) Deposits (to be made at the beginning of the years)			
(a) Hostel deposit Rs. 100.00		30.00	Non Residents
(b) Registration 2.00	Residents 2.00		
(c) Caution deposit 10.00			

**4. Rules for refund of fees and penalty for non payment in time by the students of the University. - (1) The concerned Dean is empowered to refund the tuition fee as well as lodging fee paid by the under-graduate as well as post graduate students as per the following provisions.**

(2)(a) The student who pays the fees on the notified date but who fails to register on the date specified or fails to inform his/her intention of registering for the trimester within one week from

the date specified for registration, is liable to forfeit tuition, caution, lodging and other fees paid by him or her.(b)However, in cases where a student informs his/her intention not to register for trimester within one week from the date specified for registration, the tuition fees, lodging fees, caution deposit and other special fees paid by him/her would be refunded by the Dean of the concerned college.(c)A student is entitled for getting the refund of full fees paid by him provided he claims the refund within one month from the date notified for registration.(d)In case the student leaves the institution beyond the period of one week from the date of his registration, irrespective of the fact whether he attended the class or not, 50% of the amount of tuition fees and special fees remitted by him/her for the concerned trimester would be refunded(3)In case of new admissions, the fees for the first trimester are payable in advance failing which they Will not be admitted.(4)In other cases, the fees are payable within a week from the commencement of the trimester. If the seventh day happens to be a holiday, the next working day shall be the last due date for the payment of fees without fine.(5)In default of full payment within the days of grace, a fine of Re. 0-25 for each day of default in respect of tuition fees, and Re.0-10 for each date of default in respect of lodging fees alone will be collected.(6)The students who fail to pay tuition fees within a month of commencement of the trimester will not be allowed to attend the classes and their names will be struck off the rolls. If however, the defaulting students pay the fees along with the fines in addition a prescribed fee of Rs. 10/-, they will be permitted to attend the classes. The period for which his name struck off the rolls shall not count for his minimum residential requirements.IV. Students Conduct, Control and DisciplineA. Conduct

**1. Every student of the University shall be of good discipline, behaviour and assist the University authorities to maintain the University.**

**2. Every student shall help the University in preserving its properties and no student shall cause damage or loss to the property of the University.**

**3. No student shall, except with the previous permission of the Director of Student Welfare/Dean of the respective colleges participate in a radio broadcast or contribute any article or write any letter either in his own name or other persons in a newspaper or in a periodical, produce any literature which is likely to bring disrepute to the University.**

**4. No student shall disrupt or cause disruption to the smooth functioning of the academic activity of the University.**

**5. Dress Regulations: The following dress regulations are compulsory and should generally be observed.**

(a)For Men Students(i)For lecture rooms, laboratories and within the precincts of the College, shirts and pants and foot wear.(ii)For field classes, khaki shirts with half sleeves tucked into khaki shorts.(iii)For tournaments and compulsory games, games shirt and shorts with or without stocking

and shoes.(iv)For ceremonial occasions and important functions, College blazer, white pants, white shirt, college tie and footwear.(b)For Lady Students(i)For lecture rooms any simple dress, preferably a sari and blouse. For laboratory work in Biology and Physical Sciences, an over-coat and putting up of hair is essential.(ii)For field classes: Any simple dress, preferably a sari and blouse, but white clothes maybe avoided. The sari has to be worn in such a way that it does not interfere with field work.(iii)For ceremonial occasion and important function white sari and College blazer.Rule B (4) will read as:"Disciplinary action will be taken against any student found guilty of organizing or participating directly or indirectly in ragging, 'Freak Day', 'Free Day' or any such activity either in the hostel or in the campus, which would be against the canons of good conduct and behaviours and would bring discredit to the institution. Those found guilty will be expelled or rusticated from the hostel and/or College concerned.General(i)The students should strictly avoid smoking, chewing of betel leaves, chewing gums, eating nuts, etc. and should not use distracting cosmetics in class rooms and in field classes. Use of lungis and dhoties should also be avoided in class rooms and field classes as well as on ceremonial occasions and important functions.(ii)When the Professor, Associate Professor, Assistant Professor or Instructor enters a class room, the students will remain standing until they are desired to sit or until the teacher takes his seat. This rule does not apply to practical classes. No student may leave a class without permission or until the class is dismissed.

## **6. Rules for the Students' club. - (1) There shall be students' club of each campus of the University. All the students of the campus shall become members.**

(2)The subscription of the club shall be as prescribed from time to time.(3)The management of the club shall vest in a committee consisting of official and student members as follows:-I. Official members(a)Deans of the colleges in the campus (one of them shall preside the meetings in rotation).(b)A staff advisor from each colleges nominated by the Dean of the respective college who shall be the vice-presidents.(c)The Director of Student Welfare(d)The Physical Directors.II. The student committee will consist of-(a)one Club Secretary(b)one or more Joint Secretaries to represent each of the other Faculty not represented by the Club Secretary.(c)a Game's Secretary.(d)five Secretaries of the Societies relating to Debate, Drama, Arts and Photography, Hiking and Social Service.(e)editors of College Magazine.(f)captains of Cricket, foot ball, hockey, tennis and minor games.(g)one representative for each of the under-graduate and post-graduate classes.The Club Secretary and the Games Secretary shall, invariably, from the final year undergraduate class.The Club Secretary shall be the Secretary of the Committee. The committee meetings shall be held as and when required, but at least once in every trimester. Twelve members shall form the quorum.(4)The President may invite teaching and research staff to help in the instructions of students in the different games and other extra curricular activities. The Physical Instructors will, however, be in overall control of coaching for the different games and sports activities.(5)The Secretaries and Editors of the college magazines will be elected by the students. The representatives of the classes will be elected by members of the respective classes. These elections shall be held within a month after the commencement of the first trimester of the year. The captains and members of the editorial board of the college magazines will be nominated by a Committee consisting of official members listed above. The student representative will hold office for one year.(b)All matters regarding the election of office bearers, passing the budget, changing the rules

and acceptance of prizes etc. donated by the students or private bodies to the students club, shall be subject to the approval of the official members of the committee. Prizes of the nature of rolling trophies shall be in the custody of the Director of Student Welfare or his nominee in outside campuses. The rules governing the rolling trophies shall be framed by the donor and be acceptable to the General Body.(6)The Club is divided into two branches (i) Literary branch, and (ii) the Athletic Branch. The management of the athletic branch shall be in the hands of the Games Secretary with the help of the Captains of various games. The management of the Literary branch shall be in the hands of the Club Secretary. He shall also co-ordinate the work of other representatives nominated from, time to time, for carrying out the items of extra curricular activities.(7)The Club finances are derived from (1) Club fees, (2) Subscription for social service league, (3) Subscription to college magazine, (4) Club day donation, (5) Club party advance etc. as prescribed from, time to time.(8)Donation from officers and others.(9)Annual University grant equivalent to one third of the total collections or the amount fixed by the University, from time to time.(10)Subscription for tennis will be collected from the tennis players only, on dividing system.(11)Sale of unserviceable sports material such as bats, balls, etc.(12)Sale of old papers.(13)The accounts are subject to the local audit and detailed audit by Internal Audit Party of the University.(14)The total number of members representing not less than 60% of the members who are eligible to vote can call for an extraordinary meeting of the club through the Club Secretary.(15)Colours (Special badges) will be awarded to the students who have secured a first place in the College Day Athletic Sports and to the members of cricket, hockey, football, tennis and minor games teams who have played regularly and who have, in the opinion of the official members of the committee attained a standard which merit recognition. Colours may also be given for the minor games such as Basket Ball, Volley Ball, Badminton and Table Tennis on the basis of available records of performance of individual members concerned.

**Rustication and expulsion of students**(1)The Deans of concerned colleges shall have discretionary powers to rusticate and expel students both from the colleges and from the hostels.(2)Cases of rustication and expulsion shall be reported to the Registrar by the Dean concerned immediately after rustication or expulsion for registration and notification. The Dean may revise his decision within 15 days of the date of passing of orders of rustication and expulsion. The revised decision together with the reasons shall be communicated to the Registrar. The Registrar shall notify the constituent colleges and other Universities immediately after the expiry of 15 days period allowed to the Dean for revising the decision.

**Rustication**(3)Rustication when imposed on a college student in the trimester system will mean the loss of at least one trimester (not counting the trimester in which the rustication is ordered). Rustication imposed during the Currency of a trimester will take effect immediately and terminate by the end of the following trimester.(4)The student under rustication shall have the option of rejoining the trimester following the expiry of his period of rustication.(5)The name of the rusticated student shall not be maintained on the rolls of the college nor shall any fees be charged during the period of rustication.(6)A student expelled from a college may not be readmitted into the same college or into another college without sanction of the University and in no case shall be allowed to do so before the expiry of two academic years or six trimesters from the date of expulsion.

**V. University Hostels****A. Appointment of Wardens:**The Deans of the respective colleges and the Principals of the Polytechnics shall be in overall charge of the concerned hostels. There shall be a separate part-time warden. He may be nominated by the Dean, Principal with the approval of the Vice-Chancellor. Persons in the categories of Professors and Associate Professors alone be



nominated as Wardens. For every hostel, there will be a warden and if the number exceeds 100, there will be a Deputy Warden and if the number is above 200, for every additional 200, there will be another additional Deputy Warden.(2)Tire Deputy Wardens shall be from among the persons of the rank of Associate or Assistant Professors. Only in exceptional cases, Instructors/Research Assistants may be appointed as Deputy Wardens.(3)The Wardens may be paid an honorarium of Rs. 100 per month and the Deputy Wardens Rs. 50 per month. Normally, the Wardens posts rotate among the competent staff every two years. However, in exceptional cases, the same person can continue for not more than four years with the approval of the Vice-Chancellor either as Warden or Deputy Warden.(4)The Director of Student Welfare is the Chief Coordinator of ail the students activities in all the campuses. He should co-ordinate with the works pertaining to boarding and lodging of the students and their extra-curricular activities including the physical education. In this respect, he will assist the wardens of the hostels and the Dean of the respective college in each of the campuses of the University. Besides, he is directly responsible to the Vice-Chancellor in this respect, thereby bringing a close link between the University administration, the colleges, the hostels, and the University campuses.B. Hostel Rules:The Dean of the college will be in overall charge of the Students' hostel. The Director of Student Welfare should assist the Dean in all student welfare activities including boarding and lodging and extra-curricular activities including the physical education.(2)All the students are required to reside in the hostel attached to the College. They shall ordinarily have their meals in one of the messes which will be arranged by the Deputy Warden.(3)In exceptional cases, the Dean is empowered to permit students to have boarding and lodging with their parents/guardians or near relatives outside the college hostels, but within a reasonable distance from the college, subject to the following conditions:-(a)that the students so permitted shall attend the theory and practical classes regularly and punctually during all the trimesters as per the scheduled time-table;(b)that the applications of students for such exemption shall be accompanied by a letter from their parents or guardians or near relatives to the effect that the students will be living with them and under their care during the period of their stay at the college;(c)that the students so permitted shall be deprived of the concession if their progress in studies is not considered satisfactory in the opinion of the Dean on account of the concession.

**4. Every student shall, on joining the hostel, remit the prescribed amount towards the hostel deposit and Rs.3/- as registration fee. The balance of the hostel deposit will be refunded when the student finally leaves the college.**

**5. A monthly fee as prescribed by the Purchases and Amenities Committee shall be collected from each student residing in the hostel to cover the expenses of administration and maintenance of the hostel.**

**6. Students on arrival, should report to the Warden, who will assign rooms to them, according to the alphabetical order of their names. The first year students seeking admission into the hostel should produce to the Warden the cash receipt for payment of lodging fees and other fees due to the college, only after which the rooms will be allotted.**

**7. Vacant rooms, if any, will be allotted to the trainees of various courses run at the college at the discretion of the Warden-subject to the condition that (i) the allotment shall not be at the expense of regular students of the college; (ii) the rent shall be collected from the trainees in advance; and (iii) the trainees shall be bound by the rules of the college hostel. Rent at the rate of Rs.0.50 per head per day shall be collected in advance from the trainees.**

**8. Students of other educational institutions and bona fide farmers and visitors who require accommodation in the hostel during their visit to the College maybe allowed accommodation in the hostel, if rooms are available, for a period not exceeding a week and three days, respectively. Trainees and visitors (other than students of other educational institutions and bona fide farmers) will be charged a fee of fifty paise per day towards room rent, water supply, electricity and scavenging charges.**

(a) In respect of students of other educational institutions, Gramasevak trainees and bona fide farmers, accommodation shall be granted free of rent subject to a maximum of 7 days in the case of the former and up to a maximum of 3 days in the case of the latter. However, a fee of Rs.0.25 per day per head shall be collected towards amenities. Those who require accommodation in the Guest Rooms of the New Hostel, Coimbatore will be permitted to stay up to a maximum of 10 days by the Deputy Warden and for stay exceeding 10 days in exceptional cases, of approval of the Warden shall be obtained. Rent. Rs. 1.00 + 1.00 per head per day shall be collected from the occupants of the Guest Rooms. At the discretion of the Warden, the parents of the students will also be permitted to stay in the Guest Rooms subject to the above conditions.

**9. Students of the college who wish to remain in the hostel during vacations will be allowed to occupy rooms on pre-payment of the rent at the rate of Rs. 12/- per mensem for a full month and Re. 0.40 per day for short periods, inclusive of electric charges.**

**10. Students of the college should not leave the hostel to avail leave or holiday without giving a leave letter to the Warden and without obtaining their permission to leave the hostel. Students who wish to remain in the hostel during vacations may be allowed to do so only with the permission of the Warden.**

**11. Students should report to the Warden the date and hour of their departure when they proceed on leave and also the arrival after their return from leave.**

## Hostel Rooms

**12. Students must handle the furniture provided in the room carefully. Furniture should not be moved from the rooms. If any damage or loss occurs to furniture due to action of students, the cost of repairs will be recovered from them. Cost of furniture will also be added for recovery where loss is found on account of students actions. Further, unwanted misuse of furniture and other physical facilities in the hostel premises is an offence. At the discretion of the Dean, a fine up to Rs. 50/- may be collected from each student for such offence.**

(a)The student should provide their own locks for their rooms and should lock the doors whenever they go out.

**13. The rooms should also be vacated immediately after the trimester examinations are over. Furniture and other articles entrusted to their care should be returned to the hostel office when vacating the rooms.**

**14. Electrical fittings provided in their rooms or in the blocks should on no account, be meddled with by the students. If repairs or break downs occur in any such fittings, they should be reported to the hostel office promptly for taking necessary action. Students should not themselves attempt to carryout the repairs.**

**15. The students shall keep their rooms tidy. Students are advised against keeping jewels or any other valuables in their rooms. They may avail themselves of the facilities available with the hostel office for depositing persona 1 sums of money. Withdrawals from such deposits can be made with the permission of the Warden.**

**16. No students shall be allowed to stay in the hostel while class is going on for him except with the special permission of the Warden and applying for leave.**

**17. All students shall keep to their own rooms after 8-30 P.M. on all days except Saturday. They shall not leave the hostel premises after that hour without the permission of the Warden.**

**18. Students should, on no account, demand any special services of hostel servants. Presents and gratitudes to hostel servants are strictly prohibited. Complaints, if any, against hostel servants must be made direct to the Warden.**

**19. With the previous permission of the "Warden, a member of the hostel may have a relative or a friend who is not an employee of the University, to stay with him as a guest for not more than three days.**

**20. Students shall not play radios, record players, etc. so as to disturb the inmates of neighbouring rooms. No student shall use any private fan or heater or any other such electrical appliances in his room, without the permission of the Warden; special charges shall be levied for such uses.**

**21. Disciplinary action will be taken against any student found guilty of misconduct in the hostel.**

(a)Any student' who misbehaves in the hostel is liable to be expelled immediately from the hostel by the Warden pending further enquiries.(b)The students are strictly prohibited from indulging any kinds of political, communal, etc. activities in the hostel.Circular"Where the student/students behave unruly either in the hostel or in the classes or in the campus or outside and take action themselves which is turbulent in nature the Deans using the discretionary powers may suspend the student/students immediately on the spot without conducting any enquiry or waiting for the detailed report from the Warden/Police/Staff members but collect full information on the incident/case within a period of 10 days from the date of suspension either to proceed further for meting out the punishment or to reinstate the student.Besides this, the Academic Council also approved the following Amendment to Rule 21 (d) under Chapter 5 of Hostel Rules in the Hand Book 1980.'Disciplinary action will be taken against any student found guilty of ragging of juniors in the hostel or campus; organising or participating directly or indirectly in 'Freak Day', 'Free Day' or any activity resembling the Freak day either in the hostel or in the campus which would be against the canons of good conduct and behaviours and which would bring discredit to the institution. Those found guilty will be expelled or rusticated from the hostel and/or college concerned.

**22. A Purchase and Amenities Committee constituted by the Dean in consultation with the Warden shall go into the running of the mess and other related matters of the hostel.**

Purchases and Amenities Committee

**23. The Committee will have as its Chairman, the Warden and the Director of Student Welfare, when appointed, as the Convener. Besides, the Committee will comprise of three student members of the University nominated by the Warden and two staff members of the University nominated by the Dean. The Convener will prepare the agenda for the meetings, record the minutes of the meeting and pursue further action. In outside campuses, the Director of Student Welfare will be represented by the Physical Instructor or in his absence any other person nominated by the University.**

**24. The following will be the functions of Committee:-**

(a) Review of mess rates and recommending measures for efficient economical running of the messes. (b) Scrutinising the acceptance of the tenders obtained for groceries, mutton, fish, fowl, eggs, etc., and other purchases made for the students canteen both eatables and stationery. (c) According sanction for purchases from hostel funds connected with provisions of amenities to the students of the hostel and sanction for write off of unserviceable hostel stocks. (d) Consideration of all matters pertaining to the appointment, increments, pay, leave (other than casual leave) of all hostel staff including hostel Canteen Stewards and making suitable recommendations. (e) to conduct surprise inspection of the messes and canteen to test the quality of preparations to examine sanitation, cleanliness, etc. and suggest measures for their improvements. (f) to consider and ratify expenditure of urgent nature incurred out of hostel funds by the Warden, subject to the conditions that where such expenditure exceeds Rs. 50/- (Rupees Fifty only) at a time, the sanction of Dean has been obtained by the Warden. (g) The Committee will nominate the auditors for a term of three years to audit the hostel accounts every year and also scrutinize the auditors report annually. (h) The Wardens may bring before the Committee for its consideration and recommendations, any matter not covered by the above rules and which, in its opinion, need consideration by the Committee. (i) The Convener of the Committee, shall, in consultation with the Warden, nominate one student representative from each of the different messes of the hostel for each trimester to serve on the committee as co-opted student member. (j) The Committee will hold its sitting ordinarily once a month in the hostel premises. C. Messes:

**26. Messes are run to cater the needs of the boarders of the hostel. The number of messes will depend on the strength of the boarders. The number of boarders of a mess shall not ordinarily be below 40 to maintain reasonable economy of mess rates. Admission to any mess is open to all students subject to restrictions by the Warden for reasons of efficient running and economy.**

**27. Each mess provides daily to its boarders according to an approved menu, two meals and two tiffins with coffee or tea.**

**28. No special diet will be supplied to any member except when he is sick. Such specialities will generally be supplied only on the recommendation of the University Medical Officer. The expenditure on his account will be met from the Medical Amenities Fund.**

**29. The time and duration of serving the tiffins and meals will be fixed by the Warden, from time to time, taking into consideration the needs of the students.**

**30. All the students should take their tiffin and meals only in the dining halls. Only sick students will be allowed to take their tiffin and meals in their rooms.**

**31. Students shall, on no account remove tumblers, or other vessels belonging to the hostel from the mess premises. They must provide themselves with their own vessels for use in their rooms.**

**32. Extras of any kind cannot be claimed as a matter of right, but will be supplied whenever possible. All such extras shall be entered in the Extras Register by the students themselves.**

**33. The students should check up at the end of each month the total of their accounts in the Hostel Office and bring any discrepancy to the notice of the Warden before second of the succeeding month.**

**34. Tire management of the messes will be in the direct charge of the Warden. He will be assisted by Deputy Wardens where necessary and Mess Representatives. Student Representatives not exceeding three per mess will be nominated by the Warden from among the members of the different classes.**

**35. As many messes as necessary will be run. The number and character of the messes shall be determined by the Warden at the beginning of each trimester.**

**36. Each student will be allotted to any of the different messes according to his choice in the beginning of each trimester. Change of mess in the middle of the trimester cannot be done without the permission of the Warden and that too only on the advice of the Medical Officer or for other special reasons.**

**37. No deduction will be made from a member's bill on account of absence from meals or tiffins for a period of 2 days and less. For periods of absence exceeding 2 days, no charges will be made after the second day provided, previous notice of absence is given to the Deputy Warden in writing. Mess reduction application forms should be submitted to the Deputy Warden in advance duly filling up the columns in the form and after obtaining the signature of Mess Representatives concerned. Belated applications for Mess reduction will not be considered on any account.**

(a) With the previous permission of the Warden, a student may entertain a relative or a friend who is not an employee of the University, as guest in the Messes for not more than three days.

**38. Rules relating to appointment of cooks and other mess servants and their service conditions shall be decided by the Purchases and Amenities Committee, from time to time.**

Duties of Mess Representatives

**39. Tire duties of mess representatives are as follows:-**

(a) Checking of extras books in the mess daily, totalling of the extras for each individual boarder at the end. (b) Checking of purchase of mutton, fish, fowl, milk, eggs, etc. made directly in the messes with reference to quality and quantity and entering their receipts in the registers and attesting the entries. (c) Checking the issue of eggs, mutton, etc., as extras and proper accounting of the same. (d) Purchase of night milk for actual members of boarders requiring the milk. Those who require night milk should continue to take throughout the month. (e) Attending to drawal of provisions from the stores daily with reference to actual number of boarders in them asking into account absentees. (f) Preparing menu for the mess and obtaining approval of the Deputy Warden once a month. Tire menu should be submitted in advance. (g) Attending to direct purchase of vegetables and other articles. Purchases may be made for all messes (combined) instead of each mess to minimise the incidental charges. The mess representatives shall be assisted by the hostel staff in this regard.

**40. The purchase of vegetables shall be made preferably from the University Farms and the Co-operative Institutions.**

**41. The representatives will be responsible to the Warden for the working of the messes.**

**42. The work of the mess representatives shall be subject to the general supervision and control by the Warden. In all matters, relating to the day-to-day running of the messes, the representatives will enjoy autonomy except in questions of general sanction and discipline among members. The Warden shall, however, maintain contact in an advisory role in the working of the mess every month.**

**43. All complaints and suggestions regarding the messes must be made to the Warden through the student's representatives of the mess to which the members belong.**

**D. Finance:**

**44. The hostel office will work between 10-30 A.M. and 6 P.M. on all days except Sundays and authorised holidays.**

**45. Each mess representative and Stewards are permitted to take necessary advance for purchase of vegetables and similar articles for the hostel. The advances should be accounted for within 3 days.**

**46. Large advance may be taken with the permission of the Warden. The voucher for the purchases should be properly made and stamped receipts obtained for all vouchers above Rs.20 Certified voucher bill, however, be accepted for sundry purchases and vegetables. The voucher should be receipted by the representatives in charge of the messes.**

**47. The mess representative or Steward attending to purchases shall be paid batta for the day he attends purchases at the rates approved by the Purchases and Amenities Committee, from time to time.**



**48. The vouchers and the balance of advance taken should be handed over to the Junior Steward. A second advance will not usually be given except with the permission of the Warden when a previous advance is not accounted for. The prices of the procured articles are subject to general scrutiny by the Warden.**

**49. The accounts of the different messes shall be kept separate and the monthly expenses, omitting the extras shall be proportionately divided among the boarders, which account will always be kept open for check by the mess representatives.**

**50. Mess bill shall, ordinarily, be made out on or before the 10th of each month and all dues shall be paid on or before the 20th of that month after which date, five paise will be added to the bill for every day delay till the 27th of that month and ten paise thereafter till the date of payment. For due's less than Rs. 10/-, no fine will be collected.**

**51. The students should clear the mess dues every month promptly within the end of the succeeding month to which the dues relate. Failure to do so will result in the students not being allowed to dine in the messes till the dues are cleared.**

(a)A rebate of 1 per cent will be allowed for regular payments before the due dates.VI. Punishments to be Meted out for Unfair means during tests and Examinations

**1. The Dean of the College in which the students are registered shall be responsible for dealing with all cases of use of unfair means in quizzes, assignments and examinations.**

**2. The invigilator or the instructor concerned shall report to the Dean on the day of the occurrence of each case of unfair means with full details of the evidence and written explanation of the student concerned.**

**3. The Dean shall take appropriate action immediately on receipt of the report and the penalty may be as indicated below:-**

(a)Students found using unfair means during a quiz may be required to withdraw from the course in that trimester and deemed to have failed in that course.(b)Students found using unfair means during the midterm test may be debarred from the college for the unexpired portion of the trimester

and deemed to have failed in all the course during the trimester.(c)Students found using unfair means during the final tests may be deemed to have failed in all the course in that trimester and also debarred from the college, during the subsequent trimester.(d)For using unfair means of a serious nature warranting higher penalties than those indicated in clauses (a), (b) and (c) above, the students may be debarred from the University for a period of three trimesters or more or permanently after obtaining the orders of the Vice-Chancellor. In such cases, the students concerned shall not be allowed to sit for the remaining test or examinations in the concerned course or other courses.Details of each case together with all material evidence and recommendations and orders of the Dean shall be communicated forthwith to the Registrar of the University. The Dean shall report each case falling under clauses (a) to (c) above immediately after passing orders to the Registrar of the University.VII. Travelling Allowance

### **1. The following rules shall govern the payment of daily and travelling allowance to the University employees.**

**2. In these rules, subject to the context-(i) "Actual Travelling expenses" mean the actual cost of transporting of an employee or other person to whom these regulations apply with his servants and personal luggage including charges for ferry and other, tolls. They do not include charges for hotels, Travellers Bungalows or refreshments or for the carriage or stores or conveyances and the like.**

(ii)"Day" means for purpose of journey by own car, a calendar day beginning and ending at mid night. For other purposes, "Day" means a period of 24 hours from the time of starting. Absence from headquarters extending to less than 6 hours shall be ignored and absence extending to 6 hours or more but not more than 12 hours shall be taken as half a day.(iii)"Family" includes the wife and children including an adopted son and step-children of an employee residing with and wholly dependant on him.Note. - 1: A female employee is in no case entitled to charge travelling allowance on account of her husband except when he is wholly depended on her.Note. - 2: No claim can be made on behalf of a married daughter after the date on which she was placed under her husband's protection.Note. - 3: For purpose of transfer travelling allowance to employees whose minimum time scale is less than Rs. 400-per mensem family shall include also their parents.(iv)"First appointment" includes the appointment of a person not at the time of holding any appointment under the University even though he may have previously held such appointment.(v)"Pay" for the purpose of calculating Travelling Allowance means the actual pay drawn by an employee in his substantive or officiating post. It includes personal pay granted to protect him from the loss of emoluments, but excludes personal pay granted on other considerations, special pay and additional pay for holding additional charge of another post.Note. - In case of re-employed employees whose pay has been reduced in view of his drawing pension, the pay for purpose of this regulation is the pay which he would draw, but for the reduction in his pay.(vi)"Public conveyance" means a train, or other conveyance which plies regularly for the conveyance of passengers but does not include a Taxi cab, hackney carriage or other conveyance which is hired for a particular journey.(vii)"Transfer" means the movement of an employee from one headquarters station in which he is employed to

another such station whether to take up the duties of a new post or in consequence of a changes of his headquarters. Note. 1. - An employee cannot make claims in respect of travelling allowance or travelling expenses on account of more than one wife. Note. 2. - As regards widowed daughters, claims on their behalf are admissible on the strength of the employee's certificate that such daughters were residing with and wholly depended on him. Note. 3. - It is not permissible for an unmarried Christian lady to adopt a son under personal law applicable to her. Controlling Officers The Controlling Officers in respect of employees of the University shall be as shown in item 6 of Appendix XV of Statutes and Regulations.

**4. No bill for travelling allowance shall be paid unless it be signed or countersigned by the Controlling Officer of the employee who presents it.**

Note. - No counter-signature will be required in respect of claims preferred by the Officers of the University.

**5. A Controlling Officer may not delegate to a subordinate his duty of counting and signing bills for travelling allowance.**

**6. It is the duty of the Controlling Officer before countersigning or signing a travelling allowance bill-**

(a) to scrutinise the necessity, frequency and duration of journeys and halts for which the travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claim if he considers-(i) that a journey was unnecessary or unduly protracted or-(ii) that a halt was of excessive duration, (b) to scrutinise carefully the distances as well as the rates and the calculations entered in Travelling Allowances bills, (c) To satisfy himself that, where the actual cost of transporting the servants, personal effects, etc. is claimed under these regulations, the scale on which such servants, effects, etc. were transported, was reasonable and to disallow any claim which in his opinion does not fulfil, that condition. (d) To observe any subsidiary rules which the University may make for its guidance. Note. - The Controlling Officers have no discretion to restrict the travelling allowance for journeys on transfer to travelling allowance admissible for journeys on tour. Grades of Employees

**7. For the purpose of determining the rates of travelling allowance to which they are entitled, the employees of the University are divided into grades as shown in Appendix V.**

Note 1. - The travelling allowance of an employee who is promoted or reverted with retrospective effect should not be revised in respect of period intervening between the date of promotion or reversion and that on which it is notified except when the notification implies a change of duties. Note 2. - It is not the intention that the orders in the above note should apply to cases where there has been delay in formerly sanctioning the increment due in the normal course or in fixing pay in the revised scale where the revision is made. Note 3. - An employee's claims to travelling

allowance should be regulated by the rules in force at the time of journeys undertaken.

