

MAHARASHI DAYANAND UNIVERSITY ROHTAK
“EXPRESSION OF INTEREST”

Limited Tenders on the basis of quality and technical expertise are invited for computerization of entire administrative functioning of the University. The detailed Tender proforma containing terms and conditions are available on the University Website

<http://www.mdurohtak.com>

1. The last date for Receipt of Tender is 2-3-2010 upto 4.00 p.m.
2. The tenders complete in all respect be addressed to the Deputy Registrar (General)
3. Date of Opening of Tender is 2-3-2010 at 4.30 p.m.

REGISTRAR

MAHARSHI DAYANAND UNIVERSITY, ROHTAK -124001 (HARYANA)

No. MDU/Gen/10/649

Dated: 17.02.2010

QUOTATION/TENDER NOTICE

Sealed quotations/tenders are invited from the Service Providers of national and international repute for the computerization of activities/functions/services described in brief in the table below.

1. Description of functions/services to be computerized.

S.No.	Description of activity
1.	<p>Administrative functions</p> <ul style="list-style-type: none">- Digitization of policy Documents – Agenda & Proceedings of Court, Executive Council, Academic Council etc. (about 15,00,000 pages)- Service books of all existing as well as retired teaching and non-teaching employees, personal files of all existing as well as retired teaching and non-teaching employees, database should be searchable by name, key terms etc.- Databases of University’s teaching and non-teaching staff – about 50 fields such as name, father’s name, date of birth, address, qualifications, experience details, postings in University, workshops/ conferences/ training programmes attended, books and papers written etc., generation of reports from all angles, database should be searchable against names, date of birth, Department, designation, and other relevant fields- Attendance of teaching as well as non-teaching staff, leave records, etc.- Master I-Cards, Pension I-Cards etc.- All administrative jobs performed by all the Departments/Offices.- All administrative forms.- Photo gallery etc. <p>Proformas attached</p>
2.	<p>Financial Management</p> <ul style="list-style-type: none">- Budget – at a glance, detailed budget, funding agencywise, schemewise, all types of receipts, booking of expenditure, balance sheet preparation, all other matters relating to budget.- Salaries, increment, DA GPF accounts, pension accounts, all deductions, and all other parameters relating to salary- Online receipts, expenditure and payment Gateways for collection of all types of fees, disbursement of scholarships, booking of receipts, booking of expenditure from all locations in the University i.e.

	<p>Teaching Departments/Offices and outstations etc. (Tie up with Bank shall be the responsibility of the Finance Office)</p> <ul style="list-style-type: none"> - Budget management at Department/Office levels - All forms relating to accounts <p>Proformas attached</p>
3.	<p>Academic Management</p> <p><u>University Teaching Departmentwise Complete Admission Process :</u></p> <p>Complete admission process – issuance of Admission Notice through University website, online admissions of regular students from centralized location as well as Departments, online submission of admission forms and other relevant documents by the students, preparation of students’ profiles (name, father’s name, date of birth, address -correspondence as well as permanent home, subject/Department, class, roll no., year, participation in games, extra-curricular activities, attendance record, etc.), online verification of documents for eligibility etc., enrollment process, online delivery of relevant information, online delivery of Roll Nos. and details of examination centres, online delivery of examination details, online receipt of assignments of the students, online creation of statistics for students and Departments/Institutions/Offices, online delivery of results and digital mark sheets to the students, online resolution of students’ grievances, front desk and back desk support to the students and Departments/Institutions/Offices, generation of Roll No. slips, preparation of results, preparation of detailed marks cards (soft & hard copies), preparation of student profiles, class room management (attendance, time table etc.) process, complete examination process, printing of all types of reports.</p> <p><u>Professional Colleges/Institutions affiliated to MDU, Rohtak :</u></p> <p>Complete admission process – issuance of Admission Notice through University website, online admissions of the students of Professional Colleges (Engg. Colleges, Management Colleges, Colleges of Education, Pharmacy Colleges etc.) affiliated to MDU from centralized as well as decentralized locations, online submission of admission forms and other relevant documents by the students of affiliated colleges/institutions, preparation of students’ profiles (name, father’s name, date of birth, address -correspondence as well as permanent home, subject/Department, class, roll no., year, participation in games, extra-curricular activities, attendance record, etc.), online verification of documents for eligibility etc., online delivery of relevant information, online delivery of Roll Nos. and details of examination centres, online delivery of examination details, online receipt of assignments of the students, online creation of statistics for students and affiliated Colleges/Institutions, online delivery of results and digital mark sheets to the students, online resolution of students’ grievances, front desk and back desk support to the students and affiliated professional</p>

	<p>colleges/institutions, generation of roll no. slips, preparation of results, preparation of detailed marks cards (soft & hard copies), preparation of student profiles, class room management process, complete examination process, printing of all types of reports</p> <p>- e-learning resources uploading on server with readable facility as well as provision for IP/Password-based permission for downloading/printing for regular as well as distance education students.</p> <p>Proformas attached</p>
4.	<p>College Development Council</p> <p>All activities of the College Development Council such as affiliation matters, college inspection reports, approval and appointments of teachers, admissions, and all other matters relating to affiliated colleges/institutions</p> <p>Proformas attached</p>
5.	<p>Research (Teaching Departments as well as Affiliated Colleges)</p> <p>- Database of approved Research Projects, progress reports. - Database of submitted Research Projects - Online submission of progress reports. - All other activities.</p> <p>Proformas attached</p>
6.	<p>Student's Welfare</p> <p>All activities/functions of the Office of Dean, Students Welfare including NSS.</p> <p>Proformas attached</p>
7.	<p>Hostels Management (Functions performed by the Provosts</p> <p>All matters relating to Hostel Management such as room allotment, collection of room rents, mess billing, collection of mess bills and other mess matters, etc.)</p> <p>Proformas attached</p>
8.	<p>Sports matters</p> <p>All activities relating to the Directorate of Sports such as sports students' profiles, record of participation in sports events, record of achievements, record of awards, sports events, team management, organization organization</p>

