



Annual Confidential Report (ACR)

DEPARTMENT OF HIGHER EDUCATION, HARYANA

Login Information

User Name

Password

Login

[Forgot Password](#)

- Last Date for Principal's to verify the ACR is extended upto 05.01.2024.
- Last Date for filling the Self Appraisal by the Employee for academic session 2022-23 is extended upto 05.01.2024.
- Revised ACR proforma has been incorporated in the portal for both Employee and Reporting Officer w.e.f. 2022-23 academic session.

ACR Notices/Instructions

- Regarding sending the annual confidential report of Principals of Govt. Colleges for the year 2023-24 Notice Dated 01-05-2024
- Regarding writing the annual confidential reports of Assistant/Associate Professors working in government colleges for the year 2022-23 through online medium. Notice Dated 28-12-2023
- Regarding writing the annual confidential reports of Assistant/Associate Professors working in government colleges for the year 2022-23 through online medium. Notice Dated 13-10-2023
- Regarding writing the annual confidential reports of Assistant/Associate Professors working in government colleges for the year 2022-23 through online medium. Notice Dated 06-09-2023
- Regarding sending the annual confidential report for the year 2022-23. Notice Dated 19-04-2023
- Regarding writing the annual confidential reports of Assistant/Associate Professors working in government colleges for the year 2021-22 through online medium. Notice Dated 21-12-2022
- Regarding writing the annual confidential reports of Assistant/Associate Professors working in government colleges for the year 2021-22 through online medium. Notice Dated 25-11-2022
- Regarding writing the annual confidential reports of Assistant/Associate Professors working in government colleges for the year 2021-22 through online medium. Notice Dated 09-11-2022
- Regarding writing the annual confidential reports of Assistant/Associate Professors working in government colleges for the year 2021-22 through online medium. Notice Dated 20-10-2022
- Regarding sending the annual confidential report for the year 2021-2022. Notice Dated 27-04-2022
- Regarding submission of ACR Assistant/Associate Professors for the year 2020-2021 through online ACR Portal. Notice Dated 04-02-2022
- Regarding submission of ACR of Assistant/Associate Professors for the year 2019-2019 and 2019-2020 through online ACR Portal. Notice Dated 04-02-2022
- Regarding ACR Performs. Notice Dated 06-01-2022
- Regarding Annual Confidential Report for the year 2019-20. Notice Dated 17-07-2020
- Regarding filling of Annual Confidential Report (ACR) online of Assistant/Associate Professors. Notice Dated 12-09-2019
- Regarding ACR of Assistant/Associate Professor 2017-18. Notice Dated 20-08-2018
- Regarding writing the annual confidential report of Assistant/Associate Professors working in government colleges for the year 2016-2017. Notice Dated 03-11-2017
- Regarding writing the annual confidential report of the Assistant/Associate Professors working in government colleges for the year 2015-16. Notice Dated 27-10-2016

WORK FLOW OF ONLINE ACR PORTAL





Annual Confidential Report (ACR)

Department of Higher Education



[Log Out](#)

Welcome GC Kharkhara (rwr001)

Dashboard

Employee List

Change Password

ACR YEAR

Select ACR Year

—Select—

Developed & Designed By: IT Cell, Department of Higher Education



Annual Confidential Report (ACR)

Department of Higher Education



[Log Out](#)

Welcome GC Kharkhara (rwr001)

[Dashboard](#)

[Employee List](#)

[Change Password](#)

EMPLOYEE LIST

Sr No	District	College	Employee Name	EmployeeCode	Designation	Subject	DOB	DOJ Present College	DOJ Regular
1	Rewari	GC Kharkhara	Manu Kumar Bhandoria	13007	Assistant Professor	Chemistry	09-12-1983	19-07-2018	12-07-2018
2	Rewari	GC Kharkhara	Deepak Kumar	15672	Assistant Professor	Commerce	05-03-1994	22-07-2019	10-07-2019
3	Rewari	GC Kharkhara	Eka Rani	11406	Assistant Professor	Commerce	27-11-1981	14-06-2017	13-03-2015
4	Rewari	GC Kharkhara	Ram Niwas	11530	Assistant Professor	Commerce	26-03-1971	18-09-2013	15-02-2012
5	Rewari	GC Kharkhara	Mahesh Kumar	12170	Assistant Professor	English	05-10-1973	06-10-2021	11-01-2018
6	Rewari	GC Kharkhara	Manya Bhola	15926	Assistant Professor	English	21-10-1992	05-10-2021	26-08-2019
7	Rewari	GC Kharkhara	Jyoti Gupta	16380	Assistant Professor	Geography	06-12-1987	07-01-2020	21-12-2019
8	Rewari	GC Kharkhara	Sushila Lamba	11378	Assistant Professor	Hindi	11-03-1968	05-08-2015	09-01-2015
9	Rewari	GC Kharkhara	Sushil Kumar	13009	Assistant Professor	History	02-04-1974	19-07-2018	12-07-2018
10	Rewari	GC Kharkhara	Shiwani Yadav	15684	Assistant Professor	Maths	26-01-1996	23-07-2019	10-07-2019
11	Rewari	GC Kharkhara	Satyender Singh	11493	Assistant Professor	Maths	15-01-1981	18-11-2015	14-03-2015
12	Rewari	GC Kharkhara	Hari Parkash	11503	Assistant Professor	Physical Education	05-01-1972	10-07-2014	20-09-2012
13	Rewari	GC Kharkhara	Mukesh Kumar	11323	Assistant Professor	Political Science	02-03-1979	24-10-2012	24-10-2012
14	Rewari	GC Kharkhara	Sidhanshu	11368	Associate Professor	Economics	21-04-1982	01-09-2017	26-07-2006
15	Rewari	GC Kharkhara	Dayawati	11523	Associate Professor	Geography	02-12-1976	27-07-2013	21-04-2003

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Part B : API SCORE FOR THE SESSION 2019-20

Mr. Manu Kumar Bhandoria
Asstt. Professor of Chemistry
Govt. College Kharkhara, Rewari


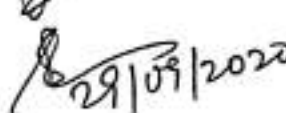
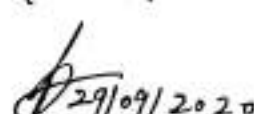
CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES


Maximum Scores Allocated : 125

Minimum API Score Required : 75

S. No.	Nature of Activity	Maximum score	Self Assessment Score (by applicant)	Verified API Score
1.	Lectures, practical's, undertaken as percentage of lectures allocated	50	100% lectures as per the allotted classes -50	50
2.	Lectures or other teaching duties in excess of the State Govt. Norms	10	Nil	NIL
3.	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	20	Imparted the knowledge as per curriculum -10 Syllabus enrichment -10 Total 20	20
4.	Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc.	20	Assignment -10 ICT -10 Total 20	20
5.	Examination duties (Invigilation; question paper selling, evaluation/assessment of answer scripts) as per allotment	25	Invigilation and assessment as per the allotment-25	25
Total Score		125	115	115
Minimum API Score Required		75		

Screening Committee:

1. 
2.  29/09/2020
3.  29/09/2020


Principal
Principal
Govt. College, Kharkhara
(Rewari)


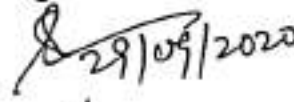
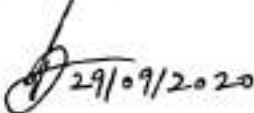
CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES


Maximum Scores Allocated : 50

Minimum API Score Required : 15

S.No.	Nature of Activity	Maximum Score	Self Assessment Score(by application)	Verified API Score
1.	Student related co-curricular, extension and Meld based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20	SC Scholarship-10 Boys Tour committee-5 Science Quiz(college level) -5 Science Exhibition (College Level)-5 Science Essay writing competition (College level and Intercollege level)-5 Performed duties during sports & cultural function-10 contribution to relief fund-5 Total -45	20
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	Performed as Convenor of BSc 1 st admission committee, Time table and workload committee, purchase committee, internal assessment committee, Proctorial duties = 25 Total -25	15
3.	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, members "lip ol associations, dissemination and general articles, not covered in Category 111)	15		NIL
Total Score		50	70	35
Minimum API Score Required		15	Max=35	