**8. An employee in transit from one post to another belongs to the grade to which he would belong if he is holding the lower of the two posts.**

**9. The following are the different kinds of travelling allowances which may be drawn in different circumstances under these regulations.**

a. Mileage Allowance, b. Daily Allowance, c. Actual expense. Mileage Allowance

**10. A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.**

**11. The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.**

**12. Mileage allowance for a journey between two stations shall be calculated with reference to the shortest ordinary route or the route which is declared by the Vice-Chancellor to be the shortest route for the purpose of these regulations. When two or more routes are equally short, the allowance shall be calculated by the cheapest. If an employee travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance shall be calculated by the route actually used.**

Note. - The road from Kodaikanal road station to Kodaikanal via the new Qhat road is shorter one than old coolie ghat road.

**13. The Vice-Chancellor may, for specially recorded reasons, permit an employee to travel by and draw mileage allowance by a route other than the shortest.**

**14. The military route book is taken as a general guide for calculating the distances in the case of all journeys. The distance so fixed shall be calculated with reference to the central point, if any, specified in the military route book. If no central points are given in the said book, the distances shall be calculated from such points as the Vice-Chancellor may fix.**

**15. The mileage allowance may be drawn on tour for a journey by road or canal between places not connected by public conveyance, to make a march or more than 32' K.m. The rates of mileage allowance for journey by canal or road other than by motor car or motor cycle or scooter are entered in Appendix V**

**16. (i) Employees who are permitted to transport at University expense motor car on transfer shall draw mileage at the following rates for all car journeys irrespective of the fact whether they travel from headquarter or from camp, or whether they involve change of camp or not.**

For the first 100 Kms. Full mileage at 60 paise per Km. For the next 100 Kms. at 50 paise per Km. For the journey exceeding 200 Kms. at 40 paise per Km. (ii) The mileage for journeys by car not involving change of camp or from headquarter and back to the headquarter on the same day will be limited to Rs. 25. An employee performing a journey by car will, in addition to the mileage, be eligible to draw daily allowance for every 24 hours of absence from headquarters. He will, however, not be eligible for the extra half daily allowance as in the case of air, bus or rail journey for the day of departure and arrival back at Headquarters. In the case of journeys from headquarter, and back to headquarters in the same calendar day, the absence should be more than 12 hours for entitlement of full daily allowance. (iii) Mileages may be allowed for journeys by motor cycle or scooter at half the rates admissible for car journey. For journeys from headquarter, and back to headquarter, and from camp and back to same camp in a calendar day, the mileage will be limited to a maximum of Rs. 15. In addition, daily allowance may be drawn separately as in the case of car journey. Note. - The mileage rates permitted in the above regulations are not subject to any increase in special localities.

**17. When a journey is performed by a motor car or cycle or scooter between two places connected by railway or partly by railway and partly by road, mileage may be drawn under the above regulations.**

Note. - For calculating mileage allowance, fractions of kilometer should be omitted from the total of a bill for any one journey, but not from the various items which make up the bill.

**18. (i) When a journey is performed by an employee by bus, he will be entitled to the actual bus fare paid plus daily allowance for every 24 hours of absence from headquarter including the time spent on bus travel.**

(ii) For bus journeys combined with rail journeys, the total hours taken for both the journeys may be taken into account for calculating the daily allowance. For to and fro journeys on the same day, the daily allowance should be calculated based on the total period of journey on that day.

**19. For journeys by rail, the employee will be eligible to draw the rail fare as indicated in Appendix VI in addition to daily allowance for every 24 hours of absence from headquarters.**

**20. If an employee travels by train which does not provide the class of accommodation which is permissible, he may be allowed to charge for travelling in the next higher class subject to the conditions that the controlling authority attaches a certificate to the bill that it was necessary in the University interests, for him to travel by that train.**

Note 1. - When through booking involves the payment, for part of a journey of rates for accommodation of a class higher than that to which the employee is entitled, the employee may draw travelling allowance based on the higher rate for that part of the journey.

**21. The concession allowed by this regulation inadmissible both for journeys on tour and for those on transfer.**

Note 1. - The scheduled hours of arrival of trains should be taken as criteria for determining the number of hours for the drawal of daily allowance. A delay of two or three hours shall be ignored. Exceptional cases should be referred to the Vice-Chancellor for specific orders. Note 2. - In the case of journeys by railway, all bookings on behalf of the University including booking required by officers for travel on duty should be made directly with the railway administration and not through agencies. Note 3. - When an employee proceeding on tour reserved railway accommodation and subsequently cancelled in the exigency of University services, the employee concerned should apply for refund of fares on unused tickets surrendered by him to the Railway authorities with a certificate from the controlling officers to the effect that the journey was cancelled in the exigency of University services.

**22. When an employee travels at concessional rate, his railway allowance will be restricted to the actual cost of railway ticket. In cases where concessional fares are allowed for return journey, the railway allowance for the return journey will be limited to the actual cost of the return ticket.**

**23. All claims for full railway allowance for travel by railway must be supported by a certificate in one of the following forms according to the circumstances.**

(i) Certified that concessional rates were not obtainable for any of the journey covered by this bill,  
or (ii) Certified that concessional rates were not obtainable for any of the journeys  
on.....(date) could not be availed of for the following reasons.

**24. An employee should make proper enquiries regarding the availability of return tickets at concessional rates before undertaking journeys on tour. Claims of full fare based on the plea that the employee concerned was not aware of the concession offered by the railway should not be accepted.**

**25. An employee should furnish a certificate in the following form in each travelling allowance bill "I certify that for the railway journeys included in this bill I travelled by.....class" for which travelling allowance is claimed.**

**26. An employee travelling by a class lower than that by which he is entitled to travel will draw fare of the class by which he actually travelled, plus the daily allowance appropriate to his grade. When an employee entitled to travel in a higher class by rail, travels in 3rd class and pays extra charges for sleeping accommodation provided by the railways for the 3rd class passengers during night journeys, the Controlling Officer may allow charges for sleeping accommodation provided it does not exceed the fare of the class in which the employee is entitled to travel.**

Note. - When an employee of grade IV or above performs journey on duty either on tour or on transfer by rail in 3rd class during night for more than 6 hours from 9 p.m and avails himself of the sleeping accommodation, the charges for sleeping accommodation excluding reservation charges shall be reimbursed. The cash receipt issued by the railways towards sleeping accommodation should be produced in support of the claim along with the Travelling Allowance bill. Journeys By Air

**27. Travel by air means journey performed in the machines of public air transport regularly ply in for hire. It does not include journeys performed by private aeroplanes or air taxis.**

**28. An employee authorised by the Vice-Chancellor to travel by air may draw the fare paid for the journey by air and daily allowance in accordance with the rules. If not so authorised, he can only draw the travelling allowance to which he would have been entitled if he had gone by road or rail or the travelling allowances admissible for air journey whichever ever is less. The officers and employee, of grade I and II have been authorised under the above regulations to travel at all times by air while on duty.**

**29. All claims for full fares for journeys by air shall be supported by a certificate in one of the following forms according to the circumstances of each case, (i) Certified that concessional rates were not obtainable for any of the journeys covered by this bill; or (ii) certified that the concessional rates obtainable for the journeys on.....(date) could not be availed of for the following reasons.**

**30. Only employee of grades I and II are eligible to travel by air, but heads of departments may find it necessary to permit in anticipation of the approval of Vice-Chancellor, employees of lower grades to travel by air when the interval between the date of receipt of orders sanctioning the deputation and the date of meeting, etc. at the other end is very short. In such cases, permission to travel by air should be restricted to the forward journey. The return journey should always be performed by rail.**

The claim for air fare under this rule shall be limited to the air fare charged by the airways for the ordinary passenger services. If available, return tickets at reduced rates should always be purchased when an employee expects to perform the return journey by air within the period during which a return ticket is available. Note. - Employees entitled to travel by air, will be permitted at their option to take personal accident policy with any insurance company or the Life Insurance Corporation up to Rs. 1 lakh not only to cover risks arising out of air travel, but also to cover other risks such as accidents on road journey, rail journey, etc. Employees who take such policies will be reimbursed the amount of annual premia actually paid or the actual amount admissible at the rate of Rs. 10/- per air journey in respect of all the air journeys undertaken by them during the period covered by the policy whichever is less. The amount of premium at Rs. 10/- for each to and fro flight should not be claimed along with the travelling allowance bill in respect of the concerned air journeys as is done now, but a consolidated claim should be made after the expiry of the validity of personal accident policy in respect of all flights undertaken during the period of validity of the policy supported by a Schedule of the Air flights made on official work during the period covered by the policy, which particulars of dates, times and places and a certificate that the flights were made on official work. Officers who do not opt to take such personal accident policies will continue to be governed by the existing orders. The daily allowance on departure and arrival at the Headquarters and the other daily allowance will be at the special rates of daily allowance for air journey. Daily Allowance

**31. The daily allowance is a uniform allowance for each period of 24 hours of absence from headquarters which is intended to cover ordinary-daily charges incurred by an employee in consequence of such absence. It can be exchanged for mileage including railway fare subject to the condition laid down below and to those under the section relating to mileage.**



**32. Daily allowance will be allowed for every 24 hours of absence from headquarters irrespective of the fact whether the time is spent on journey or halt in camp.**

For fractions of 24 hours, fractional daily allowances will be paid. Fractions up to 6 hours will be disregarded, 6 to 12 hours be entitled to half the daily allowances and beyond to full daily allowance. The same rate of daily allowance will be admissible for journeys performed from headquarters and back to headquarters on the same day also.

**32. (i) For compensation of extra expense regarding portarage, reservation charges, etc. at the terminal points, which are not reimbursed separately one half daily allowance will be paid for the day of departure from headquarters and one half daily allowance for the day of arrival back, in respect of journeys by train, bus and air travel. The same principle will be followed for bus, train and air journeys from camp to camp subject to the condition that not more than one additional half daily allowance will be available for every block of 24 hours of absence from headquarters,**

(ii) The half daily allowance is subject to the increase contemplated in rule 42 of the Travelling Allowance rules of the Tamil Nadu Agricultural University.

**33. Only one half daily allowance towards incidental charges may be allowed when an employee performs a journey to a place of, camp and returns to headquarters on the same day or within a period of 24 hours even when it is spread over two calendar days.**

Note. - The daily allowances is intended to meet not only the cost on account of boarding over and above what an employee would have incurred if he had remained at headquarters and the cost of accommodation in camp, but also the cost of hiring of conveyance for journeys for which no mileage is admissible under these regulations.

**34.**

The employees specified in Appendix V are entitled to draw daily allowance as indicated in Appendix V

**35. A period of absence from headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated whether he halts there or not.**

**36. Daily allowance may not be drawn for any on which the employee does not reach a point outside the radius of 8 kilometers from his headquarters or returns to his headquarters from such points.**

**37. The daily allowances may be drawn for each period of 24 hours of absence from headquarters in which an employee makes a journey or halts during a tour and also for each holiday occurring during a tour.**

**38. An employee who takes casual leave while on tour is not entitled to draw daily allowance during such leave.**

Note. - When the tour has been interrupted by casual leave, the daily allowance may be allowed based on the number of days arrived at after calculating the number of completed period of 24 hours and fraction from the time of departure from headquarters to the time of arrival back to headquarters minus the number of days on casual leave.

**39. An employee who while on tour outside the State of Tamil Nadu is allowed free board and lodging at the expenses of the Government of the State visited or of the Government of India may draw only the daily allowance admissible to him at the station concerned. If only board or lodging is allowed free to such an employee, he may draw one half of the daily allowance admissible.**

**40. A daily allowance may not be drawn for continuous halt of more than 15 days at any one place. The Vice-Chancellor may grant the allowance at rates not exceeded % of the prescribed rates for the period in excess of 15 days up to 30 days or more if he is satisfied. The Vice-Chancellor may also sanction full daily allowance for continuous halt for more than 15 days on special circumstances.**

(a)that the prolonged halt is necessary in the interest of the University.(b)that the employee has been put to additional appreciable expenses in connection with it; and(c)that the halting allowance is so regulated as to cover the excess expenses admitted as legitimate but no more.Note. - In every such case, the amount and character of such outlays should be roughly given and it should be borne in mind that the extra expenses in this connection means expenses which an employee would not have incurred had he remained at headquarters.

**41. Previous orders of the Vice-Chancellor should be obtained for the drawal of halting allowance for any period in excess of first fifteen days.**

(a)After the continuous halt of 15 days duration, the halting place shall be regarded as the employee's temporary headquarters.(b)A halt is continuous for the purpose of this rule unless terminated by an absence on duty at a distance from the halting place exceeding 8 k.m. for a period including not less than three consecutive nights.(c)In calculating the duration of a halt, any day on which an employee travels to or halts at a distance from the halting place exceeding 8 K.Ms, shall be excluded. On such a day, the employee may draw daily allowance or exchange it for a railway fare or mileage allowance, if admissible. Sundays or holidays spent outside the camp for which no daily allowance is drawn or periods of casual leave shall also be excluded.Note. - For purpose of this regulation, a halt should not be considered to be terminated by a visit to headquarters extending over less than three consecutive nights.Special Rates for Special Localities

**42. A list of special localities where travel is unusually difficult or expensive will be found in Appendix VI. The rates of daily allowance and mileages prescribed in Appendix V will be increased by 50 per cent in the case of journeys in special tracts included in Class I and by 33-1/3 per cent in the case of journeys in localities included in Class II.**

Note. - The rates of daily allowance admissible for journeys performed entirely in the special tracts or partly in the ordinary tracts and for journeys performed from and to headquarters situated in the special tracts are given in Appendix VI.Actual Expenses

**43. An employee compelled, on sudden emergency, to leave his. camp and proceed rapidly on duty to a place more than 32 K.Ms. distant may, under the special orders of the Vice-Chancellor, draw the actual expense of maintaining such camp not exceeding the daily allowance, in addition to the mileage admissible whether the camp he moved or not.**

**44. (a) The Officer and employees of all grades may, for a journey on tour by railway or steamer or by country craft, draw, in lieu of what is admissible under Rule 19 the actual cost of transport of himself, his servants, private luggage, and conveyance subject to the restrictions prescribed below and in addition for each calendar day during which the journey is made of the daily allowance for which he is eligible under Appendix V.**

(b)The maximum amount admissible on account of the actual cost of transport of an employee by railway or steamer shall be a single fare of the class to which he is entitled.(c)For each servant, a third class railway or steamer fare and for private luggage the actual railway or steamer charges shall be admissible subject to the following maximum scale.

Grades of employees	Maximum No. of servants	Maximum weight of private luggage
Grade I	3	-
Grade II	2	-
Grade III	1	-

Journeys by Conveyance provided by the University

**45. Except where otherwise expressly provided, when an employee is entitled to or is allowed free transit by rail or steamer or is provided by University with a season ticket or uses on a journey other than a journey by rail or by steamer or by air, a borrowed conveyance or a means of locomotion provided at the expenses of University and does not pay the cost of its use and propulsion, he is entitled to travelling allowance as follows:-**

(a) If he does not provide separate conveyance at his own expenses for his servant or luggage he may, draw daily allowance of his grade. If, however, part of the journey is made by other means of locomotion, he may, at his option, draw in lieu of daily allowance, the travelling allowance admissible for that part. (b) If he has to provide a separate conveyance at his own expense for his servant or luggage, he may draw in addition to the allowances admissible under class (a), the cost of transporting them provided that such cost together with the daily allowance should not exceed one fare of the class by which he is entitled to travel in the case of a journey by steamer, one half of fare of the class by which he is entitled to travel in the case of journey by rail.

**46. When an employee performs a journey on transfer in a conveyance provided by the University may be allowed daily allowance for the period covered by the journey. If the family travels by such a conveyance, the members, of the family will be entitled to daily allowance only. When the personal effects are brought by rail free of charge or in a University conveyance, only the lumpsum travel grant will be admissible and no travelling allowance for the personal effects.**

**47. When an employee who is supplied with means of conveyance without charge returns to his headquarters on the same day, daily allowance will be calculated as follows:-**

If the absence from headquarters does not exceed 6 hours	Nil
If the absence from headquarters exceeds 6 hours but does not exceed 12 hours	Half daily allowance
If the absence from headquarters exceeds 12 hours	Full daily allowance

Note. -(i) The above regulation applies to an employee who travels in borrowed conveyance free of charge and returns to headquarters on the same day. (ii) The term "Conveyance" occurring in the above regulation includes bicycles, (iii) An employee who performs a journey partly in and University

conveyance supplied without charge and partly by other means of locomotion and returns to headquarters on the same day, may, at his option, draw in lieu of the restricted rate of daily allowance, the travelling allowance admissible for the latter part of the journey.(iv)The term "day" in the above rule will mean a calendar day beginning and ending with midnight. Even if the absence is spread over two calendar days, but does not exceed 24 hours, in all, it should be treated as one day. No daily allowance is admissible in the case of an employee who performs more than one journey in a particular calendar day or within a period of 24 hours if the period of absence from the "headquarters in respect of each of the journeys does not exceed 6 hours.(v)when an employee Is allowed free transit by air, he may draw only the daily allowance of his Grade.Journey On Tour

**48. The Vice-Chancellor may fix or alter the headquarters of an employee which shall ordinarily be within his sphere of duty.**

**49. Tire Vice-Chancellor may define or alter the limits of the sphere of duty of an employee.**

**50. An employee is on tour, when absent on duty from his headquarters either within or proper sanction beyond his sphere of duty. In case of doubts, the Vice-Chancellor will decide whether a particular absence is absence on duty.**

**51. The Board may allow any employee to proceed on duty to any country abroad. The Vice-Chancellor may allow any employee to proceed on duty to any place within India.**

**52. The sanction of the Vice-Chancellor is necessary to the journey of an employee who is summoned to a place outside Tamil Nadu State by a Court of law to give evidence in his official capacity.**

**53. No journey is reckoned as a journey on tour that does not reach a point outside the radius of more than 8 k.ms. from headquarters. But, an employee travelling on duty within 8 kms. from his headquarters is entitled to recover the actual amount which he may spend in payment of ferry and other tolls and fares for journeys by railways or other public conveyances.**

Note. -(i)Journey performed within Chennai City limit though it may exceed 8 k.ms. will not be treated as journey on tour.(ii)An employee may, in the course of his official tours, be permitted to avail himself of casual leave or holidays or both in a particular place up to a maximum of five days at a time either immediately before or after the period of official duty and draw travelling allowance on both the onward and return journeys.Journeys On Transfer

**54. Travelling allowance may not be drawn by an employee on transfer from one station to another unless he is transferred for the University convenience. The transfer at his own request should not be treated as a transfer for the University convenience. The Vice-Chancellor may, in any case of over stayal of joining time, reduce the travelling allowance by not more than 50 per cent of the amount that would otherwise be admissible. In the absence of an order reducing the travelling allowance as aforesaid, the travelling allowance shall be paid in full.**

(ii) An employee on his retirement is entitled to travelling allowance as on transfer for himself and his family to go back to the place where he settles. Note. - No transfer travelling allowance is admissible to an employee in cases where no change of residence is actually involved consequent on the transfer of the employee.

**55. Unless in any case it be otherwise expressly provided in these regulations, an employee is entitled for a journey on transfer to the following privileges. 1. For Journeys by rail or steamer or bus**

The employee may draw fares as shown below of the class by which he is entitled to travel. For journeys by rail or bus or steamer Employees of Grade 1 to 5.....Single fare Note. - If an employee travels in train by a class lower than that by which he is entitled to travel, he may draw the fare of the class by which he actually travels.

**56. For covering personal expenses during travel on transfer, daily allowance shall be paid to the employee according to the regulations governing the payment of daily allowance. A fractional half-daily allowance to the point of embarking and disembarking shall be allowed to cover extra charges of port-rage in the case travel by bus and train, provided that only one half daily allowance will be paid if the embarkation and disembarkation take place within a day or within a block of 24 hours.**

**57. He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.**

Each member of the family shall be eligible for daily allowance as in the case of the employee. Children below 12 years shall be eligible for half daily allowance. No fractional half daily allowance is admissible in respect of the family.

**58. When an employee who is not eligible to transport a conveyance at University expenses performs a journey in a motor car, the charge should be limited to what would have been admissible had the employee travelled by rail or bus.**

**59. If an employee who is eligible to transport a conveyance at University expenses, or any member of his family travels in his own car, scooter or motorcycle during transfer, daily allowance for every 24 hours of journey as on tour will be paid to the employee and all the members of his family. Children below 12 years of age will be eligible for half daily allowance.**

**60. For transporting personal effects, the actual transportation charges by rail (the actual charges paid for carrying by goods train and, or passenger train) subject to the limits laid down shall be allowed.**

	Maximum No. Kilograms allowed		
	By Goods train	By Passenger	Total
Grade I and II	4,300	200	4,500
Grade III and IV	1,925	75	2,000
Grade V and VI	960	40	1,000

For transportation by road, actual expenses incurred subject to the maximum of what would have been admissible had it been carried by train shall be allowed.

**61. If an employee carry personal effects by passenger train beyond these maximum, he may draw the actual cost of carriage up to the amount that would have been admissible had he taken the maximum number of kilograms by goods or passenger trains as prescribed above.**

Note. -(i) Claims will be admitted only on production of vouchers and on a certificate that only goods belonging to the employee and his family were carried. (ii) Controlling officers may permit an employee who for valid reasons carries his personal effects by road or canal or partly by road or canal and partly passenger train between stations connected by rail to draw actual expenses up to the limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train. In cases where transporting companies are available for the transportation of personal effects, the claim for the actual expenses should be further limited to the amount charged by the company at owner's risk. For this purpose, transport companies shall mean lorry transport service which regularly ply for the conveyance of goods. The following certificate should be furnished with the travelling allowance bills in case falling under this note. Certified that for valid reasons the personal effects were carried by road or/and canal and that the sum of Rs.....claimed in this bill represents the expenses actually incurred thereof, and is limited

to the amount that would be admissible had the maximum number of kilograms been taken by goods train at the rate of Rs per kilogram."Certified also that the claim is further limited to the amount charged by the transport company at the owner's risk".If the personal effects are actually carried by the transport company, the receipt granted by the company should be attached to the bill in support of the claim duly stamped where necessary and signed by the employee indicating the date of payment. The letter of the railway authorities indicating the goods rates should also be enclosed with the bill.

**62. Employees who are permitted to transport at University expense, motor car, scooter, motor-cycle or any other conveyance may be paid actual charges charged by railways if such conveyances are transported by rail. If the conveyance is transported by road, charges shall be allowed at the rate of 8 paise per kilometer for motor car and 4 paise per kilometer for motor cycle or scooter irrespective of the fact whether the places are connected by rail or not. If the conveyance is transported by propulsion on road, the mileage rate as on tour without however sliding the scale after the first 100 kilometers shall be allowed. No claim for the transport of any conveyance by any of the modes referred to above will be admissible if the distance between two stations does not exceed 130 kilometers.**

Note. -(i)Tire restriction in regard to the type of conveyance which an employee is permitted to transport at University expense under this regulation will be strictly followed. The fact that he has been maintaining a conveyance of a higher type will not make him eligible for drawing the cost of transporting that conveyance. In the case of a motor-car, the cost of transporting a chauffeur or cleaner may also be drawn.(ii)If the employee transports the conveyance prescribed for him or some other conveyance of not less cost and utility otherwise than by rail, steamer or any other craft, he may draw what would have been the cost of transporting by rail, steamer, or other craft the conveyance prescribed for him.

**63. The travelling allowance under this regulation may be drawn only for personal effects and conveyance actually in the possession of the employee at the time when he received authoritative intimation of the transfer or when he hands over charge at the old station provided that if the employee sells any such conveyance and replaces them, he may subject always to the scale prescribed, be allowed, the cost of transport to the new station subject to a maximum of the cost of transporting from the old to the new station.**

**64. Admission of such claims will be subject to the condition that the transport was subsequent to the date on which the employee received authoritative intimation of the transfer or completed within six months after**



**the date on which he reported himself for the duty at the new station where the journeys for the employee and his family and the transport of personal effect takes place on different dates, the limit of three months for preferring the claim shall apply to each journey and to the transport of personal effect separately and the employee may present supplemental travelling allowance bill.**

**65. Employees will be allowed to claim railway or bus fares by the lowest class for their personal servants subject to the maximum according to the following scale on a certificate that the fares have been actually paid.**

Class Employees    Maximum No. of servants

Grade I                3

Grade II              2

Grade III             1

The actual bus or railway fare alone shall be allowed; but no incidental charges by way of daily allowance.

**66. Railway fare for personal servant is also admissible in cases, where the servant travels from a station other than an old station of the master to the new station or where he travels alone or accompanies the family of the University employee within six months from the date of employee's transfer or precedes the University employee by not more than one month. The drawal of the allowance in such cases shall be subject to the following conditions.**

**1. The personal servant should have been in the employ of the University employee at the time when he receives authoritative intimation of his transfer.**

**2. When the personal servant travels from the station other than the old station, the railway fare shall be limited to what would have been admissible had he travelled from the old station to the new station.**

**67. If an employee is not entitled to the free transport of conveyance, in addition to the personal effect, he can transport a conveyance as part of his personal effect subject to the production of vouchers or if such conveyance is transported under its own power, the employee certifies to the actual**

**expenditure incurred and limits the total claim to the limits imposed in Regulation No. 60. In cases where an employee is transferred from Station A to Station B and within a period of six months of such transfer is again transferred to another Station C, he may be allowed the cost of carriage of personal effect from Station A to Station C subject to the conditions-**

(i)that the total weights carried from Station B to Station C and from Station A to Station C does not exceed the maximum limit prescribed in the rule.(ii)that the total cost of transporting the effects from Station A to B from Station B to Station C and from Station A to C does not exceed the amount admissible from Station A to Station B plus that admissible from Station B to Station C.Note. - The cost of transport of motor car, is admissible only by the shortest route even if railways do not book cars through by that route.For Journeys by Air

**68. An employee who travels by air on transfer or who sends his family by air on transfer may draw the same travelling allowances as that to which he would have been entitled if he or his family had travelled by rail, road or steamer.**

**69. If he takes his personal effects by air between two air ports nearest to his old and new stations, he may draw the actual expenses up to the limit of the amount which would have been admissible had he taken the same quantity by goods train, road or steamer, as the case may be, subject to the prescribed maximum number of kilograms.**

**70. For journeys by road, if travelling alone, an employee may draw twice the mileage to which his grade entitles him if the two places are not connected by public conveyance. An employee of a Grade I and II may also draw one extra mileage if three members of his family accompany him and another extra mileage if more than three members of his family accompany him. An employee of Grade III and below may draw one extra mileage if two members of his family accompany him and another extra mileage if more than two members of his family accompany him. For the conveyance of personal effects by road two extra mileages may be allowed subject to the production of a certificate that there was no transport company available to carry goods at a cheaper rate. When the conveyance is all by road, one more mileage over and above the two extra mileages.**

Lumpsum Grant

**71. A lump sum travel grant at the following rates shall be paid to cover the packing, loading and unpacking charges at either end as well as the unquantifiable expense in consequence of transfer whatever the mode of travel.**

Grade of employees	If the new station is within 60 Kilometres	If the new station is beyond 60 Kms.
Grade I	Rs. 200	Rs. 300
Grade II and III	Rs. 150	Rs. 225
Grade IV and V	Rs. 100	Rs. 150
Grade VI	Rs. 30	Rs. 50

(2) The lump sum travel grant may be allowed 50 per cent of the rates prescribed if the employee does not bring his personal effect. (3) The lump sum travel grant may be allowed if the distance between the old and the new station exceeds eight kilometers. This will not apply in case of transfer within the city, municipal and corporation limits.

