

Government Post-Graduate College, Ambala Cantt.
(Affiliated to Kurukshetra University, Kurukshetra)




Policy Document on E-Governance

6.2.3

6.2.3- E-Governance Modules at Government PG College, Ambala Cantt

A. Administration					
Sr. No.	Name of the E-Governance Module – Area of E-Governance	Vendor name with contact details	URL/Link	Year of Implementation	Reference Annexure
1	College Website	Siles solution Pvt. Ltd, Ambala Cantt.	https://ecmbalacantt.ac.in/	2019-20	A1
2	E-Salary & Grants	NIC Haryana(Contact Person-SIO,NIC,Haryana)	https://esalshrvn.ic.in/	2012-13	A2
3	E-Grass	NIC Haryana(Contact Person-SIO,NIC,Haryana)	https://esgrahv.nic.in/	2016-17	A3
4	Litigation Management System (LMS)	NIC Haryana(Contact Person-SIO,NIC,Haryana and office of Advocate General Haryana)	https://www.lmsahv.ac.in/	2018-19	A4
5	HRMS	NIC Haryana(Contact Person-SIO,NIC,Haryana)	https://hrmsahv.nic.in/	2016-17	A5
6	ERP	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://erp.hihereduhv.ac.in/	2019-20	A6
7	ACR	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://112.136.99.108/acr/acr01n.aspx	2019-20	A7
8	GEM	NIC, GOI	https://www.gea.gov.in/gea0101/government-e-marketplace-environment-made-smart	2017-18	A8
9	Intra Haryana	NIC Haryana(Contact Person-SIO,NIC,Haryana)	https://intraahv.ac.in/	2018-19	A9(a) And A9 (b)
10	PIYAAS- Framework Portal: A framework for Quality Improvement in Higher Education Institutes	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://erp.hihereduhv.ac.in/	2019-20	A10
11	MIS for Teaching staff	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://mis.hihereduhv.ac.in/	2018-19	A11(a) And A11(b)
12	MIS for Extension Lecturers	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://mis.hihereduhv.ac.in/	2018-19	A12
13	MIS for Non Teaching staff	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://mis.hihereduhv.ac.in/	2019-20	A13
14	AISHE	National Informatics Centre (NIC), Higher Education Division, Ministry of Education, Government of India	https://aishe.gov.in/aishe01n/aishe01n.aspx	2016-17	
15	MIS for Value Added Courses	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://erp.hihereduhv.ac.in/Forms/Attendance/VAC_Artendance.aspx	2020-21	A15
16	MIS for Displaced Extension Lecturers	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://erp.hihereduhv.ac.in/Forms/MIS/ELV/Displaced/ELRegistration.aspx	2019-20	A16
17	SOUL(Integrated Library Management System)	INFLIBNET Centre, Gujarat, Ahmedabad	https://soul.inflibnet.ac.in/	2005-06	A17
18	Whats app Group	Facebook	https://chat.whatsapp.com/K6bV2t8r0UP214MGm	2019-20	
19	Telegram Group	Telegram	https://t.me/1865DU33qit-1eh	2019-20	
B. Finance & Accounts					
Sr. No.	Name of the E-Governance Module – Area of E-Governance	Vendor name with contact details	URL/Link	Year of Implementation	Reference Annexure
1	E-Salary & Grants	NIC Haryana(Contact Person-SIO,NIC,Haryana)	https://esalshrvn.nic.in/	2012-13	A2
2	ODMS-Pension/GPF/Gratuity	Vertos Info Solutions, Pvt. Ltd(Office of Principal Accountant General A&E,Haryana)	https://odms.ahv.ac.in/	2019-20	B2(a) And B2(b)
3	AG Haryana-GPF	NIC Haryana(Contact Person-SIO,NIC,Haryana)	https://ahv.nic.in/	2013-14	
4	ERP Cash Book	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://erp.hihereduhv.ac.in/	2019-20	
5	PFMS	NIC, Government of India	https://pfms.nic.in/	2019-20	B5
6	Net Banking	SBI	https://net.sbi.com/portal/NetBanking	2014-15	
7	University Fee Submission	Kurushetra University, Kurushetra	https://erp-forms.ku.ac.in/kuHome/Login.aspx	2017-18	
C. Students Admissions & Support					