	of sports camps . Proformas attached
9.	<p>Stores Management</p> <p>Computerization of all aspects of Central as well as Dept./Office Stores management such as data entry of store items purchased in Central Stores and Departmental/Offices Stores, issuing store items from Central/Department/Offices stores, stock verification, querying from remote locations whether store items are available or not, billing for items issued by Central Stores to Departments, stock position of Central/Department/Offices, receipt of payments, store budget management and all other aspects related to store management in Central stores as well as departmental stores.</p> <p>Proformas attached</p>
10.	<p>Engineering Cell and Estate Office</p> <p>Estate Records, Tenders/quotations, PWD schedule of rates approved by Govt./University, generation of electricity bills, House Allotment records, budget management, etc.</p> <p>Proformas attached</p>
11.	<p>University Hospital</p> <p>Health cards of university employees and students, Patients' records etc.</p> <p>Proformas attached</p>
12.	<p>University Press</p> <p>University journals in e-mode (Open source or subscription-based), sales of publications, billing etc.</p> <p>Proformas attached</p>

2. The sealed quotations/tenders, complete in all respects, must reach the Office of the undersigned latest by 02.03.2010 by 4.00 p.m.. The same shall be opened on 02..03.2010 at 4.30 p.m. The quotees or their authorized representatives shall be allowed to attend the meeting of the Quotation Opening Committee at their own (quotees) costs.
3. The quotation/tender received after due date and time or incomplete shall be rejected outrightly.
4. The quotees shall submit technical and financial bids separately. Both the bids shall be sealed in separate envelopes. Both the sealed envelopes containing technical and financial

bids shall then be sealed in the third envelope. Following must be superscripted on the sealed envelopes :

Envelope containing technical bid :

“TECHNICAL BID FOR COMPUTERISATION OF MDU FUNCTIONS. TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE.”

Envelope containing financial technical bid :

“FINANCIAL BID FOR COMPUTERISATION OF MDU FUNCTIONS. TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE.”

Envelope containing both technical and financial bids :

“TECHNICAL AND FINANCIAL BIDS FOR COMPUTERISATION OF MDU FUNCTIONS. TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE.”

The quotation/tender without superscription on envelopes may not be entertained.

5. The quotation/tender may be sent at the following address :

**The Deputy Registrar (General),
M.D. University, Rohtak – 124001 (Haryana).**

6. The firm selected for the purpose shall be responsible for data entry of all records of the students admitted in the Departments of the University (numbering about 8000) and the students admitted in professional affiliated colleges (numbering about 3 lacs) starting from academic session 2010-2011, and the University staff (numbering about 2500) with retrospective effect, all financial records, stores data, and the data of all records relating to the University Teaching Departments/Administrative Offices.
7. The firm selected for the purpose shall supply all softwares – Operating Systems (LINUX, Windows/Vista, etc.), and all application softwares along with the customization of the same as per University’s requirements. All softwares shall become University Property with all rights and without any prejudice after the expiry of the contract.
8. The firm selected for the purpose shall create infrastructure at its own cost. Infrastructure shall include hardware (servers (HP/IBM/Dell brand), PCs (HP/IBM/Dell brand), Printers (HP), scanners (HP), UPSs etc.), furniture, etc. The infrastructure shall be maintained by the firm for a period of three years from the date of award of contract. The University reserves the right to accept the components of the infrastructure after the expiry of the contract.
9. The firm shall establish Data Centre and shall maintain it for a period of three years without any additional cost from the date of award of contract.
10. The firm selected for the purpose shall upload all the softwares and the databases on the

University's hardware without any extra cost after the expiry of the contract. Settlement of softwares' compatibility with new hardwares etc. shall be the responsibility of the firm.

11. The firm shall train the University staff in the use of software, uploading of data, etc.
12. The firm selected for the purpose shall be responsible for maintenance of databases/records for a period of three years from the date of award of contract. All databases shall become University Property with all rights and without any prejudice after the expiry of the contract.
13. The firm selected for the purpose shall be responsible for data import from existing databases into the new database, if required.
14. The firm selected for the purpose shall maintain complete confidentiality of all the operations.
15. The contract shall be awarded initially for a period of three years, and will be reviewed every year. If performance is not found satisfactory, it would be liable to be terminated at a notice of three months. Further the contract will be extendable for another three years subject to mutually agreed terms and conditions if performance is found satisfactory.
16. The firm selected for the purpose shall establish a Call Centre to attend to the queries/grievances/other such requirements of all stakeholders such as University authorities, University students, University staff, students and authorities of affiliated professional colleges/institutions.
17. The firm selected for the purpose shall establish adequate front desk support system in the University as per latter's requirements.
18. The firm selected for the purpose shall provide electronic support services through e-mail, SMS, online chatting, etc. to respond to the queries of all the stakeholders.
19. The firm selected for the purpose shall integrate all operations with the University website, University Intranet, and Internet.
20. The firm selected for the purpose shall place the infrastructure (hardware, software, renovation and manpower) in position within 3 months and all other operations listed in the Table under S. No. 1 above in position within twelve months from the date of award of contract. The schedule of computerization shall be divided into phases by mutual consultation between the University and the firm.
21. The firm selected for the purpose shall accomplish each phase within the time limit agreed to between the firm and the University. In case, the firm fails to accomplish the jobs within the specified period, the firm shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of the contract each day or such other amount as the University may decide till the jobs remain incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the contract. Penalty shall be recovered from the invoices of the firm or their property or the firm shall deposit the penalty in cash if no other means is possible. Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.
22. In case, the firm selected for the purpose fails to execute the order on the rates, and terms and conditions to be contained in the order, culminating into termination of contract, the firm shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, recovery of loss (minimum 10% (ten percent) of the cost of the contract that might be caused to the University for