**72. Daily and travelling allowances applicable to the Board of Management and members of other Committees:-**

**1. Members of the Board of Management shall be entitled to draw daily and travelling allowance as applicable to Grade I Officers under the Tamil Nadu Government Travelling Allowance Rules.**

**2. Employees of the State or Central Government or Corporate bodies who have to travel on University business shall be paid daily and travelling allowances admissible under the rules governed by their respective parent organisation.**

**3. Members of the Academic Council, Board of Studies, other Committee specially constituted and other invitees who not come under any of the categories mentioned above, but travel on University business shall be paid daily and travelling allowances applicable to non-official members of the State Government First Class Committee.**

**73.**

(1) All tours by the employees outside the State of Tamil Nadu shall be authorised by the Vice-Chancellor on the recommendation of the concerned superior. (2) All other tours within the State by the officers and employees shall be authorised as detailed in Appendices XIII and XV of statutes and regulations. (3) All travel outside India by the officers and other employee, shall be

authorised by the Board of Management on the recommendation of the Vice-Chancellor. Appendix-V

Grade	Daily Allowance	Mileage per k.m	Class of Journey	Air-Travel
Grade I				
Vice-Chancellor and Registrar (if he is an I.A.S. officer)	Rs. 12.50	0.36p	Air-condition or First Class	Eligible both within and outside the State.
Note- Vice-Chancellor is entitled for one-and-a half times Daily Allowance of Grade I Officer.				
Grade II				
All Officers & employees not included in Grade I drawing pay of Rs. 1000 p.m. and above.	Rs. 10.00	10.36p	First Class	Eligible
Grade III				
Employees whose minimum pay in the time scale is Rs. 400 and above p.m.	Rs. 8.00		First	Not eligible
For Officers				
Drawing pay of above Rs. 750		0.36p		
For all others		0.24p		
Grade IV				
All employees not included in Grade III drawing pay of Rs. 400 and above.	Rs. 6.00	0.24p	Second Class	Not eligible
Grade V				
All employees drawing a pay of Rs. 200 and above but below Rs. 400	Rs. 4.50	0.18p		Not eligible
Rail-travel				
Employees drawing Rs. 299 & below			Third Class	
Employees drawing Rs. 300 & above			Second Class	
Grade VI				
All employees on a pay of less than Rs. 200	Rs. 3.00	0.18p	Third Class	Not eligible
Appendix - VII List of Special Tracts in Which Daily Allowance and Mileage are Increased				
Class I				

## 1. The Javadi Hills

- 2. The Anamalai Hills and the Palani Hills including the Bodinayakanur Kottagudi Ghat Road from the bridge near the old travellers' bungalow at Bodinayakanur to the bottom Station.**
- 3. Ennamangalam reserve forests and their enclosures in Bhavani taluk, the whole of Thalavadi Firka and the village of Guttiyalattur Gundi and Kuttampalayam of Sathyamangalam Firka in Gobi taluk.**
- 4. The Nilgiris district**
- 5. The Attapadi Valley**
- 6. Periyar, i.e west of Kuruvannur.**
- 7. Narayanathevanpatti Village II Bit. Sirumalai Hill village, Dindigul Taluk, Madurai District.**
- 8. Kollimalais, Pachamalais, Kalrayans and Chitteries above the 2000 ft. contour in the Salem and Tiruchiapalli Dists. and the village of Melur, Kilur and Kedamalai in Rasipuram Taluk of the Salem District.**
- 9. Kallar, Hulikal Durg, Jaccaneri Slopes, Nilgiri eastern slopes, Pillur and Melur slopes in the Coimbatore Dist.**
- 10. The routes from Sathyamangalam to Kollegal via. Chamrajnagar (41 miles in Mysore territory) and from Sathyamangalam to Thalavadi (10 miles in the Mysore territory).**
- 11. Simdapalli and Copinari reserves in the Bhavani Valley of the Coimbatore district and the Palamalai hills in the Omalur taluk in Salem District.**
- 12. The towns of Chennai, including the Saidapet Municipality, Sembiam Panchayat area, Thiruvottiyur and Guindy Park Villages.**
- 13. The whole of Singampatti forest area in Tirunelveli Dist.**

## 14. The Elagiri in the North Arcot District.

### CLASS II

#### 1. The slopes of the ghat forests in the Tirunelveli Dist. described below:-

Kuttalam Upper slopes Kuttalam, Kadayanallur and Krishnapuram upper slopes. Extension II Kuttalam, Kadayanallur and Krishnapuram Upper slope's. Extension III Kalakkad Team track I Addition to Reserve No. 27. Notes. - (i) Enhanced rates of daily allowance will not be allowed for the return journey by an employee from his camp situated in the special tracts to his headquarters. (ii) The rate of daily allowance of an employee who spends part of a day in one of the special localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts, after the journey. (iii) An employee, whose headquarters is situated in special tract and who claims daily allowance for a journey from and to his headquarters in the same day, is not entitled to the higher rate of daily allowance applicable for halts in the special tract, irrespective of the fact whether the journey is performed entirely in the special tract or partly in the special and partly in the ordinary tract, (iv) An employee who is entitled to draw for journeys by air or railway, daily allowance in addition to air or railway fare shall be entitled to the enhanced rate of daily allowance for the days of journeys to and from a special tract provided each journey does not extend to more than a day. Where, however, the journey extends to more than a day, the enhanced rate of daily allowance shall be admissible for the calendar day of arrival at and departure from a special tract and not for the other days of journey. Class III Special Rates Halts at Delhi, Bombay, Calcutta, Srinagar, Simla, Nainital, Mussourie and Dehradun.

	Daily Allowance
Grade I	Rs. 25
Officers on a pay of Rs. 1200 or above in Grade II	Rs. 22
All other Grade II Officers	Rs. 18
Other Grades	Double the Ordinary rate.

VIII. Scale of Travelling Allowance and Remuneration to Examiners A. Travelling Allowance:

#### 1. The following general rules shall apply in all cases:-

(i) No halting allowance is admissible to Examiners who are resident or have their place of business within the radius of 15 k.m. of Tamil Nadu Agricultural University and its campus for journeys made by them to attend meeting held within the 15 k.m. limit of the University. (ii) No travelling or halting allowance for attending meetings of Examiners will be paid to members of such authorities, who are resident or have their place of business within the limits of the University campuses. (iii) Travelling allowance will be paid only by the cheapest route. Note. - This will not, however, be insisted upon in cases it is not conveniently possible nor the members to travel by the cheapest route covering very long journeys to attend to University work. (iv) Travelling allowance will be paid only for journeys or portions of journeys performed within the limits of the State or from outside the State to the place of

business.(v) Travelling or halting allowance will not be paid to members if they have received or claimed from any other public body such allowances for the journey which enabled them to attend the meeting of the University body.

## **2. Travelling allowance will be paid at the following rates-**

Examiners appointed for conducting the Methodology and viva-voice examinations of Ph.D candidates: One and half Single First Class railway fare each way.

## **3. Conveyance allowance of Rs.15 will be paid to the Examiners, (Excepting the staff of the University) whose place of business is within a radius of 15 K.M. from the University campus.**

Note. - Wherever concession rates are available for the railway journey either for the whole or part of the journey, members will be paid only concession rates.

## **4. For all journeys by established motor car, bus or steam-boat services open to the public: 15 paise per k.m. For all other journeys performed by road, canals, etc.: 30 paise per k.m for a distance of 5 k.m and more, if there is no established motor car, bus or steam-boat service open to the public.**

No mileage is admissible for journeys within the municipal limits. Mileage will be paid to places situated outside the municipal limits at a distance of 5 k.m. and over from the nearest railway station. No mileage will be paid for fractions of a.k.m.

## **5. Payment of Halting Allowance: For each day or fraction of a day necessarily spent at the destination for the conduct of the University examination as certified by the Chairman: Rs. 157- Halting Allowance.**

Halting Allowance will be paid at Rs. 22.50 per day to Delegates and persons sent to Bombay, Delhi, Calcutta and Chennai.No halting allowance will be paid in respect of journeys under 20 k.m.

## **6. Payment of detention allowance between two or more meetings: For any period not exceeding one week between meetings or adjourned meetings, if any, Examiners will be paid detention allowance or travelling allowance for a second journey, whichever is less. This rule will apply also for journeys made in connection with viva-voice or qualifying examinations or any other University business at the same place or in different places.**

Note. - In the case of meetings of University Authorities or their Committees, this rule will not operate.

**7. Normally, no vacation address will be recognised for examiners appointed for any of the Examination. However, Examiners will be paid travelling allowance from their usual place of business or wherever they may be at the time, whichever is less in respect of journeys made by them to attend the examination work.**

**8. When a member is unable from any cause beyond his control to complete a journey or to attend the meeting for which the journey was made, he may draw travelling allowance from his headquarters to the place at which his journey was interrupted or the causes preventing his attendance occurred and back, but he will not be entitled to any halting allowance.**

**9. An Examiner will be entitled to travelling allowance, only if the journey is made from his usual place of business. If the return journey is made to a place other than that from which he started, travelling allowance for the journey will be restricted to that admissible for the onward journey.**

**10. Travelling allowance can be claimed only after the return journey is completed. Travelling allowance will be paid, provided the return journey is made within ten days from (i) the completion of the University examinations; or (ii) the date of the meeting for which attendance was necessary.**

Note. - This limit of ten days applies also to the onward journey.

**11. Travelling allowance bills should bear the counter-signature of the Chairman of the Students Advisory Committee or in his absence the Dean of the concerned college.**

B-Remuneration: The scale of remuneration for External Examiners appointed for examining Post-graduate students under Trimester system will be as follows:-

- |  |                                     |
|--|-------------------------------------|
| (1) Evaluation of thesis for M.Sc. (Ag.)             | : Rs. 50/- per thesis per examiner  |
| (2) Evaluation of thesis for Ph.D                    | : Rs. 100/- per thesis per Examiner |
| (3) For viva-voce in qualifying examination for Ph.D | : Rs. 25/- per student per Examiner |
| (4) For viva-voce in final Examinations for Ph.D.    | : Rs. 50/- per student per Examiner |
- IX. Permanent Advance of Funds to Branch Offices



- 1. As per regulation 41 (b), permanent advances are sanctioned to the authorized drawing officers to meet unforeseen and petty expenditure. The permanent advance for each drawing officer will be fixed by the Vice-Chancellor.**
- 2. Application for initial grant of permanent advance or for enhancement should be submitted by the officers to the Vice-Chancellor through the Comptroller. The application should be accompanied by a financial forecast of contingent expenditure which is to be met from the permanent advance based on the contingent allotment of the officer and other factors, viz., special item of contingent expenditure peculiar to the office, availability of co-operative marketing facilities, etc. A statement showing the details of expenditure met out of the advances for a period of three months should accompany the application on the basis of which the initial advances will be fixed. Every application for enhancement of the advance should also be accompanied by a similar statement of expenditure for a period of 12 months preceding the month of application.**
- 3. No permanent advance should be granted unnecessarily and no such advance should be larger than necessary in view of the obvious objection to the locking up of funds.**
- 4. A permanent advance sanctioned for the use of the head of office should be so fixed as to meet the needs of every branch of his office; any amount required by his subordinates should be allotted from his advance and acknowledgment taken from them.**
- 5. On the 15th April, every year and whenever there is a change of incumbent of the post concerned or in the amount of advance sanctioned, every University employee who holds a permanent advance should forward an acknowledgment to the Comptroller in the form prescribed, for the amount of the permanent advance for which he has to render account. This acknowledgment should always be for the full amount for which the employee is responsible including any portion of the advance which he has distributed to his subordinates.**

## **6. The following employees of the University are granted permanent advance.**

(1)Officers of the University(2)Heads of Departments(3)Heads of Agricultural Research Stations(4)Head of Farmers' Training Centres(5)Team Leaders of the National Demonstration Schemes(6)Medical Officer(7)Joint Director of Agricultural Engineering (Research)X. Management of Funds Received as DonationsStatute 33 provides for management of funds received as donations from non-Governmental agencies such as private Trust, and individual donations for specific or general purpose. Such funds may be accepted by the University with the approval of the Board of Management of the University after examining the purpose behind such donations. The Board of Management of the University shall be the final authority either to accept or reject such donations and also to decide on the mode of investment and utilisation of the funds taking into consideration the purpose desired by the donor(s)Loans and Advances of Funds to University EmployeesA. Festival AdvancesAdvances may be sanctioned to defray the expenses of important festivals to University employees whose pay do not exceed Rs. 500/- subject to the following conditions:-

### **1. The amount of advance will be Rs. 150 (Rupees One hundred and fifty only) or one-and-a half month's basic whichever is less. If the Government of Tamil Nadu fixes their festival advances to the Government servants at higher rate in future, the same limit will be applied to the University employees also.**

Note. -(i)Pay includes dearness pay, if any.(ii)The advances will be recovered in 10 (ten) monthly instalments, the first instalment commencing from next month's pay. The amount of each instalment should be rounded off to the nearest rupee, any balance being recovered in the last instalment.(iii)The advance may be granted to . the University employees in respect of basis pay not exceeding of Rs. 500 per month. This concession is also admissible to the works charge staff who are entitled to pension or University Provident Fund benefits.The festival advance to regular contingent staff may also be granted at the rates fixed by the Government of Tamil Nadu, i.e. Rs. 757- or one-and-a-half times of one month's basic pay plus dearness pay whichever is less. The rates may not, however, be higher than that fixed by Government of Tamil Nadu, from time to time, and may be subject to the conditions prescribed by Government.(iv)The advance may also be granted to temporary staff subject to their furnishing surety from permanent University employees or any other forms of security considered adequate by the sanctioning authority.In the case of temporary staff who have completed two years of continuous service, the sanctioning authority may, at its discretion, dispense with this requirement. The advance will not, however, be admissible to the temporary staff who are not likely to continue in service for a period of at least one year beyond the month in which the advance is drawn.(v)The advance will be admissible only to those who are on duty or on leave on average pay or full pay or on maternity leave at the time of drawal of the advance.(vi)The advance will be admissible only for one festival in a calendar year for the following festivals.

1. Deepavali 5. Meeladi Nabi
2. Pongal 6. Bakrid

3. Onam      7. Easter  
4. Ramzan    8. Christmas

(vii) No festival advance should be granted unless the earlier advance granted for the purpose has been repaid in full. Note. - The drawing officer should record the following certificate on each bill for drawal of festival advance- "Certified that no festival advance is drawn in this bill in respect of any person who has not completely repaid the festival advance previously paid to him/her". (viii) The advance should be drawn with previous sanction and disbursed not earlier than 30 days and not later than the day (the First day) of the festival. (2) The authority competent to sanction these advances will be the head of office. In the case of persons who have drawn festival advance, but are subsequently placed under suspension, recovery should continue to be effected from the monthly subsistence allowance. Fresh festival advance should not be granted to an employee under suspension. Application for festival advance from employee under suspension should be rejected as a rule. (3) The following will be the procedure for maintaining the accounts of festival advances. - (i) All transaction relating to festival advance will be finally accounted for in the books of the Comptroller under the Head "Loans and Advances-Festival Advances not bearing interest-repayable advance". (ii) Separate bills should be drawn by the drawing officers for these advances. These bills should indicate on the covering page, the major head of account under which the pay and allowances of the establishment are debited, so as to enable Comptroller to include the vouchers in the schedule of payments of Departments concerned. (iii) The recoveries of advances paid to the University employees will have to be watched by the head of offices concerned by maintaining registers in forms prescribed (Form (i) (Appendix IV) for noting the advances and the repayments. (iv) The Audit Office will regard each drawing officer as loanee and will watch the adjustment of the amount drawn by him on each occasion in lump. (v) When recoveries of festival advances are made by deductions from establishment bills, the drawing officers should attach to the bills concerned schedule of recoveries in Form (ii) (Appendix iv) in which the details of recoveries should be furnished against each item indicated in column (I) of the Form. (vi) Before the 10th of each month, the drawing officers should send direct to the Comptroller, a statement in Form (ii) indicating separately the advances drawn by them, from time to time, the recoveries made and the balance outstanding in respect of each amount of advance. In case where recoveries cannot be effected from the recipients due to their transfer to different offices, the fact should be mentioned in the 'remarks' column of the statement indicating the outstanding amount in respect of each transferred official and the particular office to which they are transferred. When recovery is effected from such officials who have drawn the advance from another office (before transfer) the drawing officer concerned should indicate in columns (i) and (ii) of the Form (ii) (as separate item) the amount outstanding for recovery as shown in the Last Pay Certificate and the name of the office from which transferred, the voucher numbers, the total amount of the voucher, name of the bank from the cheque/draft is drawn and the date of the drawal of the advance with an explanatory note in remarks column. Similar distinct entries should be made in the statements enclosed to pay bills in the Form (iii) (Appendix IV) in respect of the transferred personal. Note. - To enable the drawing officers to furnish the necessary particulars in the monthly statement prescribed therein, all Heads of Officers should note in the last pay certificate, the total amount of advance and the number and date of the cheque as well as the amount outstanding for recovery on the date of transfer. B.

Marriage Advances:

**1. Scope of the Scheme: Advances will be sanctioned to University employees for the celebration of the marriage of themselves and their sons and daughters. In the case of marriages of the employees themselves, the advance is admissible provided the employee's father or mother is not an University employee or being an University employee is not eligible for the advance or has not applied for it.**

Note. - Adopted son or daughter of the Hindu employees are also eligible for sanction of marriage advance whereas in the case of Muslim and Indian Christian employees, adopted sons and daughters are not eligible for the grant of marriage advances since the personal laws applicable to them do not recognise the principle of adoption of son or daughter."

**2. Amount of advance - In the case of marriage of female employees and daughters of University employees-The advance will be limited to fifteen month's pay or rupees two thousand whichever is less. In the case of marriage of male employees and sons of University employees-The advance will be limited to fifteen months pay or rupees one thousand whichever is less.**

**3. Eligibility: An employee who has put in a regular service of not less than five years at the time of application for the advance will be eligible for the advance. Employees on leave other than extraordinary leave without allowances are also eligible to apply for the advance. If the employee's wife/husband or his/her father or mother is also an University employee, only one of them will be entitled to the advance for the same marriage in their family.**

(b)Employees whose "carry-home salary" falls below 25% of their total emoluments after recovery of the instalment of the advance, if sanctioned shall not be eligible for the sanction of the advance. Note. - 'Carry-home salary' is the money left behind from the gross salary and allowances after making all deductions therefrom in a month.(c)No second or subsequent advance shall be sanctioned to an employee when a previous advance is pending recovery.(d)The sanction of the advance shall be subject to the availability of funds and the advance cannot be demanded or claimed as a matter of right.

**4. Application. - (a) An application for an advance shall be made in Form No. (iv) (Appendix IV) appended to these rules. The application should be made to the Comptroller, Tamil Nadu Agricultural University,**

Coimbatore through the proper channel. It shall be accompanied by an agreement in Form No. (v) (Appendix IV) appended to these rules.(b)No application for an advance shall be entertained before six months of the anticipated date of the marriage.(c)No application shall be entertained from an employee under suspension and no advance shall be sanctioned or disbursed to an employee under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from University service.

**5. Surety. - The advance shall be disbursed only after obtaining a personal security bond in Form No. (vi) (appendix IV) appended to these rules duly executed by the borrower and another permanent employee as surety drawing a pay not less than that of the borrower and not retiring before complete repayment of the advance with interest guaranteeing the repayment of advance.**

**6. Interest. - The advance shall bear interest at the same charged on advances taken from the General Provident Fund Account, from time to time.**

**7. Disbursement of the Advance. - (a) The advance shall be disbursed not earlier than two months of the anticipated date of celebration of the marriage for which it is sanctioned.**

(b)The advance shall be sanctioned and drawn even after the date of celebration of the marriage provided the applicant has applied for the advance before the date of the marriage and the delay in sanctioning or drawing the advance is due to reasons beyond the control of the applicant.

**8. Recovery. - (a) The principal of the loan shall be recoverable in not more than sixty monthly instalments. The recovery shall be regulated in such a manner that the advance together with the interest thereon is fully recovered from the pay of the employee before his retirement. The recoveries shall be in whole rupees which shall be effected from the pay or leave salary bill of the employee by compulsory deduction, irrespective of the fact whether the employee is on duty or on leave.**

(b)The recovery of the monthly instalments of the advance shall commence from the pay bill of the employee concerned for the calendar month immediately subsequent to the month in which the marriage has been celebrated or from the pay bill of the third calendar month subsequent to the drawal of the advance whichever is earlier. No extension of time for commencement of recovery will ordinarily be granted.(c)The recovery of interest shall commence on completion of the recovery of principal. If the amount of interest does not considerably exceed the amount of the monthly instalments fixed for the recovery of the principal, it shall be recovered in one instalment Otherwise, it shall be recovered in amounts not exceeding the monthly instalments fixed for the payment of the

principal.

**9. Procedure in case of failure to satisfy the rules. - (a) The advance received by an employee, if not utilised for the purpose for which it has been sanctioned within three months from the date of drawal shall be refunded to the University in one lumpsum together with the interest due thereon. No extension of time for utilisation of the advance will ordinarily be granted.**

(b) The advance granted to an employee shall be subject to summary recovery if it is subsequently proved that it was not utilised for the purpose for which it was sanctioned.

**10. Utilisation certificate. - The employee receiving the advance shall produce to the sanctioning authority a certificate of utilisation in Form No. (vii) (Appendix IV) appended to these rules within one month from the date of celebration of marriage or within three months from the date of drawal of the advance whichever is earlier. If the actual expenditure incurred on account of the marriage is less than the advance drawn, the difference should be refunded to the University forthwith.**

**11. In cases where the employee who has drawn the advance die before the repayment is completed, the outstanding balance and the interest due shall be the first charge on the Death-cum-retirement Gratuity payable to the legal heir of the borrower as stipulated in the agreements.**

**12. Sanctioning Authority. - The applications to whom the advances may be sanctioned and the amounts of such advances shall be determined, subject to the maximum prescribed in rules 9, by the Comptroller, Tamil Nadu Agricultural University, Coimbatore.**

**13. Provision of Funds. - Necessary funds will be provided in the Budget of each year for sanction of marriage advances. When funds allotted in a particular year for sanction of marriage advances have been exhausted, all pending cases whether advances have been sanctioned or not, will lapse. If in any such case, the marriage is conducted from private funds, such cases cannot be carried forward to the next year for sanction of advances on the ground that advance has been applied for in the previous year before conducting the marriage. If the marriage has not been conducted, the applicant may renew his application next year when funds become available**

**in which case, the application will be dealt with under the rules as a fresh application.**

C. For the purchase of Conveyances:

**1. The following interest bearing advances are included under this head:-**

A. Advances for the purchase of motor cars and motor cycles. B. Advances for the purchase of bi-cycles.

**2. The University grants these advances to the employees in accordance with the rules contained hereunder. These rules come into force from 1-6-71.**

**3. The following general principles and conditions apply to these advances.**

**4. As a general rule, no advance shall be granted to any University employee unless he is in permanent service since the pay of a non-permanent University employee is not adequate security for the repayment of an advance. The University may, however, sanction an advance to an officiating or temporary University employee who is an approved probationer in service and is not likely, so far as can be foreseen at the time, to be ousted subject to the rules applicable to advances of that kind and to the following further conditions. The form of application for advance to purchase a motorcar/cycle is given in Form No. VIII (Appendix IV). The form of agreement to be executed for this purpose is given in Form No. (ix) (Appendix IV)**

**5. No such advances should be granted for the purchase of a conveyance other than a motor car, motor cycle and bicycle, unless a personal security bond is furnished in Form No. (x), (App. IV) duly executed by the borrower together with a permanent University employee drawing a pay not less than that of the borrower as surety guaranteeing the repayment of the advance.**

**6. The number of monthly instalments by which repayments is to be made should, when necessary with reference to all the circumstances including the period for which the temporary post is sanctioned, be fixed at a suitable number lower than the permissible maximum.**

**7. The authority competent to sanction an advance to a permanent University employee may also sanction such an advance to an officiating or temporary University employee, subject to the conditions laid down above for advances by the University to an officiating or temporary University employee.**

**8. Interest: Simple interest should be charged at the rate fixed by the Government of Tamil Nadu for similar advances to its employees, from time to time.**

**9. Repayment: The principal of an advance should be recovered in equal monthly instalments by compulsory deductions from the pay of the borrowing University employee, beginning with the first payment of a full month's pay after the advance is drawn. The amount of monthly instalment other than the last should be fixed in whole rupees, and as the last instalment the remaining balance including any fraction of a rupee should be recovered. The maximum number of monthly instalments in which the sanctioning authority may permit the principal of an advance of each kind to be repaid is as follows:-**

Amount of advance	Instalments of recovery
(a) Purchase of new car:-	
Rs. 20,000 or 20 months' pay of the employee or anticipated price of the new car whichever is less. For the purchase of second hand cars Rs. 15,000 or 20 months' pay or purchase price of the car whichever is less.	70 instalments if it is Rs. 14,000 or less and 80 instalments if it is more than Rs. 14,000
(b) For purchase of new motor cycle Rs. 3,000/- Second hand motorcycle Rs. 2,500	60 instalments
(c) For purchase of bicycle Rs. 200	36 instalments

Note. - The price includes the expenditure on repairs and renewals on the motor cars and the items which have necessarily to be purchased along with the motor car e.g. spare wheel, tyre and tube, but does not include insurance and registration charges and the cost of additional accessories, fittings, etc. The time limit for carrying out repairs and renewals is one month from the date of purchase of the car. The stamped receipts for repairs and renewals should be sent to the Vice-Chancellor through the Head of the Department and Comptroller.

**10. When the pay or leave salary bill of a University employee for a month is presented and drawn after due date for administrative reasons, deductions made on account of repayment of an advance from such pay or leave salary bills will be deemed to have been made in the month following the month to**



**which the pay or leave salary of the University employee relates irrespective of the actual date of its drawal.**

**11. The recovery of interest should begin with the pay of the next month after the repayment of the principal is completed. The interest should be calculated on the balance outstanding on the last day of each month. If the total amount of interest to be charged does not appreciably exceed the amount fixed for the equal monthly instalments for recovery of the principal, it should be recovered in a single instalment; otherwise, it should be recovered in instalments not appreciably exceeding that amount.**

**12. Unless otherwise provided in the rules applicable to advances of a particular kind, the amount of the monthly instalments to be recovered on account of an advance should not be changed by reason of the borrowing University employee's going on any kind of leave with leave salary or his drawing subsistence grant. In special circumstances, the head of the department may recommend that the University should reduce the monthly instalments in a particular case for the duration of the period during which the borrower does not draw pay. The whole amount due should, however, always be completely recovered within the period originally fixed unless, for exceptionally strong reasons, the University sanctions a special extension of that period.**

**13. If an advance is granted to a University employee who is due to retire or whose services are likely to be terminated within the maximum period prescribed for its repayment, the number of instalments shall be so regulated that the repayment of the advance with interest, if any, is completed before retirement, or termination of service, as the case may be. Where the death-cum-retirement gratuity is applied for the repayment of any outstanding advance, no interest should be charged in respect of the period beyond the date of death of the University employee on the amount of advance thus adjusted against the Death-cum-retirement gratuity.**

**14. Procedure for sanction. - Every application for an advance should be referred to the Comptroller for remarks as to whether funds are available and whether the grant of the advance would involve any departure from the ordinary rules. The amounts, if any, outstanding against the applicant on**

**account of advances of all kinds should be furnished by the concerned drawing officers. The sanctioning authority should specify in the sanction order that the advance should be drawn within a period of not more than one month later than the date of sanction. The sanction order lapses, if the advance is not drawn by the specified date.**

**15. All drawing officers should intimate to the Comptroller promptly, all cases where the applications for advances are rejected or withdrawn after his certificate of availability of funds was obtained and where advance could not be drawn within one month from the date of sanction order, so as to enable him to increase the balance of the appropriation available for allotment to other applicants for advances according to the priority list maintained by him.**

**16. Advances for the purchase of motor cars. - These advances are sanctioned subject to the following rules. The sanctioning authority is the Vice-Chancellor, Tamil Nadu Agricultural University, Coimbatore.**

**17. (a) Eligibility of University employees for an advance: An University employee is not eligible for an advance unless the University considers that it is desirable in the interests of the University service that he should use a motor car in the discharge of his duties. Only the following classes of University employees are eligible for the advances;**

(b)(i) University employees holding posts which entail duties involving touring. (ii) University employees drawing a pay of in the scale the minimum of which is not less than Rs. 800.

**18. Conditions on which an advance is granted;**

The grant of an advance is subject to the following conditions:-(1) Except in the case mentioned in condition (6) below, an University employee is not eligible for an advance on account of a motor car which he has already acquired when he submits his application for an advance. (2) If an University employee who has applied for an advance from the University has a favourable opportunity of buying a suitable car, he may take delivery of it in payment; of the whole or any portion of its purchase price, to be recouped later from the advance already applied for, if and when the University sanctions it. (3) When the University sanctions an advance to an University employee who is on leave or is about to proceed on such leave, he is not allowed to draw it earlier than a week before the expiry of his leave. (4) Notwithstanding anything contained in this article, an University employee may be allowed to draw the advance sanctioned to him at any time during the currency of leave, if he receives intimation regarding the availability of the conveyance while he is on leave. The

recovery of advance in such cases, will however, commence with the first issue of pay or leave salary after the advance is drawn.(5)No advance is admissible to University employees for the purchase of a motor car abroad, either while on leave or on deputation out of India.(6)An University employee who travels in his old car when he goes on leave on condition that the firm shall supply him with a new car on his return from leave, may soon after taking delivery of the new car, apply for an advance not exceeding the amount which he has actually paid in cash towards the price of the new car.(7)Except when an University employee proceeds on leave other than leave on average pay not exceeding four months, or retires from the service, or is transferred to an appointment the duties of which do not render the possession of motor car necessary, he may not, without the University's previous sanction, sell a car purchased with the aid of an advance which, with the interest on it has not been fully repaid. If an University employee wishes to transfer such a car to another University employee who performs duties for which a motor car is necessary, the University may permit the transfer of the liability attaching to the car to the latter University employee, provided that he records a declaration that he is aware that the car transferred to him remains subject to the mortgage bond and that he is bound by its terms and provisions.(8)Whenever an University employee sells a car before completing the repayment of an advance received from the University for its purchase with the interest on it, he should apply the sale proceeds, so far as may be necessary, towards the repayment of the outstanding balance due to the University. If however the borrower sells the car only in order to purchase another car, the University may permit him to apply the sale-proceeds towards the purchase, subject to the following conditions:-(i)If the amount outstanding exceeds the cost of the new car, the University employee should repay the excess to the University immediately.(ii)The University employee should continue to repay the amount outstanding by the monthly instalments already fixed.(iii)The new car should be insured and mortgaged to the University as required by the rules.(9)Every University employee who applies for an advance should forward with his application an agreement executed by him in the prescribed form. If advance is granted, he should execute a mortgage bond in the prescribed form after buying the car and should also insure the car.

