

Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana

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Right to Information Act 2005

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RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 1 OF THE RTI ACT, 2005)

Regarding

The particulars of its organization, functions and duties

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY, LUDHIANA, PUNJAB, INDIA

Guru Angad Dev Veterinary and Animal Sciences University (GADVASU) was established at Ludhiana by an act of the Punjab Legislature No. 16 of 2005, passed by the Punjab Vidhan Sabha Bill No. 12- PLA-2005, notified in the Punjab Government Gazette on August 9, 2005. It started functioning w.e.f. April 21, 2006. The university was established for the purpose of affiliating, teaching and ensuring proper and systematic instructions, training, research and extension in modern system of veterinary, animal and fishery sciences and for the matters connected therewith or incidental thereto. It was included in the list of Universities, maintained by the University Grants Commission, under Section – 2(f) of the UGC Act, 1956 vide UGC Notification No. F.9-19/2006 (CPP-I) dated 24.11.2006. The University was also declared eligible to receive Central Assistance in terms of rules framed under Section 12 (B) of UGC Act 1956 vide their letter no. F.9-19/2006 (CPP-I/PU) in September, 2010.

The University was established with the following goals and objectives:

1.	To provide adequate supply of trained veterinary professionals capable of handling livestock health and production aspects including Master's and Doctorate level specialists according to the needs of the State Government and allied agencies.
2.	To undertake research work in selected areas and wherever applicable following multidisciplinary approach.
3.	To provide opportunities for continuing education for professionals in Veterinary Science.
4.	To provide consultancy and specialist services to livestock owners, government, semi-government and allied agencies.
5.	To run "Referral" hospitals for specialized treatment and also to provide clinical training to the students.
6.	To provide technical expert advise to different government and other agencies whenever called upon.
7.	To foster faculty development by providing opportunities to participate in appropriate training programmes, conferences, workshops, seminars, symposia etc. and avail other opportunities in exchange programmes.

8.	To encourage cooperation and collaboration with other departments, colleges, universities and industries, both nationally and internationally
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The university has contributed significantly for the development of villages by disseminating information, knowledge and technologies through extension activities that included animal welfare camps, trainings for feed manufacturers, dairy, poultry and piggery farmers and pashu palan melas. The university participated in the Zonal Livestock Shows and North India Livestock Championship Show organized by the State Department of Animal Husbandry as knowledge partner and provided technical services for the event. Under the NAIP project “Sustainable livestock based farming system for livelihood security in Hoshiarpur district of Punjab” field days and animal welfare camps were organized to help the livestock owners under this project.

The university has established two regional research station in 2008, one at village Kaljharni (Bathinda), for conservation and genetic improvement of Sahiwal cattle and the second at Bhatoli (Talwara) district Hoshiarpur, to understand the cattle, buffalo, sheep, goat and fish improvement programs suitable for Kandi area and to provide extension services to the farmers of Kandi area for livestock rearing.

The motto of the university is to produce Veterinary graduates, scientists and extension workers for promoting better livestock health, by prevention of disease, increasing production and reproduction of livestock, thus improving the quality of rural life in the State, the nation and the world.

Power/functions of the Guru Angad Dev Veterinary and Animal Sciences University

(as incorporated under section 6 of the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005)

6. The University shall perform the following functions, namely:-
- (a) to provide for instructions, training and research in veterinary, animal and fishery sciences;
 - (b) to make provision for dissemination of the findings of research and technical information through extension education programme;
 - (c) to institute degrees, diplomas and other academic distinctions in veterinary, animal & fishery sciences;
 - (d) to hold examinations and confer degrees, diplomas and other academic distinctions on persons who have-
 - (i) pursued a prescribed course of study; or
 - (ii) carried out research in the University under the prescribed conditions;
 - (e) to confer honorary degrees or other distinctions in the manner and under the conditions as may be prescribed;
 - (f) to provide for lectures and instructions for field workers, live-stock farmers and other persons, not enrolled as regular students of the University and to grant certificates to them, if necessary;
 - (g) to co-operate with other universities, institutions, organizations and other authorities in such manner and for such purposes, as may be determined;
 - (h) to establish and maintain colleges and institutions relating to veterinary animal and fishery sciences;
 - (i) to affiliate colleges or institutions to the University and to withdraw affiliation there from;
 - (j) to establish and maintain laboratories, libraries, research stations, processing plants and museums for teaching, research and extension education;
 - (k) to institute, suspend or abolish Professorships, Associate Professorships, Assistant Professorships, Teacherships and other teaching, research and extension posts in the University and to make suitable appointments thereto;

- (l) to create, suspend or abolish administrative and other posts and to appoint persons to such posts;
- (m) to institute or abolish or suspend fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes and to undertake publication of works of merit and research pertaining to research in veterinary, animal and fishery sciences;
- (n) to establish and maintain hostels for the students of the University;
- (o) to establish and maintain residential accommodation for the employees of the University;
- (p) to fix, demand and receive, such fees and other charges, as may be prescribed;
- (q) to exercise control over the students of the University and affiliated colleges;
- (r) to manage and control the movable and immovable properties of the University;
- (s) to accept, hold and manage any endowments, donations or funds, which may be vested in the University by way of grant, testamentary disposition or otherwise, and to invest the same, in such manner as the University may deem fit:

Provided that no donation from a foreign country, foreign foundation or any individual in such country or foundation shall be accepted by the University, save with the approval of the State Government;

- (t) to accept grants from any institutions or any other authority, recognized by the Government of India and the State Government;
- (u) to borrow money with or without security for such purposes, as may be approved by the State Government, from the Central Government or any other State Government, Indian Council of Agricultural Research or any other incorporated bodies, subject to the provisions of this Act;
- (v) to maintain an employment bureau; and
- (w) to do all such acts and things, whether incidental to the powers aforesaid or not, as may be required in order to further the objects of the University.
- (a) to liaise and establish vital linkage with the concerned departments, governing Animal Husbandry, Fisheries and Dairy Development of the State

Government and Union Government, National and International Research Institutes, specialized in the field of veterinary, animal and fishery sciences with a view to keep abreast of the latest technology;

- (b) to raise level of veterinary study to international standards; and
- (c) such other objects, as the State Government may, by notification in the Official Gazettee, specify from time to time.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 2 OF THE RTI ACT, 2005)

Regarding

The Powers and Duties of Officers and Employees

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

Powers and Duties of the Vice-Chancellor

(as incorporated under section 15 of the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005)

15. (1) The Vice-Chancellor shall be the principal duties of the executive and academic officer of the University and the Chairman of the Academic Council and shall, in the absence of the Chancellor, preside at a convocation of the University and shall confer degrees on persons entitled to receive them.
- (2) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline at the University.
- (3) The Vice-Chancellor shall convene meetings of the Academic Council, unless he temporarily delegates this power to some other officer of the University.
- (4) Without prejudice to the powers conferred by this Act on the State Government, the Vice-Chancellor shall ensure the faithful observance of the provisions of this Act and the Statutes and he shall exercise all such powers, as may be necessary in that behalf.
- (5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.
- (6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action, as he deems necessary and shall, at the earliest possible, report the action taken, to the officer, authority or other body, as the case may be, for confirmation, who or which in the ordinary course, would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure, not duly authorized and provided for in the budget.
- (7) Where any action by the Vice-Chancellor under sub-section (6), affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken, unless such a person has been given an opportunity of being heard.
- (8) The person aggrieved by an action, referred to in sub-section (7), may prefer an appeal to the Board within a period of thirty days from the date, on which the action taken against him, is communicated to him.

- (9) Subject as aforesaid, the Vice-Chancellor, shall give effect to the orders of the Board regarding the appointment, suspension or dismissal of officers, teachers and other employees of the University.
- (10) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching, research and extension education.
- (11) The Vice-Chancellor shall exercise such other powers, as may be prescribed.

Financial and Administrative Powers of the Vice-Chancellor

(as incorporated under clause 3 of Chapter XXII of the Punjab Agricultural University Statutes followed by GADVASU)

3. The Vice-Chancellor shall have the powers:-
 - (a) to sanction recurring and non-recurring expenditure chargeable to contingencies;
 - (b) to countersign his own T.A. bill, subject to the provisions of the Punjab T.A. Rules;
 - (c) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;
 - (d) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of officers of the University;
 - (e) to make rules for the allotment of residential accommodation to employees of the university and for the maintenance and operation of vehicles owned by the University, etc., and such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus including instructions on 'black out' and other security or civil defence measures;
 - (f) to take a decision to file and defend suits, appeals, revisions and other legal proceedings etc., in courts of law and to engage counsel for this purpose on behalf of University.

Powers and Duties of the Registrar

(as incorporated under section 18 of the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005)

18. The Registrar shall,-
- (a) be responsible for the custody of the records and the common seal of the University;
 - (b) be the *ex officio* Secretary to the Academic Council and to the Board and shall place before the Academic Council and the Board all such information, as may be necessary for the transaction of business of the Academic Council or the Board, as the case may be;
 - (c) receive application for admission into the University;
 - (d) make arrangements for admission of Non-Resident Indian students, Non-Resident Indian sponsored students, foreign students, industry sponsored students;
 - (e) keep a permanent record of all syllabi, curricula and information collected therewith;
 - (f) make arrangements for the conduct of such examinations, as may be prescribed and be responsible for the due execution of all processes connected therewith; and
 - (g) perform such other duties, as may be prescribed from time to time by the Vice-Chancellor.

Administrative and Financial Powers of the Registrar

(as incorporated under clause 9 of Chapter III of the Punjab Agricultural University Statutes followed by GADVASU)

9. In exercise of his duties under Section 18 of the Act, the Registrar shall
- (a) issue notices and maintain the minutes of all meetings of the Academic Council and the Board of Management and of Committees appointed by them;
 - (b) conduct the official correspondence of the Academic Council and the Board;

- (c) be responsible for admission of students to the University including the supervision of the entrance examination, if any;
- (d) be responsible for registration of students of the University;
- (e) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
- (f) be responsible for maintaining all students' records;
- (g) obtain the grades of the students from the instructors and issue trimester/semester reports and transcripts;
- (h) perform such other duties and functions as are assigned to him by the Vice-Chancellor.

Administrative and Financial Powers of the Registrar

(as incorporated under Clause 4 of Chapter XXII of the Punjab Agricultural University, Statutes, followed by GADVASU)

4. The Registrar shall exercise all the powers of a drawing, disbursing and collecting officer in respect of employees under him referred to in Part I of the Schedule to the Statutes relating to the appointment of other employees of the University (hereinafter referred to as the Schedule) and shall also have the power –

- (a) to incur expenditure chargeable to contingencies as under:
 - (i) Non-recurring expenditure up to Rs. 10,000/- in each case;
 - (ii) recurring expenditure up to Rs. 1200/- per annum in each case
- (b) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction to all the employees working under him;
- (c) to sign cheques for payment of sanctioned pay and allowances of the Comptroller; and
- (d) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice Chancellor.

Powers and Duties of the Comptroller

(as incorporated under section 19 of Guru Angad Dev Veterinary and Animal Sciences University Act, 2005)

- 19.
- (1) The Comptroller shall be a whole time officer of the University and he shall be appointed by the Vice-Chancellor with the approval of the Board.
 - (2) The Comptroller shall manage the property and investments of the University and advise it in regard to its financial policy.
 - (3) The Comptroller shall be responsible to the Vice-Chancellor for all accounts matters of the University including the preparation and presentation of its Budget and statement of accounts.
 - (4) The Comptroller shall receive such remuneration, as may be prescribed. He shall not, during the tenure of his office, receive any remuneration or other emolument from any other source.
 - (5) The comptroller shall, -
 - (a) ensure that expenditure, not authorized in the budget, is not incurred by the University except by way of investment; and
 - (b) disallow any expenditure, not warranted by the terms of any statutes for which provision is required to be made by the statutes, but has not been so made.
 - (6) all moneys belonging to the University shall be, kept in a Scheduled Bank approved by the Board.