- failure of executing the order, besides any other action as may be deemed proper by the University.
23. The University shall provide adequate space to the firm selected for the purpose for setting up its office, call centre, front desk support system etc. However the firm shall renovate the space which includes painting, wall paneling, false ceiling, air-conditioning etc. at its own (firm's) cost.
 24. The University shall not be liable for making any payment of claims made by the employees of the firm selected for the purpose.
 25. The firm selected for the purpose shall not use any pirated software. The University shall not be responsible for any liability arising out of use of pirated softwares, if any.
 26. The University shall not be responsible for any suit for demands on account of infringement of copyright and other laws by the firm selected for the purpose.
 27. The University shall provide electricity and water supply to the firm selected for the purpose at the electricity rates in force at the time of billing .
 28. The University shall not provide any residential accommodation on the Campus to the staff of the firm selected for the purpose.
 29. The following terms and conditions must be spelt out in the offer clearly:
 - i. Rates.
 - ii. Taxes. Please note that the University does not issue Form 'C' or 'D'
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. Post-sales service.
 - vii.. Installation charges, if any.
 - viii.. Validity period of the quotation.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
 30. The packing, forwarding, freight, insurance charges etc., if any may be quantified in terms of amount. These charges shall not be payable against such vague statement as “packing, forwarding, freight and insurance charges etc. extra”.
 31. Charges not mentioned in the quotation/tender shall not be paid.
 32. FOR shall be M.D. University, Rohtak. .
 33. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
 34. The firm selected for the purpose shall enter into a binding agreement with the University for the execution of work/project.
 35. Services asked for may increase or decrease without any notice.
 36. The security/earnest money equivalent to 2% (two percent) of the total cost of the material rounded off to nearest Rs.10.00 (Rs. Ten only) in the shape of “Deposit at Call or Fixed Deposit Receipt” drawn in the favour of the Finance Officer, M.D. University, Rohtak shall accompany the tender/quotation failing which the quotation/tender will not be considered. The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted. Earnest Money shall stand forfeited if the quotee back out.
 37. As a general policy, the University tries to make payment within the period agreed with

- the firm from the date of completion of the job and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
38. The acceptance of the material/service shall be subject to satisfactory report of the Inspection Committee/Technical Committee/ Experts Committee.
 39. The acceptance of the quotation/tender shall rest with the University Computerization Committee, and the Committee does not bind itself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The Committee also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
 40. It is the University's policy to make all purchases from the manufacturers or exclusive distributors or authorized dealers/agents. If you are manufacturer/ exclusive distributor/authorized dealer/agent, proof thereof may be supplied along with the quotation/tender failing which the same shall be liable to be rejected without assigning any reason. A copy of the letter of proof from the manufacturer (s) may be attached. if you are an exclusive distributor/authorized dealer/agent etc.
 41. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97-Central Excise dated 1 March, 1997 and Notification No. 51/96- Customs dated 23.7.1996. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.
 42. The quotee shall append a certificate with the quotation/tender that the firm has not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
 43. TDS shall be deducted at source in accordance with the Income Tax Act/Rules in force from time to time.
 44. In case, any family member of the quotee is serving in the University, then the quotee must record a certificate to that effect on the offer, failing which the quotation/tender shall be rejected outrightly.
 45. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01262- 292316 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
 46. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotation/tender or invoices shall be invalid and shall have no legal sanctity.
 47. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and acceptance of the order shall be construed as the firm's agreement to all the terms and conditions contained in the order.

Deputy. Registrar (General)

Encl: As above

Maharshi Dayanand University, Rohtak
TRAVELLING ALLOWANCE BILL

Name Purpose of Journey
 Designation
 Basic pay/ Declared Income for Non-Employees Date of Meeting/Inspection Exams. etc., if any.....
 For T.A. Purposes Bill Registrar Page Voucher No.

Departure			Arrival			Mode of Journey	Distance		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise

1. **Mode of Journey**
 (a) By Rail : Class Ticket No.
 (b) By Bus : (Ord./ Delux/ A.C.)
 (c) Own Car No./Staff Car No./ Taxi No.
 (d) By Air : Ticket No.
 (Air Ticket attached)

2. **Journey/ Halting days** @
 @

3. **Local Conveyance, if any**
 (Details on Separate Sheet)

Total

Declaration : Certified that -
 (i) Particulars provided herewith are correct & that I have not claimed T.A./ D.A. etc. for this Journey from any other public source
 (ii) I have used full Taxi for the Journey/ paid full propulsion charges for the car which is a private property.
 (iii) I was not provided free lodging and/ or Boarding at the cost of Govt. University or any autonomous body.
 Signature*
 Address

Countersigned

Received Payment
 Controlling Officer
 Signature

*(please sign. at both the places)

Affix Re. 1 Revenue Stamp if amount exceed Rs. 5000/-

Journey verified
 Dy./ Asstt. Registrar

For Use in Accounts Branch
 Head of Account
 Pay Rs. (in figures)..... (in words).....
 Clerk Asstt. Supdt.

Cheque No.
 Date A.R.A./A.O.

For Audit use
 Seen: (i) Sanction (ii) Bill Registrar (iii) Grant Register (iv) Attendance Register

PAY ORDER

AUDIT DEPARTMENT
Pre-audited & passed for Rs.
Rupees

.....

Auditor R.A.E./R.S.A.
 M.D.University

Certified for payment at the spot

Certified that I shall perform the return journey fromto.....
by the same mode as claimed in the T.A. bill.