**19. Procedure: An University employee who is eligible for and requires an advance should submit his application in Form No. (viii) (Appendix IV)**

**20. An University employee who requires an advance for the purchase of a motor car should submit with his application an agreement executed by him in Form No. (ix) (Appendix IV). If the application and the agreement are in order, the Head of the Department should certify accordingly and forward them to the Vice-Chancellor of the University through the Comptroller who will certify as to the availability of funds, etc. If, for any reason, the sanctioning authority has to return the application or the agreement for correction, the University employee should resubmit the revised application or agreement to the Vice-Chancellor of the University through the Head of the Department, who should certify as to its correctness and through the Comptroller who will again certify as to the availability of funds. The period**

**of one month specified for the drawal of the advance runs from the date of issue of sanction order.**

**21. If the advance is sanctioned, the sanctioning authority should send the Comptroller a certificate that the borrower has signed the agreement in Form No. (ix) (Appendix IV) and that it has been examined and found to be in order.**

**22. An University employee who draws an advance should pay finally for, and take delivery of, the car within one month from the date of drawing the advance, otherwise he should repay the University at once the full amount of the advance drawn with interest on it for one month. If he completes the transaction within one month allowed, he should then immediately execute a mortgage bond in Form (xi) (Appendix IV) hypothecating the car to the University as the security for the advance. He should enter the actual price paid for that car in the schedule attached to the bond. The sanctioning authority should see that the borrower completes the transaction within the time allowed or makes the necessary repayment immediately on its expiry. If he duly completes the transactional time, the sanctioning authority should see that he immediately submits the necessary mortgage bond duly executed and should transmit it promptly to the Comptroller for scrutiny. It should, after such scrutiny, be forwarded to the Vice-Chancellor of University for custody.**

**23. The mortgage bond to be executed by an University employee who draws an advance provides that he shall keep the car insured against loss or damage by fire, theft, or accident. He should effect the necessary insurance within one month from the date of purchase of the car. Insurance on owner-driven or other similar qualified terms is not sufficient for the purpose of this rule, but insurance at a reduced rate of premium in consideration of (i) the owner's undertaking to meet the first Rs. 250 of any claim under the policy, or (ii) the car's not being insured against accident for any season of the year during which it is not in use, but is stored in a garage, should be accepted as adequate.**

**24. If the borrower fails to insure the car within the prescribed period, he should refund the whole of the advance with the interest that has accrued on it. The amount for which the car is insured during any period should not be**

less than the outstanding balance of the advance with the interest that has accrued at the beginning of that period, and the insurance should be renewed, from time to time, until the amount due is completely repaid. If at any time, the amount for which the car is actually insured is less than the outstanding balance of the advance including the interest that has already accrued, the University employee should refund the difference, to the University in not more than three monthly instalments. In the case of insurance policies under which the companies will be liable to pay only the market value or the insured value of the car, whichever is less, the difference between the market value and the outstanding advance against the officer, including interest should be refunded by the officer ordinarily in three monthly instalments.

25. On receipt of the sanctioning authority's certificate prescribed in rule 21 above, the Comptroller will obtain from the borrower a letter in Form 55 to the Insurance Company with which the car is insured informing them that the University' is interested in the insurance policy and will forward this letter to the company with the necessary endorsement and obtain their acknowledgment. The Comptroller should repeat the same procedure whenever the policy is about to fall due for renewal, so long as any amount remains outstanding on account of the advance. He should also require the borrower to produce his receipt for the renewal premium on each such occasion before the date on which the policy is due for renewal, and should scrutinize it to see that it is in order.

#### Advances to University Employees on Foreign Service

26. When an University employee who is on foreign service require an advance for the purchase of a motor car, he should apply to the foreign employer to grant it from his funds. If the foreign employer wishes to grant the advance, he should apply to the University for their sanction. If the University accords its sanction, it will be subject to the proviso that the advance by the foreign employer shall be regulated by the same conditions as would apply to an advance by the University. If the foreign employer is not willing to grant the advance, but recommends that the University should do so, the University may, if it thinks fit, sanction the grant of the advance from the University fund under these rules, provided that the University

**employee's duties make a motor car practically a necessity for him.**

Advance for the Purchase of Motor Cycles

**27. The sanctioning authority is the Vice-Chancellor of Tamil Nadu Agricultural University.**

Eligibility of University Employees for an Advance

**28. An University employee is eligible for an advance if he is included in one of the following classes and his substantive pay is less than Rs. 800 a month.**

(a)University employee who are eligible for an advance for the purchase of a motor car, but prefer to take an advance for the purchase of a motor cycle;(b)University employees included in Classes III and IV of Appendix V (Travelling Allowance Rules) who are entitled to draw the cost of transporting a motor cycle when transferred and hold posts which entail duties involving touring to make inspections outside their headquarter towns;(c)University employees to whom the University have granted a conveyance allowance for the maintenance of a motor cycle for the discharge of their duties.  
Maximum Amount

**29.**

(1)An advance should not exceed Rs. 3,000 or the anticipated price of the motor cycle, whichever is less.Second Hand Motor Cycle(2)Advance should not exceed Rs. 2,500 or the purchase price of the motor cycle whichever is less.Procedure: As in the case of motor car advance.  
Advance for the Purchase of Bicycles

**30. Sanctioning authority is the Registrar of the Tamil Nadu Agricultural University.**

The grant of these advance is governed by the following rules:-Eligibility for an advance

**31. All University employees holding posts carrying a scale of pay, the maximum of which is not less than Rs. 195 and who have put in a regular service of not less than five years are eligible for an advance if his post entails duties involving touring, or if, in the case of an application for an advance for the purchase of a bicycle, the University considers that the possession of a bicycle would increase his efficiency.**

**32. No second advance should ordinarily be granted within six years of a previous advance, unless satisfactory evidence is produced by the University employee concerned to the effect that the conveyance purchased with the help of the previous advance has been lost or has become unserviceable. The sanctioning authority should furnish a certificate with the orders sanctioning the advances, that the advance sanctioned is either a first advance or a second advance sanctioned after a period of six years of the previous advance. In other case, he should certify that he has satisfied himself that the conveyance for the purchase of which the previous advance was drawn by the University employee was lost or has become unserviceable, as the case may be.**

### **33. Conditions on which advance is granted.**

(1) An advance should not exceed Rs. 200 or four months' pay or the estimated price of the conveyance whichever is the least. If the actual price, paid is less than the advance taken, the balance should be refunded to the University immediately. (2) An University employee who taken an advance should, within one month after drawing the advance, furnish the sanctioning authority with a certificate stating either that he has utilised the full amount of the advance for the object for which it was granted, or that he has refunded the balance of the advance in excess of the actual price paid for the conveyance. The Head of the Department/Officer should furnish the Registrar through Comptroller with a certificate after the advance has been drawn and utilised that he has seen the conveyance and the voucher for its purchase. This certificate should be sent in a communication furnishing therewith the particulars of dates of (a) sanction (b) drawal; and (c) utilisation of the advance individually. If the Head of the Department has drawn the advance, the certificate in respect of it should be furnished by his immediate superior officer. (3) A conveyance bought with an advance will be the property of the University until the advance has been fully repaid together with the interest due on it. So long as an University employee who has taken an advance still owes the University anything in respect of it, he should submit to the head of his Department every month a certificate that the conveyance is in his possession and in good order. This certificate should be attached to the pay bill of the University employee who draw his own pay bill and otherwise to the acquittance roll. The conveyance may, if necessary, be sold or otherwise disposed off, with the previous sanction of the Head of the Department, provided that the sale proceeds are applied towards the repayment of the advance and the interest due on it so far as may be necessary. Appendix - IV Form I Register of Recoveries of Festival Advances Sanctioned to the University Employee

S. No. and Name of the employee	No. & date of Voucher in which advance was drawn	Amount of Advance	Out-standing balance as on 1st April, if any	Recoveries during the month of April/May/June/... till March 20...	Total recoveries during the year	Balance as on 31st March	Remarks
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1                      2                      3                      4                      5                      6                      7                      8

Form II Statement Showing Details of Monthly Recoveries of Festival Advances Sanctioned to the University Employees.

S. No. and Name of the employee	No. & date of Voucher in which advance was drawn	Amount of up to Advance	Recovered of up to previous month	Recovered during the month	Total of Col. 4 & 5	Balance to be recovered	Remarks
1	2	3	4	5	6	7	8

Note. - To be sent by the Heads of Departments concerned to reach Comptroller by 10th of each month.

### Form III of recoveries of Festival Advances sanctioned to the University Employees for the month of....

S. No. and Vr. No. in which the advance has been drawn	Designation of the drawing officer by whom the advance was drawn	Amount of advance	Amount recovered	Remarks
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Appendix-IV Form IV (See Rule 4) Form of Application for the sanction of advances for the Celebration of Marriages (To be submitted to the sanctioning authority through the proper channel)

Name of applicant in block letters. :

Designation of applicant and office in which employed. :

Whether permanent and if not date of first regular appointment in the University service and total period of regular service. :

Amount of advance applied for. :

Number of instalments in which the advance may be recovered. :

Residential address. :

Permanent Address :

Date of birth. :

Scale of pay of the present post. :

Basic pay in the present post. :

Gross monthly salary (with details). :

Nature of deduction from gross pay and amount deducted. :

General Provident Fund. :

(a) Subscriptions. :

(b) Recoveries towards temporary advances. :

Festival advances. :

Conveyance advances for bicycle/motor cycle/scooter/motor car. :



House building advances. :

Towards other miscellaneous advances. :

Khadi, Handloom cloth. :

Postal Life Insurance. :

Salary Savings Scheme under LIC. :

Typewriter advance. :

Dues recoverable towards the Co-operative Society or Bank. :

Other miscellaneous advances. :

Net salary received. :

Percentage of the net salary in the Gross salary. :

Income from other resources. :

Date of marriage. :

For whose marriage the advance is applied for(Self/Daughter/Son). :

Name and occupation of the son or daughter for whose marriage advance is applied for. :

If the advance is for the marriage for the University employee himself/herself whether father or mother of the applicant is an University employee. :

If so, has any of them applied for the advance or has been sanctioned an advance for this marriage. :

Whether the applicant has already applied for or has been sanctioned any marriage advance or any application for the advance rejected previously. :

Amount of such advance. :

Number and date of order in which advance was sanctioned. :

Whether any amount of such advance is outstanding repayment(Principal and interest to be shown separately. :

Details of Surety

Name of surety. :

Designation. :

Office in which employed. :

Residential address. :

Permanent address. :

Permanent post. :

Date of birth. :

Scale of pay. :

Basic pay. :

Gross salary (Details to be specified). :

Net salary. :

Whether he/she has stood surety for another employee for the grant of the advance. :

I hereby declare that the particulars furnished above are true to the best of my knowledge and

belief. Station: Date Signature of applicant. To be filled UP by the head of the Department/office

Whether the applicant is eligible for the advance applied for. :

If so, the maximum amount of advance to which the applicant is eligible. :

Amount of advance recommended. :

Amount of instalments in which the advance should be recovered. :

Whether any charges are pending against the applicant or surety. :

Certified that the particulars regarding the applicant's service, pay and recoveries from pay have been checked up with his service register, pay bills, etc., and found to be correct. Station: Signature and designation of the Head of the Department/Office Date: Form V Form of Agreement to be executed while applying for an advance for the celebration of the Marriage in the family of University Employee. An agreement made this.....day of.....One thousand nine hundred and.....between.....of.....(hereinafter called the borrower which expression shall where the context so admits include his heirs, administrators, executors, and legal representatives) of the one part and the Registrar, Tamil Nadu Agricultural University (hereinafter called the University which expression shall where the context so admits includes his successors in office and assigns) of the other part. WHEREAS the borrower has under the rules for the grant of advances to the employees of the Tamil Nadu Agricultural University (hereinafter referred to as the said rules which expression shall where the context so admits include any amendments thereof or additions thereto for the time being in force) applied to the University for an advance of Rs (Rupees.....) for the celebration of the marriage of.....on the terms and conditions hereinafter contained and whereas the application of the borrower for the said advance is being considered by the University. Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs.....to be paid by the University to the borrower if and when the University sanctions the said advance the borrower hereby agrees-

**1. to repay to the University the said advance with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and hereby authorises the University to make such deductions;**

**2. within two months from the date of drawal of the advance to expend the full amount of the said advance in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the advance, to repay the difference to the University forthwith;**

**3. in the event of borrower's reversion from University service before the advance drawn together with interest is fully repaid, to repay in one lumpsum the amount outstanding and the interest due before the borrower is actually relieved from the University service;**

**4. to refund forthwith the amount of advance together with interest in one lumpsum if the aforesaid marriage could not be celebrated or the amount of advance could not be utilised for the purpose for which it was sanctioned; and**

**5. if within the period already fixed for recovery of the principal and interest thereon, the borrower becomes insolvent or quit the service of the University or dies, the whole amount of the advance and interest accrued thereon such portion of the amount as stands outstanding with interest shall immediately become due and payable, and it is hereby further agreed and declared that if the borrower dies before the advance is repaid to have the balance outstanding together with interest due, recovered from the Death-cum-retirement gratuity payable by the University to the legal heirs of the borrower.**

In the witness whereof Thiru.....The borrower.....and  
thiru.....acting for and on behalf of and by the order and direction of the Tamil Nadu  
agricultural university have hereinto set their hands.Signed by the said Thiru.....in  
the presence of(Signature and designationof the borrower)

1. First Witness:

Address:

Occupation:

2. Second witness:

Address:

Occupation:

Signed by (Name and designation)acting for and on behalf of and by the order and direction of the  
Tamil Nadu Agricultural University in the presence ofSignature of witness:Signature and  
Designationof the Officer

1. First Witness:

Address:

Occupation:

2. Second witness:

Address:

Occupation:

Form VI Form of Personal Security Bond to be executed by an University Employee Applying for a  
Marriage Advance along with a permanent University Employee as SuretyKnow all men by these  
presents that we Thiru.....and Thiru.....(Surety) of are held and  
firmly bound to the Vice-Chancellor, Tamil Nadu Agricultural University in the sum of

Rs.....to be paid to the Tamil Nadu Agricultural University (hereinafter called the University) their successors or assigns-or their certain attorney or attorneys for which payment to be well and truly to be made, we bind ourselves and each of us and each of our heirs, executor administrators and legal representatives firmly by these presents. Whereas the above Bounden Who at present hold the office of the.....has applied to the University for the grant to him of an advance of Rs.....for the purpose of celebrating the marriage of.....And Whereas the University have agreed to sanction the said advance upon the said and the above bounden Thiru.....as his surety entering into a bond in the above mentioned sum of Rs with such conditions as is hereunder written for thereon as and when they fall due for the observance and performance by the said.....of the several conditions laid down in rules relating to the advance issued and any modifications thereof relating to the above said advance. Now the above written bond is conditioned to be void in either of the following cases:-

**1. If the said his heirs, executors, administrators or legal representatives shall, from time to time, and at all times hereafter well and truly pay or cause to be paid to the University all such sums of money as shall, from time to time, become due and owing to the University from the said.....in respect of the advance above mentioned and when such sum or sums of money shall respectively become due and payable.**

**2. If the said.....shall at any time or times hereafter make default in payment of any such sum or sums of money as aforesaid, the said or his heir, executors, administrators or legal representatives shall within the space of one calendar month after receiving notice in writing of such default and of the amount thereof from the University well and truly pay or cause to be paid in the sum of money in the said notice to be and being the' amount of the said default.**

Signed, sealed and delivered by the said.....(bounden) in the presence of.....Signature of the borrower. Witness:

**1.**

Signed, sealed and delivered by the said (surety) in the presence ofSignature of the SuretyWitnesses

**1.**

**2.**

Form VII Utilisation Certificate I, ....., employed as ..... in the Department/Office ..... hereby certify that the marriage advance of Rs. .... (Rupees ..... ) sanctioned to me in No. ...., dated ..... has been fully utilised by me for meeting the expenses incurred in connection with the marriage of ..... celebrated on ..... Signature of the borrower Witnesses:

**1.****2.**

Form VIII Form of Application by a University Employee for an advance for the Purchase of a Motor Car/Cycle

1. Name. :
2. Designation. :
3. District and Station. :
4. Pay :
  - (i) Substantive pay. :
  - (ii) Officiating pay or pay drawn in a temporary post if the University employee holds no substantive post. :
5. Date of superannuation or retirement. :
6. Amount of advance applied for. :
7. (a) If the University employee is on leave, date of expiry of leave. :
  - (b) If the University employee is about to proceed on leave. :
    - (i) Date of commencement of leave; :
    - (ii) Date of expiry of leave. :
8. (a) where is the motor car/cycle to be purchased ? :
  - (b) Anticipated price of the motor car/cycle. :
9. (i) If the old motor car/cycle was traded in when the University employee went on leave and a new motor car/cycle has been delivered to him on return from leave; :
  - (a) Price of the new motor car/cycle; :
  - (b) Amount deducted in respect of old motor car/cycle; :
  - (ii) Whether the officer is or was in possession of a motor car/cycle; and :
    - (iii) If the answer to (ii) above is in the affirmative, the amount or the anticipated amount of the sale proceeds of the motor car/cycle; :
10. (i) Whether the applicant wants to purchase the new vehicle from- :
  - (a) Government quota; or :

- (b) through private sources. :
- (ii) If the answer is in the affirmative to the clause 10(a) the number and date of the order sanctioning the allotment of a vehicle shall be furnished. :
- (iii) If the answer to clause 10 (1) (b) is in the affirmative, the written evidence from the dealer, who has earmarked a vehicle from his private sources shall be produced. :

A. Certified that the information given above is complete and true. B. Certified that I have not taken delivery of the motor car/cycle on account of which I apply for the advance, that I shall complete the payment for and the taking possession of the motor car/cycle before the expiry of one month from the date of drawal of the advance and that I shall insure it within one month from the date of taking delivery of it. OR Certified that I have not taken delivery of the motor car/cycle on account of which I apply for the advance that I shall not take delivery of it until I receive the advance a week before the expiry of my leave and pay for it and that I shall insure it within one month from the date of taking delivery of it. Note. - One of the two forms of certificates in (B) should be scored out, leaving the one appropriate to the applicant's case. Date: Signature: Designation: Form IX Form of agreement to be executed at the time of drawing an Advance for the Purchase of a Motor Car/Cycle An Agreement made this.....day of.....One thousand nine hundred.....and Between of (hereinafter called the Borrower, which expression shall include his heirs, executors, administrators and legal representatives) of the one part and the Tamil Nadu Agricultural University of the other part. Whereas the Borrower has, under the provisions of the Tamil Nadu Agricultural University Rules relating to Loans and Advances to University employees (hereinafter referred to as the 'said Rules', which expression shall include any amendments thereof or additions thereto for the time being in force), applied to the Tamil Nadu Agricultural University (hereinafter called the University) for a loan of Rs.....(Rupees.....) for the purchase of a motor car/cycle on the terms and conditions hereinafter contained and whereas the application of the Borrower for the said loan is being considered by the University. Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs.. to be paid by the University, to the Borrower, if and when the University sanctions the said loan, the borrower hereby agrees (1) to pay the University the said amount with interest, calculated to the said Rules, by monthly installments (deduction) from his salary as provided for by the said Rules and hereby authorizes the University to make such deductions, (2) within one month from the date of drawal of the advance to expend the full amount of the said loan in the purchase of a motor car/cycle or if the actual price paid is less than the loan, to repay the difference to the University forthwith; and (3) to execute a document hypothecating the said motor car/cycle to the University as security for the amount lent to the borrower as aforesaid and interest in the form provided by the said Rules and it is hereby lastly agreed and declared that if the motor car/cycle has not been purchased and hypothecated as aforesaid within one month from the date of drawal of the advance or if the Borrower within a period becomes insolvent or quits the service of the University or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable. In witness whereof the Borrower and for and on behalf of the Tamil Nadu Agricultural University have hereunto set their hands. Signed by the said in the presence of.....Signature and Designation of the Borrower

1.

.....(Name in block letters and signature)DesignationFull address

2.

.....(Name in block letters and signature) Designation Full addressFOR arid on behalf of the Tamil Nadu Agricultural University, Coimbatore.Signed in the presence of (witness)Signature of the Officerwith Designation and office seal(Signature with name written in Block letters)DesignationFull addressForm XForm of Personal Security Bond to be executed by an Officiating or Temporary University Employees Drawing an Advance for the purchase of Bicycle alone with a Permanent University Employee as SuretyKnow all men by these presents that we.....of.....and.....of are held and firmly bound unto the Tamil Nadu Agricultural University in the sum of Rs.....(Rupees.....) to be paid to the Tamil NaduAgricultural University (hereinafter called the University) their successors or assigns or their certain attorney or attorneys for which payment to be well and truly to be made we bind ourselves and each of us and each of our heirs, executors, administrators and legal representative firmly by these presents.WHEREAS the above bounden.....who at present holds the office of.....has applied to the University for the grant to him of an advance of Rs.....(Rupees.....) for the purpose of purchasing.....And Whereas the University have agreed to sanction such advance upon the said.....and the above bounden (.....) as his surety entering into a bond in the above mentioned sum of Rs with such condition as is hereunder written for the due and punctual repayment by the said.....of the several instalments of the principal sum and interest thereon as and when they fall due and for the observance and performance by the said.....of the several conditions and covenants laid down in the University rules relating to Loans and. Advances to its employees or any modifications thereof relative to the above said advance.Now the above written bond is conditioned to be void in either of the cases following:-

**1. If the said.....his heirs, executors, administrators or legal representatives shall, from time to time, and at all times hereafter well and truly pay or cause to be paid to the University all such sums of money as shall, from time to time, become due and owing to the University from the said in respect of the advance above mentioned as and when such sum or sums of money shall respectively become due and payable.**

**2. If the said.....shall, at any time or times hereafter make default in payment of any such sum or sums of money as aforesaid and the said.....of his heirs, executors, administrators or legal representatives shall, within the space of one calendar month after receiving**

**notice in writing of such default and of the amount thereof from the University well and truly pay or cause to be paid to the University the sum of money stated in the said notice to be and being the amount of the said default.**

Signed, sealed and delivered by the said in the presence

ofSignatureSignature:.....(Mention name in block letters)AddressSigned, sealed

and delivered by the said (surety) in the presence ofSignature of the SuretySignature:(Mention

name in block letters)Address.....Form XIFORM of Mortgage Bond for a Motor

Car/Cycle on Account of which a University Employee has drawn an AdvanceThis Indenture made

this,.....day of.....One thousand and nine

hundred.....and between.....(hereinafter called the Borrower,

which expression shall include his heirs, administrators, executors and legal representatives) of the

one part and the Tamil Nadu Agricultural University, Coimbatore of the other part.Whereas the

borrower has applied for and has been granted an advance of

Rs.....(Rupees.....) to purchase a motor car/cycle on the terms of

the Tamil Nadu Agricultural University's Rules relating to Loans and Advances to its employees

(hereinafter referred to as the said rules which expression shall include any amendments thereof or

additions thereto for the time being in force) and whereas one of the conditions upon which the said

advance has been granted to the Borrower is that the Borrower will hypothecate the said motor

car/cycle to the Tamil Nadu Agricultural University (hereinafter called the University) as a security

of the amount lent to the Borrower and whereas the Borrower has purchased with or partly with the

amount so advanced as aforesaid the motor car/cycle particulars whereof are set out in the Schedule

hereunder written.Now this Indenture witnesseth that in pursuance of the said Agreement and for

the consideration aforesaid, the Borrower doth hereby covenant to pay to the University the sum of

Rs.....aforesaid/or the balance thereof remaining unpaid at the date of these

presents by equal payments of Rs.....each on the first day of every month and will

pay interest on the said Rules and the borrower doth agree that such payments may be recovered by

monthly deductions from his salary in the manner provided by the said Rules, and in further

pursuance of the said agreement, the borrower doth hereby assign and transfer unto the University

the motor car/cycle the particulars whereof are set out in the schedule hereunto written by way of

security for the said advance and the interest thereon as required by the said Rules.And the

Borrower doth hereby agree and declare that he has paid in full the purchase price of the said motor

car/cycle and that the same is his absolute property and that he has not pledged and so long as any

moneys remain payable to the University in respect of the said advance will not sell, pledge or part

with the property in or possession of the said motor car/cycle. Provided always and it is hereby

agreed and declared that if any of the said instalments of principal or interest shall not be paid or

recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or

at any time cease to be in the service of the University or if the Borrower shall self or pledge or part

with the property in or possession of the said motor car/cycle or become insolvent or make any

composition or arrangement with his creditors or if any person shall take proceedings in execution

of any decree or judgement against the Borrower the whole of the said principal sum which shall

then be remaining due and unpaid together with interest thereon calculated as aforesaid shall



forthwith become payable. And it is hereby agreed and declared that the University may, on the happening of any of the events hereinbefore mentioned, seize and take possession of the said motor car/cycle and either remain in possession thereof without removing the same or else may remove and sell the said motor car/cycle either by public auction or private contract and may out of the sale moneys remain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realizing their rights hereunder and shall pay over the surplus, if any, to the Borrower, his executors, administrators or personal representatives; Provided further that the aforesaid power of taking possession or selling of the said motor car/cycle shall not prejudice the right of the University to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the motor car/cycle being sold the amount by which the net sale proceeds fall short of the amount owing And the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the University, he, the Borrower, will insure and keep insured the said motor car/cycle against loss or damage by fire, theft or accident with an insurance company to be approved by the Comptroller, Tamil Nadu Agricultural University, Coimbatore and will produce evidence to the satisfaction of the Comptroller that the motor insurance company with whom the said motor car/cycle is insured have received notice that the University are interested in the policy and the Borrower hereby further agrees that he will not permit or suffer the said motor car/cycle to be destroyed or injured or to deterioration a greater degree than it would deteriorate by reasonable wear and tear thereof And further that in the event of any damage or accident happening to the said motor car/cycle, the Borrower will forthwith have the Same repaired and made good.

## Schedule 2

Description of motor car/cycle Maker's name Description Number of Cylinders Engine  
Number Chassis Number Cost Price In Witness Whereof the said.....(borrower's  
name) and.....for and on behalf of the University have set hereunto set their  
respective hands. Signature and Designation of the Borrower. Signed by the said in the presence  
of: Witnesses:

### 1. Signature

(Mention name in BLOCK letters) with full address.

### 2. Signature

(Mention name in BLOCK letters) with full address. For and on behalf of the Tamil Nadu Agricultural University, Coimbatore in the presence of: Signature of Witnesses. Signature and Designation of the Officer.

## **1. Signature.....**

(Mention name in Block letters)Address.

## **2. Signature**

(Mention name in Block letters)Full AddressForm XIIGratuity-Cum-Pension-Cum-Provident Fund

**1. The Provisions of the Tamil Nadu Pension Code including the Tamil Nadu Liberalised Pension Rules, 1960 and Family Pension Rules, 1964 of the Tamil Nadu Government will apply mutatis mutandis to the employees of the Tamil Nadu Agricultural University in regard to the payment of gratuity and pension on their retirement. All the amendments to these rules made by the Tamil Nadu Government, from time to time, will apply to the University.**

**2. The employees who are appointed on the short tenure and who will not be eligible for pension on account of having rendered service for a period of less than five years, will be paid gratuity calculated at VI months pay for every completed VI year of service rendered by them in the University provided they have put in 2 years of service.**

**3. The General Provident Fund Rules of the Tamil Nadu Government will also apply to the employees of the Tamil Nadu Agricultural University.**

**4. The Officers who are appointed for a short assignment will also be admitted to the General Provident Fund Rules. The rate of interest to be paid to the subscribers will be the same as adopted by the Tamil Nadu Government, from time to time.**

Form XIII Deputation for Higher Studies Regulation 31 of the University provides for deputation of University employees for higher studies in India or abroad leading to certificate, diploma or degree in such subjects for which there are no adequate training facilities in the University. The procedure for selection of candidates for deputation shall be as approved by the Board. The employees selected for deputation for higher studies shall be paid his full salary during the period of deputation, the travelling expenses and suitable maintenance allowance. The employees selected for the deputation shall execute a bond with the University ensuring successful completion of the course of study, and/or the degree programme for which he is to be deputed, failing which he should also execute in the same bond an undertaking to serve the University for a stipulated period, on a post assigned to him, on return from deputation. The University may call for application from individual satisfying the minimum prescribed qualification for the training contemplated. No candidate who has had the

privilege of undergoing training abroad either privately or under Government of India or State Government sponsorship, be considered for deputation to foreign country for any higher training programme. However, this may not apply to those who have been trained within India by the State or Central Government or any other agency for being considered for deputation outside India. The selection of candidates for the training shall be made by a Committee consisting of the Dean of the College/Faculty, any other Dean in the Faculty and the concerned Heads of Departments in the subject of deputation. If necessary the Committee may interview candidates for selection. To the extent possible, the Committee shall prepare a panel of three names in the order of priority for each seat and submit the same to the Vice-Chancellor for approval. The Vice-Chancellor shall select normally the first named in the panel, but when found necessary, he may select any one from the panel recording the reasons for not selecting first or second candidate, as the case may be. This procedure is applicable only in cases where the selection of candidates is finally made by the University. For selection by outside agencies/Government of India or State Government with no financial commitment on the part of the University, the applications may be forwarded to the concerned agency/Government of India or State Government with the remarks of the Dean or other concerned officer of the University. This procedure shall apply only for candidates whose selection rests with outside agency including Government of India or State Government. The candidate who avails of such deputation shall execute a bond with the University in the prescribed proforma. Form XIV University Library A. Procedure for the purchase of books for the University Library

**1. Foreign Books. - The University Library will invite quotations for the supply of foreign publications, annually, from the leading book-sellers in India. The quotations thus received, will be tabulated to find out the nature of the conversion rates for the foreign currencies adopted by the book trade of India.**

The University will, after studying the trends in the conversion rates followed in the book trade of India, will evolve its own rates on the basis of the quotations received. The rates so formulated in respect of the terms of business, etc., will be circulated among the leading book-sellers who have furnished their quotations to find out whether the University rates and terms of business are agreeable to them. The replies received from the various book-sellers will be processed and those book-sellers who agree to effect the supply of foreign and Indian books under the University rules and terms of business will be appointed as the agents of the University for the year. After the appointment of the agents, the library will send the book selection lists to all the above said approved agents for the year, to find out from them, which are all the books that can be supplied by them, or which of them can be procured either from India or abroad within the time required for the same. On getting their replies, supply orders will be placed with each agent of the books which he has agreed to supply or procure them for the University. In case of more than one agent willing to supply one or more books, the discretion of placing supply order will rest with the University. (a) University rates: The University evolves its own conversion rates which will be advantageous for the University, in the sense, that it can get all its requirements, since the rates will act as an incentive to the book trade. The evolving of the University rates permits the University to have elasticity in having more number, of agents as the source of supply of its required publication than to have one single agent,

selected merely by his lowest quotation without judging whether he could be in a position to effect all the supplies single handed. In reality, it is seen that wherever single agents are selected then the supply of the entire requirements are poor, since the agent will be ready to supply only such of those publications wherein he can make some profit and not the publication which will result him in a loss. The principle here is that the Library has always the authority to accept lower prices by higher discount. But it should not mean that the small margin in terms of discount should come in the way of the growth of the Library and hinder the academic, research and extension education programmes of the University. For the above said purpose, a minimum of 10% discount will be adopted by the University in general. (b) Exchange rate: The exchange rate for the Dollar and the Sterling will be the prevailing market rate adopted by the book trade. For the European and other currencies, the official exchange rate will be adopted by the University. (c) Duration of supply period: The University will stipulate every year the duration of supply period to the agents for the books ordered with them. (d) Dealer-Library Plan: The University Library will enter into an agreement with the leading publishers of the world through their representative booksellers available in India, to mail their latest publications directly. These books will be preferred to the Heads of Departments for their opinion. If the book/books is/are not approved by the University, it/they will be returned to the representative book-seller. Orders for the approved books will be placed with the representative book-seller and the bills settled under the University rates. (e) On approval basis: Book-sellers who have been selected as agents, on the basis of their acceptance to adopt the University rates, can be permitted to send the latest books on approval basis. These books will be examined by the concerned Head of Departments, in the Library and only after obtaining their specific recommendation, final orders will be placed by the Librarian. The rejected books will be returned to the book-seller. The book-sellers will be insisted to allow a period of 30 days for the books sent on approval basis to the University for the thorough examination by the University.