Screening Committee:

1. 
2.  29/09/2020
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Principal
 Govt. College, Kharkhara
 (Rewari)

Category III : Research and Academic Contributions

Maximum Scores Allocated :


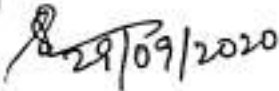
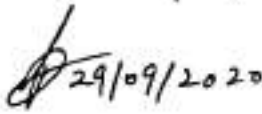
Minimum API Score Required : 10/year 50/assessment period


Sr. No	APIs	Faculties of Arts & Language / Social Science/ Life Science / Science/ Education/ Comm. & Mgt.	Max points for university and College teacher position		
			API Score	Self Appraisal Score	Verified API Score
111A	Research paper Published in	Referred journals with impact factor 5 and above	45/Publication	—	—
		Referred journals with impact factor between 2 and 5	35/Publication	—	—
		Referred journals with impact factor 1 and 2	30/Publication	—	—
		Referred and Indexes journal	20/Publication	—	—
		Referred journal (Fine Arts: Participation in international exhibition /Workshop with one's own work-10 points each; state level-5 points each)	15/Publication	—	—
		Non -refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers.(Fine Arts: Participation in international exhibition /Workshop with one's own work-10 points each; State level-5 Points each)	10/Publication	—	—
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication	—	—
111B	Research Publication (books, Chapter in books, other than referred journal articles)	Text or Reference Books published by International Publisher with an established peer review system with ISBN	50/Sole author(book) and 10 each chapter in an edited books	—	—

Sr No	APIs	Faculties of Arts & Language / Social Science / Life Science / Science / Education / Comm. & Mgt.	Max points for university and College teacher position		
			API Score	Self Appraisal Score	Verified API Score
		Subject Books by National level publishers/State and Central govt. Publication with ISBN/ISSN numbers. (Fine Arts; Solo exhibition of one's own work-25 points each)	25/Sole author(book) and 5 each chapter in an edited books	—	—
		Subject books by other local publishers with ISBN/ISSN numbers	15/Sole author(book) and 3 each chapter in an edited books	—	—
		Chapter contributed to edited Knowledge based volume published with ISBN	10/Chapter	—	—
		Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/Chapter	—	—
IIIC	Research Projects				
I	Sponsored projects carried out/ongoing	(a) Major project (amount mobilized with grant above Rs.5.00 lakhs)	20/Project	—	—
		(b) Major project (amount mobilized with grant above Rs.3.00 lakhs upto Rs.5.00 lakhs)	15/Project	—	—
		(c) Minor projects (amounts mobilized with grants above Rs.25000 upto Rs.3.00 lakhs)	10/Project	—	—
(ii)	Consultancy Projects carried out/on going	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.2 lakhs	—	—
		Amount mobilized between Rs.10000/- and Rs.2.00 lakhs	5 for each project	—	—

Sr. No	APIs	Faculties of Arts & Language / Social Science / Life Science / Science / Education / Comm. & Mgt.	Max points for university and College teacher position		
			API Score	Self Appraisal Score	Verified API Score
(iii)	Completed Projects quality evaluation	Completed Project report (Accepted by Funding Agency)	20/each major project and 10/each minor project	—	—
(iv) 1	Projects outcome/ outputs	Major Policy Documents of Govt. Bodies at Central and State level	30/each national level output; 50/each for international level	—	—
IIID	Training Courses and conference/Seminar/Symposium/Workshop papers				
(i)	Orientation, Refresher courses, Methodology workshop, training, teachers learning Evaluation Technology Programme, Soft skills development Programmes, faculty Development Programmes (max, 30 points)	Not Less than two weeks duration One week duration Less than one week duration	20/each 10/each 5/each	10	10
(ii)	Papers in conferences/ <u>Seminars</u> / Symposia/ workshop etc.	Participation and presentation of research papers (oral/ Poster) in International Level National Level Regional/State Level Local -University /College Level	10/each 7.5/each 5/each 3/each	15	15
(iii)	Invited for conference/Seminars/ Workshop /Symposia to deliver lecturers/Chair session	International Level National Level Regional /State Level Local-University/College Level	10/each 7.5/each 5/each 3/each	—	—
		Total Score		25	25

Screening Committee

1. 
2.  29/09/2020
3.  29/09/2020


Principal
Govt. College, Kharkhara
(Rewari)

APPENDIX - III TABLE - II (B)

Minimum APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE **APPLIED** FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Sr. No.	Category	Assistant Professor /equivalent cadres: (Stage 2 to Stage 3) (Required)	Self Assessment Score by Asst. Professor	API Score Verified by Screening Committee
(i)	Teaching-learning, Evaluation Related Activities (category I)	75/Year	115	115
(ii)	Co-curricular, Extension and Profession related activities (category II)	15/Year	70	35
(iii)	Minimum total average annual Score under Categories I and II	100/Year	185	150
(iv)	Research and Academic Contribution (Category III)	10/Year (50/assessment period)	25	25

Screening Committee

1.



2.

29/09/2020

3.

29/09/2020

Principal

Govt. College Kharkhara

Teacher Feedback Form

Session 2022-23

General Information

- Teacher's Name: Deepak Kumar
- Course/Subject: Commerce
- Designation: Assistant Professor

1. The course objectives and outcomes were clearly defined.

☐ Strongly Agree

☒ Agree

☐ Neutral

☐ Disagree

2. The classroom environment was conducive to learning.

☐ Strongly Agree

☒ Agree

☐ Neutral

☐ Disagree

3. The overall infrastructure of the institute (labs, classrooms, study areas) met my expectations.

☐ Strongly Agree

☒ Agree

☐ Neutral

☐ Disagree

4. The administrative staff were helpful and responsive to student needs.

☐ Strongly Agree

☒ Agree

☐ Neutral

☐ Disagree

5. The course has positively contributed to my academic and personal growth.

☐ Strongly Agree

☒ Agree

☐ Neutral

☐ Disagree

6. How satisfied are you with the availability and quality of technological resources (e.g., projectors, computers, and internet)?
- ☐ Very Satisfied
 - ☒ Satisfied
 - ☐ Neutral
 - ☐ Dissatisfied
7. How responsive and helpful is the administrative staff to your needs and inquiries?
- ☐ Very Responsive
 - ☒ Responsive
 - ☐ Neutral
 - ☐ Unresponsive
8. How would you rate the efficiency of the office staff in handling paperwork and administrative tasks?
- ☐ Excellent
 - ☒ Good
 - ☐ Fair
 - ☐ Poor
9. How would you rate the availability of academic resources (books, journals, online databases) in the library?
- ☒ Excellent
 - ☐ Good
 - ☐ Fair
 - ☐ Poor
10. The college provides adequate opportunity and support to faculty members for upgrading their skills and qualifications
- ☐ Strongly Agree
 - ☒ Agree
 - ☐ Neutral
 - ☐ Disagree
11. Any Suggestions

Debabrata Kumar

Govt. College Kharkhara

Teacher Feedback Form

Session 2022-23

General Information

- Teacher's Name: EKTA RANI
- Course/Subject: Commerce
- Designation: Asst. Prof. Commerce

1. The course objectives and outcomes were clearly defined.

- ☒ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree

2. The classroom environment was conducive to learning.

- ☒ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree

3. The overall infrastructure of the institute (labs, classrooms, study areas) met my expectations.

- ☐ Strongly Agree
- ☒ Agree
- ☐ Neutral
- ☐ Disagree

4. The administrative staff were helpful and responsive to student needs.

- ☐ Strongly Agree
- ☒ Agree
- ☐ Neutral
- ☐ Disagree

5. The course has positively contributed to my academic and personal growth.

- ☒ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree

6. How satisfied are you with the availability and quality of technological resources (e.g., projectors, computers, and internet)?
- Very Satisfied
 - Satisfied
 - Neutral ✓
 - Dissatisfied
7. How responsive and helpful is the administrative staff to your needs and inquiries?
- Very Responsive
 - Responsive ✓
 - Neutral
 - Unresponsive
8. How would you rate the efficiency of the office staff in handling paperwork and administrative tasks?
- Excellent
 - Good ✓
 - Fair
 - Poor
9. How would you rate the availability of academic resources (books, journals, online databases) in the library?
- Excellent
 - Good ✓
 - Fair
 - Poor
10. The college provides adequate opportunity and support to faculty members for upgrading their skills and qualifications
- Strongly Agree ✓
 - Agree
 - Neutral
 - Disagree
11. Any Suggestions

E. D. 19

General Information

- Teacher's Name: Dr. Sidhanta
- Course/Subject: Associate Prof of Law
- Designation: Associate Prof of Eco

1. The course objectives and outcomes were clearly defined.

- ☒ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree

2. The classroom environment was conducive to learning.

- ☒ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree

3. The overall infrastructure of the institute (labs, classrooms, study areas) met my expectations.

- ☐ Strongly Agree
- ☒ Agree
- ☐ Neutral
- ☐ Disagree

4. The administrative staff were helpful and responsive to student needs.

- ☒ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree

5. The course has positively contributed to my academic and personal growth.

- ☒ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree

6. How satisfied are you with the availability and quality of technological resources (e.g., projectors, computers, and internet)?