(Signature)**Essential Information**

*Pay means basic pay as it is in the Haryana Govt. Grade (w.e.f. 1-1-96)

For other :- 'Pay, means emoluments which include pay plus Dearness / Additional Dearness allowance declared upto 1-1-96 i.e. upto the Consumer Price Index 1510 points.

PART-I**1. Rate of daily allowance**

(i) The rate of Daily Allowance shall be as under :-

<i>Categories of employees and Pay Ranges</i>	<i>D.A. within Haryana</i>	<i>Outside Haryana (other than column 4)</i>	<i>Other town above 10 lacs population</i>
1	2	3	4
Grade- V Below Rs. 4000/-	80	105	130
Grade- IV Rs. 4000/- and above but less Rs. 8000/-	90	120	145
Grade- III Rs. 8000/- and above but less Rs. 10500/-	105	130	170
Grade- II Rs. 10500/- and above but less Rs. 16000/-	130	170	210
Grade- I Rs. 16000/- and above	160	210	260

As per 1991 Census, the following towns are with population of 10 lacs and above :-

Ahmedabad, Bangalore, Bhopal, Calcutta, Coimbatore, Delhi, Greater, Bombay, Hyderabad, Indore, Jaipur, Kanpur, Kochin, Lucknow, Ludhiana, Madras, Madurai, Nagpur, Patna, Pune, Surat, Vadodara, Visakhapatnam and Varanasi.

2. Entitlement for travelling by Rail/ Bus, local journeys and rate of local mileage.

<i>Sr. Categories of Govt. employees</i>	<i>By rail</i>	<i>By Bus</i>	<i>By own Car / Scooter etc.</i>	<i>Rate of local mileage</i>
1. Officer's of Grade - I	AC 1st class	AC Bus	By taxi or own car	Rs. 6.00 per k.m.
2. Officer's of Grade - II	1st class 2nd class AC Sleeper AC Chair Car	AC Bus	By taxi or own car with permission of the V.C. for each journey	-do-
3. Employees of Grade -III	-do-	Delux Bus	By Scooter/ Motor Cycle	Rs. 3.00 per k.m.
4. Employees of Grade -IV	2nd class sleeper	Express	No (with permission of the semi Delux HOD for each journey)	-do-
5. Employees of Grade -V	2nd class	Ordinary Bus	No	-do-

Journeys of Air

Officers in the pay scale of Rs. 18400-22400 and above only shall be entitled to journey by Air.

Note : 1 The actual cost of reservation and sleeper charges will be reimbursed in full.

2 In case of journey by Air, A.C. Rail/ A.C. Bus/ Delux Bus, tickets shall be appended to T.A> bills. In case of Rail journey by 1st class / A.C. Chair car ticket/ ticket No./ reservation slip, as the case may be, shall be, produced. In the absence of ticket wherever required, ordinary rail/ bus fare will be given.

Rates of own car/ taxi

i) Rs. 6.00 per k.m.

Other Rules

- Members of the University Court, Executive Council, Academic Council, Selection Committee, Finance Committee, Faculties, Boards of Studies, Establishment Committee and the Committee/ Sub-Committee appointed, by the authorities of the University may travel by own car/ Taxi between the stations concerned by rail and be allowed to charge T.A. by road provided the distance each way does exceed 250 k.ms. The Vice-Chancellor, in special cases may allow travel by their own car or by taxi even if the distance involved each way exceeds 250 k.ms.
- In case of examination work, journey by own car. taxi is allowed to the examiners not below the rank of reader with the permission of the COE/VC.
- Bills not presented within 6 months from the date of journeys shall laps shall not be entertained unless this period of 6 months is extended by the Vice-Chancellor.
- Except in the case of work connected with University examinations, daily allowance maynot be drawn for a continuous halt of more than 10 days at any place unless the same is sanctioned by the Vice- Chancellor in each case on the ground that the prologed halts are necessary in the interest of the University work.
- The receipt of the Toll Tax will be submitted for Clamming the TA in case of Journey by Taxi or Car.

Sub: Revision of pay scales of Non-Teaching employees w.e.f. 1.1.2006

The Executive Council vide Reso. No.7 in its meeting held on 28.2.2009 has revised the pay scale in respect of non-teaching employees of this University on the basis of State Govt, circular No.1/83/2008/IPR (FD) dated 7.1.2009 issued by the Financial Commissioner and Principal Secretary to Govt. Haryana, Finance Deptt. vide letter No.60/7/2FDII/09/569 dated 27.2.2009. The University has adopted the pay revision as well as ACP scheme and has notified the same vide this office order endst. No.EN-4/M.134(XIII)/09/1626-1735 dated 2.3.2009. The necessary options for adopting the revised scales have been invited within the prescribed period of three months.

Sh./Smt./Ms _____ has opted for the revised pay scales w.e.f. 1.1.2006 as per his/her option placed at flag/CP _____ which may kindly be perused. In the light of the option exercised by the employee, her/his pay in the revised scale is proposed to be fixed as under:-

S.No.	Particulars
1.	Name of the employee
2.	Designation of the post in which pay is to be fixed as on January 1, 2006
	Status (Sub/Officiating)
3.	Pre-revised scale (s) of pay applicable for the post (in case more than one scale of pay is applicable for the post and these have been merged in pursuance of the recommendation of the PRC in a single revised scale, the scale of the pay in which the employee was actually drawing his pay should be specified)
4.	Existing emoluments as on 1.1.2006
	a) Basic pay (including stagnation increments, if any)
	(b) Dearness pay
	(c) Dearness Allowance applicable at AIPCI average 536 (1982=100)
	(d) Total existing emoluments (a to c)
5.	Revised pay band and grade pay corresponding to the pre-revised scale shown at Sr.No.4 above.
6.	Pay in the revised pay band/scale in which pay is to be fixed as per the fitment table attached at Annexure-1
7.	Grade pay to be applied in terms of Rule 4 of HCS (RP) Rules, 2008
8.	Stepped up pay with reference to the revised pay of junior, if applicable (Notes 7 and 10 below rule 7 (1) of HCS (RP) Rules, 2008). Name and pay of the Junior also to be indicated distinctly.