**2. Indian Books. - In the case of Indian books, the University reserves the right to purchase them directly from the publishers. This does not prevent the University in getting their required Indian publications through the agents. Latest Indian Books will be directly purchased from the concerned Indian publishers without calling for competitive quotations.**

**3. Publication of learned bodies and society publications. - The University can procure the publications of learned bodies and other society publications which are not easily procurable through its agents, directly from the publishers and settle their bills by UNESCO book coupons.**

**4. Standing order for special serial publications. - Standing order shall be placed with the leading foreign publishers such as Commonwealth Agricultural Bureau, Annual Review Inc. etc. which are not easily procurable in the normal trade channel.**

B. Procedure for the purchase of journals and newspaper

**1. Newspapers. - The newspapers should be purchased either from the publishers or through local agents after making advance payments.**

**2. Indian Journals. - They should be purchased from the concerned publishers, after making advance payment.**

**3. Foreign Journals. - Standing orders may be placed with the concerned foreign publishers abroad for the supply of the foreign journals. The invoices will be arranged to be received every year before the end of November. These invoices will be arranged to be sent to the State Bank of India with Form 'A1 to obtain necessary foreign exchange. The State Bank of India will issue the Bank Drafts with reference to these invoices. These bank drafts will then be sent to the concerned foreign publishers towards the advance payment of annual subscriptions of their journals. The particulars of payment and the receipt of the issues of the journals should be noted in the "Kardex".**

C. Procedure for the binding of books(1)A binding register should be maintained in the Library. Books which are to be bound, should be collected periodically from the various book shelves.(2)The loose issues of journals should also be collected periodically from the Journal section as soon as the supply of a complete volume of any particular journal is received. The index, title-page, etc. should be placed in the appropriate places and the volumes should be collated. Then entries are to be made in the Binding register.(3)Quotations are. to be called for, from the leading local presses who are undertaking binding work. According to the nature of the publication, the binding may be done either with Half Calico and Half Leather or Full Calico. After obtaining the quotations as per the specifications, they are to be tabulated and "University rates" are to be arrived at as in the case of the purchase of books. This binding work may be split up among more than one binder.(4)Agreement in the prescribed form is to be got signed from each binder in the stamped paper. All agreements are to be signed by the Comptroller on behalf of the University. An earnest Money of Rs. 500 should be collected from each binder if the binding work, is entrusted to 3. or 4 binders simultaneously. If one single binder is entrusted with the whole work, then the earnest money may be fixed at Rs. 2000(5)After the binding work is completed, the bound volumes are to be carefully checked up before the binders' bills are passed for payment. The particulars of payment' are to be recorded in the Binding Register.D. Procedure for the procurement of back volumes of Journals.Competitive quotations are to be called for before supply orders are placed for the procurement of back volumes of Journals. Back Volumes are to be purchased only in the case of Journals which are currently subscribed.E. Procedure for the withdrawal of worn-out books from the Stock of the LibraryA Register of 'worn-out' books should be maintained in the Library.Publications which cannot be bound, should be periodically withdrawn from tire stock of the Library. They should be placed before the Library Committee for thorough examination. After getting the approval of the Library Committee, such publications may be withdrawn from the stock and disposed off.F. Procedure for the acceptance of donated booksA Register of 'Donated' Books should be maintained in the Library.As soon as a donated book is received, a letter acknowledging the receipt of the publication

should be sent to the Donor. Only after getting the approval of the Library Committee such publications should be brought into stock. G. Library Rules

**1. Authority. - The University Library shall be located in the main campus and it shall be under the control of a University Librarian who is directly responsible to the Vice-Chancellor as per Statute No. 28.**

**2. Opening Hours. - The Library shall be open from 8.00 to 20.00 hours on all working days and on Second Saturdays, Sundays and till other holidays it will work between 8.00 to 14.00 hours.**

Note. - The loan counter shall be closed half an hour before the closing of the Library.

### **3. Admission. -**

(a) The Library is primarily intended for the staff and students of the Tamil Nadu Agricultural University who can make use of the library collections, facilities and services in accordance with the rules. Others can use the Library (for consultation) only with the special permission of the University Librarian. (b) Research students and Honorary workers engaged in special research under the Heads of Departments of the University will be required to Deposit a sum of Rs. 50 as caution deposit for consultation and borrowing of books from the Library. (c) Scientific workers and other private persons such as agriculturist, etc. can be admitted as members of the Library at the discretion of the University Librarian. They should deposit an amount of Rs. 100/- as caution money deposit. (d) If within three years of the death of a caution deposit holder, no claim is made by his/her/heir/heirs for refund of the deposit amount, the deposit amount of such members shall lapse to the University.

**4. Loan Service. - (a) Books can be taken out from the Library only on the Ticket System. A book will be lent out on loan to a member only, in exchange for one of his tickets. This ticket will be handed over back to the member when he returns the book.**

(i) The Library ticket (s) of a member will be valid for 3 years (36 months) in the case of staff members and Ph.D Scholars and 2 years (24 months) in the case of M.Sc. (Ag.) Students and 1 year (12 months) in the case of undergraduate students. (b) To get enrolled as a member, a person shall make an application in the prescribed form to the University Librarian who will scrutinise it and issue the necessary membership tickets as indicated below:-

Categories	No. of books
(i) Officers of the University	12
(ii) Professors, Associate Professors and persons of similar category	12

(iii) Assistant Professors	6
(iv) Instructors, Research Assistants and person of similar category	6
(v) Post-graduate students	6
(vi) Under Graduates	2
(vii) Administrative and other categories of subordinates	1
(viii) Caution deposit holders	2

(c) Staff members on transfer/retirement/resignation shall return all the Library tickets and other dues, if any, and take the 'No-Due Certificate' from the Librarian, failing which the Last Pay Certificate or resignation will not be issued or accepted. Note -(i) The University will not accept the resignation or issue of Last Pay Certificate to any of its staff members of any category either at Coimbatore or outside, unless the 'No-Due Certificate' of the Library is received by the University. (ii) Any lapses on this account will entail the concerned University staff responsible for such lapses to make good the loss incurred by the Library. (d) In the case of students they will surrender their Library tickets 15 days before their leaving the University and take the 'No-Due Certificate'. For the students under Trimester System, the 'No-Due Certificate' should be obtained before the issue of the final transcript. (e) (i) If a member loses his borrowers tickets, he should immediately report the matter to the University Librarian in writing. In the meanwhile, he should make all efforts to trace the ticket(s) so lost and send a second report at the end of the period (15 days) stating the result of his endeavour. If the original ticket(s) is/are not found out, a duplicate ticket(s) will be issued at the discretion of the Librarian at the cost of Rs. 2 (Rupees two only per ticket). The University Librarian will issue either the duplicate ticket(s) or the 'No-Due Certificate' only on receipt of the second report. (ii) Duplicate ticket(s) will be issued for the damaged ticket(s) on payment of Re. 1 (Rupee one only) per ticket. (f) On no account the book(s) borrowed from the University Library are transferable to any other member nor shall any member borrow book(s) on other member's ticket(s). (g) At the discretion of the University Librarian, any book loaned to any member can be called back without assigning any reasons thereof. (h) Inter-library Loan: Inter-library loan will be effected for the benefit of Central/State/Private libraries or institutions on reciprocal basis, by the University. The request for such loan of book (s) from that Library Institution should come from the Head of the Institution Library. (i) Loan service to University staff working outside the Coimbatore city: The University staff who are working in the various research stations attached to the University in the State shall send their loan application clearly indicating the following details:-

### **1. Name.**

### **2. Designation.**

### **3. Postal Address.**

**4. Railway Station.****5. Name of the Author(s).****6. Title of the book(s).****7. Volume No. if it is a bound periodical.**

(i) All subordinate officers must send their loan application through their controlling officers. (ii) Books will be sent from the Library prepaid and the member will use the service stamp or send the books under the University expenses if he is a staff member of the University. Others should return the books to the Library at their own expenses. (iii) Members in the mofussil will acknowledge the receipt of the books immediately. (iv) The members in the case of book(s) despatched from the Library, and the University Librarian in the case of books returned, will take necessary action if the book(s) got lost in transit.

**5. Loan Period. - (a) The maximum permissible period for loaning the University Library books and holdings shall be as follows:-**

	Resident Members	Mofussil Members
1. Books	14 days	28 days
2. Bound Volumes, Bulletin, etc.	7 days	14 days

(b) A book can be renewed for a further period of loan only if this renewal is advised prior to the date of expiry of the original loan and there is no other request for the same book, only two consecutive renewals can be done for each book on loan on each occasion. (i) Renewal of loan shall be done on the physical production of the Book(s) at the Library counter. (c) No renewal will be allowed for bound volumes of periodicals.

**6. Overdue charges. - (a) If a member fails to return the book taken on loan on the due date, he is liable to be charged a overdue charge of Re. 0.10 paise per day per volume.**

(b) In case the book is lost, the member will not be required to pay the over due charges, if any, from the date of actual written report received at the Library.

**7. Loss of Library Books. - (a) The members are requested to report immediately to the University Librarian any cases of losses of borrowed Library books. The actual value of the book lost with the centage of 10% on the value of the book with the forwarding charges, if any, incurred by the University during the acquisition of the book along with the over due**



**charges, if any, will be recovered in full from the member by the University Librarian, who will have the full authority to fix the cost of the book(s) lost. In cases where some rare books are involved, the University Librarian will fix such prices which may be above the original cost of the book, and the decision of the Librarian shall be final.**

Note. - (i) If one book of a set Multiple volumes or One issue of an Unbound volumes is lost, then, the cost of the entire set or volume along with centage, forwarding charges and over due, if any, will be recovered.(ii)If the member does not make the remittance of the recovery within the stipulated date fixed by the University Librarian, he shall pay the over due charges for every day of belated remittance.(b)If a member is in arrears, he will not be issued book (s) unless he clears the same, even though he may be eligible to borrow book (s) on the borrower's tickets.

**8. General Rules. - (a) No person shall be admitted to the University Library unless he is properly dressed.**

(b)Readers desirous of using the Library shall enter their names and addresses legibly in a register which is kept for the purpose. Such signature shall be taken as an acknowledgment that the person agrees to confirm to the rules of the Library.(c)Readers may not write upon, damage or make any marks upon any book, manuscript or map belonging to the Library.(d)No tracing or mechanical reproduction shall be made without the express permission from the Librarian.(e)Silence shall be strictly observed in the Library.(f)Readers shall be responsible for any damage or injury done to the books of other property, belonging to the Library and shall be required to replace such book (s) or property, damaged or injured, or pay the value thereof. If one book of a set multiple volume, one issue of an unbound volume is injured, the whole set shall be replaced.(g)Cases of inactivity or other failure in the service should be reported immediately to the University Librarian, or in his absence, to the senior member of the staff present.(h)While entering the library, all members are requested to deposit their belongings (Over coats, rain coats, umbrellas, brief cases, bags, Vanity bags, manila folders, note books and books, etc., not belonging to the University Library) with the counter staff. They may be collected while the member leave the library. On no account, the library staff could be held responsible for any damage or loss to the property of the member while in temporary custody of the counter staff.(i)Before taking book(s) on loan, a member shall satisfy himself as to whether the book(s) lent to him is in sound condition. If not, it shall be brought to the notice of the Librarian/Senior Library staff on duty about such defects as are observed in the book(s). Otherwise, he is liable to be held responsible for all the defects, if noted when returning the book(s) back to the Library and may have to replace the book(s) by a sound copy/copies.(j)The University Librarian can categories temporarily any publication as reference book if that helps better service during that period and can permit any special or overnight loan under special circumstances.(k)Replacement of books by the members in the racks is strictly prohibited and members should leave the books consulted by them on the Reader's table desk.(l)Books of the types listed below are not available on loan except under special circumstances for which the permission of the concerned Dean or Director is necessary.(i)Encyclopedias, Dictionaries and Directories.(ii)Government rules, regulation, acts and manuals.(iii)Atlases and maps(iv)Old and worn out books and books which are out of print and

cannot be replaced.(v)Heavy and oversize volumes.(vi)Costly publications with full of plates.(vii)Annual Reviews.(viii)Loose issues of periodicals or unbound volumes.(m)Spitting and smoking within the premises of the Library are strictly prohibited.(n)Dogs and other animals shall not be admitted into the Library.(o)New books (Latest additions) received will be kept in the Library for one month after receipt and before that time they will not be issued on loan.(p)The use of fountain pens in the Library is permitted, but no ink should be spilled on the floor or furniture of the Library.(q)Members who disregard the Library rules are liable for the appropriate disciplinary action by the University.(r)The Vice-Chancellor may amend or modify the rules as and when required.

Form XVHealth, Recreation, Schooling and other FacilitiesStatute 39 of the University has provided for creation of certain essential facilities for the benefit of the University employees for which necessary rules for administrative purposes are to be framed. The following rules shall govern these activities:

**1. Health. - Tire University shall maintain its own dispensaries and hospitals with adequate number of beds wherever necessary. In the main campus and other campus of the University where the student strength on the roll is not less than 100 and technical and non-technical strength is also not less than 100, adequate arrangements for medical facilities may be made. This may be in the form of full time or part time medical practitioner attending on the patients for which adequate remuneration is paid to the medical practitioner. There shall be a medical attendant available in the campus for attending on emergent cases. At the Research Stations of the University where the number of staff exceed 50, adequate arrangements for medical aid may be made.**

At the main campus, there shall be a dispensary-cum-hospital with facilities for treating the patients. A qualified doctor with other supporting staff may be appointed for medical service in the campus. Such service should be available to all the employees of the University, and the students of the campus. The service at the hospital and the dispensary at all campuses including the research stations shall be free of cost. Adequate financial provisions for the purpose be made in the budgets of the respective centres. All the employees of the University shall avail of the medical facilities provided. Only in exceptional cases, the University will reimburse the medical charges when availed of outside the University. However, specialised treatments taken by the University employees with private medical practitioners shall be reimbursed with the approval of the respective officers of the University under whom the employees are working and in the case of officers of the University, by the Vice-Chancellor. Until adequate arrangements are made as indicated above in University campuses, the standing orders issued by the University, from time to time, shall regulate reimbursement of medical charges to the University employees.

**2. Recreation. - The employees of the University shall be provided certain essential facilities for recreation which may be in the form of financial support given to recognised organisations functioning within the campuses of the University. Such financial supports may be given to the Staff Club, Ladies Club, Madras Agricultural Students' Union and other similar organisations. The financial assistance may not exceed the annual membership subscriptions collected by the respective organizations. The amount granted to these organizations shall be properly accounted for and annual audit reports of the organisations forwarded to the University for necessary scrutiny.**

Wherever necessary, the University may also grant special funds for specific purposes and for construction of buildings for such organisations. The University buildings may also be rented to such organisations on a nominal rent. The University may also provide facilities for children's recreation in the main campus and in the college campuses. At the research stations where the staff strength is more than 50, such facilities may be created.

**3. Schooling. - The University may create at its discretion necessary facilities for running nursery, primary and secondary schools in its various campuses. A nursery school may be organised and run by the University where more than 25 children of the University employees are available for enrollment. The University may run primary schools where more than 100 children of the University employees are available for admission.**

The University may also permit private organisations or State Government educational departments or Corporation/Municipalities/Panchayats to run primary and/or secondary schools within the campus. For such purposes, the University may provide building and other facilities for nominal rent. The University may seek financial assistance from the State Department of Education and other aid giving agencies for running such schools. However, where funds are not forthcoming, the University may meet the expenses.

**4. Other facilities. - The University shall provide facilities for shopping and marketing. Buildings may be rented to co-operative provision stores, barber shop, tailor shop, washermen, petty pan shops, tea stall, etc. Such facilities may be provided at the main campus and also in the college campuses. At the other University centres where not less than 100 University employees of all categories are employed, such basic facilities may also be provided.**

The University may provide the essential street lighting, sanitation, drinking water supply drainage etc. within the campuses. The University may run cafeterias in the main and other campuses. The

cafeteria should normally be run on "No Profit No Loss" basis through a Committee appointed with University employees as members. The University may also extend financial assistance in the form of subsidies such as free furniture, electricity and water supply wherever found necessary. The University may also permit State owned or private town and city buses to ply through the campus and also provide bus shelters at convenient points for the benefit of the University employees and students. However, the right of permitting such outside buses into University campuses should always be preserved.

**D. Rules for Cafeteria at the Main Campus**

- 1. The name of the cafeteria shall be 'University Cafeteria' and shall cater to the needs of students, members of the staff and other guests of the University.**
- 2. The cafeteria will provide breakfast, lunch, dinner, snacks, soft drinks, etc.**
- 3. The transactions will be on cash basis or coupon system.**
- 4. The cafeteria shall be run on 'No Profit No Loss' basis.**
- 5. There will be a revolving fund which will be provided by the University for efficient running of the cafeteria.**
- 6. There will be an Advisory Committee which will take care of the running of the cafeteria and its management, both in regard to finance and administration.**
- 7. The Committee will be formed by the University with the approval of the Vice-Chancellor. The Comptroller, Estate Officer and the Director of Student Welfare (when appointed) shall be ex-officio members.**
- 8. The Cafeteria may have a full time manager to be paid from the funds of the cafeteria. His salary may be as decided by the Advisory Committee, from time to time. The other staff (viz., cooks, servers, cleaners, etc.) will be appointed by the cafeteria Committee as and when necessary.**
- 9. The Committee will have the following functions:-**
  - (i) Fixing the items to be served and the sale price for all items.
  - (ii) Scrutinising and acceptance of tenders.
  - (iii) According sanction for the purchase from the Cafeteria funds for providing amenities, etc.
  - (iv) Consideration of all matters pertaining to the appointment, increment, pay, leave of the cafeteria staff and making suitable recommendations to higher authorities wherever necessary.
  - (v) To

conduct, supervise and inspect the cafeteria to maintain the quality of the preparations and for maintenance of sanitary conditions and other measures which are necessary for the efficient running of the cafeteria and also for the improvement.(vi)he Committee will nominate the auditors for a term of three years to audit the cafeteria accounts.(vii)The Committee will hold its sittings ordinarily once a month in the cafeteria premises.(viii)All complaints pertaining to cafeteria shall be brought to the notice of the Chairman of the Advisory Committee.(ix)There will be a suggestion book wherein the clients can record their suggestion for improvements, where necessary.

Form XVI  
Civil Works  
A. Administrative Approval and Technical Sanction

**1. For every work proposed to be carried out except petty works and repairs, the cost of which does not exceed Rs. 1,000/- a detailed estimate must be prepared by the Estate Officer for the sanction of competent authority. This sanction is known as the technical sanction to the estimate.**

**2. On receipt of administrative approval to works costing below Rs. 50,000/-, the Estate Officer should prepare detailed estimates and plans, the counter signature of the Dean or Director of Research who applied for the execution of the work should be obtained to the plans and estimates in token of approval of suitability. Technical sanction should then be accorded.**

**3. In the case of work costing Rs. 50,000 and above, the procedure indicated below should be observed. As soon as possible after administrative approval is obtained to any such building scheme, detailed plans and estimates should be prepared with lump-sum provision for electrical and sanitary fittings. When the detailed plans are ready in a rough shape, the Consulting Architect to Tamil Nadu Agricultural University should consult the Head of Institution or Director of Research. The Head of the Institution or Director of Research should also consider specifically such points as layout and orientation of the buildings on the site with an eye on sanitation, water and electric supplies and the suitability and economy of arrangement of the building. The Consulting Architect to Tamil Nadu Agricultural University should ascertain the exact requirements from the Head of the Institution or Director of Research and incorporate them in the building plans which are then to be countersigned. Such approved plans countersigned should not be altered subsequently, without sanction of the Vice-Chancellor. As soon as the plans have been countersigned, the Estate Officers should immediately proceed to obtain technical sanction.**

If in the preparation of detailed estimates it is found that the cost will exceed the estimate administratively approved by more than 10 per cent, revised administrative approval must be got before technical sanction can be accorded. B. Preparation of Estimate

**3. The papers to be submitted with the project for work will consist of a report, a specification and a detailed statement of measurements, quantities and rates, with an abstract showing the total estimated cost in Rupees only of each item. The form of the abstract will depend on the method proposed for the execution of the work. If it is intended to purchase supply materials and to employ labour for construction separately (whether by contract or University agency), the abstract of the estimate would be so framed as to show separately, for each distinct item of artificer's work (1) the cost and quantity of 'labour' and (2) the cost of materials.**

But if this is not the case, e.g. when any item of work is to be executed by contract and it is proposed to contract for the completed items of work, the abstract of the estimate may show merely the quantity and cost of each item of work. In the case of a project consisting of several works, and the report may be a single document for all the works and likewise the specification, but details of measurements and abstracts may conveniently be prepared for each work, supplemented by a general abstract bringing the whole together. In the case of estimates for 'Repairs' or 'Maintenance', only the specification and the detailed statement of measurements and quantities with the abstracts will ordinarily be required. The report should state clearly the purpose of the work estimated for, and explain any peculiarities which require elucidation including where necessary, the reasons for the adoption of the estimated project or design in preference to others.

**4. To facilitate the preparation of estimates, a schedule of rates of each kind of work commonly executed should be prepared annually and the rates entered in an estimate should generally agree with the schedule of rates, but due to any cause of these are considered not sufficient, or in excess, a detailed statement must be given in the data sheet showing the manner in which the rate used in the estimate is arrived at.**

**5. In the case of materials supplied departmentally, the rates allowed to the contractor should not allow any profit on the cost of materials.**

**6. When an extra percentage is allowed on account of special conditions, it should be so stated in a note at the end of the data statements accompanying the schedules of rates, and the extra percentage should not be described as contractor's profit.**

**7. The schedule of rates should be prepared on the basis of rates prevailing in the locality or at the Public Works Department schedule of rates whichever is less and as it is used for the important purpose of preparing estimates and is also used as a guide in settling rates in contract agreements, necessary analysis of the rates for each description of work and the varying conditions thereof should be given as far as practicable. In working out the rates,- the tenders accepted for works during the twelve months preceding the date on which their preparation is due to begin the tendency of rates and prices to rise or fall should be taken into account. When rates and prices are changing rapidly, the Estate Officer should issue orders at any time, that a certain percentage should be added to, or deducted from, all the rates or from certain specified rates or from rates for certain specified classes of items, e.g. for materials or for labour. In the data accompanying the schedule of rates for works, the contractor's profit should not be added as a separate item.**

**8. In addition to the usual charge of 5 per cent for petty supervision and contingencies, all incidental expenditure which can be foreseen, such as compensation for or cost of land, sheds for workmen and stores, should be separately provided for in the estimate. The provision for contingencies may not be diverted to any new work or repair which is not provided for in the estimate and of which the cost exceeds Rs. 2,500/- without the sanction of the Estate Officer.**

**9. Important structural designs should, as far as possible, be prepared by the Estate Officer together with the schedule of quantities, and the remaining designing work of importance should be concentrated by the Assistant Engineer or Construction Engineer, the executive officers being left to deal only with designs for the alterations of existing building and less important new works. The responsibility for the technical features of a design lies with the office for origin. Local officers will be responsible, however, for settling locally, question connected with foundations and other similar matters. Subordinate Officers should always bring to the notice of their higher authorities any unsuitability or technical defect in a design.**

**10. All Tamil Nadu Agricultural University employees should treat the rate and the amount of cost entered against each item in an estimate and the abstract showing the total estimated cost or a part of a work as strictly confidential. No information concerning them may be communicated any account to any contractor, piece-worker or prospective tenderer.**

**11. 'Repairs' may be divided into two classes: 'Ordinary' and 'Special' Ordinary repairs include-**

(i) those which, as a matter of regulation, are carried out periodically and which are usually of the same quantity, from time to time, such as the painting or whitewashing of a building, or a new costing of metal on a road; (ii) other occasional petty repairs which may become necessary, from time to time, and which may have to be carried out between the time of periodical repairs.

**12. (i) Special repairs are other than ordinary repairs, i.e., they are repairs which are not periodical or frequent, etc, re-roofing a building, replacing of beams, renewal of flooring, etc.**

(ii) In respect of irrigation works, special repairs include all operations required to maintain the works in a better condition i.e., to an improved standard by using materials of a more permanent or lasting nature without increasing the efficiency or scope of the system, e.g., cement plastering or pointing in place of ordinary plastering or pointing, plastering in place of pointing, rough stone masonry in place of dry stone packing, revetment to tank bunds at sites of breaches and to margins of rivers at places where they are eroded, grouting the surface of the aprons and revetments, lengthening of aprons and revetments to protect erosions noticed in beds and margins of rivers, canals and channels.

**12.**

A. Ordinary repairs: A separate estimate should be prepared annually for all the anticipated ordinary repairs of each building or work, group of works during the working years, as detailed in the budget.

**13. Estimates for special repairs remain current till the completion of the repairs in the same manner as estimates for original works.**

**14. In the cases of urgency, the Estate Officer may authorize the commencement of periodical repairs in anticipation of the formal sanction of the estimate; but in such cases, an approximate sum must be fixed, to the expenditure of which sanction is provisionally given and the Estate Officer will be responsible that sanction of the competent authority is accorded to**



**the regular estimate at the earliest possible date.**

**15. In the case of all descriptions of work, for the renewal of which any specific period of time has been fixed, the estimate for its repair should show the date when such item of work was last executed.**

**16. To facilitate the preparation of estimates of periodical repairs, a standard measurement book may be kept in the office of the Estate Officer, showing the detailed measurements of each kind of work, which is usually subject to renewal in each work under his charge. Standard measurement books should, however, be maintained properly in the case of repairs to floating plant which require periodical repairs such as painting and tarring.**

**17. Except in the case of lump-sum estimates, for ordinary repairs, the annual expenditure on ordinary repairs to Tamil Nadu Agricultural University buildings (both residential and non-residential) exclusive of municipal taxes should be limited to a maximum of 1 = per cent of the capital cost. If, in any year the expenditure on ordinary repairs to the Tamil Nadu Agricultural University-buildings, exceeds the limit of 1- per cent, the sanction of the Estate Officer should be obtained for incurring the excess expenditure.**

**17.**

-A. The Estate Officer may incur expenditure on the maintenance of electrical installations in Tamil Nadu Agricultural University buildings up to a limit of 5 per cent of the capital cost of the installations without reference to higher authorities. In special cases, in which expenditure in excess of the above limit has to be incurred, the sanction of the higher authority viz. the Vice-Chancellor, should be obtained to the excess expenditure. In the case of residential buildings, the provision for repairs to the electrical installations maybe included in the lump-sum provision to be fixed, this particular item of expenditure being exhibited in the expenditure schedules separately as in the case of 'Rates and Taxes' for purposes of accounts. In the case of the installations in non-residential buildings, a consolidated estimate for all the electric installations, should be prepared and sanctioned. A separate working estimate should be sanctioned to cover the expenditure incurred on account of the cost of the establishment employed to look after the installations in both residential and non-residential buildings including special plant and machinery therein and the expenditure may be distributed annually to the estimates of the several buildings concerned for purposes of capital and revenue accounts.