- Very Satisfied
- ✓ ☒ Satisfied
- Neutral
- Dissatisfied

7. How responsive and helpful is the administrative staff to your needs and inquiries?

- ✓ ☒ Very Responsive
- Responsive
- Neutral
- Unresponsive

8. How would you rate the efficiency of the office staff in handling paperwork and administrative tasks?

- ✓ ☒ Excellent
- Good
- Fair
- Poor

9. How would you rate the availability of academic resources (books, journals, online databases) in the library?

- Excellent
- ✓ ☒ Good
- Fair
- Poor

10. The college provides adequate opportunity and support to faculty members for upgrading their skills and qualifications

- ✓ ☒ Strongly Agree
- Agree
- Neutral
- Disagree

11. Any Suggestions

Need to improve Staff Room & Girls common Room

Sidhartha

MEDICAL BILL
(For use in Treasury Office)

Bill No. 74
Bill Date 18/10/2023
Establishment of Higher Education Department
(Higher, Technical, Science & Technology)
Treasury Code 19
D.D.O Code 0918 Government College
Kharkhara Rewari
Major Head 2202 General Education
Sub Major 03 University and Higher
Education
Minor Head 103 Government Colleges and
Institutes
Sub Head 98 Government Colleges
Detail Head 51 N.A.
Particulars Payment of Medical Reimbursement of Dr RamNiwas and Sh Manu Kumar
Assistant Professor

Voucher No. :
Voucher Date :
:

Treasury Name Rewari
Demand No. 12
Object Code 67 Medical
Reimbursement
Sub-Object Code 01 Medical
Reimbursement
AC/DC Detailed Bill
Voted/Charged Voted

To Whom Paid

Amount to be Classified by T.O. 53132

Payment Mode EPS

Total 53132

B.T.Deduction 0.00

Net Amount 53132

BOOK TRANSFER RECOVERIES

Treasury/Sub Treasury	Major Head	Sub Major	Minor Head	Sub Head	Detail Head	DDO Code	Amount

ABSTRACT OF BILL

Sr No	Name of Claimant/ Particular of Sub Voucher	Unique Code	Net Amount	DDO BT Amount	Sanction No	Sanction Date	Remarks
1	RAM NIWAS- 110022414739	8D3Q0V	38192				
2	MANU KUMAR BHANDORIA- 110053216971	3N56JY	14940				
		Grand Total	53132				

Less Advance Drawn vide T/V No.

Less Advance Drawn Bill
No.

Dated

Advance Amount : `

Net Amount Payble Rs. 53132

Amount Spent: `

Rupee Fifty Three Thousands One Hundred and Thirty Two

Excess Deposited wide Scroll No.

Date

APPROPRIATION

2023 to 2024

691

13/10/23

क

निदेशक उच्चतर शिक्षा, हरियाणा, पंचकूला।

सेवा में,

प्राचार्य

राजकीय महाविद्यालय

खरखडा (रेवाडी)

यादी क्रमांक: 15/69-2023 C-III (2)

दिनांक: पंचकूला, 05-10-2023

Anil Kumar
A/c clerk
Dr. Ram Niwas
13/10/23

विषय:-

चिकित्सा प्रतिपूर्ति मामला- डा0 राम निवास, सहायक प्राध्यापक (वाणिज्य)

उपरोक्त विषय पर आपके पत्र क्रमांक 2499 दिनांक 13.03.2023 के संदर्भ में।

विषयांकित मामले में आपको लिखा जाता है कि डा0 राम निवास, सहायक प्राध्यापक द्वारा अपनी पत्नी (श्रीमती केला देवी) का इलाज Artemis Hospital, Gurugram में करवाया गया है, जिसपर 51,841/- रुपए का खर्च आया है।

स्वास्थ्य विभाग की हिदायतें दिनांक 19.09.2016 अनुसार 3.00 लाख तक के बिलों की स्वीकृति हेतु संबंधित प्राचार्य सक्षम अधिकारी है।

अतः आपसे अनुरोध है कि प्रार्थी के चिकित्सा प्रतिपूर्ति मामले में हिदायतों अनुसार कार्यवाही करते हुए बिलों की प्रतिपूर्ति अपने स्तर पर करने का करें।

सलग्न:- मूल बिल

अधीक्षक सी-III
कृते निदेशक उच्चतर शिक्षा,
हरियाणा, पंचकूला।

पृ० क० सम-

दिनांक, पंचकूला

उपरोक्त की प्रति डा0 राम निवास, सहायक प्राध्यापक, राजकीय महाविद्यालय, खरखडा (रेवाडी) को सूचनार्थ/आवश्यक कार्यवाही हेतु प्रेषित है।

अधीक्षक सी-III
कृते निदेशक उच्चतर शिक्षा,
हरियाणा, पंचकूला।



Government of Haryana / हरियाणा सरकार
Directorate of Higher Education
उच्चतर शिक्षा निदेशालय



ORDER

As per provisions contained in rule 46 of Haryana Civil Services (Leave) Rules, 2016 and other instructions issued by the Government from time to time, following official is/are hereby granted the Child Care Leave:-

Employee Name	Designation	College	From	To	Total Days
Dayawati [11523]	Associate Professor	GC Kharkhara	23/02/2024	30/04/2024	68

Note: If the Probation period of the employee is not completed, then as per provision contained in rule 46 (3) of Haryana Civil Services (Leave) Rules, 2016 her probation period shall be extended for 68 days i.e. the period of CCL.

1. She will join at headquarter after availing the above mentioned leave, if the vacancy occupied by the applicant has been filled up.
2. During this leave period the post will be treated as vacant.
3. During the leave period salary shall be paid by the present DDO.
4. No Extra Teacher will be provided during her CCL.

Anand Mohan Sharan IAS

Dated: 22/02/2024

Additional Chief Secretary, Govt. of Haryana, Higher Education Department, Chandigarh

Endst No: MIS/CCL/11226/C-I

Dated, Panchkula: 22/02/2024

(1)

A copy of the above is forwarded to the following for information & necessary action:-

1. Principal, **GC Kharkhara** It is requested that necessary entry to this effect may be made and a copy of this order may be placed in the service book of Assistant Professors concerned positively.
2. **Dayawati, Associate Professor, GC Kharkhara.**
3. PS/ACSHE, PS/DGHE
4. Assistant C-1(3).
5. Superintendent College-VII Branch (local).
6. IT Cell to upload on web portal.

Superintendent College-I
for Additional Chief Secretary Higher Education
Haryana, Panchkula





Government of Haryana / हरियाणा सरकार
Directorate of Higher Education
उच्चतर शिक्षा निदेशालय



ORDER

As per provisions contained in rule 46 of Haryana Civil Services (Leave) Rules, 2016 and other instructions issued by the Government from time to time, following official is/are hereby granted the Child Care Leave:-

Employee Name	Designation	College	From	To	Total Days
Sidhanshu [11368]	Associate Professor	GC Kharkhara	05/02/2024	10/04/2024	66

Note: If the Probation period of the employee is not completed, then as per provision contained in rule 46 (3) of Haryana Civil Services (Leave) Rules, 2016 her probation period shall be extended for 66 days i.e. the period of CCL

1. She will join at headquarter after availing the above mentioned leave, if the vacancy occupied by the applicant has been filled up.
2. During this leave period the post will be treated as vacant.
3. During the leave period salary shall be paid by the present DDO.
4. No Extra Teacher will be provided during her CCL.