Powers and duties of the Comptroller

(as incorporated under Clause 10 of Chapter III of the Punjab Agriculture University, Statues followed by GADVASU)

10. He shall be responsible to the Vice-Chancellor to ensure:-
- (a) that expenditure, not authorised in the budget, is not incurred without appropriate sanction;
 - (b) that all moneys belonging to the University are kept in a scheduled bank approved by the Board of Management;

- (c) that all the accounts of the University are properly kept, adjusted and audited;
- (d) that the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;
- (e) that income and fees due to the University are collected and that salaries and other amounts due to the staff and others paid promptly;
- (f) that notices are issued and the minutes of all meetings of the Finance Committee are maintained and conduct the official correspondence of the Finance Committee;
- (g) that development plans are prepared;
- (h) that dealings with the Government, with the authority responsible for the auditing of the accounts of the University, Commodity Committees and other aid-granting agencies regarding financial and accounts matters, are on correct lines.

Administrative and Financial Powers of the Comptroller

(as incorporated under Clause 5 of Chapter XXII of Punjab Agriculture University, Statutes followed by GADVASU)

5. The Comptroller shall have the power-
- (a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all the employees under him referred to in Part I of the Schedule;
 - (b) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management.
 - (c) to sign cheques for payment of sanctioned pay and allowances of all the officers, teachers and other employees of the University, and other cheques;
 - (d) to draw pay and other allowances of employees of the University Cadres of University administration; and
 - (e) to delegate powers mentioned in sub-clause (b) and (c) above to group 'A' employees working under the Comptroller

Powers & duties of the Director Students' Welfare-cum-Estate Officer

(as incorporated under section 20 of Guru Angad Dev Veterinary and Animal Sciences University Act, 2005)

20. (1) The Director of Students' Welfare-cum-Estate Officer of the University shall be a whole-time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (2) The aforesaid Director shall have the following duties, namely:-
 - (a) to make arrangements for the housing of students;
 - (b) to make programmes of students' counselling;
 - (c) to arrange for the employment of students in accordance with the plans, approved by the Vice-Chancellor;
 - (d) to supervise the extra-curricular activities of students;
 - (e) to assist in the placement of graduates of the University; and
 - (f) to organise and maintain contact with the Alumni of the University.
- (3) He shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens, playgrounds and other properties of the University.

Powers and Duties of the Director Students' Welfare-cum-Estate Officer

(as incorporated under Clause 8, 11 and 12 of Chapter III of the Punjab Agricultural University, Statutes, followed by GADVASU)

8. The Director of Students' Welfare-cum-Estate Officer shall be directly responsible to the Vice-Chancellor and shall have the following duties:-
 - (a) to make arrangements for the housing and messing of students;
 - (b) to direct a programme of student counseling;
 - (c) to arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor;
 - (d) to assist in the placement of graduates of the University;
 - (e) to obtain travel facilities for holidays, study tours of students;

- (f) to communicate with the guardians of students concerning the welfare of the students;
- (g) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
- (h) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time;

Clause 11 of PAU Statutes:

- (i) Maintenance of the University buildings, fencing, lands other than the land comprising the agricultural farms;
- (j) Maintenance of fire protection services;
- (k) Preparation of the maintenance budget of the University;
- (l) Maintenance of accounts relating to the maintenance work in his charge on prescribed forms;
- (m) Maintenance of an upto date record of all the immovable properties of the University including lands & buildings in cooperation with the Heads of Departments;
- (n) Procurement /disposal of immovable property of the University;

Clause 12 of PAU Statutes:

- (o) Construction & maintenance of utility services;
- (p) Maintenance of architectural & constructional services of the University;
- (q) All University Construction;
- (r) Preparation of the annual construction budget of the University and a periodical report showing the progress of works under construction;
- (s) Maintenance of accounts relating to the works in his charge on prescribed forms.

Powers & duties of the Deans of the Colleges

(as incorporated under section 21 of Guru Angad Dev Veterinary and Animal Sciences University Act, 2005)

21. (1) The College shall have a Dean, who shall be whole time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning to the college.
- (3) The Dean shall be responsible for organization and the conduct of resident instruction of the college.
- (4) The Dean of Postgraduate Studies shall be responsible for the organization and the conduct of postgraduate resident instruction.
- (5) The Dean shall act as liaison officer with national and international organizations or agencies or individuals for education, research and employment.

Powers & duties of the Dean of Colleges

(as incorporated under Clause 5 of Chapter III of the Punjab Agricultural University, Statutes followed by GADVASU)

5. (1) The Dean of the College shall be directly responsible to the Vice-Chancellor for the administration of the Resident Teaching Programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership.
- (2) In the absence of a Dean on earned leave etc., the Vice-Chancellor may give the charge of the post of Dean to a suitable official as is being done in the case of other officers.
- (3) The Dean of a College shall have the following powers and duties:-
 - (i) He shall be responsible for the organisation and conduct of teaching in the Departments comprising the College and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
 - (ii) He shall be responsible for the due observance of the Statutes and Rules relating to the College.
 - (iii) He shall preside over the meetings of the Board of Studies of the College.

- (iv) He shall formulate and present policies to the Board of Studies of the College for its considerations, without prejudice to the right of any member to present any matter to the respective Board of Studies.
- (v) He shall submit reports to the Vice-Chancellor on the work of the College regarding resident instructions.
- (vi) He shall be responsible to the Vice-Chancellor for use of the buildings and rooms of the College and for the equipment of the College.
- (vii) He shall serve as the medium of communication for all official business of the College with other authorities of the University, the students and the public.
- (viii) He shall normally represent the College in conferences and where necessary, he may designate representatives from amongst the staff of the College for specific conferences on resident instructions.
- (ix) He shall prepare the budget of the College.
- (x) He shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching, research or teaching - extension personnel.
- (xi) He shall be responsible to the Vice-Chancellor for maintaining discipline, law and order in the College and for the discharge of his duties, he may award suitable punishment e.g. fine/rustication/expulsion etc., to students for acts of indiscipline and misdemeanor.

Notwithstanding anything contained in the Statutes the Vice-Chancellor within six months of the date of the order of penalty may, on his own motion or otherwise, call for the records of any enquiry and may:-

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
- (c) remand the case to the Dean or to any other authority directing to make such further enquiry as it may consider proper in the circumstances of the case; or
- (d) pass such other orders as he may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the student(s) concerned has/have been given a reasonable opportunity of making a representation against the penalty proposed.

Administrative and Financial Power of the Deans of Colleges

(as incorporated under clause 6 of Chapter XXII of the Punjab Agricultural University, Statutes, followed by GADVASU)

6. (1) The Dean shall exercise all the powers of Drawing, Disbursing and Collecting Officers in respect of employees under them (referred to in Part I of the schedule attached to the Statutes regarding the appointment of employees other than officers and teachers).
- (2) The Deans shall also have the powers to-
 - (a) countersign T.A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them;
 - (b) open and maintain Personal Ledger Accounts relating to various funds of the college; and
 - (c) open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice Chancellor.

Powers and duties of the Librarian

(as incorporated under Section 22 of the Guru Angad Dev Veterinary and Animal Sciences University, Act, 2005)

- 22 (1) The Librarian of the University, shall be appointed by the Vice Chancellor with the approval of the Board and shall be incharge of the library.
- (2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.

Powers and duties of the Librarian

(as incorporated under Clause 13 Chapter III of the Punjab Agricultural University, Statutes, followed by GADVASU)

13. The Librarian shall work under the control and supervision of the Vice-Chancellor and, in exercise of his responsibilities under section 22 of the Act, shall be responsible for the maintenance of all libraries of the University and for the organization of their services. The University Librarian shall have the following powers and duties:-

- (a) he shall have general overall supervision of the University Library and Library personnel and departments; libraries or collections;
- (b) he shall prepare the Library budget for the University Library including Departmental collections;
- (c) he shall have the responsibility of receiving and accessioning all library materials;
- (d) he shall have the responsibility of initiating the purchase requisitions for all library material;
- (e) he shall have the responsibility of renewing in time subscriptions to journals;
- (f) he shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
- (g) he shall initiate, participate and co-operate in programmes designed to stimulate and encourage the use of the library by students and staff;
- (h) he shall arrange library hours which will permit maximum library use by both students and faculty; and
- (i) he shall arrange for departments and selected research Sub-Stations, small collections of volumes and journals that are in almost constant use by the staff and postgraduate students as references.

Powers and Duties of Director of Research

(as incorporated under Clause 6 of the Chapter III of Punjab Agricultural University, Statutes, followed by GADVASU)

- 6
- (1) The Director of Research shall coordinate all research in the University in co-operation with the Deans. While his dealings would be mainly with the staff concerned with research in Departments of Colleges, he shall be directly responsible to the Vice-Chancellor for the initiation, guidance and coordination of the research programme of the University and its outlying Stations.
 - (2) All research programmes shall be conducted within the appropriate Departments by members of the staff and graduate students of the Department.
 - (3) The Director of Research shall have the following powers and duties:-
 - (i) He shall be responsible for initiation, organisation and conduct of research programmes of the University and for that purpose, shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned.
 - (ii) He shall exercise broad administrative control over:
 - (a) research staff,
 - (b) research funds allotted for the purpose, and
 - (c) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.
 - (iii) He shall prepare in consultation with the Heads of Departments the budgetary needs of research of different Departments of the University.
 - (iv) He shall be the principal liaison officer for dealing with aid-granting agencies, such as I.C.A.R., Commodity Committee, private institutions.
 - (v) He shall formulate and present policies to the Research Advisory Committee for its consideration.
 - (vi) He shall cause to be published regularly research, bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems.

- (vii) In formulating research policies and programmes of the University, he shall work in close consultation with the Deans and Director of Extension Education.
- (viii) He shall assume leadership in development and maintenance of research productivity of a high level by:-
 - (a) promotion of self-improvement on the part of research personnel;
 - (b) stimulation of a wholesome, aggressive *esprit de corps*; and
 - (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of agricultural research.
- (ix) He may represent the University in conferences regarding research.

Powers and Duties of Dean, Postgraduate Studies

(as incorporated under Clause 14 of the Chapter III of Punjab Agricultural University, Statutes, followed by GADVASU)

14. (1) The Dean of Postgraduate Studies shall be directly responsible to the Vice- Chancellor for the administration of all resident teaching programme at the Post-graduate level in the University and for the development, evaluation, improvement of curricula and teaching methods designed to develop in the students professional competence, character and quality of leadership.
- (2) The Dean, Postgraduate Studies shall have the following powers and duties:-
- (i) He shall be responsible for the organisation and conduct of postgraduate teaching in all the constituent colleges of the Guru Angad Dev Veterinary and Animal Sciences University and for that purpose, shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the Directors of Research and Extension Education where such consultation is considered necessary.
 - (ii) He shall in collaboration with the Director or Research, be responsible for the coordination of research of the postgraduate students and its integration with the general research programme of the University.
 - (iii) He shall preside over the meetings of the postgraduate committee.
 - (iv) He shall formulate and present policies to the postgraduate committee for its consideration without prejudice to the right of any member to present any matter to the postgraduate committee.

- (v) He shall forward the recommendations of the postgraduate committee, to the Vice-Chancellor of the Academic Council as the case may be.
- (vi) He shall maintain record of the post-graduate students in the Guru Angad Dev Veterinary and Animal Sciences University and also supervise their progress.
- (vii) He shall be responsible for the maintenance of proper standards of postgraduate instructions.
- (viii) He shall, in consultation with the Heads of Departments, exercise control over the teaching load of the members of the postgraduate faculty.
- (ix) He shall provide, in consultation with the Heads of Departments, guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research, teaching and extension.
- (x) He shall be a member of the Advisory Committee for Resident Instruction, Research Advisory Committee and Extension Education Advisory Committee.
- (xi) He shall prepare budget for the postgraduate programme of the University which shall be incorporated in the budget of the constituent colleges by the concerned Deans.
- (xii) He shall perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time for effective co-ordination of postgraduate teaching in the University.