**18. Provision for the payment of municipal or other taxes on University buildings should be made in the annual repair estimates.**

**19. If the cost of ordinary annual repairs, excluding municipal taxes, to a building (Residential or Non-residential) is less than Rs. 1,000, the Estate Officer may prescribe, subject to revision, from time to time, a lump-sum limited to Rs. 1,000 (plus the amount of municipal taxes, if any, payable by the Tamil Nadu Agricultural University) to cover the cost of ordinary annual repairs and within this amount, expenditure will be permissible year after year without any detailed estimate being prepared. Such lump-sum estimates should be framed after a consideration of the cost of maintenance in the past and is not subject to the 2 per cent limit except in the case of residential buildings. If, in a working year, the estimated cost of ordinary repairs is more than the permissible limit given above, or if the lump-sum sanctioned by the Estate Officer is exceeded, a detailed estimate should be prepared in accordance with the ordinary rules and sanctioned by the competent authority. On sanction being accorded to such an estimate, the sanctioned lumpsum estimate would automatically be superseded for the working year in question.**

Electrical works: Similar lump-sum estimates may also be prepared and sanctioned for ordinary repairs to electrical installations in civil buildings. Where the cost of such annual ordinary repairs is less than Rs. 2,000, the Vice-Chancellor may prescribe subject to revision, from time to time, a lump-sum limited to Rs. 2,000 to cover the cost of annual maintenance of electric installations in civil buildings. The Estate Officer may similarly prescribe lumpsum up to a limit of Rs. 1,000. Within this amount the expenditure will be permissible year after year without any detailed estimates being prepared and when the above limits are exceeded in any working year, detailed estimates will have to be prepared in accordance with the ordinary rules and got sanctioned by the competent authority.

**20. It is irregular to classify under 'Special Repairs' an estimate which provides for items of ordinary repairs for the reason that the repairs cannot be completed before the date fixed for the closure of annual maintenance estimates.**

Contracts

## **21. The works executed by the University are carried out by one of the under mentioned three methods.**

(i)departmentally by the employment of daily labour,(ii)by piece work agreement in Tamil Nadu Agricultural University Form-II,(iii)by an agreement in Tamil Nadu Agricultural University Form-III based on a lumpsum tender system, as defined in the Tamil Nadu Detailed Standard Specifications.Method: (i) above is adopted in cases where no contractors are available or where, for other reasons, it is found more economical. Under this method, the University manufactures or purchases its own materials. The purchase of materials or tools and plant and machinery is governed by the stores rules.Under Method: (ii) the pieceworker is merely to execute a specified work at specified rates without reference to quantity or time. The conditions of the contract and the security to be taken from the piece worker for the due fulfillment of the contract are set forth in form P.W.D. V. 51. The piece-worker usually possesses little professional knowledge or capital and employs no supervising staff. The University arranges for supervision, the setting out and the measuring of all work. The piece-work system shall ordinarily be confined to works (including improvements and repairs) costing not more than 1,00,000. If in any case of improvements and repairs costing about Rs. 1,00,000 is considered preferable to adopt the piece work system instead of method (iii), the reasons therefor should be recorded in the relevant file. In special tracts, where good contractors may not be available, the piecework system may be adopted even for original works costing above Rs. 1,00,000. The schedule of rates in the piece work agreements should show rates either for finished work or for labour and materials, as the case maybe, even for items for which lumsups have been provided in the sanctioned estimates.In regard to method (iii), the details are set forth clearly in-(1)The Preliminary Specification of the Tamil Nadu Detailed Standard Specifications.(2)The standardized forms of articles of agreement, tender notice and tender mentioned in the Tamil Nadu Detailed Standard Specifications and Tamil Nadu Agricultural University work Forms Nos. I, II, III.(3)The intermediate and the final bill forms connected therewith. University Bill Form No. IV and V.In the case of each work executed under Method (ii) or Method (iii), the authority accepting the contract will decide whether it is desirable to retain, in the hands of the University the surplus of imported stores or other materials.In case where it is decided that the University should supply certain materials to the contractor for use on the work, a description of every such material and the rate and place at which it will be supplied should be specified in the notice called for tenders and also in the schedule forming part of the agreement. In cases where the contractors are allowed to supply the required imported articles themselves, the description of such articles must be clearly defined by governing specifications. For cases where the 'British Standard Specifications' standards are not applicable other suitable methods should be adopted, such as, specifying the catalogue number product of a reputable firm. When test certificates are demanded, full particulars shall be given in the tender notice and the agreements and it shall also be stated therein that the cost of furnishing such certificates shall be borne by the contractors.

## **22. Before a work is given out on contract, the authority competent to accept the contract must prepare 'contract documents' to include:**

(i) a complete set of drawing showing the general dimensions of the proposed work and so far as necessary details of the various parts works to be done under lumpsum items in the schedule to the agreement should be clearly defined by specifications or drawings, as necessary; (ii) complete specifications of the work to be done and of the materials to be used, unless reference can be made to specifications contained in the Tamil Nadu Detailed Standard specifications and into Addenda volume - (in the case of the items of work for which there are already standard specifications the numbers of the relevant specifications of the Tamil Nadu Detailed Standard Specifications should be referred to in the schedule attached to the agreement.) (iii) a schedule of the quantities of the various descriptions of work. (This is necessary only in the case of contracts based on the lump-sum tender system as defined in the Tamil Nadu Detailed Standard Specifications.) In such a case, the total under the schedule of the agreement must be equal to the lump-sum entered in the agreement, and, (iv) a set of 'conditions of contract' to amplify as necessary the preliminary and other specifications of the Tamil Nadu Detailed Standard Specifications forming part of contracts based on the lump-sum tender system (in the case of piecework contracts, the conditions considered necessary for any particular case in addition to those printed in Form TNAU - Work Form No. 1 should be attached to the agreement).

**23. The terms of a contract must be precise and definite and there must be no room for ambiguity of mis-construction therein. No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent authority. If the contract, even when it is within the powers of acceptance of the constructions or Maintenance Engineer or Assistant Engineer is to be of a very special nature, he should, before inviting tenders publicly, submit the contract documents to the Estate Officer for his approval or remarks together with a copy of the proposed advertisement for tenders and the form in which the tenders are to be submitted. The Estate Officer should, similarly when the amount of the contract is likely to exceed his powers of acceptance or when it is to be a very special nature, submit the contract documents to the Vice-Chancellor for approval.**

**24. Contracts should where possible, be executed on one or other of the standard forms, but they may be modified to suit the requirements of any particular case, or for works of great magnitude, after consultation with the legal advisors of the Tamil Nadu Agricultural University. In cases where it is considered that none of the standard forms can be used even with suitable modifications, the contracts should be got prepared specially by the Tamil Nadu Agricultural University Law Officers. Estate Officer and other employees under him are responsible that the terms of contract are strictly enforced and that no act is done tending to nullify or vitiate a contract.**

All agreements entered into with the University by contractors for the execution of works are exempt from stamp duty.

**25. Tenders which should always be sealed, should invariably be invited in the most open and public manner possible, whether by advertisement in the local newspapers, or by notice in English and the Vernacular pasted in public places, and tenderers should have free access to the contract documents. The notice should in all cases state. - (i) when and where the contract documents can be seen and the blank forms of tender can be obtained and also the amount to be paid for sets of plans or other tender documents, (ii) when and where tenders are to be submitted and are to be opened (in the case of large contracts, the date of receipt of tenders should be at least one month after the date of first advertisement or notice); (iii) the amount of earnest money to accompany the tender, and the amount and nature of the security deposit required in the case of the accepted tender; in the case of lump-sum contracts, the amount of earnest money and that of the additional security, and in the case of piece-work contracts the amount of earnest money, should each be 2½ per cent of the estimated amount of the contract when the contract is only for part of the work included in the estimate; and (iv) with whom or what authority the acceptance of the contract will rest. Authority should always be reserved to reject any, or all, of the tenders so received without the assignment of a reason, and this should be expressly stated in the advertisement.**

In the case of works to be given on contract based on lump-sum tender, as defined in the Tamil Nadu Standard Specifications, the forms of tender notice and tender (standardized as Tamil Nadu Agricultural University Form No. I and II) should be used with such modifications as any particular work may require. No tender should be accepted from any person directly or indirectly connected with the University service. The Estate Officer or an authorised employee should open the tenders in the presence of the tenderers or their authorised agents who may choose to be present at the time. The Officer opening the tenders should also initial all corrections in each tender, which have been initialled by the tenderer. If there are corrections in the tender unattested by the tenderer, a note of such corrections should be made on the tender itself, when it is opened. The Officer opening the tender should keep a personal note of the total number of tenders opened by him and verify therewith the number in the comparative statement of tenders. After the receipt of the comparative statement and before the selection of a tenderer, the officer concerned should examine all the tenders and satisfy himself that no corrections which were not in the tenders at the time he received them had been made in any of them.

**26. As a rule, no tender for the execution of works of any description should be received unless accompanied by a bank draft endorsed to the Comptroller, Tamil Nadu Agricultural University for earnest money to the extent which has been notified as necessary in the tender notice. The earnest money is the guarantee of the tenderer to deposit the requisite security and to enter into the required agreement on intimation of the acceptance of his tender. It is forfeited in case of default.**

**27. In selecting the tender to be accepted, the financial status of the tenderers, their capability, the security offered by them or the record of their execution of any works previously should be taken into consideration. Other conditions being equal, the lowest tender should be accepted. In cases where a tender other than the lowest is accepted, a confidential record should be kept of the reasons for doing so. This confidential record should be shown to the audit if required.**

The acceptance or rejection of tenders is, however, left entirely to the discretion of the officer to whom the duty is entrusted and no tenderer can demand the cause of rejection of his offer. Such an explanation may, however, be called for by a superior authority, if considered necessary.

**28. The forms of security to be taken in the case of piece work contracts is laid down in the conditions printed in Tamil Nadu Agricultural University Work Form No. I.**

The forms of security to be taken in the case of contracts based on the lump-sum tender system, as defined in the Tamil Nadu Detailed Standard Specifications, are given in the forms of tender notice and articles of agreement connected therewith.

**29. Originals of tenders and agreement for execution of work approved by the Estate Officer or by higher authorities should be kept in the personal custody of the Estate Officer or by an employee authorised by him. He should maintain a careful check of all original tenders and agreements that are put up for reference in connection with audit of bills, etc., or sent to Assistant Agricultural Engineers or Construction Engineers. When copies of such tenders and agreements are issued to other officers or contractors, the Estate Officer should see that the copies are correctly transcribed from the original and should sign them himself. Similarly, originals of the tenders and the agreements approved by Assistant Engineers/Construction Engineers should be kept in their personal custody and they are responsible for their**

**safe preservation. Copies made for submission to the Estate Officer or for issue to contractors should be signed by the Assistant Engineers.**

At the time of transfer of charge, a written statement of original tenders and agreements handed over and taken over should be made out and signed by the relieved and the relieving employees.

**30. No authority lower than Assistant Engineer can accept any tender or make a contract for Civil Works. The Officers legally empowered to execute on behalf of the Tamil Nadu Agricultural University, the different classes of deeds, contracts and other instruments are detailed in the Statutes. This power is, however in each case, subject to the University rules laying down the powers of officers to enter into contracts.**

**31. An officer empowered to enter into contracts may, after the estimate has been duly sanctioned, give out to different contractors a number of contracts relating to one work, even though the estimated cost of work may exceed the amount up to which he is empowered to accept tenders, provided there are special orders to the contrary, and the amount of each contract is within the limit of the officer's power to accept tenders. But, no contract may be entered into with any individual contractor in excess of this limit nor may a second contract be entered in connection with the same work which is still in force, if the sum of the contracts exceeds the power of acceptance of tenders of the authority concerned.**

**32. The following rules must be carefully noted:-**

(1) No officer may enter into a contract into which he is not empowered to call for tender. (2) No authority may accept any contract for a work until an assurance has been received from the authority competent to provide funds for the same, that such funds will be allotted before the liability matures. (3) On no account should rates in excess of those provided in the agreement be paid, as the payment of such rates which are not due would nullify the contract. (4) Duplication of agreements should, in no case, be required, that is to say, an authority who has concluded an agreement should not be required to draw up and sign again an agreement already executed. Starting work It is fundamental rule that no work shall be begun unless a properly detailed design and estimate have been sanctioned, allotment of funds made, and order to begin issued by competent authority. Provision in the budget conveys no authority for outlay. The exceptions are petty works, repairs in cases of real emergency which must be reported immediately to the authorities competent to accord administrative approval and technical sanction. Similarly, the sanction of a design and estimate by an authority, whatever, conveys no permission to start expenditure unless funds have been provided for the expenditure by competent authority. Further,

no liability may be incurred, and no officer may accept a contract for any work, until an assurance has been received from the authority competent to provide funds that such funds will be allotted before the liability matures.

**33. Ordinarily no work executed by method (ii) or method (iii) described in paragraph 21 should be started without a formal agreement or contract sanctioned by a competent authority. The procedure to be followed in emergent works is described in paragraph 37.**

**34. No formal agreement is necessary in regard to petty works and repairs, the estimated cost of which is Rs. 1,000 or less, but even in these cases, there should be some written understanding though not in any prescribed form specifying prices and rates.**

**35. (a) When a contractor refuses to execute work at the rates provided in his piece work agreement, then, the agreement should be terminated and the work measured up and paid for at the rates in the sanctioned agreement enforcing or not, as the case may be, the forfeiture of the security deposit. The work should not then be given out at higher rates, unless open tenders have been called for and the most favourable rates obtained.**

(b) Revision of rates in accepted agreements of any kind, during the currency of such agreements are normally prohibited. In cases, however, where the Estate Officer considers there are sufficient reasons to revise rates in current agreements then the sanction of the authority above that which accepted the agreement should be obtained, placing on record with the amount of work to be done under the concerned items and on the total amount of the work to be done under the agreement. Whenever revised rates in an agreement are sanctioned, the increased rates will have effect only from the date of sanction of Such revised rates, unless it is specially stated by the sanctioning authority that they should have retrospective effect. (c) In all cases, as in (a) and (b), it must be observed, that the rules governing such estimate revision as may be involved are complied with. (d) The corrections in agreements should be attested under dated initials by the accepting authority also not only to indicate his acceptance of the altered rates, but also to prevent any tampering with agreements after approval. (e) In all cases in which work not covered by the original agreement is ordered the rate for such items of work should be settled as laid down in clause 7 of the conditions printed in the form of piece work agreement or clause 63 of the Preliminary Specification of the Tamil Nadu Detailed Standard Specifications. Such extra items of work should not be ordered by the Estate Officer on his own responsibility, if the revised estimate or deviation statement provided for them requires the sanction of a higher authority. (f) In respect of fines or forfeiture of deposit ordered by an authority with reference to the relevant conditions in the forms of agreement or relevant clauses of the preliminary specifications to the Tamil Nadu Detailed Standard Specifications in an agreement in use in the Tamil Nadu Agricultural University the authority higher



than the one who has accepted the agreement may in his absolute discretion alive or modify the fine or forfeiture imposed by a lower authority.

**36. If in any case, whether on grounds of urgency or otherwise an executive officer is required to carry out a work for which no estimates have been sanctioned or for which no financial provision exists (whether estimates have been sanctioned or not), the orders of the officer authorising the work should be conveyed in writing. On receipt of such written orders, the officer who is directed to carry out the work should immediately intimate to the Comptroller that he is incurring a liability for which there is no provision or inadequate provision of funds and should, at the same time, state approximately the amount of the liability which, it is likely, he will incur by compliance with the written orders, which he has received. The Comptroller will then be responsible for bringing the facts instantly to the notice of the Vice-Chancellor.**

**37. If, in the case of a work executed on the contract or piece-work system, the circumstances are so emergent that it is impossible to enter into a formal contract or agreement, the officer on the spot who starts the work should enter into a piece-work agreement at least in the first instance. This form of agreement is particularly suitable as it is terminable in case the higher authorities, who are competent to sanction the proper agreement in the standard form, disapprove when the circumstances are so emergent that even a piece-work agreement cannot be signed, it will be sufficient to have a written order for the work signed both by the piece-workers or the contractor and the officer on the spot. There should, however, be no avoidable delay in preparing a proper estimate and an agreement in the standard form and in obtaining the sanction of the competent authority.**

**38. The sanction to an estimate must on all occasions be looked upon as strictly limited to the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual savings on a sanctioned estimate for a definite work should not without special authority, be applied to carry out additional work not contemplated in the original project on fairly contingent on its actual execution.**

Savings due to the abandonment of a substantial section of any project sanctioned by any authority are not to be considered as available for work on other sections without the further sanction of that

authority.

**39. In exceptional cases where it is desirable to begin work on a project which has been administratively approved, before the detailed estimate for the whole project has been prepared, it is permissible for the authority competent to sanction the final technical estimate as a whole, to accord sanction to detailed estimates for component parts of the project, subject to the following conditions.**

(1) For each such work or component part, there must be a fully prepared detailed estimate and, in the administrative approval as a whole, there must be a clear and specific amount corresponding to the work or component part in question. (2) The amount of the detailed estimate must not exceed the amount included in the administrative approval by more than 10 per cent. (3) The sanctioning authority must be satisfied, before according sanction, that the amount of the technical sanction for the whole project is not likely to exceed the amount of the administrative approval and that the work or component part in question can be appropriately commenced without affecting, or being affected by, any other part of the project financially or otherwise.

**40. To obviate delay in commencing work on a detailed estimate, for a complete project which has been prepared and submitted for technical sanction, but which requires minor amendments in the design or estimate, the sanctioning authority should adopt one or other of the following courses.**

(1) Amend the design or estimate in his own office and sanction it or (2) sanction the parts of the estimate which are approved subject to conditions (2) and (3) specified in paragraph 39 and call for amended detailed estimates for the other portions of the project.

**41. The approval or sanction to an estimate for any work other than annual repairs will, unless such work has been commenced, cease to operate after a period of five years from the date upon which it was accorded.**

**42. Where important structural alterations are contemplated though not necessarily involving an increased outlay, orders of the original sanctioning authority should be obtained. A revised estimate should be submitted for technical sanction, should the alterations involve any substantial change in the cost of the work.**

Supplementary Estimates

**43. Any development of a project though necessary while a work is in the progress, which is not fairly contingent on the proper execution of the work as first sanctioned, must be covered by a supplementary estimate, accompanied by a full report of the circumstances which render it necessary.**

The following particulars should, invariably, be furnished when submitting supplementary estimates for sanction.(1)Every supplementary estimate should be numbered consecutively as first supplementary estimate, second supplementary estimate, third supplementary estimate and so on; and(2)The application for sanction to supplementary estimates should show the amount of the original estimate and the total amount including the supplementary estimate for which sanction is sought and also of the supplementary estimates sanctioned previously.Revised Estimates

**44. A revised estimate must be submitted when the sanctioned estimate is likely to be exceeded by more than 5 per cent for any cause whatever, or when material developments or deviations have necessitated revised administrative approval, it must be accompanied by a report showing the progress made to date and explaining fully the cause of the revision. The revised estimate need not contain details of items which are not altered, but merely a note to this effect, but the altered items should be shown in a comparative statement. The sanctioned estimate must accompany a revised estimate. It is the duty of the Estate Officer to see that a revised estimate is prepared and disposed of direct when necessity arises.**

**45. When excess occurs at such an advanced period in the construction of a work as to render the submission of a revised estimate purposeless, the excesses, if beyond the power of the Estate Officer, to pass must be explained in a completion report.**

#### Completion Reports

**46. A consolidated completion report in Tamil Nadu Agricultural University Works Form No. VII should be prepared monthly of all completed works other than those referred to in clause (b), the actual expenditure on which is in excess of the sanctioned estimate by an amount greater than that which the Estate Officer is empowered to pass. This report should show for each work or group of works the estimated cost, the outlay, the excess, when the completion report is utilised instead of a revised estimate, sufficient details must be given, if the excess is more than 5 per cent to satisfy the authority whose sanction is necessary.**

(b) A detailed completion report in Tamil Nadu Agricultural University Works Form No. VI need only be prepared in respect of work on which the outlay has been recorded by sub-heads. (i) When, if the work was sanctioned by higher authority, the total estimate has been exceeded by more than 5 per cent. (ii) When, if the work was sanctioned by the Estate Officer the total estimate has been exceeded by an amount greater than that which he is empowered to pass. This report should give a comparison and explanation of differences between the quantity rate and cost of the work executed and those entered in the estimate.

**47. It is left to the Estate Officer when starting the execution of the work to decide whether intermediate completion reports may be submitted for important component works forming part of a large scheme.**

**48. In all cases of submission of revised completion reports, full particulars should be furnished as regards the excesses incurred and the circumstances under which the revisions of the original completion report has become necessary.**

**49. Completion statements or reports should not be delayed for want of a completion certificate.**

**50. When the settlement of compensation claims is unavoidably delayed, the completion report should not be held back on this account, but the estimated amount of compensation for land should be recorded therein as distinct item in order that the total cost of the work including liabilities may be brought out in the completion report, so as to admit administrative check being exercised over the total outlay as compared with the sanctioned estimate.**

#### Record Drawings

**51. Record drawings, showing the work as actually constructed, should be completed as soon as possible by the officer in immediate charge of every new work, or alteration of an existing work, for approval and record by the Estate Officer.**

#### Inspection of Buildings

**52. (a) Every building borne on the Tamil Nadu Agricultural University registers should be carefully examined once a year by the Engineers of the Tamil Nadu Agricultural University, as indicated below, such inspections being made in respect of the soundness or otherwise of the roof and floor**

**timbers in the buildings and in respect of their general condition.**

(i) Junior Engineers to inspect once every year all buildings costing Rs. 5,000/- and below, both residential and non-residential within their jurisdiction. (ii) Assistant Engineer to inspect every year all buildings, in their jurisdiction costing above Rs. 5,000 and not above Rs. 25,000. (iii) Maintenance or construction Engineer to inspect every year all the buildings in his jurisdiction costing above Rs. 25,000 and not above Rs. 50,000. (iv) Estate Officer shall inspect buildings costing above Rs. 50,000. (b) The Estate Officer, the Construction or Maintenance Engineer, the Assistant Engineer and the Junior Engineer should record notes of their inspections in separate registers to be maintained by each of them. All these registers should be scrutinised by the Estate Officer. (c) Estate Officer should inspect, as often as possible, buildings which show cracks or definite signs of deterioration and take early steps to effect the necessary improvements thereto. XVII. University Building A. Allotment of Bungalows and Quarters

**1. These rules shall regulate the allocation of residential Bungalows and Quarters in the Tamil Nadu Agricultural University, Coimbatore.**

**2. (a) The Estate Officer in the University main campus at Coimbatore (and the Dean and other Heads of Institutions in outside campuses) shall be responsible for proper allotment of the bungalows and quarters and recovery of rent. The quarters and Bungalows will be allotted on the specific written requests only. The Estate Officer shall be competent to allot the quarters from F type to A type quarters. He shall allot the Bungalows on the approval of the Vice-Chancellor.**

**3. Employees in the cadre of Associate Professors and Assistant Professors and similar cadre and above only are eligible for allotment of Bungalows and A type quarters.**

Note. - If both husband and wife are employed in one station, only one member will be eligible for Bungalow/Quarters and the person to whom it is allotted will not be eligible for the House rent allowance.

**4. (a) The various types of quarters as indicated below are earmarked for allotment to the employees noted against each.**

(i) Quarters at the Veterinary  
Hospital

Staff attached to Hospital

(ii) Quarters at the Lawley Road  
Dispensary

Staff attached to the Lawley Road Dispensary

(iii) Staff quarters at Paddy and Millet Breeding Stations	To be allotted as far as possible to the staff working in the Paddy Section and Millet Section respectively.
(iv) 'E' Type quarters	Attenders and Malaria Field Assistant, Cars, Van and Bus Drivers
(v) 'F' Type quarters	Peons and Mazdoors
(vi) Rent free quarters in Sanitary Mazdoors line	Sanitary mazdoors

Note. - The persons eligible for different types of quarters will be classified into distinct groups with reference to the actual pay drawn by them. The members in each group will be arranged in the order of seniority with reference to their salary. Within the same category if more than one person draw the same salary, the date of next increment in respect of each candidate shall be taken into consideration and the person getting earlier increment should always be given priority over the others. If there are no permanent or officiating servants, then the claims of the persons appointed temporarily will be considered with reference to their date of first appointment in continuous service.

**4. (b) When a Bungalow or 'A' type quarters falls vacant, it shall be allotted according to the seniority of the employee. Heads of Departments will be given preference in allotting Bungalows, subject to approval by the Vice-Chancellor.**

Note. - If certain Bungalow are vacant, the Vice-Chancellor may keep them vacant instead of allotting to the lower category employees of the University.

**5. Quarters except those coming under rule 3, shall ordinarily be allotted according to the seniority and as per the following pay range of all categories put together.**

'B' Type quarters Pay	Rs. 500 and above
'C' Type quarters Pay	Rs. 350 to Rs. 499
'D' Type quarters Pay	Rs. 200 to Rs. 349
'E' Type quarters	Attenders and other superior staff drawing Rs. 150 to 199 and the Stockman, Compounder attached to the Veterinary Hospital and Malaria Field Assistant.
'F' Type quarters	Only for Peons, Mazdoors and Engineering staff drawing below Rs. 149

**6. Mutual exchange of Bungalows and quarters within a type shall be permitted at the discretion of the Estate Officer (Heads of Institutions in outside campuses). Persons who are occupying a higher or a lower type of Bungalow or quarters due to some reasons or other in the interest of the University shall be given the Bungalow or quarters in the exchange to which they are eligible for such a type at the earliest opportunity.**

**7. The following employees shall have preferential claims as shown below for allotment of bungalows and quarters in the University campus at Coimbatore.**

**1. Preferential claims: (Not in order of Priority) (i) Bungalows and 'A' type quarters.**

1. Vice-Chancellor (Rent free and furnished Bungalow)	1
2. Registrar	1
3. Comptroller	1
4. Deans of the Colleges	1
5. Estate Officer	1
6. Director of Research	1
7. Director of Extension Education	1
8. Heads of Department	1
9. Assistant Agronomist, Central Farm	1
10. Additional Assistant Agronomist, Central Farm	1
11. Assistant Agricultural Engineer (Mechanical)	1
12. Administrative Officer	1
13. Assistant Comptroller	1
14. Assistant Agricultural Engineer (Civil)	1
15. Wardens and Deputy Wardens	1
16. Personal Assistant to the Vice-Chancellor	1
17. Assistant Registrar	
18. Director of Student Welfare	1
19. University Librarian	1
20. Medical Officer	1

(ii) 'B' and 'C' type quarters shall be allotted under preferential claim in the following order of priority.

# **1. Farm Managers, Dairy Managers, Farm Managing Assistants and Research Assistant in Meteorology.**

## **2. Security Officer (who is on deputation from the Police Department shall be eligible for rent free quarters);**

## **3. Other miscellaneous staff;**

Senior Steward (Hostels), Supervisor (Electrical), Supervisor (Water Supply) Assistant Librarians, Physical Instructors(iii)'D' type quarters (Preferential claims) Essential Services.

Sanitary Inspector

Junior Steward (Hostels) 1

Store-Keeper, Central Farm 1

Personal Clerk 1

Store-Keeper (Millet Breeding Station) 1

Store-Keeper (Assistant Agrl. Engineer (Res.) 1

Store-Keeper (Central Stores) 1

Store-Keeper (Chemistry) 1

Stenographer to Vice-Chancellor 1

Personal Clerk to the Vice-Chancellor 1

Stenographer to Registrar 1

Stenographer to the Comptroller 1

Stenographer to Dean 1

Midwife - Lawley Road Dispensary 1

Foreman (Electrical) 1

Foreman (Mechanical) 1

Library Assistants 2

Agricultural Assistants whose services are essential early in the mornings and late in the evenings for field work Employees enumerated under Rule 2 (b) and falling within the pay range of eligibility for D type quarters(iv)'E' type quarters (preferential claims) Car Drivers Bus Drivers Malaria Field Assistant 1(v)'F' type quarters (preferential claims)(1) Miscellaneous staff

Male Nursing Orderly of the Agricultural College and Research Institute Coimbatore 1

Woman Nursing Orderly of the Lawley Road Dispensary 1

Senior-most Gasman and Senior-most Pump Attendant 1

Sanitary Maistry 1

Havildar and a Skilled Mazdoor of the Security Section 1

Lineman and Electrician 1

Hostel Attendants 1



(2)Subordinates enumerated under rule 2(b) and falling within the pay range of eligibility for T' type quarters.(3)The remaining 'F' type quarters will be allotted to the regular Mazdoors of the Farms, Security Sections, Peons and Engineering Staff according to seniority and as per essentiality of the services.II. Non preferential:All categories of employees other than those indicated in item (1) will come under this group-.

**8. Bungalows and quarters allotted on preferential or non-preferential basis should ordinarily be vacated within the period of joining time, when the allottee is transferred from the post. He or she (in the case of preferential) will, however, be given maximum limit of three months to vacate the Bungalow and the quarters, if such a transfer is to a non-preferential post within the campus or outside or relieved for higher studies and in the case of non-preferential for transfers outside the campus.**

**9. Persons to whom Bungalows and quarters have been allotted shall be liable to pay rent from the date of allotment of quarters, irrespective of the date of occupation, at a maximum of 10% of his basic pay or as per rules in force in the Government of Tamil Nadu as house rent whichever is less and when he occupies any quarters of the University, the rent chargeable for the quarters shall be deducted from the allottees salary at the source of payment. The Head of the Department or the employees empowered to draw and disburse the pay of the-staff shall send a statement of the rent collected every month with the required details to the Estate Officer and the Comptroller.**

**10. No Bungalows and quarters shall be occupied by those other than the allottees. Failure to occupy the Bungalows and quarters shall entail the allottee to pay the rent from the date of allotment to the date of occupation by the next allottee. He shall not draw house rent allowance from the date of allotment of quarters to the date of occupation by the next allottee. No subletting of Bungalows or quarters either in whole or in part is allowed. The Bungalows or quarters should not be kept locked up indefinitely without occupying them by the allottees and should not be used for any purpose other than for residence. The allottee should not change or alter any of the permanent fittings or fixtures in the quarters.**

Both at the time of occupation and vacation of quarters, the allottee shall take charge and hand over charge of all fittings and fixtures of the quarters under acknowledgment. Any deficiencies noted at

the time of handing over charge shall be charged against the allottee.