Sr. No.	Name of the E-Governance Module – Area of E-Governance	Vendor name with contact details	URL/Link	Year of Implementation	Reference Annexure
1	Consolidated stipend scheme for welfare of SC students	Department of Higher Education,Haryana,Panchkula	https://stipendscsahv.hihereduhv.ac.in/	2019-20	C1
2	Post Matric Scholarship for students with Disabilities	Ministry of Electronics and Information Technology, Government of India	https://ehsahv.ac.in/ehsahv01n/ehsahv01n.aspx	2017-18	
3	Post Matric Scholarship for students with OBC	Ministry of Electronics and Information Technology, Government of India	https://ehsahv.ac.in/ehsahv01n/ehsahv01n.aspx	2019-20	
4	Post Matric Scholarship for Minorities	Ministry of Electronics and Information Technology, Government of India	https://ehsahv.ac.in/ehsahv01n/ehsahv01n.aspx	2017-18	
5	Central Sector Scheme of Scholarships for College and University Students	Ministry of Electronics and Information Technology, Government of India	https://csstschahv.ac.in/	2017-18	
6	Promotion of Science Education Scholarship(POSE)	Haryana State Council for Science and Technology	https://ehsahv.ac.in/ehsahv01n/ehsahv01n.aspx	2018-19	
7	Mahayani Rishi Ashavakra Kendra	Department of Higher Education,Haryana,Panchkula	https://ehsahv.ac.in/ehsahv01n/ehsahv01n.aspx	2020-21	
8	Free Passport Services for Students	PSP Division Ministry of External Affairs, Government of India	https://www.pspsonline.gov.in/	2017-18	C8
9	Online Admissions	Department of Higher Education Haryana, Panchkula& NIC Haryana (System Analyst Office of DGHE,Haroon)	https://ehadmissions.nic.in/	2015-16	C9
10	Online Fee	Department of Higher Education Haryana, Panchkula	https://ehadmissions.nic.in/	2017-18	C10
11	Whats app Group	Facebook	https://chat.whatsapp.com/K6bV2t8r0UP214MGm	2019-20	
12	Telegram Group	Telegram	https://t.me/1865DU33qit-1eh	2019-20	
13	NIJST	Information & Library Network Centre Gandhinagar, Gujarat	https://niji.inflibnet.ac.in/onlineform.html	2019-20	C13
14	British Council	UK International Organisation	https://www.britishcouncil.in/library/online-library	2020-21	C14
15	Learning Management System	Department of Higher Education Haryana, Panchkula& NIC Haryana (System Analyst Office of DGHE,Haroon)	https://lmsahv.in/	2019-20	C15
16	e-Content by CEC	CEC New Delhi	https://112.136.99.108/ceec/ceec01n/ceec01n.aspx	2018-19	C16
17	Online study Material	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	Department of Higher Education, Haryana (hihereduhv.ac.in)	2020-21	C18
18	Medhavi	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://medhavi.hihereduhv.ac.in/	2020-21	
19	Udian	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://library.hihereduhv.ac.in/udian	2020-21	
20	Online Student Legacy System	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://legacy.hihereduhv.com	2020-21	C21
21	Stilling Interest of Student ERP	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://erpseers.hihereduhv.ac.in/	2020-21	C22
22	Central Digital Library	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://library.hihereduhv.ac.in/	2020-21	
23	Navi Deha	Department of Higher Education Haryana, Panchkula (System Analyst Office of DGHE,Haroon)	https://navideha.hihereduhv.ac.in/	2020-21	
D. Examination					
Sr. No.	Name of the E-Governance Module – Area of E-Governance	Vendor name with contact details	URL/Link	Year of Implementation	Reference Annexure
1	Exam Forms/Payment of Fee	Kurushetra University, Kurushetra	https://examforms.ku.ac.in/kuHome/Login.aspx	2017-18	
2	Submission of awards	Kurushetra University, Kurushetra	https://examforms.ku.ac.in/kuHome/Login.aspx	2017-18	