Powers and Duties of Heads of Departments

(as incorporated under Clause 7 of Chapter IV of Punjab Agricultural University, Statutes followed by GADVASU)

The Head of Department shall be responsible for resident teaching to the Dean of the College, for research to the Director of Research, for extension education to the Director of Extension Education and for Post-Graduate Teaching to the Dean, Post-graduate Studied of the University.

He shall have the following powers and duties:

- (i) He shall be responsible for the organisation and conduct of resident teaching; research and extension education of his Department and for that

purpose shall pass such orders as may be necessary in consultation with the Deans/Directors.

- (ii) He shall tender advice to the Deans and Directors on all matters pertaining to his field in respect of teaching research and extension.
- (iii) He shall submit to the Deans/Directors concerned the budgetary needs of his Department.
- (iv) He shall recommend to the appropriate Dean/Director the work load of each member of the staff respect to teaching, research and/or extension education.
- (v) He shall assume responsibility for all University properties and facilities assigned to his Department.
- (vi) He shall recommend to the Deans and Directors, proposals for making improvement in the working of his Department.

Financial and Administrative Powers of Heads of Departments

(as incorporated under Clause 8 of the Chapter XXII of Punjab Agricultural University, Statutes, followed by GADVASU)

- 8 (1) With respect to the staff employed in connection with the teaching, research and extension education work, the Heads of the Departments shall exercise the powers of Drawing, Disbursing and Collecting Officers, they shall have the power to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees of group 'B', 'C', 'D' working under them.
- (2) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

Responsibilities of Drawing Officers

(as incorporated in Rule 8.24 and 8.25 of the Punjab Financial Rules Vol.1)

- 8.24 The responsibility of drawing officers is determined by the provisions of rule 2.31. The drawing officer is further responsible for seeing that the rules regarding the preparation of bills are carefully observed and that the case of contract contingencies, the expenditure does not cause any excess over the amount fixed therefore. He is also to see that all steps have been taken with a view to obtaining an additional appropriation if the original appropriation has either been exceeded or is likely to be exceeded.
- 8.25 Where there is more than one gazette Government employee attached to an office the head of the office may delegate to a gazette Government employee subordinate to him the immediate responsibility for the supervision of the contingent bills and registers and checking and canceling the vouchers. The delegation of power will not, however, relieve the head of the office of the responsibility of seeing that the grants placed at his disposal are disbursed in a proper manner and under due authority. With the extension of the system of contract grant the control of expenditure rests chiefly on him and it is important that he should make use of the authority delegated with due caution.
- Note 1.- The disbursing officers are responsible for checking expenditure in cases where an annual limit is imposed on their spending powers. The audit will be satisfied if the disbursing officer merely furnishes a certificate either on the bill itself or separately whenever such a charge is sanctioned or incurred, to the effect that the total charges so far incurred during the year do not exceed the prescribed annual limit.
- Note 2.- Nazarat officers referred to in para 10.17 of the District Office Manual, Punjab, excepting routine items such as diet money of witnesses, electricity bills and menial's pay should not pass any item of new expenditure of Rs. 10 (Rupees ten) only without the sanction of the Disbursing Officers.

Responsibility of Controlling Officers

(as incorporated in Rule 8.26 of the Punjab Financial Rules Vol. I)

8.26

It is the responsibility of the countersigned officer to see that items of expenditure included in a contingent bill are of obvious necessity, and are at fair and reasonable rates; that previous sanction for any item requiring it, is attached, that the requisite vouchers are all received and in order; that the calculations are correct and specially that the grants have not been exceeded nor are they likely to be exceeded, and that the Accountant-General has been informed either by a note on the bill or otherwise of the reason for excess over the monthly proportion of the appropriation. If expenditure be progressing too rapidly he should communicate with the drawing officer and insist on its being checked.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 3 OF THE RTI ACT, 2005)

Regarding

**The procedure followed in the decision making process,
including channels of supervision and accountability**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

All the supporting staff working in the Officers, Fields, Laboratories including Workshop, Printing Press, Hospital etc. have to discharge their duties as per the job responsibility of the posts held by them. They have to work in accordance with the prescribed rules, regulations and instructions. They are accountable to their immediate supervisor. The decision making process starts from the level of Head of the Department. If any teacher/employee working in the department takes any action in violation of the existing procedure, it is the Head of the Department who takes/initiates disciplinary action him. The Heads of Departments are accountable to the Deans of the Colleges for the teaching work, Director of Research for the research work and Director of Extension Education for the extension education work. The Registrar, Comptroller, University Librarian, all Deans and Directors are directly accountable to the Vice-Chancellor. The Vice-Chancellor is accountable to the Board of Management which is the supreme authority in the Guru Angad Dev Veterinary and Animal Sciences University.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 4 OF THE RTI ACT 2005)

Regarding

The norms set by it for the discharge of its functions

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

Norms set by the PAU for the discharge of its functions

(approved by the Board of Management at its 69th meeting held on 19.06.1981 and contained in Chapter XLII of the PAU Calendar)

1. Teaching

Distribution of normative load for teachers – hours per week

	Class preparation	Teaching	Evaluation	Advisement	Counselling	Post-graduate guidance	Total
Assistant Professor	16-20	8-10	4-5	1	1	1	31-38
Associate Professor	12-16	6-8	3-4	1	1	1-2	24-32
Professor	8-12	4-5	2-3	1	1	2	18-25
Professor & Head	6-8	3-4	1.5-2	1	1	2	14.5-18

Note:

Class: Normally 2-3 hours are required for preparation for every one hour of class contact.

Preparation: Calculations have, however, been made by using the lower norm of two hours.

Evaluation: Half of the teaching contact hours have been used, as the basis for working out time spent on evaluation responsibilities, which include setting up of testing papers, test administration, evaluation of answer books, preparation of reports and feed back of students. In every undergraduate course 3 (three) examinations per semester have been prescribed. For post-graduate courses the number may vary from two to three, including assignments.

Advisement: One hour per week of advisement has been prescribed under the University rules.

Counselling: Students need contact with their advisors outside the one hour prescription for obtaining attestations, recommendations and counseling on other academic and personal problems. One hour per week has been assumed for this assignment.

Post-Graduate Guidance:

The maximum number of post graduate students for a teacher who is a member of post-graduate faculty is five. One hour per student per week has been assumed as the norm for this responsibility for Assistant Professor, 1-2 hour for Associate professor and 2 hour for Professor and Professor-cum-Head.

II. RESEARCH

Every teacher engaged whole time for research should fulfill the following obligations on a year to year basis:

- (i) Be associated with a well defined research project or a competent, thereof and should spend about half of his day in clinics/dairy/ poultry farm/fishery farm and or laboratory work.
- (ii) Publish one paper every year in a research journal. Those beginning their careers may publish two papers in two years. Normally, abstracts would not be considered as research papers and papers accepted for publication will be deemed to have been published. Moreover, one paper should be published every three years in which he/she is either a single author or a first author.
- (iii) Present a formal seminar once every two years in department where the faculty size is large and once every year in departments where the faculty size is small either on his/her research project or a topic of current interest.

As per the established policy, the research personnel will be involved in doing teaching or extension work for one-third of their time.

III. Extension

Sr No.	Name of the Training	Duration	Schedule of Training
1.	Specialized Dairy Training Course	two weeks	January, May and July every year
2.	Specialized Piggery Training Course	one week	March every year
3.	Specialized Poultry Training Course	two weeks	November every year
4.	Feed Manufacturers Training Course	three days	as per the request from Punjab Dairy Development Board
5.	Commercial Dairy Farming Course	three months duration	as per demand
6.	Fish Farming Training Course	5 days	July/ August
7.	Training on Technologies for Higher Fish Production	10 days	as per demand

8.	Training on Ornamental Fish Farming	2 days	as per demand
9.	Specialized training course on Sheep/Goat	3 days	as per demand
10.	Training for Dog Owners	1 day	as per demand

Broad Areas of Operation

- Transfer of technologies to the livestock farmers and their feedback for reorienting the ongoing research programmes.
- Field testing of the technologies, germplasm and other inputs relates to animal farming.
- Organizing the Pashu Palan Melas twice a year.
- Zonal Livestock and Dairy Shows
- Organizing the training programmes and workshops for the officers of the State Animal Husbandry, Dairy Development and Fisheries, Directorates, Dairy co-operative Federation, banking and other development departments/agencies related with animal welfare.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 5 OF THE RTI ACT 2005)

Regarding

The rules regulations, instruction, manuals and records held by it or under its control or used by its employees for discharging its functions

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

The regulations are contained in the PAU Calendar followed by GADVASU (latest edition (2003)).

Price Rs. 100

The rules are contained in the following books followed by GADVASU:

- a) GADVASU Act
- b) PAU Statutes Price Rs. 100
- b) Statutes regarding Pension and Provisional Fund Price Rs. 100
and PENSION Rules
- c) PAU Accounts Code Price Rs. 100

Guru Angad Dev Veterinary and Animal Sciences University follows the Punjab Government Rules contained in the following books to the extent the PAU has not framed its own rules:

- a) Punjab CSR Vol. - I, Part I
- b) Punjab CSR Vol. - I, Part II
- c) Punjab CSR Vol. – II
- d) Punjab CSR Vol. – III
- e) Punjab Financial Rules Vol.-I

Besides, the instructions issued by the competent authorities from time to time have to be strictly adhered to by the employees in the discharge of their duties.

The instructions issued from time to time are available with the officers concerned of the University pertaining to their sphere of duty.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 6 OF THE RTI ACT 2005)

Regarding

**A statement of the categories of documents that are
held by it or under its control**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

Manual under 'Right to Information Act - 2005' – Information regarding record being maintained in the Central Offices of the University

1. REGISTRAR'S OFFICE

Establishment Branch

1.	Personal files of Deans/ Directors/ Officers/ Head of Departments/ and ministerial staff.
2.	Duplicate AP & AR files of Professors, Associate Professors, Assistant Professor and equivalent.
3.	Recruitment files and roster register.
4.	Files regarding departmental examinations in Accounts for teaches and ministerial staff.
5.	Seniority lists of various categories of employees.
6.	Confidential Report files of Superintendents/AAOs/AOs and equivalent staff.
7.	Agenda items and proceedings of the Board of Management.

Academic Branch

1.	Application forms of students.
2.	Programme of work of post-graduate students.
3.	Registration cards of all students.
4.	Semester reports of all students.
5.	Correspondence files regarding appointment of external examiner, sending of thesis and holding the viva voce examination of PG students.
6.	Result notification, PDC, Transcript of academic record and degree certificates.
7.	Correspondence files regarding University convocation.
8.	Gold medal, medals, certificates, plaques, citations.
9.	Memorandum of Understanding with foreign universities/various institutions.
10.	Institution of various scholarship/fellowships.
11.	Conferment of honorary degrees.
12.	Annual report of the University.

Miscellaneous Branch

1.	Agenda items and proceedings of the Academic Council.
2.	Identity Cards/ Medicals Cards
3.	No-due certificate
4.	Election Duty
5.	Census Duty

II. COMPTROLLER'S OFFICE

Fund Branch

1.	CPF/GPF/Pension deduction vouchers duly pre-audited.
2.	CPF/GPF/Pension Ledgers.
3.	Investment registers and FDRs and other instruments relating to investment.
4.	CPF/GPF nominations of employees.
5.	University-level cash book and record relating to receipt and payment thereof.
6.	Record relating to Group Insurance scheme-1984.
7.	Record relating to EPF/EPS accounts of employees of Ladhowal farm.
8.	Issuance of pension payment orders to the retired employees and accounts, thereof.