**11. Employees of the University on leave, irrespective of with or without allowances for a period of not exceeding four months and employees under suspension will be allowed to retain their Bungalows and quarters on payment of rent. In the case of allottees, who have proceeded on leave without allowances, the rent and taxes shall be paid in advance in cash and receipts produced. Employees who are on leave on medical certificate with or without pay beyond the period of four months will be permitted to retain the Bungalows and quarters on production of medical certificate stating that they are still under treatment.**

**12. Not less than 15 day notice shall be given to the Registrar, if the occupant desires to vacate the Bungalows and quarters. If sufficient notice is not given, the occupant is liable to pay rent and taxes up to the date on which the surrender is accepted.**

**13. (a) Employees of Tamil Nadu Agricultural University occupying the residential Bungalows and quarters shall vacate them within the period of joining time allowed or within the time allowed for retention, viz., up to three months, if they are transferred outside the campuses or relieved for higher studies. The usual rent fixed for the Bungalows/Quarters and penal rent at 40% of the monthly total emoluments of the occupants shall be collected for the period beyond the expiry of the date of retention allowed or till they are evicted.**

(b) Permission shall be granted by the Vice-Chancellor/Registrar for retention of the Bungalows and quarters as the case may be, up to a maximum period of three months in the following cases:-(i) From the date of retirement, in the case of employees retiring from service (ii) To the members of the family from the date of demise of employee in the case of employee who expired while in service; and (iii) From the date of re-employment in the case of re-employed employees. The rent and taxes shall be collected at the same rates recovered earlier. In the case of item (i) above, the amount shall be recovered in advance every month. In the case of item (ii), the amount shall be recovered in advance or adjusted from the amount due to the deceased employee when the amount due is greater. (c) The employees of Tamil Nadu Agricultural University, whose services are terminated or who are dismissed from service, shall vacate the Bungalows or quarters immediately (on the date of order). In cases of default, they shall be evicted as in sub-rule (d) below in addition to the recovery of usual rent and taxes due and penal rates of rent at 40 per cent of the emoluments last drawn by such employees while on duty. (d) The employees of the Tamil Nadu Agricultural University, who, after enjoying the concessions under the rules 8, 13(a) and (b) and 15(a) refuse to

vacate the Bungalow/quarters and continue to occupy unauthorisedly, they shall be evicted if persuasion fails, by using such force as is necessary with the help of the Security staff and Police. This procedure shall be followed in all cases of unauthorised occupation of Bungalows and quarters in the Estate of Tamil Nadu Agricultural University.

**14. When an University employee is on tour or leave, gets a Bungalow or quarters allotted to him during that period, he/she shall be liable to pay rent from the date of allocation irrespective of the date of occupation.**

**15. Applications for the allotment of residential accommodation in the University campuses shall be received in the prescribed proforma.**

Appendix - II Application for Allotment of Bungalows/ Quarters in the University Campus To The Registrar Tamil Nadu Agricultural University Coimbatore - 3 Through The proper channel Sir, I request that the University quarters detailed below may kindly be allotted to me. I am furnishing hereunder the required particulars.

**1. (a) Name and designation (in full)**

(b) Status (Emergency, Probationer, approved probationer etc.

**2. (a) Pay and grade (with details of Rs. p.m. Scale of pay allowances drawn)**  
**Pay.....**

D.A.....H.R.A.....O.C.A.....C.A.....Any other allowance.....Total.....(b) Date of first appointment to each category (c) Total service (d) Due date for next increment

**3. Office in which working/Head quarters**

**4. Nature of work and timings (Administrative/Research/Teaching/Extension etc.)**

**5. Permanent address**

**6. Married/Single (Total No. of family members to be furnished)**

Male:

Female:

Children:

Total:

**7. Details (with type) of quarters required for.**

**8. Whether any other members of the family allotted a house in the University campus where he/she is working**

**9. Any other relevant particulars**

The above particulars are true to the best of my knowledge and belief. I declare that I will abide by the rules prescribed by the University, from time to time.

Place: Yours faithfully,

Date: Signature of applicant

Recommendations of the forwarding authority

No. Date:

Place:

Date: Signature and Designation of the forwarding authority

B. Rules for the occupation and renting of the Guest Houses of the Tamil Nadu Agricultural University.

**1. The Guest Houses are intended primarily for accommodating Chief Guests viz. Ministers of Central and State Governments, Members of the Board of Management of the Tamil Nadu Agricultural University, Secretaries of Central and State Governments, Officers of the Indian Council of Agricultural Research and other Committees, Heads of Departments of Tamil Nadu Agricultural University, Members of Parliament or Legislative Assembly and Council, Officers of the Agricultural Research Stations and institutions attached to the Tamil Nadu Agricultural University, Officers of the Agricultural Department and other Government Departments and other distinguished guests. A member of any of the above categories may be required to vacate in favour of any other member of the same category or of category higher than his own, at the discretion of the University.**

**2. All persons occupying the Guest Houses will be charged fee at the following rates, for a halt of 24 hours or a portion in continuation thereof:-**

Rent for a single person	2.50 per day
For married couple with or without family	3.50 per day
For parties of 2 to 10 persons	2.50 per day for each

(The term 'Family' includes the wife and children including an adopted son and step children of a Government servant residing with and wholly dependent on him as defined in Explanations 1 and 2 of the Regulation No. 32(2)(b).

**3. Only half the rate will be collected if it is occupied for less than 12 hours between 7 A.M. and 7 P.M.**

Ministers of the Central and State Government, Members of the Board of Management, Members of the Indian Council of Agricultural Research, Visiting Team and Vice-Chancellor of the Universities and other Distinguished Visitors shall be provided rent free accommodation at the discretion of the Vice-Chancellor.

**4. The guesthouse telephone shall be used on payment of usual charges, trunk calls can be booked on advance payment only.**

**5. A single person is not entitled to occupy more than one room and a married couple are not entitled to occupy more than one room.**

**6. A Register is kept at the Guest Houses in which all persons staying in them shall enter legibly their names, designation, address, time of arrival and departure and the fees due and paid, etc.**

**7. If he is staying with family, he should state under the column headed 'Name', i.e. below his name, particulars of member or members of his family who accompanied him, specifying merely the relationship.**

**8. All persons occupying the Guest Houses shall be responsible for any damage, they or their family dependents, etc., may cause to the buildings, fittings or crockery.**

**9. All those who are occupying the Guest Houses shall pay without fail the rent due before they vacate the Guest Houses. In the case of failures on non-payment of rent, action shall be taken at the appropriate levels.**

**10. The Watchman shall render necessary help to the occupants whenever required.**

**11. The Guest Houses at the main campus and the properties belonging to them shall be under the overall charge of the Estate Officer, whereas the Guest Houses at other centres shall be under the charge of the Dean or other higher official of the centres.**

XVIII University VehiclesA. Procedure for maintenance, repair, etc. of motor vehicles

**1. The officer in charge of the vehicles shall be responsible for the proper use, maintenance and repair of the vehicle.**

**2. Driving of the vehicle. - (a) Each vehicle shall be under the sole charge of a qualified driver and, except on sufficient and valid ground, no vehicle shall be transferred from the charge of one driver to another.**

(b) On no account a person other than the driver of the vehicle shall be allowed to drive or otherwise handle the vehicle: Provided that nothing contained in this sub-rule shall be applicable to officers who are competent to inspect vehicle or test the vehicle on inspection or for purpose of repair: Provided further that if an officer or any person travelling in a vehicle is satisfied that the driver is temporarily incapacitated from managing the vehicle due to fatigue or illness or any other cause, he may takeover driving or otherwise handle the vehicle provided he holds a current driving licence to drive a vehicle of that type.

**3. Duties and responsibilities of driver. - (a) The Driver of a vehicle shall act under the orders, direction or instructions of the Officer-in-Charge of the vehicle.**

(b) It shall be the duty of every driver to keep both inside and outside of his vehicle clean and also to keep all connections and joints so tight that there is no leakage of fuel, oil, air or water anywhere on several systems of the vehicles, faults that he cannot himself set right shall be reported in writing as soon as possible to the officer-in-charge of the vehicle. In particular, having regard to the proper upkeep and maintenance of the vehicle, he shall carry out the following routine duties namely:-(i) Check up and maintain daily the level of the engine oil pump and water in the radiator (ii) to ensure daily that all the meters, gauges and indicators are in working order (iii) check and maintain daily the correct inflation of the tyres. (c) Once in 500 KM of performance of the vehicle or once a week whichever is earlier, he shall clean and lubricate all the moving parts of the vehicle and also check up and maintain the level of the electrolyte in the battery. (d) Once a month or at every 1,600 k.m. of performance of the vehicle whichever is earlier, he shall see that the vehicle is serviced with high pressure cleaning and greasing and to the tightening of all bolts and nuts.

**4. Restriction on speed. - The Estate Officer may, subject to the maximum speed limits prescribed under the Motor Vehicles Act, 1988 and the rules and notifications made thereunder, fix the speed limits at which each class of vehicles shall be driven. The speed limits so fixed shall be exhibited on the dash board panels and also in the rear of the vehicles in a conspicuous manner. Driving a vehicle in any road or in any area in excess of the speed limit fixed shall be avoided.**

**5. Periodical inspection. - On receipt of a report from the driver, the officer-in-charge of the vehicle should send it immediately to the workshop concerned and see that the vehicle is inspected completely in the workshop and that any other defect which might be noticed later on or any item requiring attention at the workshop are also attended to as expeditiously as possible.**

**6. Maintenance of the log books. - (a) Log books in Form No. 1 (Appendix III) shall be maintained in printed books supplied by the University. No logbook other than the printed ones shall be used. One book should be used for' each vehicle and when the vehicle is transferred to another officer, all the log books relating to that vehicle shall also be transferred to that officer. The entries shall be made in the log books then and there for each trip and the officer making use of the vehicle shall record the trips made and initial it himself with his designation noting the mileages at the start and at the end. Normally no vehicle shall be allowed to run without a speedometer. If, however, the speedometer is under repair, the actual road mileage performed shall be recorded, the purpose for which the vehicle is used shall be recorded clearly, vague entries such as 'official' 'town trips', 'local trips', etc shall be avoided. The Estate Officer or Service Engineer shall inspect the log books during their visits and see at the entries are properly made and attested and that the details entered therein are reasonable having regard to the purposes of the journeys, mileages and economic running of the vehicles with reference to petrol and oil purchased and consumed. The inspection of the logbook shall be made as frequently as possible.**

(b) Monthly petrol performance of the vehicles shall be worked out at the end of each month and entered in the logbook indicating the actual K.M. per litre obtained during the month. If the consumption of petrol is excessive, the matter shall be investigated by sending the vehicle to the University Workshop or to a recognized workshop to rectify the defects, if any. (c) Strict economy

shall be observed in the consumption of petrol. Having regard to the nature, extent, or quantity of the work on which the vehicles are engaged, the Estate Officer, in consultation with the Head of Department, shall specify the maximum quantity of petrol per month that may be drawn and utilised for the vehicles. Any excess consumption of petrol shall be referred to the Estate Officer and the Head of the Department, as the case may be, for ratification immediately after the close of the month, explaining the reasons for the excess consumption.

**7. Registers, Records, etc. to be maintained. - Funds for maintaining these vehicles shall be drawn from the Comptroller through bills presented in the usual manner and the charges debited to the budget head of the department concerned. It is, therefore, enough if the ordinary records viz. Contingent Register, Register of Bills drawn and paid, etc. are maintained in regard to these vehicles. Stores and spare parts purchased shall be properly accounted for in the following register.**

(a) Register of Motor Vehicles: 9 (i) This shall be maintained up-to-date in Form No. (ii) Sufficient number of pages shall be allotted in the register for each vehicle, separate page shall be assigned for the accounting of the spare parts, tyres and batteries, whenever a vehicle is transferred to another officer, extracts from the register relating to the same shall be sent to the concerned officer for entry in the Register maintained by him whenever a vehicle is auctioned, the same shall be recorded in the register with full details. (ii) Accounting of spare parts: As soon as spare parts are received they shall immediately be entered in the register of motor vehicles in the pages allotted for the purpose for the particular vehicle and issues made shall be attested by a responsible officer then and there. The form for accounting the spare parts given in Form No. III. (iii) Accounting of tyres and batteries: Tyres and batteries are major parts of vehicles. Hence, it is of paramount importance to maintain a record of them properly. In order to watch the life of tyres and batteries, particulars relating to them shall be recorded in the pages assigned for the purpose in the register of motor vehicles for each vehicle. (b) Petrol Register: This register shall be maintained in Form No. (iv) appended, petrol should be drawn as far as possible in the presence of a responsible officer so as to ensure that the correct quantity is drawn from the petrol pump. As soon as the petrol is drawn and issued, the signature of the driver shall be obtained in a note book to be maintained for the purpose in token of his having received the quantity of petrol and the number of litres drawn each day shall be entered in the petrol register and the total for the day struck. At the end of the month, the total quantity of petrol drawn shall be worked out, abstracted and tallied with the total quantity purchased. The suppliers bills when received shall be verified and the correct quantity certified. The balance of petrol left in the tank of each vehicle on the last day of the month shall be measured actually and noted in the register. The closing balance relating to a month shall be carried over and there shall be no variation between the two figures. Ordinarily petrol from one vehicle shall not be decanted into another. Under unavoidable circumstances when petrol is decanted from one vehicle and issued to another, the quantity so decanted shall be noted against the vehicles concerned as minus and plus. An abstract of purchases made during each month should be prepared and given reference to the name of the supplier, number of liters supplied by him, the rate per litre, the total amount and the contingent bill number in which the amount is claimed for payment. (c) Expenditure Register: The



register shall be maintained in Form No. V.

**8. Physical verification of vehicles and spare parts and inspection of registers. - (a) The inspecting officers and the audit staff shall check the registers during their visits and see whether the several columns are properly filled up.**

(b)The officers supplied with a vehicle shall physically verify the spare-parts, tools and equipments in the vehicle once a quarter and record a certificate to that effect in the Register of Motor Vehicles. A report of such verification shall be sent to the head of the Department and prompt action shall be taken in cases of deficiencies, breakages of tools, etc.

**9. Repairs to vehicles. - Repairs to vehicles shall fall under categories:-**

(A)Minor repairs; and(B)Major repairs.As a rule, repairs shall be made only after obtaining technical sanction from the concerned technical officer. However, repairs of minor nature may be carried out in the local recognized workshops on the recommendations made by the drivers concerned, and report thereof sent to the concerned technical officer. With regard to major repairs, the following procedure shall be observed.(a)The need for major repairs and replacement of major parts shall be anticipated in advance and necessary action taken promptly to avoid breakdown. Likewise the need for replacement of tyres and batteries shall be anticipated in advance and indents for replacing them made sufficiently early through the concerned Technical Officer.(b)Drivers of vehicles shall be fully acquainted with the conditions of the vehicle. On noticing any major defect such as excessive consumption of petrol or oil, he shall immediately send a report to the officer-in-charge of the vehicle. The officer-in-charge shall immediately write to the Technical Officer concerned for early inspection of the vehicle. On receipt of intimation, the Technical Officer shall inspect the vehicles and send to the Estate Officer his inspection report Which shall contain among other things the approximate cost of repairs. If the estimated cost is within his financial powers, the Estate Officer may accord sanction of the expenditure. If, on the other hand, it exceeds his financial powers, the Estate Officer shall send to the Vice-Chancellor proposal for repairs with information on the following points:-

- 1. Registration number of vehicle with make;**
- 2. Total K.M, covered up to the date;**
- 3. Total K.M. covered after the last repair up to the date;**
- 4. The amount of expenditure incurred on the last major repair;**

**5. The nature of repairs to be carried out as recommended by the technical authorities together with the approximate cost of repairs.**

**6. Date of last major overhauling of the engine, if any, together with its cost, quoting reference number and date of the authority which sanctioned the expenditure.**

**7. Number of K.M. done after last major overhauling of the engine.**

**10. Purchase of spare parts. - Spare parts required for the vehicles shall ordinarily be obtained from such Government stores or such dealers as may be approved by the University, generally the need for replacement of a parts can be anticipated. The technical officers inspecting the vehicles periodically shall recommend replacement. But, in special cases, when such replacement is found to be, urgent and necessary to keep the vehicle in running condition, the officer-in-charge or the Head of the Department, as the case may be, authorise local purchase of spare parts costing not more than Rs. 25/- at a time.**

**11. Procedure to be followed for sending vehicles to work-shop for repairs. - The repairing and servicing may be carried out at a recognized workshop, including at the workshops approved by the University. If the repairs involved are of a minor nature, the repairs may be carried out in the University Workshop.**

**12. Tyres and tubes. - The tyres and tubes required for motor vehicles belonging to the University should be purchased by the Estate Officer.**

**13. Batteries. - Normally a battery should last for about 16,000 K.M. or for a period of one year. The requirements and replacements of batteries shall be anticipated well in advance and indents for replacing them shall be made to the Estate Officer through the Technical Officer, indicating clearly the period served by it and the distance covered. But, in cases of sudden failure necessitating the immediate replacement of battery, the officer-in-charge of the vehicle shall have on the battery tested in an approved workshop and after obtaining a certificate from the workshop on need for the' replacement, purchase a battery locally and also get the ratification of the Estate Officer. In exceptional circumstances in which a local purchase is made, the matter**

**shall be reported with sufficient details to the Estate Officer for ratification.**

**14. Accidents. - All accidents shall be promptly reported to the Vice-Chancellor, the Estate Officer and the Head of the Department furnishing sufficient details of the accident and injuries to persons and damage to properties involved. The progress of Police investigation and the case if any, filed before, a Court of law shall be watched and detailed reports shall be sent to the Head of the Department, from time to time.**

**15. Taxation and refunds. - Unless specifically exempted, quarterly taxes shall be paid for all the vehicles of the University. Where a motor vehicle is not put to use on any public road for a whole quarter or for the whole of any month thereof, action shall be taken for obtaining the proportionate refund of taxes by addressing the Regional Transport Officer concerned in accordance with the notification under the Tamil Nadu Motor Vehicles Taxation Act, 1989.**

**B. Rules for hiring the vehicles/Buses. I. Rules for hiring buses for school trips for children and school going family members:-**

**1. The children of the University staff are eligible to hire the college bus with previous approval of the Estate Officer at the following rates and conditions.**

**2. Rs. 10 per month per child; Rs. 12 per month for teachers and other family members of the staff.**

**3. Half the rates will be charged for school going children of the Agricultural University staff and teachers when the bus is required for the first or second halves of the month irrespective of the number of days travelled within that fortnight. For this purpose, first half means 1st to 15th of the month while the second half will be 16th to the end of the calendar month.**

**4. The fees prescribed, from time to time, will be paid into the Cash Section before the dates mentioned below and cash receipt furnished to Estate Officer or any officer authorised by him. The payment made after due date will be collected with fine as noted below:-**

Payment without fine:

1. First fortnight - up to the 5th

2. Second fortnight. - up to 20th

Payment with fee: A fine of Rs. 1 shall be levied on payment of hire charges made.  
(a) between 6th and 10th in respect of the first fortnight. (b) between 21st and 25th in respect of second fortnight.

**5. Failure to pay each fortnights charges before the 10th and 25th will entail deprivation of right to use the bus on and from the 11th and 26th respectively.**

**6. Ordinarily each member of his family who desires to send his children and members of his family in the first/second fortnight of a month in college bus should put an application so as to reach the office of the Estate Officer on or before 25th of the preceding month in the prescribed form. Each member who wants to discontinue the seat in the; bus should send one weeks notice in writing. No fresh applications need be submitted every month. Only in the beginning of an academic year, applications require renewal. The strength of the children for a bus will be fixed as per seating capacity of the vehicle.**

Note. - Employees transferred to Coimbatore or Madurai during the middle of the year and others securing admissions later in the first term will be permitted seats at any time during the course of a month without fine.

**7. Preference for a seat in the bus will be given in the following order:-**

(a) Children of the employees in the Agricultural University residing in the campus. (b) Children of employees of the Agricultural University residing outside the campus.

**1. In the groups mentioned above, the priority will be regulated as under:**

**1. Girls and boys below 12 years of age,**

**2. Girls above 12 years of age,**

**3. School going teachers,**

**4. Boys above 12 years of age,**

**8. Route: The route will be fixed by the Estate Officer.**

**9. The bus will make one trip in the morning at 8-00 A.M. and another trip at 4-00 P.M. in the evening from the College Estate to the various schools as per approved routes.**

**10. The route will be fixed for the academic year taking into consideration the age, nearness to residence, negotiability of roads and total mileage. The route once fixed will not be changed during the course of the term except for extraordinary and convincing reasons. The bus will stop only in such places on the route fixed as stopping places. The children and teachers should be ready to get in to the bus in the recognised stopping place at the specified time. The bus will not wait to pick-up late comers.**

**11. The bus will run only from Monday to Saturday each week and will not run on Sundays and other declared holidays. The application form for school bus accommodation is furnished in Appendix III.**

**B. 2. Bus Hire charges and conditions for mofussil and local trips for private use.**

**1. (i) For trips of duration of not more than 2 hours; Rs. 40 per entire trip or Rs. 2.00 per K.M. whichever is higher.**

**(ii) For trips with a duration of over 2 hours Rs. 20 per hour or part thereof for entire trip or Rs. 2.00 per K.M. whichever is higher. Note. -**

**1. The employees of the University are eligible to hire the college bus.**

**2. The right of giving the bus or otherwise will rest with the Estate Officer.**

**3. The kilometers will be reckoned on the basis of total number of kms, registered by the milometer from shed to shed. Similarly, the timing also will be calculated on the same principle**

**4. A cash advance of 75 per cent of the estimated hire charges should be paid immediately after the permission is granted and the balance paid after completion of the trip on the next working day into the cash section. In default of payment of the remaining charges, a penalty of 50 paise per day up to a maximum of Rs. 5 will be levied.**

**5. Profiteering by use of College bus is prohibited.**

**6. No passengers more than the allotted seats in the bus will be carried at any time.**

**7. In case any dispute arises in the interpretation or the application of these rules, the matter shall be referred to the Estate Officer and his decision shall be final.**

**B.3. Pick up Van, Mini Bus and Station Wagon**

**1. When the vehicles are available, these will be given on hire basis to the officers of the University on receipt of a requisition from them at the following rates and conditions.**

**2. (a) on daily basis: Over 5 hours at Re. 1.25 per k.m. subject to a minimum of Rs. 25**

**(b) Trip basis: Under 5 hours at Re. 1.25 per k.m. subject to a minimum of Rs. 12.50**

**3. Seating capacity/rated load of the vehicle concerned should not be exceeded.**

**B.4. Cars and Jeeps of the University**

**1. The Officers of the University can use the vehicle with previous approval of Estate Officer when the vehicles are available at the following rates.**

**2. Rate of Re. 1.00 per k.m. subject to a minimum of Rs. 10**

**3. Rate of Rs. 1.25 per k.m. for jeep with trailer subject to a minimum of Rs. 12.50.**

**4. Other conditions as applicable to other vehicles.**

**B.5. Lorries**

**1. University lorries can be hired by University employees when available on payment of standard hire charges.**

**2. Rate of Re. 1.50 per k.m. subject to a minimum of Rs.15 shall be charged per lorry when lent on hire.**

**3. Other conditions are as applicable to other vehicles.**

Note. -

**1. The vehicle states above viz., Bus, Car, Jeep and other vehicles should not be stationed outside the head-quarters for 2 consecutive days.**

**2. A rate of Rs.10 per night for Cars, Jeeps and other light vehicles will be charged apart from regular hire charges on mileage basis.**

**3. A rate of Rs.15 per night will be charged for buses, lorries and other heavy vehicles apart from the regular hire charges.**

**4. The rules for the school going bus is applicable only at Coimbatore.**

Appendix - III Form No. I Log Books For Motor Vehicles Log Book (To be maintained for each vehicle)

Department

Type of body

Registration number of vehicle:

Make Model:

Engine Number:

Chassis Number:

Horse Power:

Trailer number:

Tools and Accessories equipment etc.:

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Tyres

Date Position of Tyres

Steppny Speedo meter  
reading

Remarks Initial of the  
officer

\_\_\_\_\_  
R.F. R.R.I. R.R.O. L.R.I. L.R.O.

Battery

Mark: Date	Voltage	Specific Gravity	Manufacturer's No.	Number of Kilo meters since last test	Remarks
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**Issues Made**

Date	Speedometer reading	Issues	Remarks
		Engine oil	Gear oil Grease Polish tins etc.

**Repairs**

Date of servicing	Date on which the vehicle out of order	Nature of repairs	Date on which the vehicle was sent for repairs	Name of spare parts or materials issued or replaced
1	2	3	4	5
Cost of servicing	Cost of repairs and replacements	Reference to the Bill accepted or paid	Progressive total of expenditure up to the end of the month	Initials of the officer
6	7	8	9	10
				11

Form No VI Application for School Bus Accommodation To The Estate Officer Tamil Nadu Agricultural University, Coimbatore-3. Sir, I request that a seat/seats may be given to my son/daughter in the school bus for the year 197. - 197.... The particulars are furnished below:

**1. Name of child:**

**2. Sex:**

**3. Parent's name and designation:**

**4. Residential address:**

**5. School in which studying.**

**6. Age of child and class in which studying:**

**7. School timings.**



**8. Bill No./date: Coimbatore-3.**

Date: Signature of parent.

**XIX. Purchase of Stores** General procedure for the purchase of stores, stationery, Livestock, etc.: - These rules contain the general procedure to be followed in regard to: - (i) Purchase of stores, stationery, livestock, etc. for the Tamil Nadu Agricultural University, Coimbatore. (ii) Repairs of stores and equipment. (iii) Maintenance of stock accounts and connected registers. (iv) Verification of stores and stock account. (v) Condemnation, write off of the value and disposal of stores and unserviceable articles including livestock and other losses. (vi) Disposal by sale, transfer, auction, etc., of the stores, (vii) Disposal of farm produce, (viii) Depreciation of stores. Stores and stationery means all the articles, materials, livestock, etc. in possession of the University for its different uses in Research, Education, Extension, Office, etc. The details of the stores are given below.

**Details of Stores** Laboratory equipment and appliances - Green House equipment - Stationery and Printing materials - Office machinery and appliances - Oils and lubricants - Furnishing equipment - Aprons, Towels, Drapery and Liveries - Farm equipment and machinery - Hospital equipments - Laboratory chemicals and glasswares - Teaching aids of all types - Agro chemicals like fertilizers, pesticides, manures etc. - Drugs and Pharmaceuticals - Surgical materials - Hygienic chemicals - Seeds and Plants - Vehicles of all type - Bicycles and Tricycles - Photographic materials and equipment - Drawing equipment and side - Gunnies. Tarpaulins and Tents - Consumable articles like varnish, paint, etc. - Furniture and fittings - Building materials - Sports goods - Paper and Stationery of all types - Bags of all types, labels, stakes, etc. - Engineering goods - Exhibition materials - Electrical goods and Deadstock - Utensils - Livestock of all kinds - Such other articles required for use in teaching, research and extension activities.