Anand Mohan Sharan IAS

Additional Chief Secretary, Govt. of Haryana, Higher Education Department, Chandigarh

Dated: 03/01/2024

Endst No: MIS/CCL/11199/C-I
(1)

Dated, Panchkula: 05/01/2024

A copy of the above is forwarded to the following for information & necessary action:-

1. Principal, **GC Kharkhara** It is requested that necessary entry to this effect may be made and a copy of this order may be placed in the service book of Assistant Professors concerned positively.
2. **Sidhanshu, Associate Professor, GC Kharkhara.**
3. PS/PSHE, PS/DGHE
4. Assistant C-1(3).
5. Superintendent College-VII Branch (local).
6. IT Cell to upload on web portal.

Superintendent College-I
for Additional Chief Secretary Higher Education
Haryana, Panchkula



Casual Leave Account - 2021

Sr. No.	Name	Page No.	Sr. No.	Name	Page No.
1	Dr. Renu Hooda, Pl.	1	34	MRS. Manya Bhola	34
2	MRS. Dayawati, A.P.	2	35	Sh. Mahesh Kumar	35
3	Dr. Sidhant, A.P.	3			
4	Dr. Hari Parkash, A.P.	4			
5	Dr. Ramniwas, A.P.	5			
6	Dr. Manmeet Kaur, A.P.	6			
7	Dr. Mahesh Kumar, A.P.	7			
8	Dr. Sushila Lamba, A.P.	8			
9	Mrs. Ekta Rani, A.P.	9			
10	Sh. Satyender Singh, A.P.	10			
11	Dr. Surender Singh, A.P.	11			
12	Sh. Sushil Kumar, A.P.	12			
13	Sh. Manu Kumar, A.P.	13			
14	Sh. Deepak Kumar, A.P.	14			
15	Ms. Shiwan Yadav, A.P.	15			
16	Ms. Tyoti Gupta, A.P.	16			
17	Dr. Bharat Bhushan, Extn Lect	17			
18	Sh. Pradeep Kumar, — do —	18			
19	MRS. Ragshri — do —	19			
20	MRS. Neeru — do —	20			
21	MRS. Kavita Yadav — do —	21			
22	MRS. Saxita, Hindi — do —	22			
23	Dr. Meenakshi Choudhary — do —	23			
24	MRS. Sweety, — do —	24			
25	MRS. Shilpa, — do —	25			
26	MRS. Saurita Com. — do —	26			
27	MRS. Sharmila, Comp. Inst	27			
28	Sh. Rahul Singh, Comp	28			
29	Sh. Lachhi Ram, Dy Super	29			
30	Sh. Sushil Kumar, Perm	30			
31	Sh. Rajesh Kumar, Clerk	31			
32	Sh. Anil Kumar, LA	32			
33	Sh. Satbir Singh, chowkidar	33			

Utkarsh

DR. Sidhanshu, Total C.L. (20)

3

Date	Total	Availed	Balance	Signature
15-02-2021	20	01	19	Re
23-07-2021	19	02	17	Re
06-07-2021	17	01	16	Re
19-07-2021	16	01	15	Re
24-07-2021	15	01	14	Re
07-08-2021	14	01	13	Re
25-09-2021	13	01	12	Re
27-09-2021	12	01	11	Re
14.10.2021 end 16.10.21	11	02	09	Re
13-11-2021	09	01	08	Re
22-11-2021	08	01	07	Re
27-11-2021	07	01	06	Re
11-12-2021	06	01	05	Re
24-12-21	05	01	04	Re
28.12.2021	04	01	03	Re
30/31-12-2021	03	02	01	Re
11-08-2021	- R.H. (Tee)			Re
10-11-2021	- R.H. -			Re
10-12-2021	Duty leave G.C. Rithoj ref. ATJ			Re

vacations.

19. Earned leave admissible to an employee not entitled to vacation. - (1) The earned leave admissible to an employee (The details of employees entitled and not entitled for vacation is given in Annexure B) not entitled to vacation-

- (a) 1/24th of the period spent on duty, during the first 10 years of his service;
- (b) 1/18th of the period spent on duty during the next 10 years of his service; and
- (c) 1/12th of the period spent on duty, thereafter.

Note:- For the purpose of assessing the "length of service" under this sub-rule, break in service caused as a result of retrenchment shall not entail forfeiture of previous service.

(2) Accumulation of earned leave shall be permissible to any extent but the maximum earned leave that may be granted at a time to an employee shall be-

- (a) 120 days if spent in India;
- (b) 240 days if the entire leave so granted or any portion thereof is spent outside India;

Provided that except as provided in rule 24, if an employee goes on a course of study or research work which increases his competence, knowledge or efficiency or adds to the technical knowledge, he may be granted earned leave to the extent it is due to him and not limited to 120 or 240 days.

Note:- No leave encashment is admissible.

3) The half pay leave admissible to employees of affiliated colleges not entitled for availing of vacation in respect of each completed year of service is 20 days.

- (4) The half pay leave due may be granted to an employee either on medical grounds or for private affairs.
- (5) Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate or for pursuing an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority, subject to the following conditions:-

- (i) half pay leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilized for an approved course of study;
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due: provided that no commuted leave may be granted under this rule unless the competent authority to sanction leave has reason to believe that the employee will return to duty on its expiry.

Note:-(1) The half pay leave earned by an employee in respect of a completed year of service can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

- (2) The option once exercised will be final and debar an employee from claiming re-conversion as a matter of right though the authority which granted leave can (if so disposed) allow it.

20. Grant of extraordinary leave. - (1) Extraordinary leave may be granted to an employee in special circumstances, such as:-

- (a) when no other leave is admissible; or
- (b) when other leave is admissible, but the employee concerned applies in writing for the grant of extraordinary leave.

(2) The authority empowered to grant leave may commute retrospectively:-

- (a) periods of absence without leave into extraordinary leave;
- (b) extraordinary leave granted into leave of a different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

Note:- The power of commuting retrospectively periods of absence without leave into extraordinary leave under clause(a) of subrule (2) is absolute and not

21. Leave Salary. - (1) An employee on earned leave shall be entitled to leave salary equal to the pay drawn by him immediately before proceeding on leave.

(2) An employee on half pay leave is entitled to leave salary equal to half the amount specified in sub-rule (1);

(3) An employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule(1).

(4) An employee on extraordinary leave is not entitled to any leave salary.

(5) (a) During study leave availed of outside India, an employee shall draw leave salary equal to the pay that the employee drew while on duty immediately before proceeding on such leave and in addition the Dearness Allowance, House Rent Allowance as admissible under these rules.

(b) During study leave availed of in India, an employee shall draw leave salary equal to the pay that the employee drew while on duty immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible under these rules.

(c) Payment of leave salary at full rate under clause (b) shall be subject to furnishing of a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment.

(d) The amount, if any, received by an employee during the period of study leave as Scholarship or Stipend or remuneration in respect of any part time employment as envisaged shall be adjusted against the leave salary payable under the rule subject to the condition that the leave salary shall not be reduced to an amount less than that, payable as leave salary during half-pay leave.

(e) No study allowance shall be paid during study leave for courses of study in India.

Re:- (1) The leave salary of the employee who is reinstated after a period spent under suspension and who proceeds on leave immediately on reinstatement should be determined on the basis of the pay actually drawn by or allowed to him on the day immediately preceding the day of commencement of leave.

Annual increment during the leave will actually be drawn after the expiry of leave. All the leave except extraordinary leave taken otherwise than on medical certificate counts towards increments.

22. Maternity leave. - (1) A female employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 6 months from the date of its commencement.

(2) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

Notes:- In the case of a person to whom the Employees State Insurance Act 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

(3) Maternity leave may be combined with leave of any other kind.

(4) Maternity leave shall not be debited against the leave account.

(5) No grant will be given by the Government for a substitute during the maternity leave of employee.

***[22A. Child Adoption Leave.-** (I) The competent authority may grant child adoption leave for a period of six months to a female employee of non-Government aided colleges of Haryana State who adopts a child not exceeding one year of age on the lines of maternity leave admissible to natural mothers.