Account Branch

1.	Original record relating to pre-audited vouchers relating to all the schemes being operated in the university.
2.	Record relating to bank accounts of State Bank of India and Bank of Baroda, PAU Campus, including bank ledgers.
3.	Counter foils of cheques issued against the pre-audited vouchers.
4.	Audited vouchers of income realized under all the schemes being operated in the university and maintenance of ledgers, thereof.
5.	Original contingent vouchers and register relating to University Administration, NP-1 and other Miscellaneous schemes under the control of Comptroller.
6.	Maintenance of master copy of temporary advance registers, year-wise/department wise.
7.	Amendments pertaining to PAU Account Code and Instructions issued from time-to-time.

Pay Branch

1.	Original record like ECR, office copies all pay bills, office copies of arrear bills of the University.
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Inspection Branch

1.	Original record regarding audit objection/audit para etc. issued by the A.G. Party/Deputy Controller (LA), PAU Ludhiana/Internal Audit.
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Budget Branch

1.	Budget estimates.
2.	Grant-in-aid received from State Agriculture – Non-plan, Plan, ICAR, Miscellaneous., UGC, revolving fund schemes and PL-480, Kandi project.
3.	Receipts and expenditures of funds.

Store Purchase Organization

1.	Rules and instructions regarding purchase procedure.
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III. DIRECTOARATE OF RESEARCH

1.	Recruitment files (Group B to D technical staff) of research schemes.
2.	Personal files (ministerial and technical staff) working in research scheme.
3.	Record of personal files of the teachers.
4.	Service books (original/duplicate), CPF, GPF pass books of teaching and non-teaching staff of the Directorate.
5.	ECR's w.e.f. 1984-85 onwards (pertaining to Directorate).
6.	Budget registers, fixed medical allowance registers, recovery registers, GIS Registers etc.
7.	Record of retiree (pension case/files).
8.	Purchase cases, audit requisitions, inspection notes, audit objections, A.G. Party objections, memo objections, audition cases etc. Theft cases and miscellaneous cases/miscellaneous information etc.
9.	SNE of non-plan schemes.
10.	Record pertaining to ICAR research schemes.
11.	Record relating to budget matters to ICAR research projects.
12.	Records relating to RAC items and agenda.
13.	Records relating to miscellaneous UGC, CSS, testing PL-480, NAIP and Foreign aided projects.
14.	Record relating to memorandum of understanding, consultancy and patent cases.

III. DIRECTOR STUDENTS' WELFARE-CUM-ESTATE ORGANIZATION

1	Service documents of staff
2	Record pertaining to establishment and budget.
3	Record pertaining to security.
4	Annual Athletic Meet of GADVASU
	Award of College Merit, College Colour, University Merit, University Colour and Role of Honour.
5	Records pertaining to cultural activities, NCC, NSS and Sports.
6	Maintenance of accounts of amalgamated fund, hostel fund and Red Cross fund.
7	Record of Mess Accounts.
8	Record of Hostel Securities and allotment of students.
9	Record pertaining to anti ragging measures.
10	Indiscipline by students.
11	Record pertaining to Vehicle Pool
12	Record pertaining to construction/repair/renovation of buildings.
13	Land record of the University.

IV. DIRECTOR OF EXTENSION EDUCATION

1.	Maintaining of record of establishment of teaching and non-teaching staff on extension side working in various schemes.
2.	Maintaining the account of the Pashu Palan Melaa/cash book relates to the revolving fund scheme and day to day payments.

V. DEAN, POSTGRADUATE STUDIES

1.	Resident Instructions Committee
2.	PG Committee meetings
3.	Deans' Committee meetings

1.	Record of all the M.V.Sc. and Ph.D. students of GADVASU
2.	Record of Fellowship awarded to M.V.Sc. and Ph.D students
3.	Record related to Development Grant
4.	Record related to PV-14 Scheme
5.	Record related to administrative approvals of Director School of Animal Biotechnology
6.	Annual Progress & Assessment Reports files of Professors and Associate Professors of Director School of Animal Biotechnology

VI. DEAN COLLEGE OF DAIRY SCIENCE & TECHNOLOGY

1.	Personal Files and Service Books of presently working employees
2.	Personal files and Service Books of retired employees
3.	Personal files and Service Books of Contractual employees
4.	Personal files and Service Books of Contractual employees who resigned
5.	Confidential reports of non-teaching staff
6.	Annual Progress & Assessment Report of teaching staff

VII. DEAN COLLEGE OF FISHERIES

1.	Personal files of the students (on roll)
2.	Confidential reports of the regular employees & retired employees
3.	Annual Progress and Assessment Reports
4.	Service Books and pass Books of the employee of College of Fisheries

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 7 OF THE RTI ACT 2005)

Regarding

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation; thereof.

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY LUDHIANA

The Board of Management Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana consists of 18 members out of which 8 are nominated by the Punjab Government from different spheres of public viz. 2 eminent Veterinary and Animal science Scientists, 2 progressive farmers or livestock breeders, 1 distinguished industrialist and businessmen associated with Veterinary and Animal Husbandry development, 1 distinguished industrialist and businessman, 1 Non-Resident Indian eminent veterinarian and 1 women social worker preferably with the background of rural advancement and animal husbandry. Thus, the major part of the public associated with the Indian veterinary and rural development stand represented by eminent persons in the highest governing body of GADVASU. In addition, the University has formed the following committees/clubs in which eminent persons are taken from all the districts of State of Punjab. The meetings of these committees/clubs are held at periodic intervals, where grievances/ suggestions of the members are listened to and decisions/ action taken to redress the grievances or implement the suggestions, where deemed necessary:

1. Progressive Dairy Farmers Association
2. Innovative Fish Farmers
3. Progressive Piggery Farmers Association
4. Punjab Goats Farmers Association

GADVASU holds Pashu Palan Melas at the main campus at Ludhiana and also its research station at Kaljharani, Bathinda twice a year in the months of March and September. Thousands of farmers and other residents of the State participate in the Pashu Palan Melas. Farmers are enlightened about the latest development in the field of Veterinary & Dairy and latest knowledge of new technologies. The very important question-answer session is also held, where eminent Veterinary Scientists answer the questions of the farmers.

Thus GADVASU has a well organized system of interaction with the public.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 8 OF THE RTI ACT 2005)

Regarding

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice and, as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

The University has the following boards, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice:

Board of Management (as incorporated in section 11 of GADVASU Act, 2005).

It is the highest governing body of GADVASU. It consists of 17 members headed by the Vice-Chancellor of GADVASU. Seven official members of the Punjab Government, eight non-official members nominated by the Punjab Government and one officer appointed by the Board from amongst the Deans or Directors of the University are on it. 17th member is the representative of Indian Council of Agricultural Research. Its meetings are held from time to time but, once in every two months positively.

Academic Council (as incorporated in section 23 (1) of GADVASU Act. 2005)

It consists of the Vice-Chancellor, the Dean/Deans of the college/colleges, the Dean, Postgraduate Studies, the Director of Extension Education, the Director of Research and five senior-most Heads of the Departments of Colleges to be nominated by their Deans.

Board of Studies (as incorporated in Clause 5 of Chapter II of PAU Statutes followed by GADVASU).

The Board of Studies shall consists of the Dean of the College as Chairman and all Heads of the Departments as Members.

Finance Committee (as incorporated in section 38 (1) of GADVASU, Act, 2005)

It consists of four members viz. the Vice-Chancellor, the Comptroller, one official and one non-official member of Board of Management.

Committee on Students' Welfare (As incorporated in Clause 4 of Chapter 2 PAU Statutes followed by GADVASU)

It consists of Director Students' Welfare-cum-Estate Officer as ex-officio Chairman, all Deans and one representative from amongst the teachers nominated by the Vice-Chancellor.

Research Advisory Committee (As incorporated in Clause 4 of Chapter 2 PAU Statutes followed by GADVASU)

It consists of Vice-Chancellor as Chairman, the Director of Research as Member – Secretary, the Deans of the Colleges and the Director of Extension Education.

Extension Education Advisory Committee (As incorporated in Clause 4 of Chapter 2 PAU Statutes followed by GADVASU)

It consists of Vice-Chancellor as Chairman, the Director of Extension Education as Member – Secretary, the Deans of the Colleges and the Director of Research.

Research Evolution Committee

The meetings of these Boards, Councils and committees are not open to the public and are restricted to members/invitees only.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 9 OF THE RTI ACT 2005)

Regarding

A directory of its officers and employees

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

CHANCELLOR

	Office
Shri. Banwarilal Purohit	0172-2740740 0172-2741058 (Fax)

VICE-CHANCELLOR'S OFFICE

	Office
Dr Inderjeet Singh Vice-Chancellor	0161-2553320, 0161-2553360
Lakhvir Singh Personal Assistant	0161-2553320
Dr. Nirmal Singh OSD to Vice-Chancellor	0161-2553340

REGISTRAR'S OFFICE

	Office
Dr Harmanjit Singh Banga Registrar	0161-2553342 0161-2553343(PA)

DIRECTOR OF RESEARCH'S OFFICE

	Office
Dr Jatinder Paul Singh Gill Director of Research	0161-2553346 0161-2553347(PA)

DEAN, POSTGRADUATE STUDIES

	Office
Dr Sanjeev Kumar Uppal Dean, Post Graduate Studies	0161-2553356 0161-2553357(PA)

DIRECTORATE OF EXTENSION EDUCATION

	Office
Dr Parkash Singh Brar Director of Extension Education	0161-2553363 0161-2553364(PA)

DIRECTORATE OF STUDENTS' WELFARE
-CUM-ESTATE ORGANISATION

	Office
Dr Satyavan Rampal Director of Student's Welfare-cum-Estate Officer	0161-2553368 0161-2553368(PA)
Harpreet Singh Editor (Punjabi)-cum-Public Relation Officer	0161-2553305

COLLEGE OF VETERINARY SCIENCE

	Office
Dr Sarvpreet Singh Ghuman Dean, College of Veterinary Science	0161-2414021 0161-2414020(PA)

COLLEGE OF FISHERIES

	Office
Dr Meera D. Ansal Dean, College of Fisheries	0161-2414053 0161-2414061(PA)

COLLEGE OF DAIRY SCIENCE AND TECHNOLOGY

	Office
Dr R.S.Sethi Dean, College of Dairy Science and Technology	0161-2553308 0161-2553318(PA)

COLLEGE OF ANIMAL BIOTECHNOLOGY

	Office
Dr Yashpal Singh Malik Dean, College of Animal Biotechnology	0161-2414023

COLLEGE OF VETERINARY SCIENCE, RAMPURA PHUL

	Office
Dr M.K. Chatli Dean, College of Veterinary Science, Rampura Phul	0165-1222644

COMPTROLLER'S OFFICE

	Office
Dr Amarjit Singh Comptroller	0161-2553386 0161-2553387(PA)

UNIVERSITY LIBRARIAN

	Office
Dr Tejinder Singh Rai Librarian	0161-2414064

CONTROLLER OF EXAMINATIONS

	Office
Dr Anil Kumar Arora Controller of Examinations	0161-2414036

REGIONAL LIVESTOCK RESEARCH & TRAINING
CENTRE, VETERINARY POLYTECHNIC,
KALJHARANI (BATHINDA)

	Office
Dr Sham Lal Bhalla Principal-cum-Joint Director	0164-2421083

REGIONAL LIVESTOCK RESEARCH & TRAINING
CENTRE, TALWARA

	Office
Dr R. K. Sharma Director	01883-236781

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 10 OF THE RTI ACT 2005)

Regarding

**The monthly remuneration review by each of its
officers and employees....**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 11 OF THE RTI ACT 2005)

Regarding

The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

Annexure-I

**SUMMARY SHOWING ESTIMATED RECEIPTS AND EXPENDITURE OF
GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA FOR 2010-2011**