**A. Purchase of Deadstock, apparatus, equipment, furniture and Stationery:** (a) If the value of the articles of stores or stationery to be purchased does not exceed Rs. 250, competitive quotations need not be obtained provided the purchase is made from co-operative institutions. If the purchase is made from private dealers, the monetary limit for purchase without quotation shall not exceed Rs. 100 at a time. (b) For purchase of stores of value exceeding Rs. 250, but not exceeding Rs. 5,000 quotations may be invited in S.F.I. (Appendix VII) and lowest rate consistent with quality may be selected; reasons for any deviation from this principle should be recorded. There should be a minimum of 3 quotations for consideration. Finalisation of purchase from lesser number of quotations shall be done only with the consent of the next higher authority. Other things being equal, preference may be given to purchases from (1) Jail, (2) Government departmental units and Industrial Undertakings (3) Small Scale Industries (4) Registered co-operative concerns, provided the items are made available within the prescribed time. (c) With reference to item 36 of Appendix. IV of the University Regulations limited tender system may be adopted in case the value exceeds Rs. 5,000 but not Rs. 1,00,000 for each item. For this purpose only firms of repute and Government units or registered co-operative concerns may be addressed, S.F. 2 may be used for placing orders. (d) Purchase by sealed tender should be resorted to (S.F. 3) when the value of materials to be purchased exceeds Rs. 25,000. In such cases the sealed tender should be invited from reputed firms and government units, etc. giving wide publicity. In every case Earnest Money Deposit at 2% of the value or Rs. 500 whichever is less should be deposited by the tenderer except in the following cases: - (i) Government units. (ii) Firms who have been exempted from furnishing such deposits by an order of the Government of India/Tamil Nadu. Normally, tenders shall be disposed off within a week of the date on which they are opened. Tenders involving large number of items such as rate contract for chemicals, etc.,

should, normally, be disposed off within 6 weeks. (iii) The authority competent to accept the tender may, by general or special orders, dispense with cash deposits as earnest money in the case of firms of repute. In case no tender is received by the specified date, fresh tenders should be invited again, and if tenders are not received even, then, purchase may be made after inviting quotations. In all cases, whether the tender has been selected in sealed tender or by Limited Tender System before orders are placed, agreement in S.F.4 should be entered into stipulating terms and conditions of supply such as date of delivery, mode of payment, penal levy for failure of supply on due date, etc. Caution deposit at 10% of the value of order subject to a maximum of Rs. 1,000 should be deposited by the accepted tenderer. In the case of reputed firms, this may be waived at the discretion of the authorities concerned. Alternatively Laboratory chemicals, glasswares and scientific equipment may be purchased from the manufacturers or their sole agents directly on rate contract basis. For this purpose, necessary agreement on the terms and conditions of supplies including the price should be obtained from the manufacturing firms in S.F.4. Chemical fertilizers, if available in the pool, should be purchased only from the pool through the concerned District Collectors. If not available from the pool, the same may be purchased from the manufacturing concerns or through their authorised distributors or registered Co-operative as per procedure detailed earlier. Fertilizer mixtures shall be purchased from Co-operative or from the authorised distributors of the mixing concern. The foregoing rules shall not apply to-

- (i) Purchase of stores through the Indian Stores Department.
- (ii) Purchase of stores from Tansi Institutions.
- (iii) Purchase of controlled articles at controlled rates through permits issued on orders of Government or their agents.
- (iv) Purchase of Petrol, Mobile oil and Grease, Diesel oil, tyres, tubes, flags, etc. required for University vehicles, tractors, oil engine and pump sets and Kerosene oil from manufacturing firms or from their authorised agents at the rates for the time being in force.
- (v) Supply of materials or goods which are patented or manufactured and sold solely by particular firms or their authorised agents.
- (vi) Standard materials or goods the prices of which are liable to fluctuations due to unsettled conditions of the market.
- (vii) To meet the cost of repairs which break down enroute, or spares for vehicles.

As a general rule, stores should not be paid for until the receiving officer has taken delivery and checked the quantity of the stores supplied and found them satisfactory in every respect and according to specifications. Provision for payment should be made accordingly in all contracts as a rule. In very exceptional case, when the application of this rule might cause hardship, as for example when costly stores are ordered from a distant firm and delay in payment is anticipated, a part of the cost of the consignment may be paid in advance on receipt of the railway receipt given for the articles on despatch, provided that the contractor or firm is of well-known standing and that an agreement is taken from the contractor or firm before hand so as to secure the University against all risk of loss in the event of articles supplied being found to be short or defective. Similarly, in case of articles like tyres and tubes for vehicles, tractors, etc., if the firm insist on advance payment, the same may be complied with.

**Livestock:** Purchase of all animals for work or otherwise, cows, calves, birds, etc., shall be made only in consultation with the Head of the Department of Animal Husbandry of the University. The purchase shall be made by a Committee to be nominated by the Registrar of the University and shall include the concerned. Mead of Department or his nominee for whom the purchase is proposed. Purchase from open market shall be made only in case animals that are not available in the livestock centres of Animal Husbandry Department.

**Printing and Binding:** To the maximum extent possible, all works pertaining to printing and binding shall be done by the University Press. In cases where authorisation for getting the printing works done with outside

agencies, the following procedure shall be followed. Printing of forms, registers and books of varied descriptions may be entrusted to more than one local press after observing due formalities such as obtaining quotations, tenders, as the case may be, and necessary negotiations, for standard rates. Lowest rate consistent with the work style and execution may be chosen with appropriate recordings in The comparative statement. For printing of matters of confidential nature viz. question papers, mark lists, Grade Sheets relating to examination, etc., an agreement in the form prescribed, from time to time, should be obtained from the selected press. Where binding alone is to be done the work may be entrusted to any press or binder without obtaining competitive quotation if the cost does not exceed Rs. 250. Where the cost exceeds Rs. 250, competitive quotations should be called for.

**B. Repairs to equipment:** All equipment and machinery shall be kept in good condition. Repairs to electrical and electronic equipment and gadgets shall be given to an outside agency for effecting repairs only on certification that there is no facility for rectifying the defects in the campus by the Instrument Technician of the campus concerned. In special cases where emergent repairs are to be carried out on equipment and instrument, Head of the Department may entrust the work to reliable and competent servicing units with the consent of the immediate superior authority provided the expenditure involved does not exceed Rs. 200.

**All orders for the purchase of stores costing over Rs. 250 shall emanate from the Dean of the Institutions except in the following cases:-** Purchase of (a) Furniture, (b) Engineering Stores including building materials, (c) Electrical goods, (d) All types of vehicles and ex purchase of, any item/items the cost of which does not exceed Rs. 250 at a time, (f) purchase by Heads of Research Stations situated outside the College campuses. Orders for the purchase of items (a) to (d) above shall be issued by the Dean, College of Engineering or Estate Officer, as the case may be. In the case of (e) to (f), the supply orders shall emanate from the Heads of Departments, Heads of Research Stations, as the case may be. The sanction order for all the purchases referred to above should be made as in S.E5.C.

**Maintenance of stock account and connected registers:** All articles of stores received as per the supply orders issued by Dean of Colleges/Estate Officer may be brought to the stock registers maintained at the respective Central Stores after obtaining certificate on quality and suitability of the material from the concerned Head of the Department. Heads of Departments may then draw the articles from Central Stores on indent and account for the same in the laboratory stock registers duly attested by an Officer authorised by the Pleads of Departments. Purchases made by the Heads of Departments and Heads of Research Stations directly shall similarly be entered in the stock books maintained by them. Separate stock register should be maintained for different kinds of stores in the proforma given (S.F. 6 & 7).

**D. Verification of stores and stock account:** All stores, dead-stock shall be verified once a year in the presence of the Custodian of Stores. Consumable other than laboratory chemicals and perishable articles shall be verified once in a half year. Verification should be done by an employee not below the rank of Associate Professor to be nominated by the Heads of Departments and who is independent of the superior executive employee in charge of stores. In the case of stock in the Central Stores, a nominee of Dean shall verify the stocks. The Stores Officer shall conduct the physical verification of articles of stores in the Office of the Vice-Chancellor, Registrar, Dean and Comptroller. The verifications shall be done soon after the closure of official financial year. Notwithstanding the half yearly and annual verification of stores, the authorised employees may make surprise checks of stocks and stores at intervals at least once in a year so as to ensure that the stores are properly maintained and accounted for. Shortages noticed may be brought to the Shortage Register deducting the same from the main register and action pursued to regularise the

shortage. Excess noticed should be brought to account immediately with the remarks "excess found on stock verification." No special orders are necessary for bringing the excess stock to account. (Proforma for Shortage Register is furnished in S.F.8). Verification Officers should write in his/her own hand the actual duly attested in each case. The Verification Officer shall, during the course of verification, list out articles which are unserviceable and to facilitate proper disposal by the concerned authority. Verification Officer shall furnish a certificate in the following form over his/her dated signature after complete verification of the stores. Certified that stores borne in this stock book as verified by me on date(s) and found the actuals agreeing with the book balance/and the deficits noticed have been entered in the Shortage Register page.....Signature: Designation: Verification Officer shall send a report on the physical verification of stores to the respective Plead of Department or Dean, as the case may be, before 31st May of the year. Discrepancies noticed during annual physical verification should be reconciled then and there by way of proper accounting, fixing responsibility on the persons concerned for recovery of the cost. Unserviceable articles should be condemned and their value written off periodically by the competent authority. They should not be allowed to accumulate for long periods. E. Write Off: The procedure of write off the articles of the different categories are detailed below:

**1. Irrecoverable value of the stores or money lost through negligence. - Proper investigations must be made to fix the responsibility on the persons concerned to make good the losses of this kind, if it is not found possible to recover the cost from any source, then, the value of such stores should be written off by the competent authority. Preliminary reports of the losses exceeding Rs. 1,000/- must be sent to the Registrar at once for detailed investigation of the case and for passing final orders as per rules.**

**2. Livestock lost or dead and stores or other dead stock articles including stationery, furniture, etc. lost otherwise than by fair, wear and tear. - Detailed investigation of this kind of losses must be made and write off should be considered only if such losses are found to be genuine and beyond anybody's control. The proposals for write off should be sent to the competent authority duly recording the certificates prescribed.**

**3. Unserviceable articles. - Articles of stores including livestock found unserviceable at the time of physical verification of stores must be condemned by the authorities empowered to sanction the purchase.**

He should satisfy himself personally before condemnation that the articles have served a reasonable period and that they are not fit for use any longer; that the articles have become unserviceable due to its long usage and not due to carelessness. Whenever it is found necessary, responsibility for the loss in value should be fixed, on the person concerned and value recovered. S.F.9 should be used for sending write off proposals. In the orders condemning the articles, the authority competent to write

off must record clearly as to how the condemned article are to be disposed off.

**4. Negative differences of seeds, fertilizers, chemicals, plant protection chemicals, manures, firewood, oils, lubricants due to drayage, wastage, spillage, etc. - Proposals for write off may be sent in S.F. 10 half-yearly. The percentage of negative difference for each case will be fixed, from time to time, and communicated.**

**5. Value of the books and publications found lost, damaged, unaccounted for or found short during stock verifications. - Individual cases must be thoroughly examined and orders passed.**

**6. Value of the obsolete books and publications. - The value of the obsolete books and publication must be written off with reference to financial powers delegated to the employees The necessity for keeping the books in the stock must be examined thoroughly before condemnation and write off. The mode of disposal of these books must be recorded in the write off orders to be issued.**

**7. Cost of the articles broken by the staff and students. - Each head of the Department/employee in charge of station and other units should take a list of the articles broken by the staff every month in S.F. 12 and examine first the reasons for the breakage and the possibility of recovering the cost of the same from the persons concerned in case the breakage is due to carelessness. If not, the value should be written off by the competent authority. S.F. 12 is to be used for this purpose.**

In respect of breakages by students, the reasons for the breakages must be examined. If the breakages are due to wilful negligence on the part of the students concerned, the full value of the articles must be recovered. If the breakages have occurred only due to normal course of work and are not due to carelessness on the part of students, the ¼th cost of the article may be recovered. After the recovery, the book value of the articles should be written off by the competent authority. S.F. 13 should be used for this write off. In case of breakages, they may be written off at the discretion of Dean. F. Auction Sales: Unserviceable articles, livestock and dead animals may be disposed off by public auction. These three groups should be auctioned duly giving wide publicity depending upon the value, at the description of the officer concerned. The auction notice is to be issued in S.F. 14. An Auction Sale Register should be maintained in S.F. 15 and orders of write off may be issued in S.F. 16. After the close of the auction, the particulars of the auction conducted must be recorded in the Auction Sale Register. The approval of the auction sales may be obtained in this register itself. The authority competent to write off the value of the articles shall approve the auction

sales. The auction sales must be conducted by the Head of the Department/employee in charge of the station or by an employee authorised to do so. If the authority competent to confirm the auction desires, re-auction can be ordered for the best realisation of the revenue to the University. The amount realised in the auction is to be credited to the University accounts. The articles auctioned should be released to the bidder only after the auction sale is approved by the competent authority.

**Packing materials and containers.** - The containers of poisonous chemicals and other materials of hazardous nature should be destroyed at frequent intervals at the discretion of competent authority. They should not be put to use. Containers of capacities of one kilogram and below shall not be brought to stock. These shall be destroyed in the presence of responsible employee periodically. Packing cases of wood, plastic and metal, crates, full gunny bags should be accounted for in a separate stock register. The items that are not useful should be sold in auction to the best advantage of the University, at frequent intervals.

**G. Disposal of Farm Produce:** Farm produce may consist of seeds and plants, perishables like vegetables, fruits and flowers, grains of all types, poultry and dairy products like milk, eggs, etc. honey, mushroom, firewood, and any other saleable produce or products of farm. For the disposal of the above produce, the following procedure may be adopted.

(i) Sale price may be fixed for all farm produce based on the local market price by the Dean or Director of Research in respect of College Departments and Research Stations, respectively.

(ii) In case of large quantities of grain, firewood, etc., public auction may be carried out as prescribed earlier.

**H. Depreciation in value of stocks:** Annual rates of depreciation in value to be adopted in respect of Dead Stock articles are indicated below:-

1. Scientific apparatus	15%
2. Furniture and fittings	7.5%
3. Tarpaulins	10%.
4. Gunnies	25%
5. Sprayers, dusters and other Agricultural Implements	10%
6. Electrical and electronic equipments	7.5%
7. Oil engines	10%
8. Tractors	14.2%
9. Pipe and fittings	10%
10. Others machineries	10%
11. Lorry and Buses	15%
12. Jeeps and Cars	16.2%
13. Tools and equipments	1.0%
14. Livestock	10%

At the time of physical verification, the value of all stores should be arrived at after taking into account the above depreciation in order to assess the exact value of stores at the end of each year.

From To

No.....Date.....Sirs, Sub: Stores - Quotations for the supply of.....called for Quotations are invited for the supply of the articles noted below required for this University:-

**2. The quotations will be received up to 3.00 P.M. on.....and the same will be opened at 11.00 A.M. on.....Lowest rates should be offered**

F.O.R.Destination inclusive of packing, forwarding. Railway Freight, Sales Tax, etc. Breakages and leakages will not be accepted and deductions will be made before making payment. The rates offered should be valid at least for six months. The Units for rates should be in metric system. The supplier has to make his own arrangements for obtaining import licence in case, it is required.

**3. The reference number and date of this office should be noted in RED**

INK on the cover of the carrier and to be sent to the address of.....The quotations should be superscribed as for.....Yours faithfully,To

**1.**

**2.**

**3.**

S.F. - 2By Registered Post with Act due Tamil Nadu Agricultural UniversityFromTo  
M/s.No.....datedSirs,Sub: STORES - Supply of Chemicals, Apparatus.Special Apparatus - orders  
- placed Ref:The rates offered by you for the following articles in your above tender art-accepted as  
noted against them. Please arrange to supply immediately the quantity noted against each. The bill  
of cost in triplicate may be sent to this office for settlement. Pre-receipted invoices (Bills) may be  
sent to avoid delay in settlement of the bills.Note. - Revenue stamp should be affixed in the original  
copy of the bill, if the amount of the invoice exceeds Rs. 20/-.

**2. The rates are F.O.R. destination inclusive of packing forwarding, railway freight and insurance charges, Breakages and leakages will not be accepted and deductions will be made before making payment.**

**3. The consignment should be booked to "....." and Railway Receipt sent to him. Packing slips should be sent along with the consignment duly indicating the supply order No. and date, Consignments received without proper packing slip will be returned to the consignor under freight "TO-PAY".**

- 4. Each case booked, should contain separate packing slip and the duplicate copy of the packing slip should be attached to the relevant bill.**
- 5. Bills for the goods booked, should be sent immediately at any rate not later than a week from date of booking of the goods.**
- 6. The reference number and date of the supply order of this office should be noted clearly in the invoice as well as in all the correspondences for the early settlement of your bill.**
- 7. All supply orders made from this office should not be clubbed in one packing and each supply order should be complied with separately. However, several packings may be put in one case.**
- 8. The consignment should be packed properly providing materials inside and the case with iron bands outside.**
- 9. The consignment should be booked by passenger or goods train under FREIGHT PAID. If booked "TO-PAY" it may be clearly understood that the consignment will not be taken delivery of. If it is sent by road, it should be sent only through a recognised lorry service. In such cases, the full and clear address of the lorry service, at the consignees headquarters should invariably be intimated.**
- 10. This order is valid only for days from the date of receipt of this order beyond which it is subject to confirmation.**

Yours faithfully, Signature: Designation: S.E. - 3 Tamil Nadu Agricultural University Tender for Supply of to the Tamil Nadu Agricultural University Sealed Tenders are invited from firms of standing who are actual manufacturers/accredited distributors of such manufacturers for the supply of..... Tender forms and documents can be had from Tamil Nadu Agricultural University..... on payment of Rs..... (Rupees.....) by money order addressed to the..... The last date for the receipt of requisition for the supply of tender forms will be..... No postal order will be accepted. Sealed covers superscribed as Tender for the supply of..... should be addressed to "The....." so as to reach him on or before..... and will be opened at..... in the presence of such of those tenderers or their authorised representatives as may be present. Note. - Full and complete address should be given in Block Letters in the money order coupon for prompt delivery of the Tender List. S.F. 4 Draft Agreement An agreement made this..... date..... between..... (hereinafter called



"Seller" which expression shall, where the context so permits, include his heirs, executors, legal representatives and assigns on the one part and the Comptroller of Tamil Nadu Agricultural University (hereinafter called "the Payer" which expression shall, where the context so permit include his successors in office and assigns) on the other part. WHEREAS the seller agrees to sell and the buyer agrees to purchase upon the terms and conditions hereinafter set forth.....described in the Schedule hereunto written. Now this agreement witnessed and the parties hereto mutually agree as follows: Conditions

**1. This agreement shall be in force on and from the first day of.....and.....But in the event of any breach of agreement on the part of the seller, the agreement shall be terminable at any time by the buyer without any compensation to the seller. The agreement may be terminated at any time by the buyer upon giving thirty days notice to the seller.**

**2. Any employee of the Tamil Nadu' Agricultural University duly authorised by the buyer in this behalf, shall place indent with the seller, by Registered Post Acknowledgment Due. The employees shall place the indent during the period specified in condition 1 above and in any case not later than the.....**

**3. The seller hereby warrants that the goods or materials delivered by him under this agreement will be suitable and may be used for the purpose for which the buyer is purchasing the same and in every respect equal and answerable to tire pattern or samples tendered already for test by the University. If it is found at any time that the.....delivered by the seller are not up to the specifications already approved by the University or defective or substandard, such.....shall be removed at the expense of the seller within seven days after the receipt of notice by him of such rejection. If the rejected goods or materials are not removed within the period specified above, the indenting employee shall cause the goods to be returned or re-booked and charge the seller with all expenses including the cost of transportation. Tire seller shall replace such rejected goods by fresh goods which shall also be subject to inspection and acceptance or rejection and other conditions of delivery.**

**4. All indents placed with the seller shall be delivered free on rail destination to any place in Tamil Nadu State Railway Station as specified by the buyer, Packing, forwarding, insurance and other incidental charges will be borne by the seller.**

**5. All deliveries shall be booked by Passenger Train or recognized Roadways well packed to avert any damages during transit. The seller shall be held responsible for any damages during transit and damages shall be replaced.**

**6. All indents placed with the seller by the Indenting Officers shall be despatched within the delivery time noted below:**

Items that are ordinarily available in the market and manufactured in India Imported items. Failure to supply the items ordered as per the delivery period noted above may entail a penalty of 1 to 2 per cent at buyer's discretion depending upon the period of delay. The above penalty may be waived by the buyer at his discretion if the seller seeks for extension of delivery time with adequate reasons justifying such extension. But in any case the supplies shall be completed before.....The cut prescribed above shall be deducted from the bills of the seller. The buyer shall be at liberty to terminate this agreement on the grounds of undue delay in getting the articles and purchase the same elsewhere in which case the seller shall be liable to pay all the loss incurred in purchasing the goods elsewhere, including the difference in price. Such sum as may be found due on this account may be deducted from the Caution Deposit.

**7. The cuts imposed under condition 6 shall be deducted from the Caution Deposit at the time of refund, if not already deducted while settling the bills.**

**8. Undue delay in supplying the articles ordered shall result in cancellation of the indents at the buyers discretion and removal of name of the seller from the approved list besides forfeiture of Caution Deposit in full. For failure to supply the items in full as per agreement executed or for the failure to supply major portion of the items as per orders placed, the caution deposit will be forfeited in full. In other cases, proportionate cut will be effected in the caution deposit at the discretion of the buyer on the merit of the case.**

**9. This agreement or any part thereof shall not be transferred or assigned by the seller directly or indirectly to any person or persons whomsoever without the written consent of the buyer whose decision on all matters shall be final. Tire buyer reserves the right to reject in full or in part during the course of the agreement the tender offered without assigning any reason therefor. In**

**case of any dispute or difference of opinion on any matter relating to the agreement? the decision of the buyer shall be final and binding on the seller and shall not be subject to question on any ground either in the form of appeal in any Court of law or otherwise.**

**10. Any notice to the seller shall be deemed to be valid and sufficient if given or left in writing at his usual or last known place of business.**

**11. Upon the complete fulfillment of this agreement by the seller to the satisfaction of the buyer or any officer duly authorised by him, the sum of Rs.....(Rupees.....) deposited as caution money by the seller shall be returned to him after deducting the amount, if any, due to the buyer. The Caution Deposit will be refunded only after six months from the closure of contract, viz., after verifying the supply position. The caution deposit shall not bear any interest.**

### **Schedule 3**

Description of	Quantity	Quality and specification	Rate of price in figures & in Words
(1)	(2)	(3)	(4)

- 1.
- 2.
- 3.
- 4.

In witness whereof Thiru.....and the Comptroller of Tamil Nadu Agricultural University, Coimbatore acting for and on behalf of and by the orders and direction of the Tamil Nadu Agricultural University have hereunto set their hands.Signed by Thiru.....in the presence of. SignatureWitnesses:

- 1.
- 2.

The common seal of the Company hereunto been affixed in the presence of.Witnesses:

- 1.

2.

Signed by Thiru.....In the presence of.Witnesses:

1.

2.

Signature S.F. - 5 Tamil Nadu Agricultural

University Office.....Department.....Station.....Order Sanctioned

exercise of the powers delegated in....., sanction is accorded to incur an expenditure not exceeding Rs.....(Rupees.....) excluding sales tax and other incidental charges towards the purchase of the articles given below. Debit head of expenditure

Signature Designation of the Sanctioning authority To Copy to Copy to Comptroller, Spare one S.F.No. - 6 Tamil Nadu Agricultural University Stores and Deads stock Register Name of the Article.....

Received		Issued		Balance		Remarks	
Date of receipt	Description	No	Value	No.	Value	No.	Rs. P.
Rs. P.	Rs. P.						

S.F.No. 7 Tamil Nadu Agricultural University Consumables Stock Register Page No.

Date	Opening Balance	Receipt	Serial No. of Indent Register	Total	Initials of the store keeper	Quantity issued	Serial No. of issue Register	Balance	Initial of the store keeper	Remarks
No.	No.	No.	No.	No.						
Value	Value	Value	No.	Value						

S.F. - 8 Shortages Register

S.No.	S.B.	Vol.	Page	Description of materials	Quantity short	Value	Date of detecting shortage and by whom	Initials of the employee making the check	How replaced

S.F. No. - 9 Tamil Nadu Agricultural University Statement showing the particulars of the Stores Lost towards

S.No.	Name of the articles	Quantity	Value	Person responsible	Reasons for the loss	Remarks

Designation. S.F. No. - 10 Tamil Nadu Agricultural University Statement showing the Negative difference of Seeds, Fertilizers, Chemicals, Manures, Firewood, Oils, Lubricants due to Drayage, Wastage, Spillage, etc.

S.No.	Particulars	Total quantity in stock at beginning of the halfyear	Total quantity in stock at the end of the halfyear	Total quantity handled during the half year	Difference in weight	Percentage of shortage	Remarks.						
		Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value		
1	2	3	4	5	6	7	8	9	10	11	12	13	

Designation S.F. No. 11 Tamil Nadu Agricultural University Statement showing the Particulars of Unserviceable Articles Value to be Written Off Name of the Department/Station.....

S.No.	Name of the articles	Quantity	Value as per stock book	Date of purchase	Date of condemnation	Period of use	Remarks
1	2	3	4	5	6	7	
	Classification viz. Dead stock apparatus etc. to be specified		Reasons for condemnation (Present condition of article to be specified)		Whether the articles inspected by the authority component to write off		Remarks
8		9			10		11

Certified that:-

- 1. I have personally satisfied myself that the articles listed above have become unserviceable only through proper usage by 'Fair', Wear and Tear, and nobody can be held responsible for the loss.**
- 2. The articles cannot be repaired economically and put into use further.**
- 3. The requirements of the above articles by oilier sections in the other Heads/Stations were ascertained and they are not required by any of them.**
- 4. The value of the articles were not written off previously and the articles were not included in any other proposals for write off.**

Designation S.F. No. 12 Tamil Nadu Agricultural University Statement showing the Particulars of Glassware Articles Broken during the Month of Name of the Department/Station.....

S.No.	Name of the Stock	Date of	Number	Value of	Name of the	Designation	True
	Glassware	Breakage	broken	Glassware	persons	of the person	reason for
	Broken	page		broken	responsible	responsible	the

		No.				for breakage		breakage
1	2	3	4	5	6	7	8	9

**1. Certified that the articles were broken in the normal course of work and not due to fraud or theft or gross negligence and nobody could be held personally responsible for the loss.**

**2. Certified that the value proposed for write off has not been included in any other proposals and was not written off previously.**

**3. Certified that I have checked each and every item and I am personally satisfied with the reasons for the breakages as stated therein.**

**4. Certified that this proposals pertain to all the schemes/Main section under my control for the month of..... and ho scheme is left out.**

Designation.S.F.No. 13Tamil Nadu Agricultural UniversityStatement showing the particulars of fragile articles broken by the B.Sc. (Ag.)/M.Sc. (Ag.)/Ph.D. Students during the period from.....to.....and the value to be written off:

Sl.No.	Name of the articles (to be furnished studentwise)	Quantity	Value	Reasons for the breakage	Remarks
Rs. P					
1	2	3	4	5	6

Certified that-

**1. The articles listed above have been broken during the normal course of work by the students and the breakage are not due to willful negligence on their part.**

**2. The value of the articles has not been included in any other proposals and was not written off previously.**

Designation.S.F. No. 14Tamil Nadu Agricultural UniversityStation:Dated:Auction NoticeA public auction will be held at.....AM/PM on.....at the premises of the for the sale of the following articles.....Condition of Auction SaleAny person or body intending to bid must deposit with the auctioning officer on or before the date of sale a sum of Rs.....as earnest money deposit.....At the close of the auction bid amount will be paid by the successful bidders who deposited the earnest money, and.....such

persons or body who has not complied with this condition will not be permitted to bid at the auction. The balance of the bid amount should be paid immediately after the confirmation of auction and the articles are removed without delay. The earnest money of the unsuccessful bidders will be returned on the same day after the close of the auction sale.

**2. No one will be allowed to bid for other persons unless he/she holds a power of attorney from him/her and produces it for the inspection of the selling officer.**

**3. The auction sale will be knocked down in favour of the highest bidder; but the right to reject any bid without assigning any reason therefor is reserved to the officer who conducts the auction sale.**

**4. The auction sale will be conducted either in lots or individually according to discretion of the officer conducting the auction.**

**5. If sufficient number of bidders are not present at the time of auction, the right of postponing the auction is reserved to the officer who conducts the auction.**

**6. The auction sale will not be considered as complete unless it is confirmed by the competent authority whose decision shall be final and binding on the successful bidders.**

**7. Failure on the part of the successful bidder to comply with the condition (1) entail forfeiture of the earnest money deposit and cancellation of the bid. It shall not be incumbent on the selling officer to give notice of such cancellation or resale to the defaulting bidder. Resale under these conditions will be at the risk of the defaulting bidder who shall have no claim in the profit, if any, on account of such resale, and who in the event of loss will be required to make good to the University the difference between the bid amount payable by him and the total amount payable by the successful bidder at the resale. The defaulter shall not be eligible to bid at the resale. The articles sold in the auction shall be removed within a week from the date of receipt of the order of confirmation of the sale by the undersigned authority; otherwise they shall be resold at the risk of the purchaser and the money deposited by him shall be forfeited.**

Designation. To All Local Dealers copy to S.F. 15 Tamil Nadu Agricultural University Particulars of auction sale conducted by department of.....

**1. Name of bidders participated and their addresses:**

**2. F.M.D. collected. Bill No. and date of remittance to be specified.**

**3. Date of the Auction conducted and by whom the auction was conducted.**

**4. Name of the highest bidder**

(i) If separate lots are auctioned the bidders name will be noted in each case. (ii) Whether sales tax has been collected if not the reasons may be furnished.

S.No.	Name of articles/quantity	Book value	Writ off proceedings. No. & Date	Amount realised	Sales tax	Bill No. & date of remittance
1	2	3	4	5	6	7

Amount realized Rs.....

Sales Tax Rs.....

Total Rs.....

Certified that the amount realised in the auction is reasonable and any resale will not fetch higher than Rs..... Designation. S.F. 16 Tamil Nadu Agricultural University Proceedings of the..... Present: No. Date: Sub: Ref: In exercise of the powers delegated..... a sum of Rs..... (Rupees.....) being the value of the unserviceable articles/glasswares broken articles/lost Livestock/birds died as detailed in the statement enclosed is written off from the accounts of.....

**2. Certificated that the articles were broken in the normal course of work and not due to fraud or theft or gross negligence and nobody could be held personally responsible for the loss.**

**3. Certified that the articles have become unserviceable by proper usage by fair, wear and tear and nobody is responsible for the loss.**

**4. Certified that the value proposed for write off has not been included in any other proposals and was not written off previously and the amount ordered for write off does not exceed the annual limit prescribed in.....**



**5. The condemned articles should be disposed off in the public auction to the best advantage of the Tamil Nadu Agricultural University after giving wide publicity and the sale proceeds should be treated as revenue to the University.**

**6. The live stock/birds died due to the diseases/old age noted against each.**

**7. Permission is accorded to destroy the broken articles in case they will not fetch any value if auctioned.**

ToSignatureDesignation.