9.	Revised pay with reference to the substantive pay in the cases where the pay fixed in the officiating post is lower than the pay fixed in the substantive post if applicable (sub Rule (2) of Rule 7).	
10.	Personal pay, if any, (Notes 6 and 8 below Rule 7(1))	
11.	Revised emoluments after fixation	
	a) Pay in the revised pay band/pay scale	
	b) Grade pay	
	c) Special pay, if admissible (sub rule 1(c) of Rule 7)	
	d) Personal pay, if admissible	
	Total	
12	Date of next increment (Rules 9 and 10)	1.1.2006 due to ACP

Date of Increment: 1.1.2006
1.7.2006
1.7.2007
1.7.2008
1.7.2009

14.

His case has been recommended at Sr.No. _____ by the DPC. The proceedings of the DPC are placed at CP-_____ and the same has also been approved by the Vice-Chancellor (CP-).

If agreed to, the above proposal of pay fixation on account of revised pay scale in r/o Sh. _____ may be sent to the Finance Officer with the request kindly to vet the same if it is under the rules so that further action may be taken by this office accordingly. The service book of the employee is also added below for ready reference, please.

**EN-3
Supdt.(E)**

stt.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Practical Examiner's File

CONTANTS

1. Instructions to single Examiner(s) for Practical/Oral Examination.
2. Forwarding Memo, for Practical award list (1)
3. Envelope for awards (1)
4. Payment bill form (1)
5. Award list (10 pages)
6. Proforma regarding disposal of bank Answer books and Continuation sheets (2)
7. Practical examiner's report
8. Contingency bill form for Practical Examination (1)
9. Bill form Laboratory Assistants
10. T A Bill form(1)
11. Scale of Remuneration for Examiners/ Head Examiners for various practical examinations.

Controller of Examinations.

13. Wherever there is a break in the continuity of Roll Nos. belonging to the same centennial series, the Examiner, while writing Roll Nos. on the award sheet should leave a gap of a couple of spaces for clearness and legibility.

14. When an Examiner runs short of award sheets he should at once write to the Office Superintendent (Conduct). In no case ordinary paper is to be used for writing awards.

15. Examiner is requested to preserve the counterfoil of the award list for at least six months after the publication of the result.

16. Candidates who are absent in the practical Examination must be shown as such in the award list against the Roll No. or Roll Nos. concerned.

17. All answer-books must be signed by the Examiner concerned.

18. In certain subjects, there are Head-Examiners, and in certain subjects there are no Head-Examiners. In both these cases the Head-Examiners and Examiners will please send their award list to the Assistant Registrar (Conduct) M.D. University, Rohtak. Where there are Head-Examiners, the answer-books are to be sent by the Sub-Examiners to their Head-Examiners along with the awards lists and forwarding memos for necessary checking and submission to the University. The Sub-Examiners may please send all the signature-sheets duly attested by them to the Asstt. Registrar (Conduct) M.D.U., Rohtak.

19. Awards must always be accompanied by a forwarding memo. on the prescribed form supplied. No other paper should be sent with the award list.

Minimum Pass Percentage in Practical Papers

B.Ed. : 33%

B.A./B.Sc. Parts I, II & III : 35%

(including map work in the case of Geography).

Instructions to Single Examiner(s) for Practical/Oral Examination.

1. Keys of Laboratories :

(a) Science teachers who are to conduct examinations at centres other than their own should leave instructions with their Laboratory Assistant to give all necessary help to examiners assigned to their centres.

(b) In case there is no Laboratory Assistant, they must leave with the Superintendent or Head of the Institution, the keys and a list of apparatus and chemicals drawn up indicating the places where such apparatus and chemicals are kept.

2. *Travelling allowance* :—The travelling allowance to examiners for conducting Practical examinations will be paid in accordance with the prevailing M.D. University Rohtak, T.A. rules.

3. *Chart of examinees* :—The examiners should meet, a day before the examination, the College Principal/Superintendent of their examination centre, who will deliver to them a chart, showing Roll Nos. of the various candidates to be examined by the examiners each day.

4. The Principal of the College will hand over the Programme-charts, signature-sheets etc., supplied to them by the Centre-Superintendent/s of his college centre/s to examiner concerned.

There will be no pre-set question-paper for the practical examination except Type-writing and Shorthand. Questions will be set by the external examiner on the spot, according to the prescribed syllabus available in the Institution and the guide-lines supplied to them.

5. *Identification sheets* :—The examiner concerned is requested to get signatures of candidates concerned with Roll Nos. on all the days for each batch of Practical examination as a proof of attendance in each practical on the prescribed form, supplied to the Principal of the College/Supdt. where the examination will be held (or on the blank sheets in the absence of prescribed forms and the blank sheets used for the purpose should invariably bear on the top, the name and centre of examination, the subject, groups, date and time of practical examination). Such attendance sheets duly attested by the examiner must be forwarded under Regd. cover to the Assistant Registrar (Results Branch) concerned and in no case be retained by the examiner or sent to the Head-Examiner, if there is any, in the subject.

6. Communication from Candidates : -

(a) In order to enable the University to take necessary steps for punishment of the offenders, Examiner is requested to report at once to the Controller of Exams, if he finds any candidate guilty of communicating or attempting to communicate with the examiner, with the object of influencing him in awarding marks.