**Govt. P.G. College
Ambala Cantt.**


**Principal
Govt. P.G. College
Ambala Cantt.**

OFFICE OF THE PRINCIPAL GOVT. PG COLLEGE AMBALA CANTT.

To,

Date: 06-06-2020

The Sales Head,

Outline Systems India Pvt. Ltd.

Plot No: 28, Above Westside Block, 3rd Floor, Phase-1, Industrial Area,

Chandigarh- 160002

Memo No. GCA/20/927

Dated 06/06/2020

Subject: order for design and development of our college website www.gcambalacanthry.ac.in.

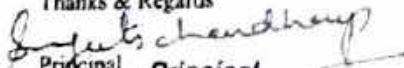
Sir/Madam,

With reference to the email received from your side on Sun, 31 May 2020 11:10:20 GMT+0530 having subject 'Fw: Subject: Regarding rate quotation for the development of our college website www.gcambalacanthry.ac.in' containing your rate quote against our scope of work, sent to you via email on Sat, 30 May 2020 15:31:49 GMT+0530 having subject 'Regarding rate quotation for the development of our college website www.gcambalacanthry.ac.in', I am pleased to place here this purchase order to your firm as per following terms and conditions:

- (1) The cost of complete work(as per the our scope of work document and rate quote in the your proposal) will be Rs. 92,000(Ninety two thousand only) inclusive all taxes.
- (2) Work should be completed within 20 days after issue of this purchase order to you.
- (3) After completion of the scope of work from your side the website handling committee of our college will review the complete work and only satisfactory report submitted by that committee the work will be considered as completed.
- (2) Payment will be made only after after successful delivery of work within the specified time period and after satisfactory report submitted by our website handling committee.
- (5) Payment will be made as one time payment after the successful delivery of work.
- (6) Initial training, to operate the website, to our website handling committee members will be given by you at no extra cost.
- (7) Technical support for at-least two months will be given by you, as and when required by the college, after successful implementation of the website.

Kindly make this order complete and revert back to us as soon as possible.

Thanks & Regards


Principal
Govt. P.G. College
Ambala Cantt.



Principal
Govt. P.G. College
Ambala Cantt.

From

Financial Commissioner & Principal Secretary to Govt.
Finance Department, Haryana, Chandigarh.

To

1. All the Financial Commissioners and Principal Secretaries/
Administrative Secretaries to Government Haryana
2. All the Heads of the Departments in Haryana
3. The Registrar, Punjab & Haryana High Court Chandigarh
4. All the Divisional Commissioners in Haryana (Ambala, Hisar, Rohtak & Gurgaon)
5. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in the Haryana.

Dated the Chandigarh, 16-8-2011

Subject: Regarding implementation of E-salary system.

Govt. P.G. College
Ambala Cantt.

For improving the efficiency of treasury operations, to reduce the burden of preparing salary bills on monthly basis by DDOs and moving towards e-governance, the State Government is planning to introduce the concept of e-salary in all the Government Departments. This will require creation of a data base. This data base will be useful tool in the hands of Govt. for making various plans for the benefit of the employees. This aspect needs to be conveyed to all DDOs so that the new system gets implemented without any glitches. A brief of same is as follows:

1. The system is proposed to be implemented in the current financial year.
2. A database of the employee data pertaining to the pay bill generation i.e. pay scale, post, gazetted/ non-gazetted, GPF a/c no., PRAN (NPS), Bank Account details, Personal details, salary details is required to be created. This information needs to be gathered by all the DDOs from all the employees and from their own record files. The information should be collected in the proforma ES-1, ES-2 and ES-3 (as enclosed) within one month from the date of issue of this letter. These forms can also be downloaded from official website <http://www.hrtreasuries.gov.in> of Directorate of Treasuries & Accounts by clicking 'E-Salary Form' and copies of the same can be made for distribution to all the employees. A4 size paper can be used for this purpose and printing of form be done on both sides of the paper.
3. Forms ES-1 and ES-3 are to be filled up by DDO, while Form ES-2 needs to be got filled up from the employee. If unique code of payee (UCP) has already been got allocated to the employees through treasury for the purposes of Electronic Payment System (EPS), then the same should be mentioned by DDO at the top of the proforma ES-2 before the same is handed over to the employee for filling up the details. The information is required to be filled up with blue pen only.
4. DDO will maintain a register in which he will allot Sr. Nos to all employees. He has to fill up these Sr. Nos in forms ES-2 and ES-3 for each employee alongwith employees' UCP, if already allotted.
5. The employees should be asked to return the filled up proforma, duly signed, within a period of 3 days.
6. DDO will get the details of Forms ES-2 and ES-3 verified from the office records and make corrections with a green pen, wherever required. Any unfilled information will also be filled up by checking from office records or ascertaining the same from the

[Signature]


Principal
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employee. This proforma will then be signed by the dealing clerk/official as well as by the DDO.