(II) child adoption leave may be combined with leave of any other kind.

(III) During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(IV) This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption except in the case of adoption of a girl child.

(V) In continuation of child adoption leave, the adoptive mother may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding sixty days without production of medical certificate) for a period not exceeding one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of child adoption leave subject to the following conditions, namely:-

* Inserted vide E.D. Hr. Noti No. S.O.87 H.A. 15/1979/Ss. 4, 5 and 16 2009 dt. 09.10.2009



- (i) This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption except in the case of adoption of a girl child.
- (ii) The maximum period of one year leave of kind due and admissible (including leave not due and commuted leave not exceeding sixty days without production of medical certificate) shall be reduced by the age of child on the date of adoption without taking into account child adoption leave as in following illustrations, namely:-
 - (a) if the age of the adopted child is less than one month on the date of adoption, leave not exceeding one year may be allowed.
 - (b) if the age of the child is six months and above but less than seven months, leave not exceeding six months may be allowed.
 - (c) if the age of the child is nine months and above but less than ten months, leave not exceeding three months may be allowed.

(VI) Child adoption leave shall not be debited against the leave account.

(VII) In case it is found at any stage that the adoption was not genuine, or the adopted child is given back, then the salary paid for the period shall be recovered with prevailing rate of interest from the employee's salary, or the leave availed shall be deducted from the currently due earned leave."

3. **Study Leave.** - (1) Study leave may be granted to an employee on such terms as may be specified by general or special orders of competent authority in consultation with the Director to enable him to study scientific, technical or similar problems or to undergo special courses of instructions. Such leave is not debited against any leave account and is subject to 12 months at a time or 24 months during full service. A certificate from the competent authority sanctioning leave is required that training would be definitely advantageous to employee in

Fund of Account		Principal Direct College for Women (Dhaka)		Amount	Commitment	Balance
01-001-00-00-00-P-N-V		00	Compensation (TI)	279500	279500	279500
2002-03-001-00-00-00-P-N-V		04	Salary	215000	215000	215000
2002-03-001-00-00-00-P-N-V		05	Dearness Allowance	100000	100000	100000
2002-03-001-00-00-00-P-N-V		06	Travel Expenses	50000	50000	50000
2002-03-001-00-00-00-P-N-V		07	Office Expenses	20000	20000	20000
2002-03-001-00-00-00-P-N-V		08	Medical Reimbursement	50000	50000	50000
2002-03-001-00-00-00-P-N-V		09	Contractual Service	20000	20000	20000
2002-03-001-00-00-00-P-N-V		10	Leave Travel Concession	20000	20000	20000
Scheme Total:				615000	615000	615000
2002-03-103-00-01-00-P-N-V		01	Salary	2472174	2472174	2472174
2002-03-103-00-01-00-P-N-V		02	Wages	50000	50000	50000
2002-03-103-00-01-00-P-N-V		03	Dearness Allowance	2203549	2203549	2203549
2002-03-103-00-01-00-P-N-V		04	Travel Expenses	10000	10000	10000
2002-03-103-00-01-00-P-N-V		24	Material and Supply	100000	100000	100000
2002-03-103-00-01-00-P-N-V		87	Medical Reimbursement	400000	400000	400000
2002-03-103-00-01-00-P-N-V		89	Contractual Service	3242100	3242100	3242100
2002-03-103-00-01-00-P-N-V		70	Leave Travel Concession	1400000	1400000	1400000
Scheme Total:				53801225	53801225	53801225
03-103-00-01-00-P-N-V		34	Other Charges	70000	70000	70000
Scheme Total:				70000	70000	70000
3-105-02-51-00-P-N-V		24	Material and Supply	100000	100000	100000
3-105-02-51-00-P-N-V		86	Training	100000	100000	100000
3-105-02-51-00-P-N-V		37	Honorarium	400000	400000	400000
Scheme Total:				120000	120000	120000
3-105-03-51-00-P-N-V		24	Material and Supply	300000	300000	300000
3-105-03-51-00-P-N-V		87	Honorarium	422700	422700	422700
Scheme Total:				175000	175000	175000
3-105-03-51-00-P-N-V		24	Material and Supply	70000	70000	70000
3-105-03-51-00-P-N-V		34	Other Charges	70000	70000	70000
3-105-03-51-00-P-N-V		87	Honorarium	315000	315000	315000
Scheme Total:				88000	88000	88000
03-107-00-51-00-P-N-V		12	Scholarships and Stipends	88000	88000	88000
Scheme Total:				45000	45000	45000
03-107-00-51-00-P-N-V		12	Scholarships and Stipends	45000	45000	45000
Scheme Total:				45000	45000	45000
03-109-04-51-00-P-N-V		74	Special Component Plan for SC	4547000	4547000	4547000
Scheme Total:				446000	446000	446000
03-109-04-51-00-P-N-V		74	Special Component Plan for SC	446000	446000	446000
Scheme Total:				446000	446000	446000



Scanned with
CamScanner

Form of

(Revised)

A Modified M.O. F.O. 2 (1)

Name.....

Domicile.....

Date of commencement.....

EARNED LEAVE					HALF PAY LEAVE									
DUTY			Leave earned in days	Leave at Credit (in days column 9-4 subject to the appropriate limit)	Leave taken			Balance on return from leave (column 5-8)	Length of Service Credit of Leave					
From	To	No. of days			From	To	No. of days		From	To	Number of completed years of Service	Leave earned (in days)	Leave at credit column 20+13	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
15 ² / ₁₇	14 ² / ₁₈	one yr	10	74	—	—	—	74						
15 ² / ₁₈	14 ² / ₁₉	1 yr	10	84	—	—	—	84						
15 ² / ₁₉	14 ² / ₂₀	1 yr	10	94	—	—	—	94						
15 ² / ₂₀	14 ² / ₂₂	2 yrs	20	114	—	—	—	114						
				114	19 ⁵ / ₂₃	—	01	113						

- Note : 1 The account of the additional leave admissible to officer of class I and II Service under provision to Para 3 of EGP letter No. 5078-FR 49/2532 dated 24-2-49 should be worked out as and when necessary and maintained in a Subsidiary account.
2. Periods of extraordinary leave taken should be noted in red ink column 27 for remarks.
3. The entries in column 10-11 should indicate only the beginning and end of completed year of service at the time the half pay leave commences in case where a Govt. servant completes another.

FORM S.T.R. - 23
(See Rule 4.31)
EDUCATION ALLOWANCE BILL
RER NPS==>2

Paybill No. Treasury : 19000918-2023-24-02-03-01

Voucher No.:
Voucher Date:

DUES

DUES		(A) DEDUCTIONS CLASSIFIED BY AG		(B) DEDUCTIONS CLASSIFIED BY T.C.		(C) DEDUCTIONS CLASSIFIED BY DDOS	
BP + GP	0	Cent.GPF Subs	0	Central GIS	0	G.P.F.Fund Subs.	0
Dearness Pay	0	Cent.GPF Adv.	0	GIS.	0	G.P.F.Adv. Recov.	0
Special Pay	0	G.P.F. Subs.	0	House Rent(State)	0	GIS Fund Subs.	0
Personal Pay	0	G.P.F.Adv.	0	L.I.C.	0	House Buiding Adv	0
CCA	0	HBA	0	NPS Contr.	0	House Building Int.	0
HRA	0	HBA Int	0	Income Tax	0	M.Car Advance	0
CA	0	M.Car Adv.	0	FTC Amount	0	M.Car Adv. Int.	0
VVA	0	M.Car Adv. Int.	0	Other TO BT/Misc. Re.	0	Scooter Advance	0
Ration Money All.	0	Scooter Adv.	0	Car Usage	0	Scooter Adv. Int.	0
Kit Maint. All.	0	Marriage Adv. Int.	0			Marriage Advance	0
Handicapped All.	0	Marriage Adv.	0			Marriage Adv. Int.	0
Non-Practising All.	0	Marriage Adv. Int.	0			Festival Advance	0
Safai Karamchari All.	0	Festival Adv	0			Wheat Advance	0
Morni Hill Allow.	0	Wheat Adv	0			Computer Advance	0
Medical Allow.	0	Comp Adv.	0			Computer Adv. Int.	0
Trans/SpectA/FixTA	0	Comp Adv. Int.	0			Penal Inetrest	0
Rural Health/Depu.All	0	Penal Interest	0			License Fee(Cent.)	0
Flying/Carpenter All.	0	Other AG BT	0			License Fee(Dept.)	0
Hardship/Fly.Certi.All.	0					Relief Fund	0
Sumptry/Diet/MoneyAll	0					Electricity Charges	0
OfficeExp./Instructl.All	0					Water Charges	0
Constituency/Risk All	0					Welfare Fund Subs.	0
PoliceMedal/Supvisry	0					Welfare Loan Ded.	0
Other Allowance	121500					Sports Fund Subs	0
	121500					Main. Fund Subs.	0
Total Salary	121,500	Total A	0			Other Deduction	0
Dearness Allow.	0	(D) PNB LOANS / INTERESTS				PLI	0
		Scooter Adv/Int.	0				
		M.Car Adv/Int.	0				
		HBA/Int.	0				
		Marriage Adv/Int	0				
		Comp Adv/Int	0				
Gross Total	121,500	Total D	0			Total C	0