- (b) All reports regarding use of, or attempt at unfair means by the candidates, should be addressed to the Asstt. Registrar (Conduct) and sent to him in a registered cover, on the day of occurrence.

7. *Time Limit* :—Awards must be submitted to the University or the Head-Examiner, as the case may be, within four days of the last date of the practical examination. In case of delay, an automatic deduction of Rs. 5 per day will be made from the remuneration due to the examiner.

8. *Deduction for mistakes* :—An automatic deduction of Rupee one for each mistake in totals, etc., subject to a maximum of Rs. 10 will be made from the remuneration. If the number of mistakes is over ten, the examiner concerned is liable to be removed from the list of examiners.

9. (a) *Return of apparatus* :—The Examiner should see that apparatus, etc., taken on loan is immediately returned to the institution/s concerned after termination of the examination.

(b) *Report regarding Equipment of Laboratories* :—Examiner shall report in writing to the Office Superintendent (Conduct) about any Centre which does not possess the necessary minimum of chemicals and apparatus.

10. The examiner should reach the centre well before the commencement of the Practical Examination in order to make sure that all the articles required for the examination are available in the laboratory.

11. *Supplementary Answer-books-Continuation-sheets* :—

The blank answer-books/supplementary answer-books/continuation-sheets required at the centre for use of the candidates in the Practical Examination are to be received by the Practical Examiners from the Head of the Institution according to their requirements. The surplus stock alongwith statement showing disposal of blank answer-books (available in the Practical Examiner's file) should be deposited with the Head of the Institution concerned who will send to this office the total consumption of each kind of answer-books in respect of each examination separately. Only one answer-book should be supplied to each candidate. Supplementary answer-books/continuation-sheets may be supplied to a candidate after the Examiner has verified that the candidate has finished the answer-book already supplied to him.

12. *Answer to be written by the candidates* :—Each candidate shall be required to record his work in an answer book. This shall be sent, when marked to the Head-Examiner concerned, if any, along with the award lists. The marks indicating the value of work of each candidate shall be recorded by the examiners on each answer-book.

13. *Demonstrator* :—(a) If there is only one laboratory at a station, the help of a local Demonstrator may be availed of but no communication between the Demonstrator and the candidates should be permitted. Not more than one Demonstrator should be appointed for each group.

(b) In towns where there is more than one College, the Demonstrators should be inter-changed.

(c) No candidate should ask Laboratory Assistant for his requirements. All such demands should be made only from the Examiner of the Demonstrator.

AWARD LIST

Any departure from the directions given below, however, insignificant it may be, may entail automatic deduction according to the approved scale from an Examiners remuneration.

All awards must be submitted by Registered Post in a sealed cover.

1. All entries in the award list must be made serially in ink by the examiner in his own hand. *Use of pencil is strictly prohibited.*

2. No entry in the award list should be erased and all corrections should be made neatly by drawing a line across the wrong figure or word and noting correct figure or word instead. No overwriting is permissible. All corrections must be initialled by the examiner concerned.

3. Name and year of the examination; name of subject and paper, number of passes and failures, etc.: must be noted on each page.

4. Total number of marks both in figures and words must be shown against the correct Roll Nos.

5. All corrections, without exception, must be initialled both by the Sub-Examiner and the Head-Examiner if there is any).

6. All fractional marks are to be avoided.

7. Each page of the award list should be legibly signed in full (not initialled) by the Examiner and the Head-Examiner where there is any. Use of signature stamps is strictly prohibited and automatically cancels the page.

8. Roll Nos. should be entered serially and different centurial series should be kept apart. A new centurial series should go on a new sheet (not a new page only).

9. Roll Nos. should be written legibly and neatly, so as to make reading of Roll Nos. easy and correct.

10. Only one Roll No. should be entered in one space.

11. Awards of Roll Nos. belonging to the same centurial series are to be entered on one award sheet (not page) in serial order 1 to 100, 101 to 200, 201 to 300, 501 to 600, 13001 to 13100 and the likewise centurial series. Centurial series is a continuous series of numbers from 1 to 100.

12. In no case, and, under no circumstances, any Roll Nos. belonging to more than one centurial series should be entered on any side of the same award sheet. Thus the examiner must use separate award sheets (not two sides of the same award sheet) for one or more Roll Nos. belonging to different centurial series.

Ec-V/4

FORWARDING MEMO FOR PRACTICAL AWARD LIST

The Memo must be filled in by the Examiners in Practical and forwarded alongwith their award List, otherwise no payment can be made

Centre of Examination..... Subject..... Practical
(in case the examiner is to conduct exam. at examiner's serial number given with the centre
more than one centre, he may prepare and of exam. in the programme chart for practical
send to this office separate forwarding Memos exam.....
for each centre)

Name of the examination..... on.....

Date on which result submitted to the Asstt./Dy. Registrar (Conduct)

Total No. of candidates examined.....

Roll Nos. of candidates actually examined by the examiner :
.....
.....
.....
.....
.....

Roll Nos. of ABSENTEES :
.....
.....
.....

Candidates who were absent have been shown as such against their Roll Nos. in the attached award list.

.....
(Full Signature of Examiners, as the case may be)
Name and Full address.....
(in capital letters)

Dated

.....
.....
Examiner's serial No. as shown in the Programme
Chart for Practical Exam.....

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Payment Bill Form

(To be used only by Examiners in subjects where there is no-Head-Examiner)
In order to avoid delay in payment, all the column in this bill should be filled in-properly.

Name of Examination.....

Name of External Examiner.....

Address.....

Subject..... Paper/Code..... Year of examination.....

Name of Laboratory where Practical Examination was conducted.....

Date and time at which the practical Examination held.....

Date on which the award lists despatched.....

Person to whom despatched.....