(Figures in Rupees)				
<u>Schemes</u>	<u>No. of Sche mes</u>	<u>Budget Estimates</u>	<u>Expected receipt / Grant-in-Aid</u>	<u>Deficit</u>
(A) State Non-Plan/Non-Plan Vety. (Existing) Schemes.	72	<u>67,35,30,000</u>	<u>25,00,00,000</u>	(-) 42,35,30,000
(B) <u>ICAR and other Schemes.</u>				
1) ICAR	17	8,01,39,620	8,01,39,620	-
2) CSS (Estt. of PGIVER (ACA)	1	6,00,00,000	6,00,00,000	-
3) Revolving Fund	9	1,05,90,000	1,05,80,000	-
4) Misc.	11	3,46,81,950	3,46,81,950	-
Total (B)	<u>38</u>	<u>18,54,11,570</u>	<u>18,54,11,570</u>	-
Grand Total (A+B)	<u>110</u>	<u>85,89,41,570</u>	<u>43,54,11,570</u>	-
(C) <u>Income from all sources 2010-2011</u>	-	3,50,00,000	-	(+) 3,50,00,000
Net deficit				<u>(-)</u> <u>38,85,30,000</u>
(D) <u>State Plan Vety. Schemes</u>				
I). Animal Husbandry Department				

a). Existing	<u>15</u>	<u>17,87,80,000</u>	<u>17,87,80,000</u>
II). Dairy Development Department			
a). Existing	<u>1</u>	<u>5,00,00,000</u>	<u>5,00,00,000</u>
III). Fisheries Department			
a). Existing	<u>2</u>	<u>3,67,90,000</u>	<u>3,67,90,000</u>
IV). Establishment of Veterinary Polytechnic			
a). New	<u>1</u>	<u>3,12,00,000</u>	<u>3,12,00,000</u>
Total (D)	<u>19</u>	<u>29,67,70,000</u>	<u>29,67,70,000</u>

(A)

Annexure-II

SUMMARY SHOWING BUDGET ESTIMATES FOR 2010-11 & PROVISIONS FOR

2009-10

(Figures

in Rupees)

<u>Name of Schemes</u>	<u>Budget Estimates 2010-2011</u>		<u>Budget Provisions 2009-2010</u>	
	<u>No. of Schemes</u>	<u>Amount</u>	<u>No. of Schemes</u>	<u>Amount</u>
I. Existing Schemes				
(A) <u>State Veterinary Schemes</u>	<u>72</u>	<u>67,35,30,000</u>	<u>72</u>	<u>55,28,29,000</u>
Non-Plan/Non-Plan Vety Schemes				
(B) <u>ICAR and other Schemes.</u>				
1) ICAR	17	8,01,39,620	16	14,51,02,050
2) CSS (Estt. of PGIVER (ACA)	1	6,00,00,000	1	6,00,00,000
3) Revolving Fund	9	1,05,90,000	9	1,05,80,000
4) Misc.	11	3,46,81,950	8	2,90,69,600
	—	—	—	—
Total (B)	<u>38</u>	<u>18,54,11,570</u>	<u>34</u>	<u>24,47,51,650</u>
Grand Total (A+B)	<u>110</u>	<u>85,89,41,570</u>	<u>106</u>	<u>79,75,80,650</u>
(C) <u>State Plan Vety. Schemes</u>				
I. Animal Husbandry Department				
a). Existing	<u>15</u>	<u>17,87,80,000</u>	<u>15</u>	<u>19,31,80,000</u>
II. Dairy Development Department				
a). Existing	<u>1</u>	<u>5,00,00,000</u>	<u>1</u>	<u>4,45,00,000</u>
III. Fisheries Department				
a). Existing	<u>2</u>	<u>3,67,90,000</u>	<u>2</u>	<u>4,37,90,000</u>
IV. Establishment of Veterinary Polytechnic				
a). New	<u>1</u>	<u>3,12,00,000</u>	:	-
Total (C)	<u>19</u>	<u>29,67,70,000</u>	<u>18</u>	<u>28,14,70,000</u>

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Grand Total (A+B+C)	<u>129</u>	<u>1,15,57,11,570</u>	<u>124</u>	<u>1,07,90,50,650</u>
(D) INCOME		3,50,00,000		3,48,90,000

(B)

PRIMARY UNIT-WISE PROVISION OF THE BUDGET ESTIMATES FOR 2010-2011

(Figures in Rupees)					
<u>Sr.No.</u>	<u>Category of Schemes</u>	<u>Salaries & Allowances</u>	<u>Travelling Allowances</u>	<u>Contingencies & Wages</u>	<u>Total</u>
(A)	Non-Plan/Non-Plan Veterinary Scheme (72)	<u>49,96,05,000</u>	<u>11,92,000</u>	<u>17,27,33,000</u>	<u>67,35,30,000</u>
(B)	ICAR Projects (17)	86,80,000	14,32,000	7,00,27,620	8,01,39,620
1.					
2.	Centrally Sponsored Schemes (Govt. of India) (Estt. of PGIVER (ACA). (1)	--	--	6,00,00,000	6,00,00,000
3.	Revolving Fund Schemes (9)	--	5,000	1,05,85,000	1,05,90,000
4.	Misc. Schemes (11)	26,88,550	8,70,000	3,11,23,400	3,46,81,950
	Total (B)	<u>1,13,68,550</u>	<u>23,07,000</u>	<u>17,17,36,020</u>	<u>18,54,11,570</u>
	Total (A+B)	<u>51,09,73,550</u>	<u>34,99,000</u>	<u>34,44,69,020</u>	<u>85,89,41,570</u>
	Percentage (%)	59.49 %	0.41%	40.10 %	
(C)	<u>State Plan Vety. Schemes</u>				
	I). Animal Husbandry Deptt.				
	a). Existing (15)	1,20,75,000	13,45,000	16,53,60,000	17,87,80,000
	II). Dairy Development Deptt.				
	a). Existing (1)	1,20,00,000	1,00,000	3,79,00,000	5,00,00,000
	III). Fisheries Deptt.				
	a). Existing (2)	65,25,000	1,50,000	3,01,15,000	3,67,90,000
	IV). Estab. of Vety. Polytechnic				
	a). New(1)	32,00,000	-	2,80,00,000	3,12,00,000
	Total (C)	<u>3,38,00,000</u>	<u>15,95,000</u>	<u>26,13,75,000</u>	<u>29,67,70,000</u>
	Percentage (%)	11.39 %	0.54	88.07 %	
	Grand Total (A+B+C)	54,47,73,550	50,94,000	60,58,44,020	1,15,57,11,570
	Percentage (%)	47.14 %	0.44 %	52.42 %	

(C)

BREAKUP OF BUDGET ESTIMATES FOR 2010-2011

<u>Sr.No.</u>	<u>Name of the Scheme</u>	<u>No. of Schemes</u>	<u>Research</u>	<u>Teaching</u>	<u>Extension</u>	(Rs. in lacs) <u>General Admn. & Other Dev.</u>	<u>Total</u>
<u>Existing</u>							
1.	Non-Plan/Non-Plan Vety. Schemes	72	2412.43 (40)	2719.15 (19)	553.76 (9)	1049.96 (4)	6735.30*
3.	ICAR Projects/Adhoc Schemes/Dev Grant	17	287.16 (10)	22.80 (4)	91.44 (2)	400.00 (1)	801.40
4.	Centrally Sponsored Schemes (Estt. of PGIVER (ACA))	1	-	600.00 (1)	-	-	600.00
5.	Revolving Fund Schemes	9	36.30 (4)	19.60 (3)	50.00 (2)	-	105.90
6.	Misc. Schemes	11	55.59 (6)	291.23 (5)	-	-	346.82
	Total (1 to 6)	110	2791.48 (60)	3652.78 (32)	695.20 (13)	1449.96(5)	8589.42
7.	State Plan Vety Schs.						
	I). Ani. Husba. Deptt.						
	a). Existing	15	942.80 (9)	745.00(5)	100.00(1)	-	1787.80
	II). Dairy Devel. Deptt.						
	a). Existing	1	-	500.00 (1)	-	-	500.00
	III). Fisheries Deptt.						
	a). Existing	2	-	367.90(2)	-	-	367.90
	IV) E. Vety. Polytechnic						
	a) New	1	312.00 (1)	-	-	-	312.00
	Total of 7 (I+II+III)	19	1254.80 (10)	1612.90 (8)	100.00 (1)	-	2967.70
	Grand Total (1 to 7)	129	4046.28 (70)	5265.68 (40)	795.20 (14)	1449.96 (5)	11557.12
	% of Expenditure		35.01 %	45.56 %	6.88 %	12.55 %	

*This includes expenditure on the establishment of Vice-Chancellor, Registrar, Comptroller, Dean, Post Graduate Studies, Director Students' Welfare-cum-Estate Officer, Accounts Officer (PC Cell), Deputy Controller (LA), Director of Research, Director of Extension Education, Library and Computer Centre, Payment of Death-cum-Retirement Gratuity/Ex-Gratia Grant, other benefits to the University Employees, Maintenance of Buildings etc.

(D)

State Share on account of ICAR Coordinated Projects

Abstract of total ICAR schemes		No. of schemes	
Amount (in Rs.)			
	Teaching Schemes	4	
22,80,020			
	Research Schemes	10	
2,87,15,600			
	Extension Education Schemes	2	
91,44,000			
	Development Grant	1	
4,00,00,000			
	Total		
		17	
8,01,39,620			
		ICAR SHARE	STATE
SHARE	TOTAL		
56,99,250	ICAR Teaching, Research 2,27,97,000 and Extension Education Projects.		1,70,97,750
--	Development Grant 4,00,00,000	4,00,00,000	
--	Others ICAR Schemes 1,73,42,620	1,73,42,620	
	Total	7,44,40,370	
56,99,250	8,01,39,620		

ESTIMATED INCOME FOR 2010-11 OF ICAR SCHEMES

Sr.No.	Name of the scheme	Amount (Rs.)
1.	Network Project on Buffalo Breeding (Main Unit), ICAR-2	12,00,000
2.	AICRP on Poultry Improvement, ICAR-5	10,00,000

	Total	<u>22,00,000</u>

State Share (75%)	=	16,50,000
ICAR Share (25%)	=	5,50,000
Total	=	<u>22,00,000</u>

**ESTIMATED INCOME FOR 2010-11
UNDER NON-PLAN/NON-PLAN VETERINARY SCHEMES**

<u>Sr. No.</u>	<u>Name of the scheme</u>	<u>Amt. (Rs.)</u>
1.	University Administration, NP-1.	2,50,000
2.	University Library, GADVASU, NP-4.	60,000
3.	College of Veterinary Science, NPV-1(Part-A).	2,30,00,000
4.	Intensification of Research in animal nutrition, NPV-6.	10,000
5.	Research facilities for dairy cattle & buffalo breeding, NPV-8.	20,00,000
6.	Genetic improvement of egg type stocks, NPV-9.	1,50,000
7.	Creation of facilities for rearing of rabbits for meat & animal i.e. goat, pig and, NPV-30.	1,00,000
8.	Germplasm multiplication of egg type poultry stocks, NPV-31	1,00,000
9.	Physical facilities to breed quails for meat & eggs, NPV-32.	1,00,000
10.	Establishment of Livestock Farm for Teaching Students, NPV-66	42,80,000
		2,60,70,000
	Total	

ESTIMATED INCOME OF PLAN VETY. SCHEMES FOR 2010-11

<u>Sr.</u> <u>No.</u>	<u>No. of the Scheme</u>	<u>Amount</u> <u>(Rs.)</u>
1.	Regional Livestock Research Centre Sahiwal Cattle, PV-2	2,50,000
2.	Establishment of Veterinary Polytechnic, PV-19	18,00,000

