

CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

Amendment No. 4/2011

No. Admn.E.3/2011/E-19/ 11531

Dated: 18/8/11

In pursuance of the decision taken by the Board of Management vide Item No. A-15 of its 238th meeting held on 07.08.2011, the Vice-Chancellor, CCSHAU, Hisar is pleased to approve the following amendments in Chapter VIII of the CCSHAU Statutes:-

Existing Provisions	Proposed provisions
<p>Clause 6(3)(d) 20% posts of Clerks will be filled by promotion, on seniority-cum-fitness basis from amongst GO-cum-Daftri Messenger, Store Khalasi and Telephone Attendant provided they fulfil the following qualifications:- (i) Matriculate; and (ii) Knowledge of Hindi upto Matric Standard. (iii) 5 years experience of working on any Class-III/Grade 'C' post whose scale of pay is less than that of Clerk or any Class-IV/Grade 'D' post or combined experience on such Class-III and IV/Grade 'C' and 'D' posts.</p>	No Change
<p>Note:-1. The inter-se seniority of employees so promoted shall be determined according to the seniority position in their respective cadres, if the persons being promoted belong to different cadres, their length of service on the initial post shall be relevant for the purpose of determining their inter-se seniority.</p>	No Change
<p>Note:-2 Notwithstanding any thing provided elsewhere in these Statutes every Class-III/Grade 'C' and Class IV/Grade 'D' employee appointed to a post in the cadre of Clerk and also Library Assistant (promoted from the post of Library Attendant) shall be required to pass the type test, as may be prescribed by the Vice-Chancellor within a period of one year. If such an employee passes the type test after the period of one year then the increment for the period subsequent to that within which the type test is to be passed should be released to him from the date following the last date on which the type test is completed. The increment should be released with retrospective effect from the date it was otherwise due, but no arrears shall be paid for the past period.</p>	Notwithstanding any thing provided elsewhere in these Statutes, every Class-III/Grade 'C' and Class IV/Grade 'D' employee appointed to a post in the cadre of Clerk and also Library Assistant (promoted from the post of Library Attendant) shall be required to pass test of typing on computer within a period of one year on the prescribed speed. However, test regarding typing on computer may be conducted in the Computer Section of COBS&H under the supervision and over all control of Dean, COBS&H. If such an employee passes such test after the period of one year of his appointment then the increment for the period subsequent to that within which the said test is to be passed should be released and benefit should be given to him from the date next to the following the last date on which the type test is completed. The increment should be released with retrospective effect from the date it was otherwise due, but no arrears shall be paid for the past period.
<p>Note:-3 Promotion shall be made on the basis of seniority and proficiency through an examination.</p>	No Change

Vice-Chancellor, in pursuance of the decision taken by the Board in its meeting referred to above, is further pleased to approve here-under:-

- i) Those who have already been promoted as Clerk under 20% quota, but have not passed type test so far may be allowed to exercise option either to pass type test on computer or type test on manual typewriter at the prescribed speed.

- ii) The handicapped persons who have already been promoted under 20% quota may be given exemption from passing of type test after obtaining handicapped certificate from Medical Board, PGI, Rohtak as per State Govt. instructions dated 20.1.1998 (copy enclosed).
- iii) Those physically handicapped employees who are incapable of doing typing work on computer will not be considered for promotion to the post of Clerk under 20% quota for future in consonance with State Govt. instructions dated 20.1.98.

3. As for obtaining option from the concerned employees, these instructions may be brought to the notice to those Clerks promoted under 20% quota who have not passed type test so far whether they want to pass type test on computer or on manual typewriter at the prescribed speed. The option to this effect be obtained from them within one month from the date of issue of these instructions. The option duly verified may be diarised and pasted in the service book of the official. Copy thereof may also be sent to this office. Where the handicapped persons have already been promoted under 20% quota, necessary action may be initiated for obtaining handicapped certificate from the Medical Board, PGI, Rohtak through SMO, CCSHAU. After obtaining the requisite certificate, the case may be sent to this office for consideration and issue of administrative order to this effect.

4. These instructions may be brought to the notice of all concerned for strict compliance thereof.

Sd/-
Registrar

Endst. No. Admn.E.3/2011/E-19/ 11582-706

Dated: 18/8/11

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

1. All Leans/Directors/Officers of the University/HODs/Offices/Sections (including outstations), CCSHAU, Hisar.
2. The Secretary to Vice-Chancellor, CCSHAU, Hisar.
3. The J. D. Audit, CCSHAU, Hisar.
4. The Dy. Registrars/ Dy. CAUs/ ARs/ ACs/ A&AOs, CCSHAU, Hisar.
5. The Advisor Rectt. Cell/COE/ARF/ARA/ Law Officer, CCSHAU, Hisar.
6. PS to Registrar/DDO/E-1, E-2. and R.4 (internal).

Asstt. Registrar (GA)
for Registrar