Was any extension granted by the Controller of examinations? If so, quote the letter

No..... Dated.....

Person to whom despatched.....

Name of examination	Number of papers act in, case of Post Graduate & Professional	Number of answer-books examined	No. of candidates tested through a practical or viva-voce examination	Amount		Remarks
				Rs.	P	

Signature.....

Name (In Capitals).....

Identity No. (If any).....

For Office Use

Amount to be deducted if any.....Rs.....

for.....

checked and.....in the Register.....Page.....

Dealing official.....Astt. (Accounts)

Cheque No.....Date.....Supt. (Account)

- Note :
1. Remuneration bills not presented within a year of the dated of examination, shall lapse and shall not be entertained unless the said time is extended by the Vice-Chancellor for good cause shown by the person concerned.
 2. 2% deduction will be made from your remuneration forwards the Teacher's Welfare fund.
 3. Bill for contingent expenses of the laboratories and laboratories assistant be sent direct to the Chief Accounts Officer, Maharshi Dayanand University, Rohtak for payment, and signature charts duly attested to the Asstt. Registrar (Result), M.D. University, Rohtak.

V/3

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(PRACTICAL EXAMINER'S REPORT)

*Report by the examiner on the general character of the answer-books of the candidates evaluated by him

I, hereby inform that I have finished the marking of the answer-books allotted to me and I certify that the answer-books were examined by me and kept under lock and key while in my possession.

Head-examiner is requested to collect the reports of his Sub-Examiners and forward them alongwith his own to the Superintendent (Secrecy), immediately after submitting the final instalment of awards of the University.

Name of Examination.....Subject.....Paper.....

Name of the College Centre.....

Number of candidates examined.....

Number of passes.....Number of Failures.....

Pass percentage.....

Sr. No. of experiment as per syllabus (Not in working order/or not available)	Condition of the apparatus/available and in use	Whether the experiment was performed by the majority of students	Reason given by the college authorities	External Examiner's Remarks
1	2	3	4	5

Comment about general Lab. conditions.....

Name, Official designation and full address of the examiner(s).....

Signature of the Examiner(s)

N.B.

- (i) Examiners are requested to keep a copy of this report with them on an ordinary paper for their own record.
- (ii) Examiners are requested to express their opinion as to the extent to which the performance is on the whole satisfactory or the reverse, to point out the main defects and to suggest any improvements in the syllabus, the examination of methods of tuition, which they consider advisable.
- (iii) In case where there are Internal and External Examiners, this report should be signed jointly.

Form No. Ec-V/22

MDU Press, Rohtak

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Bill of Laboratory Assistant for the various Practical Examinations.....

Entered in the Bill Register on page..... Voucher No.....

The bill form is to be filled up and signed by the Practical Examiner and the Head-Examiner of the Practical Examination according to the instructions on reverse.

*Name of examination..... Subject..... Code.....

Date of Examination..... Centre.....

Name of Institution.....

Name of the Laboratory Assistant with Designation.....

Number of Candidates	Practical	Amount due	REMARKS
	1. Firsh batch at.....per student	Rs.	
	2. Subsequent batches at.....per student		
Total			

No. of candidates examined by me/us

No.....

(i) Examiner

(ii) Examiner

(iii) Examiner

I certify that total No. of students examined by the examiners at.....

Centre wasand no other bill in connection with the above Examination has been signed by me. The payment of the bill may be made to the Principal of the above named institution.

FOR UNIVERSITY OFFICE ONLY

Does budget provision exist or not?

Principal

PAY ORDER

Pay Rs..... Cheque No.....

Rupees..... Date.....

Budget Head.....

Examined.....

Assistant (Accounts).....

Finance Officer

*Name of the examination may be given according to the date-sheet.

On a/c of :-1.Lab. Asstt.....(Exam).....

2. Contingency.....(Exam.).....(Subject) Rs.....

Total.....

Dealing Clerk

SCALE OF REMUNERATION FOR PAYMENT TO LAB STAFF IN PRACTICAL EXAMINATION

Sr. No.	Categories	Rate of Remuneration for	
		UG/Engg./Professional Exams.	P.G. Exams.
1.	Tech. Asstt./Sr. Lect. Asstt./ Sr. Tech. Asstt./Jr. Tech./Gr.-I/ Jr. Tech. Gr. -II/Jr. Tech. Asstt./ Store Keeper/Computer Operator/Technician-C/ Technician-D/Key Punch Operator	Rs. 40/- per Session	Rs. 60/- per Session
2.	Jr. Tech. Asstt./Jr. Tech. Gr.-III/ Lab. Asstt./Technician-A/ Technician-B.	Rs. 40/- per Session	Rs. 50/- per Session
3.	Gas Man or Mechanic or Instrument maker of Lab Assistant	Rs. 40/- per Session	Rs. 40/- per Session
4.	Lab Attendent/ Plant Collector	Rs. 30/- per Session	Rs. 40/- per Session
5.	Game Boy/Ground Man	Rs. 30/- per Session	Rs. 30/- per Session
6.	Lab Cleaner/Sweeper	Rs. 25/- per Session	Rs. 30/- per Session

Note :- The technical/Lab Staff (Under Graduate and Post Graduate Classes) will be paid remuneration at double the rates for performing practical examination duties during vacations, holidays and Sundays.