		Total 20,50,000

STATEMENT SHOWING PAY SCALES OF POST

Sr. No	Designation of post	Pay scale	Revised Pay Scales
	Administrative and other posts		
1.	Vice-Chancellor	Rs.25,000/-Fixed + allowances (UGC)	Rs.75000/-Fixed + Rs.5000 p.m. S.A.
2.	Controller of Examinations	Rs.16400-450-20900-500-22400 + Rs.600/- Special allowance	Rs.37400-67000+RGP10000 + Rs.600/- S.A.
3.	Deans/ Director of Research/Director of Extension Education/Director Students' Welfare	Rs.16400-450-20900-500-22400 + Rs.1000/- Special Allowance	Rs.37400-67000+RGP10000 + Rs.1000/- S.A.
4.	Additional Directors of Research/Addl. Directors of Extension Education/Training/ Communication Centre	Rs.16400-450-20900-500-22400 + Rs.800/- Special Allowance	Rs.37400-67000+RGP10000 + Rs.800/- S.A.
5.	Professors and equivalent	Rs.16400-450-20900-500-22400 (Rs.500/- as special allowance to those holding the charge of Head of Deptt.)	Rs.37400-67000+RGP10000 (Rs.500/- as special allowance to those holding the charge of Head of Deptt.)
6.	Librarian	Rs.16400-450-20900-500-22400	Rs.37400-67000+RGP10000
7.	Joint Director (Sports and Cultural Activities)	Rs.16400-450-20900-500-22400	Rs.37400-67000+RGP10000
8.	Registrar/Comptroller/Estate Officer	Rs.14300-20100+ Rs.600/- S.A. (Rs.16400-450-20900-500-22400 + Rs.1000/- Special Allowance for Professor level teacher appointed as Registrar)	Rs.37400-67000+GP8800+ Rs.600/- SA (Rs.37400-67000+RGP 10000 + Rs.1000/- S.A. for Professor level teacher appointed as Registrar)
9.	Associate Professor and equivalent	Rs.12000-420-18300	Rs.37400-67000+RGP9000
10.	Deputy Directors (Publications)/Radio Programme/ Television/Information/Dy. Director of Research/Editor Research/ Dy. Librarian /Dy. Director Physical Education	Rs.8000-275-13500 Rs.10,000-325-15200 (Sr. Scale)	Rs.15600-39100+ RGP6000 Rs.15600-39100+RGP7000 (Sr.Scale)
11.	Asstt. Professors/Editors/Asstt. Director (Radio Programme/ Television/Information/Communication)/ Asstt. Director Physical Education/Asstt. Librarian/Asstt. Landscape Officer	Rs.8000-275-13500 (UGC) Sr. Scale of Rs.10000-325-13500. Selection Grade of Rs. 12000-420-18300 special pay of Rs. 400/- p.m. to Distt. Extn. Specialist (Sr. Most)	Rs.15600-39100 +RGP 6000 Sr. Scale of Rs.37400-67000+RGP7000. Selection Grade of Rs.37400-67000+ RGP9000 special pay of Rs. 400/- p.m. to Distt. Extn. Specialist (Sr. Most)
12.	Coaches/Coordinator Cultural Activities (Personal for present incumbents)	Rs.8000-275-13500 (UGC) Sr. Scale of Rs.10000-325-15200 Selection Grade of Rs. 12000-420-18300	Rs.15600-39100+RGP6000 Sr. Scale of Rs.15600-39100+RGP7000, Selection Grade of Rs.15600-39100+RGP9000
13.	Deputy Registrar/Accounts Officer	Rs.12000-15500 + Rs.600/- S.A.	Rs.37400-67000+ GP7600 + Rs.600/- SA./15600-39100+6000+600 SA
14.	Press Manager	Rs.7220-11660 Rs.7880-11660 (for promotees)	Rs.10300-34800+GP 5000 Rs.10300-34800+GP 5400 (for promotees)
15.	Executive Engineer	Rs.12000-15550 Rs.14300-18150 after 14 years of regular service as SDE, AE & Executive Engineer Rs.600/- S.A. P.M. to XEN (Design) Rs. 400/- S.A. p.m. to Asstt. XEN (D)	Rs.15600-39100+ GP 7600 Rs.15600-39100+ GP 8200 Rs.600/- S.A. P.M. to XEN (Design) Rs. 400/- S.A. p.m. to Asstt. XEN (D)
16.	Medical Officer/Medical Officer (Dental) Sr. Medical Officer/Sr. Medical Officer (Dental) Chief Medical Officer/Chief Medical Officer	Rs.7880-13500 with a start of Rs. 8,000/- + NPA* Rs. 10025-15100 (after 4 years of regular service in the entry scale) + NPA* Rs.12000-15500 (after 9 years of regular service in the entry scale) +NPA*	Rs.15600-39100+ GP5400 + NPA* Rs.15600-39100+GP6600 (after 4 years of regular service in the entry scale) + NPA* Rs.15600-39100+GP7600 (after 9 years of regular service in the entry

	(Dental)	Rs.14300-18150 (after 14 years of regular service in the entry scale)+NPA*	scale) +NPA* Rs.37400-67000+GP8600 (after 14 years of regular service in the entry scale)+NPA*
*Note: NPA at the uniform rate of 25% of Basic pay subject to the condition that the Pay + NPA should not exceed Rs.25500/-per month			

17.	Computer Officer	Rs.10025-15100	Rs.15600-39100 + GP 6600
18.	Asstt. Registrar/Asstt. Accounts Officer Admn.-cum-Accounts Officer/Asstt. Store Purchase Officer	Rs.7220-11660 + Rs.400/- S.A. (Direct) Rs. 7880-11660 + Rs.600/-S.A.(Promotee)	Rs.10300-34800 + GP 5000 + Rs.400/- S.A. (Direct) Rs.10300-34800+ GP 5400 + Rs.600/-S.A.(Promotee)
19.	Security Officer/Art Executive- cum-Exhibition Officer/Public Relations Officer (Visitors)/ Business Manager/Officer on Special Duty/ Asstt. Estate Officer/Welfare Officer/ Supdt. Girls' Hostel/Art Executive-cum- Photo Officer	Rs.7220-11660 (Direct) Rs.7880-11660 (Promotee)	Rs.10300-34800 + GP 5000 + Rs.400/- S.A. (Direct) Rs.10300-34800+ GP 5400 + Rs.600/-S.A.(Promotee)
20.	Sub Divisional Officer/Sub Divisional Engineer/ Asstt. Engineer	Rs.7880-13500 (entry scale with the start of Rs.8000/- Rs.10025-15100 (after four years regular service in the entry scale) Rs. 12000-15500 (after 9 years of regular service in the entry scale) Rs.14300-18150 (after 14 years of regular service in the entry scale)	Rs.15600-39100+ GP 5400 Rs.15600-39100+ GP 6600 (after 4 years regular service in the entry scale) Rs.15600-39100+ GP 7600 (after 9 years of regular service in the entry scale) Rs.37400-67000+ GP 8600 (after 14 years of regular service in the entry scale)
21.	Workshop Superintendent	Rs.7220-11660/- + Rs.600/- S.A. for new entrant Rs.400/- S.A.	Rs.10300-34800+ GP 5000 + Rs.600/- SA, for new entrant Rs.400/- S.A.
22.	Senior Glass Blower	Rs. 7220-11660	Rs.10300-34800 +GP 5000
23.	Superintendent	Rs. 7220-11660 + Rs.600/- S.A.	Rs.10300-34800 +GP 5000 + Rs.600/- S.A.
24.	Personal Assistants(attached with the Officers of the Univ.)	Rs. 7220-11660 + Rs.600/- S.A.	Rs.10300-34800 +GP 5000 + Rs.600/- S.A.
25.	Circle Head Draftsman/Sr. Draftsman/Head Draftsman (Gr.I)	Rs.7000-10980/-	Rs.10300-34800+GP 4400
26.	Photo Officer	Rs. 6400-10640	Rs.10300-34800+GP 4200
27.	Sr. Draftsman/Head Draftsman Gr.II /Estimator/ Divisional Accountant*	Rs.6400-10640/- * as personal measure to the present incumbent	Rs.10300-34800+GP 4200 * as personal measure to the present incumbent
28.	Personal Assistants (other than attached with the Officers of the University)	Rs. 6400-10640/-+ Rs.300/- S.A. Rs.120/- S.A. to the Personal Assistants who were in the unrevised scale of pay of Rs.800-1400 on 31.12.85	Rs.10300-34800+GP 4200 + Rs.300/- S.A.
29.	Junior Engineer	Rs.5800-9200. The existing incumbents in the scale of Rs.2200-3900 are allowed the revised equivalent of Rs.7220-11320 as a measure personal to them.	Rs.10300-34800+GP 3800
30.	Senior Assistant	Rs.5800-9200 + Rs. 120/- addl. pay to incumbents who were in the unrevised scale of Rs.800-1400 on 31.12.85+Rs.240/-	Rs.10300-34800+ GP 3800 +Rs.240/-S.A.

		S.A.	
31.	Inspector Estate/Inspector Security	Rs. 5800-9200	Rs.10300-34800+ GP 3800
32.	Sr. Scale Stenographer	Rs.5800-9200 + Rs.240/- S.A.	Rs.10300-34800+ GP 3800 +Rs.240/- SA
33.	Sub Inspector (W & W)	Rs. 5800-9200	Rs.10300-34800+ GP 3800
34.	Draftsman	Rs.5800-9200	Rs.10300-34800+ GP 3800
35.	Coaches/Artist/Senior Artist	Rs.5480-8925	Rs.10300-34800+ GP 3600
36.	Sr.Library Assistant/Jr.Library Assistant/Library Assistant	Rs. 5480-8925	Rs.10300-34800+ GP 3600
37.	Divisional Accountant/Asstt. Supdt. Girls' Hostel/House Mother-cum-Asstt. Girls' Hostel/Hostel Supdt.	Rs.5480-8925	Rs.10300-34800+ GP 3600

38.	Asstt. Editor (Punjabi)	Rs.5480-8925	Rs.10300-34800+ GP 3600
39.	Sr. Radiographer/Sr. Off-set operator	Rs.5480-8925 + Rs.240/- S.A. to Sr. Radiographer	Rs.10300-34800+ GP 3600
40.	Foreman (Press)	Rs.5480-8925	Rs.10300-34800+ GP 3600
41.	Foreman (Mechanical)	Rs.5000-8100	Rs.10300-34800+ GP 3200
42.	Bindry Foreman/Media Asstt./Meteorological Observer/ D.P.T. Operator	Rs.5000-8100	Rs.10300-34800+ GP 3200
43.	Nurse/Staff Nurse	Rs.4400-7000/Rs. 5000-8100 Rs.5480-8925 (for 50%)	Rs.5910-20200+GP 2800/ Rs.10300-34800+ GP 3200 Rs.10300-34800+ GP 3600 (for 50%)
44.	Sanitary inspector	Rs.5800-9200	Rs.10300-34800+ GP 3800
45.	Pharmacist/Pharmacist-cum-Store Keeper	Rs.4550-7220 with initial start of Rs.4700/- Rs.5480-8925 for those in position as on 1.1.1996 in the unrevised scale of Rs.1650-2925 as personal measure to them	Rs.5910-20200+ GP 3000
46.	Nursery School Teacher	Rs.4400-7000 (Rs.5480-8925 with Sr. Scale of Rs.5800-9200 after 8 years service and Rs. 6400-10640 after 18 years service for those who have done B.Ed. or B.Sc. or B.Sc.(H.Sc.) 4/5 years programme from Agril. Universities)	Rs.5910-20200 +GP 2800
47.	Foreman/Press Mechanic/Sr. Proof Reader/Foreman (Misc.)/Baking Technician	Rs.4400-7000	Rs.5910-20200+ GP 2800
48.	Recording Assistant	Rs. 4020-6200	Rs.5910-20200+ GP 2400
49.	Youth Club Organizer	Rs. 4400-7000	Rs.5910-20200+ GP 2800
50.	Surveyor	Rs.4020-6200/Rs.5800-9200 to the existing incumbents in the unrevised scale of Rs.1800-3200	Rs.5910-20200+GP 2800
51.	Mason/Mono Operator/Technical Assistant	Rs.4020-6200	Rs.5910-20200+ GP 2400
52.	Electrician Gr.I & Gr.II/Tubewell Driver/Asstt.Tubewell Driver/Painter/Floor Polishing Machine Operator	Rs.4020-6200	Rs.5910-20200+ GP 2400
53.	Junior Draftsman	Rs.4020-6200 (Qualifications raised to matriculation with 2 years ITI Certificate of Draftsman. A Junior Draftsman shall be eligible for promotion as Draftsman in the scale of Rs.5800-9200 after a minimum period of 12 years of	Rs.5910-20200+ GP 2400

		service)	
54.	Monocaster	Rs.4020-6200	Rs.5910-20200+ GP 2400
55.	Sr. Machineman/Compositor/Paper Feed Man (Offset)/Jr. Proof Reader/Warehouse Man	Rs.4020-6200	Rs.5910-20200+ GP 2400
56.	Bus Driver/Jeep/Car/Van/Utility Truck Driver	Rs.3330-6200 + Rs. 700/- S.A.	Rs.5910-20200+ GP 2000 + Rs.700/- SA
57.	Book Binder/Jr.Machineman/Tradleman Ground Supervisor	Rs.3330-6200	Rs.5910-20200+ GP 2000
58.	Telephone Operator/Ferro Printer/Work Inspector/Plumber Grade-A/Chargeman/Tele-Printer-cum-Satellite Station Operator/Photo Composing Operator/Auto Fitter/Gas Mech.	Rs.3120-5160	Rs.5910-20200+ GP 1900
59.	Patwari	Rs.3120-5160 (with initial start of Rs.3220/- + Rs.100/- S.A.)	Rs.5910-20200+ GP 1900 + Rs.100/- S.A