Principal
Signature & Designation of Drawing Officer
Code No. 10918

Higher Education Department (Higher, Technical, Science & Technology) 1/31/2024 11:49:57 AM
SCHEDULE SHOWING THE RECOVERIES MADE ON ACCOUNT OF GIS

Budget Head of Department : 2202 - General Education

Under Head : 8011-Insurance and Pension Fund, Haryana State Govt. Employees

Group Insurance Scheme

Month : January, 2023-24

Paybill No Treasury : 19000918-2023-24-01-03-02

Sr.	Group	Employee Name & Designation	Amount
1	B	DEEPAK KUMAR, IBB0IW, Assistant Prof	60
2	B	EKTA, 0N2OWI, Assistant Prof	60
3	B	HARI PARKASH, 1K5811, Assistant Prof	60
4	B	JYOTI GUPTA, 9CAR5R, Assistant Prof	60
5	B	MAHESH KUMAR, VC420W, Assistant Prof	60
6	B	MANU KUMAR BHANDORIA, 3N56JY, Assistant Prof	60
7	B	MANYA BHOLA, DFB17G, Assistant Prof	60
8	B	RAM NIWAS, 8D3Q0V, Assistant Prof	60
9	B	SATENDER SINGH, 4E1QVE, Assistant Prof	60
10	B	SHIWANI YADAV, HEB0PW, Assistant Prof	60
11	B	SUSHIL KUMAR, 0F57YB, Assistant Prof	60
12	B	SUSHILA LAMBA, 0D4298, Assistant Prof	60
		Grand Total	720

Principal
Govt. College, Kharkhara
(Rewari)

8/31/24

Invoice No. : 1900091824025877
(against Pay Order No.1900221499)

Issue Date of Pay Order :01/02/2024
Validity date of Pay
Order:11/02/2024

Head :2202
DDO Code :0918

For DDO : TREASURY OFFICER HARYANA

Sr. No	Token No. Scheme	Payee's Name, (Code) ,Father's Name	Account No.	IFSC/MICR	Amount (Rs.)	RTR Amt	Bank
1	1900012024004924 2202-03-103-98-51	SUSHILA LAMBA, 0D4298, BHUP SINGH YADAV	65037161123	SBIN0014634	82321.00	0	SBIN
2	1900012024004924 2202-03-103-98-51	SUSHIL KUMAR, 0F57YB, JAI SINGH	30334653957	SBIN0000705	28049.00	0	SBIN
3	1900012024004924 2202-03-103-98-51	SUSHIL KUMAR, 0F57YB, JAI SINGH	468100HH00001 248	PUNB0468100	26010.00	0	PUNB
4	1900012024004924 2202-03-103-98-51	EKTA, 0N2OWI, DHARM BIR	20022583827	SBIN0000743	97702.00	0	SBIN
5	1900012024004924 2202-03-103-98-51	HARI PARKASH, 1K5811, MAUJI RAM	34473021510	SBIN0014634	107151.00	0	SBIN
6	1900012024004924 2202-03-103-98-51	MANU KUMAR BHANDORIA, 3N56JY, SURENDER KUMAR BHANDORIA	10575694975	SBIN0000705	50309.00	0	SBIN
7	1900012024004924 2202-03-103-98-51	MANU KUMAR BHANDORIA, 3N56JY, SURENDER KUMAR BHANDORIA	468100HH00001 257	PUNB0468100	26750.00	0	PUNB
8	1900012024004924 2202-03-103-98-51	SATENDER SINGH, 4E1QVE, RAJBIR SINGH	31024498521	SBIN0001565	90702.00	0	SBIN
9	1900012024004924 2202-03-103-98-51	RAM NIWAS, 8D3Q0V, SITA RAM	32195082074	SBIN0030368	107636.00	0	SBIN
10	1900012024004924 2202-03-103-98-51	JYOTI GUPTA, 9CAR5R, VIJAY KUMAR GUPTA	2878101074261	CNRB0002878	71411.00	0	CNRB
11	1900012024004924 2202-03-103-98-51	MANYA BHOLA, DFB17G, RAKESH BHOLA	38765840529	SBIN0001565	79411.00	0	SBIN
12	1900012024004924 2202-03-103-98-51	SHIWANI YADAV, HEB0PW, JITENDER SINGH	20370891765	SBIN0011872	71411.00	0	SBIN
13	1900012024004924 2202-03-103-98-51	DEEPAK KUMAR, IBB0IW, ROHTAS	1665000101066 426	PUNB0166500	71411.00	0	PUNB
14	1900012024004924 2202-03-103-98-51	MAHESH KUMAR, VC420W, RAMNIWAS	30046225600	SBIN0010569	96347.00	0	SBIN
				Bill Total:	1006621.00	0	
15	1900012024004927 2202-03-103-98-51	SIDHANSHU, 0E68IQ, DESHJRAJ WADHWA	32970403893	SBIN0005699	137084.00	0	SBIN
16	1900012024004927 2202-03-103-98-51	DAYAWATI, 0F68IP, HOSHIAR SINGH	20109941345	SBIN0005699	140482.00	0	SBIN
				Bill Total:	277566.00	0	
17	1900012024004928 2202-03-001-99-98	ARCHNA SOOTA, 4H1QT4, BISHAMBER DAS	10572688727	SBIN0001565	133852.00	0	SBIN
				Bill Total:	133852.00	0	
18	1900012024004929 2202-03-001-99-98	SUSHIL KUMAR, 6BAWCJ, MAMAN SINGH	38256550621	SBIN0011870	29189.00	0	SBIN
				Bill Total:	29189.00	0	

Total EPS Amount:1447228.00/-

Endorsement from DDO

Verified that the above bank account and amount details of various payees are correct and invoice no. 1900091824025877 received from treasury office, Rewari is verified online.

Date:

Initials of Treasury Officer

Principal
Govt. College, Kharkhara
(Rewari)

01/02/24

for Head :2202

Invoice No. : 1900091824025877
(against Pay Order No.1900221499)