M.D.UNIVERSITY, ROHTAK

SCALE OF THE REMUNERATION FOR PAYMENT TO PRACTICAL/ ORAL EXAMINERS

Sr. No.	Name of Examination	Rates of practical Paper Setting	Rates of Practical Examination
1.	B.A./B.Sc./B.Com/D.S.P. B.Sc. (Home Science) B.P.Ed/B.Ed/B.Ed. (Spl. Edu.) and other Under-Graduates Examinations	Rs. 100/- for the first Question Paper if it is set in advance only and for Rs. 70/- for setting each subsequent paper	Rs. 5/- per candidate per session subject to a minimum of Rs. 80/-
Note : No payment is to be made\			
if the Question Paper is set on the spot.			
2.	M.A./M.Sc./M.Sc.(Home Science) M.Ed./M.Tech. and other Master's Degree Courses	Rs. 135/- per Question Paper	Rs. 8/- per candidate subject to minimum of Rs. 90/-
3.	M.Phill.Examination		Rs. 8/- per candidate subject to minimum of Rs. 90/-
4.	B.Lib. Science/All Diploma Course	Rs. 110/- for Setting first Question paper and Rs. 70/- for setting subsequent paper	Examining fee Rs. 6.50/- per candidate per session subject to minimum of Rs. 80/-
5.	B.Pharmacy	Rs. 110/- per Question paper	Rs. 6.50/- per candidate per session subject to a minimum of Rs. 80/-
6.	B.A.M.S.		Rs. 6.50/- per candidate per session subject to a minimum of Rs. 80/-
7.	B.D.S. and other Bachelors Degree Professional Examinations		Rs. 6.50 per candidate per examiner subject to minimum of Rs. 50/- to Internal and Rs. 100/- to External Examiner (Applicable to Oral/Practical clinical examination only. Rs. 9/- per candidate per examiner subject to minimum of Rs. 50/- to Internal and Rs. 100/- to External (Applicable to both clinical/practical to both clinical/practical and oral examination.
8.	B.E./B.Tech.		-Do-
	Practical Exas.		
	(i) Major Project		Rs. 13/- per candidate subject to a minimum of Rs.135/-.
	(ii) Miner Project		Rs. 9/- per candidate subject to a minimum of Rs. 135/-
	(iii) Other subject/Projects		Rs. 6.50/- per candidate subject to a minimum of Rs. 80/-
9.	Certificate course in Indian or Foreign Languages	Rs. 80/- for the First Question Paper and Rs. 45/- for setting each subsequent paper	Rs. 2.50 per candidate subject to a minimum of Note : Rs.16/- shall be paid for giving dictation, if any.
10.	Certificate Course in Music (Vocal and Instrumental) and all other certificates courses		Rs. 2.50 per candidate subject to a minimum of Rs. 35/-
11.	M.B.B.S		Rs. 9/- per candidate per examiner subject to a minimum of Rs. 50/- to internal and Rs.100/- to External examiner, applicable to both clinical/ practical and oral exams.

Form No. C.P.B.

M.D.U. Press, Rohtak

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Entered in the Register on page

Voucher No.....

Bill of contingency for the various Practical Examinations

Date of Examination.....

*Name of Examination.....

Subject..... Number of Candidates.....

Name of Institution.....

Name of Laboratory assistant with Designation.....

Serial No.	Name of Articles/No. of Candidates	Quantity/Rate	Amount		Remarks
			Rs.	P.	

Certified that the purchase of above articles was essential for the conduct of the examination and that all the material taken has either been consumed or broken during the examination.

That the number of candidates examined by me/us was.....and the payment of the bill may be made to the Principal of the above named institution.

.....
Examiner

.....
Examiner

.....
Examiner

Certified that the above articles were required for the conduct of the Practical Examination for the number of students examined by the examiners. The bill may therefore, be paid to the college named above and no other bill from this college has been signed by me in connection with the above examination.

Dated.....

.....
Head Examiner

(For University Office only)

Budget Provision exists.....

PAY ORDER

Pay Rs.....

Rupees.....

Budget Head.....

Examined.....

Assistant (Accounts).....

Finance Officer

Cheque No.....Dated.....

*Name of the Examination may be given according to the date-sheet.

Note : For rates of Payment please see overleaf.

Scale of contingent expences permissible in Practical Examinations

- | | | |
|--|-----------------------|--|
| 1. Chemistry | | |
| (i) Pre-University, Pre-Medical/
Pre-Engineering and B.A./B.Sc. Part-I | | Rs. 2.50 per candidate |
| (ii) B.A./B.Sc. Parts II and III | | Rs. 7.50 per candidate |
| 2. Botany Practical Examination | | |
| (i) Pre-University, Pre-Medical
and B.A./B.Sc. Part-I | Re. 1/- per candidate | } |
| (ii) B.A. & B.Sc. Part-II and III | Rs. 2/- per candidate | |
| To be shared equally between the Head of the Institution and the Practical Examiner's concerned. | | |
| 3. Physics Practical Examination | | |
| (i) Pre-University, Pre-Medical/
Pre-Engg. and B.A./B.Sc. Part-I | | Re. 0.60 per candidate |
| (ii) B.A./B.Sc. Parts II and III | | Rs. 1.25 per candidate |
| 4. Zoology Practical Examination | | |
| A. 1. Pre-University (Medical) | } | Rs. 3.00 per candidate |
| 2. Pre-Medical | | |
| 3. B.A./B.Sc. Part-I | } | Rs. 4.00 per candidate |
| 4. B.A./B.Sc. Parts II and III | | |
| B. Where Rabbits are used for Practicals the actual cost shall be met by the University on production of valid receipts. | | |
| 5. Geography Practical Examination | | |
| 1. Pre-University and B.A./B.Sc. Part-I | | Re. 0.75 per candidate |
| 2. B.A./B.Sc. Part-II and III
(Pass and Honours) | | Re. 1.00 per candidate |
| 6. Home Science Practical Examination | | Rs. 4.00 per candidate |
| 1. Pre-University, B.A./B.Sc. Part-I | | (combined for papers A & B) |
| 2. B.A./B.Sc. Parts II and III | | Rs. 5 per candidate
(combined for papers A & B) |