60.	Security Guard/Sub Inspector (Security)/Gunman	Rs.3120-5160	Rs.5910-20200+ GP 1900
61.	i) Clerk ii) Junior Assistant	Rs.3120-5160 with initial start of Rs.3220/- + Rs.120/- S.A. Rs.4400-7000 + Rs.150/- S.A. (50%)	Rs.5910-20200+ GP 1900 + Rs.120/- S.A. Rs.5910-20200+ GP 2800 Rs.150/- S.A. (50%)
62.	Typist	Rs.3120-5160	Rs.5910-20200+ GP 1900
63.	Sub Divisional Clerk	Rs.3120-5160/4020-6200 +Rs.80/- S.A.	Rs.5910-20200+ GP 1900 +Rs.80/- SA
64.	Steno-typist	Rs.3330-6200/- + Rs.120/- S.A. Rs.4020-6200 as personal measure for those in position as on 1.1.1996 + Rs.120/- S.A.	Rs.5910-20200+ GP 2000 + Rs.120/- S.A.
65.	Multipurpose Worker (Female)	Rs.3330-6200/Rs. 4400-7000 for those in position as on 1.1.1996 in the unrevised scale of Rs. 1365-2410 as measure personal to them.	Rs.5910-20200+ GP 2000
66.	Restorer-cum-Daftri/Restorer-cum-Jamadar	Rs.3120-5160 + Rs.80/- S.A.	Rs.5910-20200+ GP 1900 + Rs.80/- S.A.
67.	Cash and Bill Messenger	Rs.4020-6200 + Rs.200/- S.A.	Rs.5910-20200+ GP 2400 + Rs.200/- S.A.
68.	Helper (Air conditioning/Cook/Cook-cum-Chowkidar/Cook-cum-Attendant/Cook-cum-Bearer/Machine Assistant-cum-Impositor/Monocaster/Mechanic/Work Munshi/Stores Attendant/Sports Attendants/Plumber (Gr.-B)/White Washer/Asstt. Monocaster/Jr. Mechanic/Mistri/Gallery Proof/Pressman/Copy holder/Library Attendant/Asstt. Ware houseman/Painter/Distributor/Care taker/Lady demonstrator/Packer/Floor Polishing Machine Operator/Pump Driver/Fitter-cum-Cleaner/Hammerman/Mate/Operator/.Asstt. Foreman/Road Inspector/Electrician/Air Conditioning Plant	Rs.3120-5160	Rs.5910-20200+ GP 1900

	Attendant/Carpenter/Mason/Receptionist/ Clerk –cum- Receptionist/Flayer)		
69.	Inker/Production Assistant	Rs.3120-5160	Rs.5910-20200+ GP 1900
70.	Bus Cleaner/Cleaner	Rs.2820-4400	Rs.4900-10680+ GP 1650
71.	Sports Attendant/Library Attendant(other than Matriculate or middle pass with three years experience)	Rs.2820-4400	Rs.4900-10680+ GP 1650
72.	Metal Melter-cum-Distributor	Rs.2720-4260	Rs.4900-10680+ GP 1400
73.	Khalasi	Rs.2520-4140 with start of Rs. 2620/-	Rs.4900-10680+ GP 1300
74.	Messenger Boy/Sweeper/Chowkidar/Scavenger/Window Cleaner /Bearer/Maid Servant-cum- Cook/Bishti/Water Carrier/ Waterman/Hostel Boy/Attendant/Helper for maintenance and mate for maintenance/Mate Attendant/Store Attendant/ Harmonium Master and all other whole time employees in the unrevised scale	Rs.2520-4140 with initial start of Rs.2620/-	Rs.4900-10680+ GP 1300
75.	Sewerman	Rs. 2520-4140	Rs.4900-10680+ GP 1300
76.	Beldar	Rs.2520-4140 with initial start of Rs. 2620/-	Rs.4900-10680+ GP 1300

PAY SCALES OF TECHNICAL POSTS
(Under Clubbing Categories)

ENGINEERING STAFF

Sr. No.	Designation of post	Pay Scale	Revised Pay Scale
1.	<u>TECHNICIAN (Engg.) G-IV</u> Helper to Electrician/Helper/Workshop Helper/Bandsaw Helper/Tractor Helper/Foundary Attendant/Workshop Attendant/Cold Room Attendant/Refrigerator- cum-Incinerator Attendant/Project Attendant/Blacksmith/Gas man/Gas Opereator/Hammerman/Storemate/Store Khalasi/Helper to Plumber	i) Rs.3120-5160 ii) Rs.4020-6200 (This scale is to be given to 50% of total number of posts after minimum period of 5 years)	i) Rs.5910-20200+ GP 1900 ii) Rs.5910-20200+ GP 2400
2.	<u>TECHNICIAN (ENGG.) GRADE III</u> Tubewell Driver/Asstt. Tubewell Driver/Tubewell Operator/Sawman/Bandsawman/Cine Machine Operator/Auto Electrician/Electrician/Cine-Mechanic/ Mechnic-cum-Electrician/Film operator/Mechanic/ Tractor Driver/Fitter-cum- Cleaner/Pump Mechanic/ Machine Attendant/Petrol Pump Attendant/Machine Mechanic/Gas Mechanic/Refrigerator Mechanic/ Painter/Blacksmith/ Turner/Mistri/Fitter/Timsmith/ Carpenter/Welder/Gas cum Electric Welder/Air Conditioning Operator/Lift Operator/Tailor/Chargeman Electrical/Lab. Asstt. Engg./ Liquid Nitrogen Plant Operator/Time Keeper/Head Carpenter/ Store Keeper/Technician (Engg.)/Electrician-cum- Technician	Rs. 5000-8100 Rs.500/- Special Allowance To Tractor Driver	Rs.10300-34800+ GP 3200 Rs.500/- S.A. to Tractor Driver
3.	<u>TECHNICIAN (ENGG.) GRADE –II</u>		

	Electrician Grade I/Foreman (Elect.)/Mechanic-cum-Driver/Diesel Mechanic/Refrigeration-cum-Incinerator Mechanic/Refrigeration Mechanic-cum-Operator/Tractor Mechanic/Foreman (Gr.II)/Lab. Technician/Technician/Tractor Mechanic-cum-Operator/Implement Mechanic/Plant Supervisor/ Farm Mechanic/Mechanic/Head Mechanic/Instrument Mechanic/Pump Mechanic/Auto Mechanic/Project Operator/Junior/Senior Technical Assistant/Mechanist. Store Purchase Assistant/ Technical Instrument Mechanic/Instructor Head Mechanic/Foreman (Gr.I)/Head Mistri/Foreman (FST)/Foreman (Misc.)/Computer Operator	Rs.5800-9200	Rs.10300-34800+ GP 3800
4.	<u>TECHNICIAN (ENGG.) G-I</u> Maintenance Shop Supervisor/Instrumentation Foreman/Foreman Instrument/Workshop Supervisor Assistant Store Officer	Rs.7220-11320 Rs.7220-11660	Rs.10300-34800+ GP 4800 Rs.10300-34800+ GP 5000

LABORATORY STAFF

I	<u>TECHNICIAN (LAB.) G-IV</u> Lab. Attendant/Sr. Lab. Attendant Harbarium Keeper/Dark Room Attendant/ Meteorological Attendant/Butter man/Sliver Maker /Post-mortem Attendant	i) Rs.3120-5160 ii) Rs.4020-6200 (This scale is to be given to 50% of the total number of posts after a minimum period of 5 years.	i) 5910-20200+ GP 1900 ii) 5910-20200+ GP 2400
II	<u>TECHNICIAN (LAB.) G III</u> Lab. Asstt./Jr. Lab. Assistant/Junior Lecture Table Assistant/Milk Recorder /Museum Assistant/ Keeper/ Photographic Assistant/ Dairy Manufacturing Assistant/ Stock Assistant (Gr.II) /Reprographic Lab. Asstt./Reprographic Assistant/Computer/Insect Setter/ Insect Collector /Stock Assistant Gr.I	Rs.5000-8100	Rs.10300-34800 + GP 3200
III	<u>TECHNICIAN (LAB.) G.II</u> Milk Recording Supervisor/Chick Sexer/ Meteorological Observer/Glass Blower/Fruit Preservation Supervisor/Dark Room Assistant/Scientific Assistant/Junior Technical Assistant (Baking)/Junior Scientific Assistant/Sr. Lab. Asstt./ Sr. Lecture Table Asstt./ Statistical Assistant/*Photographer-cum-Artist/Artist-cum-Photographer/Audio Visual Aids Assistant/Artist-cum-Cartographer/Artist/Senior Artist/Senior Photographer*/Visitors Guide/Curator/Museum Assistant	Rs. 5800-9200 *Rs. 7220-11320 (G.I) approved by Board of Management	Rs.10300-34800 +GP 3800 Rs.10300-34800 + GP 4800 (G.I) approved by Board of Management

**FIELD STAFF
TECHNICIAN (FARM) G-IV**

I	TECHNICIAN (FARM) G-IV Head Mali/Animal Attendant/Cattle Attendant/Bird Attendant/Livestock Attendant/Animal Caretaker/Fisherman	i) Rs.3120-5160 ii) Rs.4020-6200 (This scale is to be given to 50% of the total number of posts after a minimum period of 5 years)	i) Rs.5910-20200+ GP 1900 ii) Rs.5910-20200+ GP 2000
II	TECHNICIAN (FARM) G-III Budder/Plant Observer/Fieldman Agril.Sub Inspector/Horticultural Sub Inspector/Horticultural Supervisor	Rs.5000-8100 Rs.5000-8100 Rs.6400-10640 (20% posts)	Rs.10300-34800+ GP 3200 Rs.10300-34800+ GP 3200 Rs.10300-34800+ GP 4200
III	TECHNICIAN (FARM) G-II Extension Demonstrator/Demonstrator/Technical Assistant (Field)/Investigator	Rs.5800-9200/Rs.6400-10640	Rs.10300-34800+ GP 3800/ Rs.10300-34800+ GP 4200/

For Technical Posts only:-

Note: The above scales of pay do not apply to the posts in GADVASU Press, Hospital, Maintenance, Estate Organization, Senior Architect and Chief Engineer's Office, except the posts provided in these offices with joint seniority list (For promotion purpose) at University level.