Issue Date of Pay Order:01/02/2024
Validity date of Pay
Order:11/02/2024

For DDO : TREASURY OFFICER HARYANA

Sr. No	Token No. Scheme	Payee's Name, (Code), Father's Name	Account No.	IFSC/MICR	Amount (Rs.)	RTR Amt	Bank
1	1900012024004924 2202-03-103-98-51	SUSHILA LAMBA, 0D4298, BHUP SINGH YADAV	65037161123	SBIN0014634	82321.00	0	SBIN
2	1900012024004924 2202-03-103-98-51	SUSHIL KUMAR, 0F57YB, JAI SINGH	30334653957	SBIN0000705	28049.00	0	SBIN
3	1900012024004924 2202-03-103-98-51	SUSHIL KUMAR, 0F57YE, JAI SINGH	468100HH00001 248	PUNB0468100	26010.00	0	PUNB
4	1900012024004924 2202-03-103-98-51	EKTA, ON2OWI, DHARM BIR	20022583827	SBIN0000743	97702.00	0	SBIN
5	1900012024004924 2202-03-103-98-51	HARI PARKASH, 1K5811, MAUJI RAM	34473021510	SBIN0014634	107151.00	0	SBIN
6	1900012024004924 2202-03-103-98-51	MANU KUMAR BHANDORIA, 3N56JY, SURENDER KUMAR BHANDORIA	10575694975	SBIN0000705	50309.00	0	SBIN
7	1900012024004924 2202-03-103-98-51	MANU KUMAR BHANDORIA, 3N56JY, SURENDER KUMAR BHANDORIA	468100HH00001 257	PUNB0468100	26750.00	0	PUNB
8	1900012024004924 2202-03-103-98-51	SATENDER SINGH, 4E1QVE, RAJBIR SINGH	31024498521	SBIN0001565	90702.00	0	SBIN
9	1900012024004924 2202-03-103-98-51	RAM NIWAS, 8D3QOV, SITA RAM	32195082074	SBIN0030368	107636.00	0	SBIN
10	1900012024004924 2202-03-103-98-51	JYOTI GUPTA, 9CAR5R, VIJAY KUMAR GUPTA	2878101074261	CNRB0002878	71411.00	0	CNRB
11	1900012024004924 2202-03-103-98-51	MANYA BHOLA, DFB17G, RAKESH BHOLA	38765840529	SBIN0001565	79411.00	0	SBIN
12	1900012024004924 2202-03-103-98-51	SHIWANI YADAV, KEBOPW, JITENDER SINGH	20370891765	SBIN0011872	71411.00	0	SBIN
13	1900012024004924 2202-03-103-98-51	DEEPAK KUMAR, IBB0IW, ROHTAS	1665000101066 426	PUNB0166500	71411.00	0	PUNB
14	1900012024004924 2202-03-103-98-51	MAHESH KUMAR, VC42OW, RAMNIWAS	30046225600	SBIN0010569	96347.00	0	SBIN
					Bill Total:	1006621.00	0
15	1900012024004927 2202-03-103-98-51	SIDHAMSHU, GE68IO, DESHJRAJ WADHWA	32970403893	SBIN0005699	137084.00	0	SBIN
16	1900012024004927 2202-03-103-98-51	DAYAWATI, 0F68IP, MOSHIAR SINGH	20109941345	SBIN0005699	140482.00	0	SBIN
					Bill Total:	277566.00	0
17	1900012024004928 2202-03-001-99-98	ARCHNA SOOTA, 4H1QT4, BISHAMBER DAS	10572688727	SBIN0001565	133852.00	0	SBIN
					Bill Total:	133852.00	0
18	1900012024004929 2202-03-001-99-98	SUSHIL KUMAR, 6BANCJ, MAMAN SINGH	38256550621	SBIN0011870	29189.00	0	SBIN
					Bill Total:	29189.00	0

Total EPS Amount:1447228.00/-

Endorsement from DDO

Verified that the above bank account and amount details of various payees are correct and invoice no. 1900091824025877 received from treasury office, Rewari is verified online.

Date:

Initials of Treasury Officer

Principal
Govt. College, Kharkhara
(Rewari)

01/02/24

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All Head of Departments in Haryana.
2. Commissioner of Divisions in Haryana.
3. All Deputy Commissioners in Haryana.
4. All Sub Divisional Officers (Civil) in Haryana.
5. The Registrar, Punjab & Haryana High Court, Chandigarh.
6. All District & Session Judges in Haryana.

Dated Chandigarh, the 6th October, 2022

Subject: Grant of interest free Festival Advance to Class IV Government employees during the year 2022-23.

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free festival advance of Rs.10,000/- (Rupees Ten thousand only) to all Class-IV Government employees in the State who apply for it upto 07.10.2022.

2. The advance will be admissible to permanent/temporary Class-IV employees and to those adhoc employees who are continuing in service for the last one year and will likely to continue for another ten months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In case of temporary employees, allow festival advance on the basis of a surety to their satisfaction so that it will be fully secured and its recovery will be ensured from the loanee in equal ten instalments.

3. The following conditions should also be observed in sanctioning this advance:-

- i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- ii) The advance will be recovered in ten equal monthly instalments.
- iii) The advance may be drawn and disbursed on or before **20.10.2022**.
- iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- v) The advance should not be granted by parent Departments to those Class-IV employees who are on deputation to other Government/Corporations and Local Bodies etc.
- vi) If both husband and wife are employed, the advance should be allowed to only one of them.
- vii) No application for the purpose of Grant of festival advance shall be entertained and no advance shall be sanctioned/dispensed to Government employee who are under suspension or against whom proceedings are pending under Rule 7 of HCS (Punishment and appeal Rule 2016) as per letter dated 27.9.2021.

4. It is requested that the Schedule of Recoveries should be attached with each bill in the enclosed Performa-I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Branch) by the Head of Departments by the end of November, 2022 positively in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head, "7610-Loans to Government Servants. etc-800-Other Advances (98) Festival Advances 50-Advances". The recoveries made will be credited to the corresponding receipt head i.e. "7610-Loans to Government Servants etc. 800-Other Advances-(98) Festival Advances (Receipt).

Copy of this letter can be downloaded from the website of Finance Department, Haryana i.e. www.finhry.gov.in.

Yours faithfully,


Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 

Endst. No.36/1/2010-WM(6)/21287

Dated Chandigarh, the 6th October, 2022

A copy is forwarded to the Principal Accountant General (Audit) and Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

2. The expenditure will be debited against Grant No. 07 under Major head "7610-Loans to Govt. Servants etc.-800-Other advances-(98) Festival Advances-(50)-Advances".

3. The detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.


Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 

Endst. No.36/1/2010-WM(6)/21287

Dated Chandigarh, the 6th October, 2022

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date may please be strictly followed and no bill be passed after 20.10.2022. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol.1.


Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 

Copies are forwarded to:-

1. The Additional Chief Secretary to Govt. Haryana, Revenue & Disaster Management Department.
2. All the Administrative Secretaries to Govt. Haryana for information and necessary action.


Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 



To

1. The Additional Chief Secretary to Govt. Haryana, Revenue & Disaster Management Department.
2. All the Administrative Secretaries to Govt. Haryana.

U.O.No.36/1/2010-WM(6)/21287

Dated Chandigarh, the 6th October, 2022

A copy each is forwarded to the Additional Chief Secretary/ Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ Officer on Special Duty/ Special Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Ministers/Ministers of State, Haryana.


Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 

To

The Principal Secretary/Additional Principal Secretary/ Deputy Principal Secretary/ Officer on Special Duty/ Special Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Ministers/Ministers of State, Haryana.

U.O.No.36/1/2010-WM(6)/21287


Dated Chandigarh, the 6th October, 2022

Endst. No.36/1/2010-WM(6)/21287

Dated Chandigarh, the 6th October, 2022

A Copy is forwarded to the following for information & necessary action:-

1. The State Election Commissioner, Haryana
2. The Secretary to Governor, Haryana
3. The Secretary, Haryana Vidhan Sabha.
4. Chairman/Chief Administrator/Managing Director of all Boards/Corporations in Haryana.
5. Vice Chancellor of all the Universities of Haryana.


Superintendent, Ways & Means,
for Additional Chief Secretary to Govt. Haryana,
Finance Department. 

INTERNAL DISTRIBUTION

1. PS/FM/CM
2. PS/ACSF
3. In-Charge, Computer Cell for uploading on website.

PROFORMA-I

SCHEDULE OF RECOVERIES

S. No.	Name & Designation of employee(s)	Total amount of advance Rs.	Recoveries upto July, 2023 (@Rs. 1000/- X 10)
1	2	3	4

PROFORMA-II

Name of Department	Name of Office	Drawing and Disbursing Officer	Amount of Festival advance granted to the employees (Rs.)
1	2	3	4

Institutes==>NPS-Gazetted==>SALARY==>1

Signature & Designation of Drawing Officer
Code No. : 0918

Under Rs. Eleven Lakh Nineteen Thousand Three Hundreds Eighty Seven Only

Net Amount : 1119386

(In Words) : Eleven Lakh Nineteen Thousand Three Hundreds Eighty Six Only

1. Received the contents of this bill.
2. Certified that the amount being drawn in this bill is in accordance with rules as amended from time to time.
3. Certified that no amounts drawn previously more than 3 months old is lying undisbursed and the amounts drawn 1/2/3 months previous of this date are being refunded by deductions as per given below.
4. There are 11 Number of pages of scanned enclosures with this voucher. The original sanction has been defaced by writing Treasury bill number and same has been kept in our office in safe custody.