GENERAL CONVERSION TABLE

Serial No.	Exiting Pay Scale	Revised Pay Scale
1	2	3
1.	2,520-4,140	4,900-10,680+1,300
2.	2,720-4,260	4,900-10,680+1400
3.	2,820-4,400	4,900-10,680+1650
4.	3,120-5,160	5,910-20,200+1,900
5.	3,120-6,200	5,910-20,200+1,950
6.	3,330-6,200	5,910-20,200+2,000
7.	4,020-6,200	5,910-20,200+2,400
8.	4,400-7,000	5,910-20,200+2,800
9.	4,550-7,220	5,910-20,200+3,000
10.	5,000-8,100	10,300-34,800+3,200
11.	5,480-8,925	10,300-34,800+3,600
12.	5,800-9,200	10,300-34,800+3,800
13.	6,400-10,640	10,300-34,800+4,200
14.	7,000-10,980	10,300-34,800+4,400
15.	7,220-10,980	10,300-34,800+4,600
16.	7,220-11,320	10,300-34,800+4,800

17.	7,220-11,660	10,300-34,800+5,000
18.	7,880-11,660	10,300-34,800+5,400
19.	9,200-13,900	15,600-39,100+5,700
20.	9,750-14,700	15,600-39,100+6,000
21.	10,025-15,100	15,600-39,100+6,600
22.	12,000-15,500	15,600-39,100+7,600
23.	12,000-16,350	15,600-39,100+7,800
24.	13,125-16,350	15,600-39,100+8,200
25.	13,500-16,800	15,600-39,100+8,400
26.	14,300-18,600	37,400-67,000+8,700
27.	14,300-20,100	37,400-67,000+8,800
28.	16,350-20,100	37,400-67,000+8,900
29.	18,600-22,100	37,400-67,000+10,000

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 12 OF THE RTI ACT 2005)

Regarding

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

No relevancy with Guru Angad Dev Veterinary and Animal Sciences University

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 13 OF THE RTI ACT 2005)

Regarding

**Particulars of recipients of concessions, permits
or authorization granted by it**

**No relevancy with Guru Angad Dev Veterinary and
Animal Sciences University**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 14 OF THE RTI ACT 2005)

Regarding

**The details in respect of the information, available
to or held by it, reduced in an electronic form**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

Details in respect of the information, available to or held by it, reduced in an electronic form

1. Students semester results for all UG/PG and Ph.D students.
2. Employees CPF and GPF records since 1998
3. All expenditure vouchers for various schemes

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 15 OF THE RTI ACT 2005)

Regarding

The particulars of facilities available to citizens for obtaining information, including the working hours of library of reading room, it maintained for public use.

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY, LUDHIANA

The Guru Angad Dev Veterinary and Animal Sciences University makes it convenient for the commons to maintain constant contact by providing them relevant information on various activities available through various sources. Every year, before the commencement of the academic session, this University publishes its 'Prospectus' and 'Semester and Hostel Rules'. The University Prospectus contains every minute detail of various academic programmes to be offered during the academic session, the mode of admission, available seats, schedule of admission/ entrance test/ counseling/ interview, fee structure, eligibility criteria, the academic calendar, syllabi and model questions for entrance tests for admission to various undergraduate and postgraduate programmes etc. In addition to this, telephone numbers of the Vice-Chancellor, Registrar, Dean Postgraduate Studies, Dean College of Veterinary Science, Dean College of Dairy Science and Technology, Dean College of Fisheries, Director Research, Director Students' Welfare-cum-Estate Officer, Controller of Examinations and Librarian are mentioned. For entertaining further enquiries of the interested candidates regarding the admission process, telephone number of the Assistant Registrar is also mentioned in the Prospectus and the same information is made available on the website of University. The "Semester and Hostel Rules" is a handbook which contains all the rules pertaining to procedure for registration, details of advisory system, addition/deletion of courses, evaluation of course work, details of different examinations, selection and approval of topic for postgraduate research, submission and evaluation of M.V.Sc., M.Sc. (Animal Biotechnology), M.F.Sc. and Ph.D. thesis, attendance requirement, educational tours details of hostel rules including allotment, leave rules, right roll call, provision of rules governing entertaining guests, maintenance of discipline, etc. are included.

Directorate of Extension Education is responsible for the veterinary, animal husbandry and fisheries extension activities, which are primarily educational in nature and to impart training to extension functionaries including farmers.

Broad Areas of Operation

- **Transfer of technologies to the livestock farmers and their feedback for reorienting the ongoing research programmes.**
- **Field testing of the technologies, germplasm and other inputs related to animal farming.**
- **Organizing the Pashu Palan Melas twice a year.**
- **Zonal Livestock and Dairy Shows.**
- **Organizing the training programmes and workshops for the officers of the State Animal Husbandry, Dairy Development and Fisheries, Directorates, Dairy co-operative Federation, banking and other development departments/agencies related with animal welfare.**

The extension services in the University have provided a platform for the establishment of different categories of Farmers' Associations with needed technical support of the University and following associations are operational:

Sr No.	Name of the Association	Meeting Schedule
1.	Progressive Dairy Farmers Association	2 nd Thursday of every month
2.	Pig Farmers Association	4 th Thursday of every month
3.	Fish Farmers Association	3 rd Thursday of every month

The following trainings programmes are conducted for the livestock farmers of the state by the Directorate Extension Education, GADVASU at Ludhiana:

Sr No.	Name of the Training	Duration	Schedule of Training
1.	Specialized Dairy Training Course	two weeks	January, May and July every year
2.	Specialized Piggery Training Course	one week	March every year
3.	Specialized Poultry Training Course	two weeks	November every year
4.	Feed Manufacturers Training Course	three days	as per the request from Punjab Dairy Development Board

5.	Commercial Dairy Farming Course	3months duration	as per demand
6.	Fish Farming Training Course	5 days	July/ August
7.	Training on Technologies for Higher Fish Production	10 days	as per demand
8.	Training on Ornamental Fish Farming	2 days	as per demand
9.	Specialized training course on Sheep/Goat	3 days	as per demand
10.	Training for Dog Owners	1 day	as per demand

- Ambulatory Clinical Services are also provided by the directorate to the adjoining areas of the University. Similarly, other services on limited scale, like experts lectures in animal welfare days, utility services like supply of cattle and buffalo male calves and semen, commercial chicks, mineral mixtures, feed testing facilities were available in some pockets of the state.

- **Animal Welfare Centre, Gureh**

To bridge the knowledge gap regarding scientific rearing of animals and to develop it as a model livestock village, an animal welfare centre was established on 15th August, 2007 by the University at Village Gureh (District Ludhiana) for undertaking various welfare activities for its development. A survey of the village was conducted by the department for studying the requirements of the farmers and their rearing patterns including type of the animals and the acreage of land owned by them for formulate the animal welfare programmes as per the local needs. The subject matter experts regularly visit the adopted village for advisement as well as for treating the animals. Animal welfare camps are also regularly organized at the centre. This has resulted in improved productivity, reproductive fitness and reduced mortality/morbidity in the livestock.

- **NAIP Project**

The faculty of the Department of Veterinary and Animal Husbandry Extension Education actively participates in launching on the project on “Sustainable livestock farming system for livelihood security in Hoshiarpur district” of ICAR under Component -3 of NAIP. Further, the Directorate is extending full cooperation in organization of field days as well as animal welfare camps to help the livestock owners under this project.

Veterinary and Animal Husbandry Information Centre

Utility Services: The following utility services are provided by the directorate at very nominal rates for livestock farmers:

1) Technical Services:

- OPD/Indoor Services for sick animals
- Surgical treatment of animals
- Blood/faeces/urine/mucous/milk testing

- Feed and fodder evaluation

2) Input Services:

- Mineral mixture
- Uromin Lick
- Semen
- Breeding bulls/calves
- Mastitis Kits
- Disease outbreaks

3) Information Services:

a) Publications – The Directorate of Extension Education is publishing the following magazines and books for disseminating the technical information to the livestock farmers:

1. Packages and Practices for Livestock and Poultry (in Punjabi and English).
2. Dairy Farming (in Punjabi).
3. Vigyanak Pashu Palan - monthly extension magazine (in Punjabi)
4. GADVASU Handbook (in Punjabi and English) - every year
5. Veterinary Punjabi Shabadkosh Dictionary
6. Goat farming in Punjabi and English
7. A Hand book of Infectious Animal Diseases
8. Carp Fish farming (in Punjabi)

b) TV/Radio Talk:

To disseminate the technical information through the print and electronic media, the Directorate undertakes the publication of the monthly extension magazine and arranges radio and T.V. talks of the experts and views of farmers covering all aspects of livestock farming.

University experts are delivering TV & Radio talks regularly on Doordarshan & All India Radio. Jalandhar, respectively on the current & seasonal topics related for livestock farming on an average one talk in a week.

University has liaison with electronic media for flashing the various livestock related interventions and precautions for disease control & seasonal correct management practices.

c) Telephone Helpline:

The Directorate is running a telephone helpline from 9.00 a.m. to 5.00 p.m. on all the working days, for the welfare of livestock owners and their queries are answered promptly by the subject- matter - specialists.

d) Chartered Services:

The Directorate organizes animal welfare camps (approximately 20-30 per annum)/field days (approximately 30-40 per annum) with the participation of the farmers, experts from the University, livestock related industries like; pharmaceuticals, feeds, equipments, value added animal products, germplasm etc; livestock development and financial organizations.

The Directorate of Extension Education, GADVASU, Ludhiana, is carrying out all the activities for the benefit of livestock farming community of the entire state in a big way.

GADVASU Library: GADVASU Library is open to staff and students. The services and facilities available and the library rules and regulations are circulated and displayed on library notice board from time to time. The Library is computerized and provides open access to its collection. Students, faculty members and staff of the university are eligible to become members of the library. The outsiders can also be enrolled as members on the recommendations of the officers of the university/ Heads of the Departments, subject to the approval of the Vice-Chancellor/University Librarian on payment of following charges:

Retired teachers/employees of the University	Refundable Security Rs 500/-
Corporate membership for industries/ per autonomous bodies	Annual membership of Rs. 2000/- individual member
Casual members	Rs. 50/- per week, Rs. 600/- per year.

The following are the borrowing privileges:

No. of books and periodicals: Teachers and officers of the university: 8; Non-teaching staff: 2; Under-graduate students: 3; Post-graduate students: 4

Period of loan: General books: 14 days (3 books for semester for teachers and officers of the university); CD-ROMS with books for all except students: 3 days; text books, reference books, abstracts and indexes, bound periodicals and serials (to post-graduate students, teachers and officers of the university): overnight; current periodicals, theses, rare books and micro-film reading materials, CD-ROMS of databases, software etc.: not issued.

Overdue charges: Re. Rs 1/- per day for general books and Rs 1/- per hour for overnight issued material.

The opening hours of the library are as follows:

Working days 9.00 a.m. to 7.00 p.m.

Saturdays, Sundays & Holidays 9.00 a.m. to 5.00 p.m.

Information about GADVASU Library, its sections, services, staff and rules and regulations is available on Library Website i. e. Cyberary through campus wide Intranet.

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 16 OF THE RTI ACT 2005)

Regarding

**The name, designation and other particulars of
the Punjab Information Officers**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**

RIGHT TO INFORMTION ACT, 2005

Sr. No.	Designation	Name of authority/officer
1.	Appellate Authority	Dr. H.S.Banga, Registrar Ph. No. 0161-2553342-43
2.	Public State Information Officer (Nodal)	Dr. Opinder Singh, Professor Email:rtigadvasu@gmail.com
3.	Asstt. State Public Information Officer	Sh. Pardeep Kumar

RIGHT TO INFORMATION ACT 2005

MANUAL

(SERIAL NO. 17 OF THE RTI ACT 2005)

Regarding

**Such other information as may be prescribed; and
thereafter update these publications every year**

**No other information is to be included in the
Right to Information Act
for the present**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY
LUDHIANA**