Name	Period	Amount	Drawn vide Trsy. vrs. & Date

Signature of ddo with seal
Code No. : 0918

To be filled by Treasury Office

Pay Rs. _____ (in words) Rupees)

Date : _____ (Treasury Official) Asstt. Supdt. (Treasury) Treasury Officer

Amounts To be Classified by T.O.

Cash	1119386
G.I.S.	0
L.I.C.	0
House Rent (State)	0
Pension Fund Contribution	0
Income Tax	0
FTC Amount	0
Car Usage	0
Other TO BT	0
TOTAL	1119386

(To be used by Accountant General Office)

S.O./A.A.O.

Initials of ----- token of

Admitted Rs.

B.O.

Object	Rs.
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check of classification

Instructions

1. A red line should be drawn across the sheet after each section of establishment and grand totals should be shown in red ink.
2. All deductions should be supported by schedules in appropriate form, there should be separate schedules for g.p.f. a/c no. be entered there in ascending order.
3. Recovery of house rent should be supported by rent rolls in duplicate form the fwd/estate officers. deduction adjustable by b.t.
4. Due care should be taken to give correct code numbers wherever specified.

Mr. No. 99



GOVERNMENT COLLEGE NARNAUL

('B++' Grade College Accredited by 'NAAC')

Registration Fee Receipt for: NATIONAL SEMINAR ON ICT IN EDUCATION
SECTOR: IMPLICATIONS AND CHALLENGES

FEBRUARY 23, 2022

Sr. No.

70

Date..... 23/02/22

Dr./Mr./Ms.

Syoti Gupta

Organization: G.I.C. Kharkharia

Research

Paper Title.....

Research and Use in the information explanation

RS. 300/-

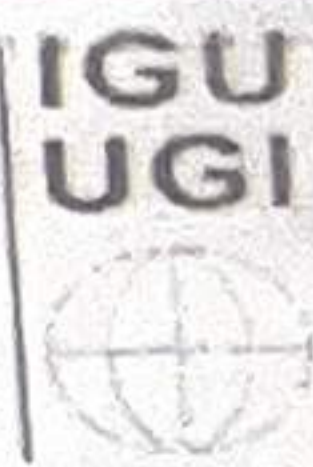
Signature

CHECKED & MAY BE PASSED FOR
RS. 300/- (Three hundred only/-)
OUT OF ... R.K. FUND/ GRANT

Passed For Payment of Rs. 300/-
out of ... R.K. Fund/Grant

BUSSER 11/03/22

Principal



INTERNATIONAL GEOGRAPHICAL UNION
Thematic Conference
November 24th - 25th, 2022 | Mahendragarh (India)
Department of Geography | Central University of Haryana



Receipt of Registration (On-the Spot)

1. Name: Jyoti Gupta

2. Abstract Title (If applicable): Impact of Covid-19 on the Environment

3. Registration Amount: 2500/-

**IGU Thematic Conference
2022**

Cert. No.: IGU/CUH/3C/307

Initials: [Signature]

Signature of the
IGU Thematic Conference Officials

CHECKED & MAY BE PASSED FOR
Rs. 2,500/- (Two thousand five hundred only/-)
OUT OF R.K. FUND/GRANT

[Signature]
07/12/22

Passed For Payment of Rs. 2,500/-
out of R.K. Fund/Grant

[Signature]
Principal

Payment made by me
Jyoti Gupta

Dr. Ram Niwas Total C.L. 15

Date	Total	Availed	Balance	Sig.
02-02-2023 to 4-2-23	15	03	12	<i>[Signature]</i>
13/02/23 to 14/02/23	12	02	10	<i>[Signature]</i>
16/02/23 to 17/02/23	10	02	08	<i>[Signature]</i>
15/03/23	08	01	07	<i>[Signature]</i>
28/3/23 to 29/3/23	07	02	05	<i>[Signature]</i>
03/4/23 31/3/23 to 01/04/23	05	02	03	<i>[Signature]</i>
03/04/23	03	01	02	<i>[Signature]</i>
05/04/23	02	01	01	<i>[Signature]</i>
18/05/23	01	01	00	<i>[Signature]</i>

30.01.23	Duty Leave	— Regarding Audit Meeting — Chennai	<i>[Signature]</i>
15.02.23	R.H.	to M. D. S. Jayanti	<i>[Signature]</i>
18.03.23	Duty Leave	to attend International Seminar — Thiruvananthapuram	<i>[Signature]</i>
27.03.23	R.H.	Con the occasion of Chhath Puja	<i>[Signature]</i>
23.05.23	R.H.	— do — (M. K. Jayanti)	<i>[Signature]</i>
09, 10/10/23	Duty Leave	To attend training course HPA Rohatek	<i>[Signature]</i>
25/10/23	Duty Leave	— do —	<i>[Signature]</i>

e-mail

From

Director General Higher Education,
Haryana, Panchkula.

To

All Principals of Govt. Colleges
working in the State of Haryana.

Memo No. DHE-020018/116/2021-(401690)
Dated, Panchkula 18-10-2021

**Subject:- Sanction of maternity leave to Assistant/ Associate Professor
working in Govt. colleges**


Reference on the subject cited above.

It has been observed by this office that the applications of maternity leave of females employees working as Assistant/ Associate Professor in your colleges are being sent to this department from time to time for sanction/approval whereas in Haryana Civil Services (Leave) Rules 2016 under Rule 44(1) there is a following provision:-

Rule 44(1) The Head of office, on the recommendation of competent medical authority, may grant maternity leave, for a period not exceeding six months from the date of its commencement, to a female Govt. employee. It shall not be debited against the leave account, however, necessary entry shall be made in the relevant form of service book.

In this regard, it is submitted that presently you are exercising the powers of Drawing and Disbursing Officer and by virtue of these powers you come in the definition of Head of office. Thus from the perusal above rule being Head of office you are competent to accord sanction of maternity leave to the Assistant/ Associate Professor working under your control instead of sending applications of maternity leave to this department.

In view of position narrated above you are directed to sanction the maternity leave of Assistant/ Associate Professor keeping in view the provisions contained in the Haryana Civil Services (Leave) Rules 2016. Apart from this, in case you have already sent any applications of maternity leave of any Assistant/ Associate Professor to this department and is still pending with this department for sanction/ approval the same may kindly be withdrawn and sanctioned at your own level, however, the intimation thereof be also sent to this department to avoid double sanction.


Deputy Director-1
for Director General Higher Education
Haryana, Panchkula

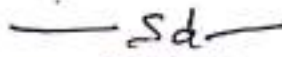
OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA (REWARI)

Order No: GCK/1979-20/24

Date: 1-7-24

The Increment due in the month of July 2024. The pay of the following staff for the month of July 2024 may be drawn accordingly.

Sr. No.	Name of Officers/Officials	Designation	Pay on 30.06.2023 (Basic Pay)	Pay drawn on 01.07.2024 after Increment
1	Dr. Sidhanshu	Associate. Prof.	1,43,600/-	1,47,900/-
2	Dr. Hariparkash	Asstt. Prof.	84,800/-	87,300/-
3	Mrs. Ekta Rani	Asstt. Prof.	73,000/-	75,200/-
4	Sh.Satyender Singh	Asstt. Prof.	73,000/-	75,200/-
5	Sh.Sushil Kumar	Asstt. Prof.	66,800/-	68,800/-
6	Sh.Manu Kumar Bhandoria	Asstt. Prof.	66,800/-	68,800/-
7	Sh.Deepak Kumar	Asstt. Prof.	64,900/-	66,800/-
8	Ms. Shiwani Yadav	Asstt. Prof.	64,900/-	66,800/-
9	Ms. Jyoti Gupta	Asstt. Prof.	64,900/-	66,800/-
10	Mrs. Manya Bhola	Asstt. Prof.	64,900/-	66,800/-

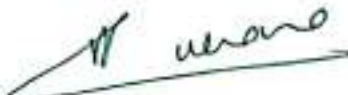

Principal
Govt. College Kharkhara
(Rewari)

Endst No. Even

Dated:

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

1. Dr. Bharat Bhushan I/c HRMS
2. Sh.Anil Kumar (A/c Local)


Principal
Govt. College Kharkhara
(Rewari)
01/7/24