7. The software for entering data collected using form ES-1, ES-2 and ES-3 will become available on the official website <http://www.hftreasuries.gov.in> of Directorate of Treasuries & Accounts w.e.f. 1-9-2011.
8. Each DDO will open the official website <http://www.hftreasuries.gov.in> of Directorate of Treasuries & Accounts and click 'E-Salary' on the same.
9. No fresh user id/password needs to be created for E-Salary and the DDO will enter his user id and password as already allotted to him/her by his BCO/BCA for the purposes of Online Budget Allocation System. If this is not available with him then he can contact his Budget Officer i.e. BCO or BCA, who has allotted online budget to him. BCA and BCOs should also ensure that user id of all DDOs as created by him is 'enabled' by him, if not already enabled, so that DDOs can use the same. BCO/BCA are also authorized to provide fresh passwords in case the earlier passwords are not available with the DDOs. This can be done by them by logging on the Online Budget Allocation System in their own user id and clicking on "Other Operations/Set Other User Password".
10. A training programme for all DDOs and other officials for using e-salary software is being planned and the same will be intimated separately.

Necessary directions to all DDOs may be issued and they may be advised to adhere to the time frame mentioned for collection of data for E-salary.

Encl: Forms-ES1,ES2,ES3


Joint Secretary (Finance),
for Financial Commissioner & Principal Secretary
to Govt. Finance Department, Haryana, Chandigarh.


Govt. P.G. College
Ambala Cantt.

Endst. No. 14/91/5FA-2011

Dated 16-8-11

A copy is forwarded to the Director, Treasuries and Accounts, Haryana Chandigarh (with 150 spare copies) for information of all Treasuries/Sub Treasuries.

Encl: Forms-ES1,ES2,ES3



Joint Secretary (Finance),
for Financial Commissioner & Principal Secretary
to Govt. Finance Department, Haryana, Chandigarh.

Endst. No. 14/91/5FA-2011

Dated 16-8-11

A copy is forwarded to the Incharge, Computer Cell, Finance Department for placing it on the official website of Finance Department.

Encl: Forms-ES1,ES2,ES3


Joint Secretary (Finance),
for Financial Commissioner & Principal Secretary
to Govt. Finance Department, Haryana, Chandigarh.



Principal
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A-2

From

Director
Treasuries and Accounts Department
Haryana, Chandigarh

To

All Treasury Officers (except Chandigarh and Panchkula)
In Haryana State.

Memo No. TA-HR(DMC)2012/847

Dated: 17/01/2012

Subject

Implementation of e-Salary system.

**Govt. P.G. College
Ambala Cantt.**

Your kind attention is drawn to Haryana Government Instructions issued vide letter no 14/91/2011-5 FA dated 16-01-2012 on the subject noted above. Vide which it has been directed that all DDOs attached with the District Treasuries would draw the payment of salary for the month of January 2012 through e-Salary process.

You are, therefore, requested to ensure that minimum 2 salary bills of each DDO for the month of January, 2012 are submitted and passed through e-Salary only. However, Submission of all salary bills through e-salary would be compulsory for all DDOs w.e.f. the salary for the month of February 2012 onward. No relaxation will be given in this regard. As regards salary bills of the treasury office itself, it should be ensured that all salary bills from the month of January 2012 onward should be drawn through e-salary procedure only.

In order to ensure that DDOs do not face any difficulty in drawing their salary bills for the month of January, 2012 through e-Salary procedure, you should make available two computers and two Data Entry Operators to DDOs so that they can assist the DDOs in entry of data for the purpose of salary bills. These data entry operators will be stationed in suitable place in treasury premises and broadband facility should also be made available on these computers. The facility should be made available upto 25/02/2012 for such purpose and thereafter DDO will have to use their own manpower for preparing bills for e-Salary. However helpline no 0172-2711101 and 09467555388 will remain operational during the entire month.

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You are directed to send the progress report regarding bills passed through e- salary system for the month of January 2012 in following format by 06-02-2012.

Sr. No.	DDO Code	Total Nos of Salary bills passed for the month of January 2012	No. of salary bills submitted through e- salary	No of salary bills submitted in traditional method	Remarks
1	2.	3.	4.	5.	6
Total					

This should however be noted that e-salary procedure is applicable for salary bills of State Government employees who are working in some substantive post in the defined pay scale. For contractual/ daily wages etc. the procedure will not change for the time being and DDOs are not required to submit their salary bills through e-salary procedure and as such no objection in this regard should be raised in passing of such bills. In case of any clarification you can contact the helpline.

Further you are also directed to get this letter noted to all the messengers for information of their DDOs and display a copy of the same on the notice board of your Treasury alongwith mobile no. of Junior Programmer/ Data Entry Operators of your Treasury for assistance.

**Govt. P.G. College
Ambala Cantt.**


Joint Director
for Director, Treasuries and Accounts
Department, Haryana, Chandigarh



**Principal
Govt. P.G. College
Ambala Cantt.**

Instructions regarding paperless Salary Bills w.e.f. 01-09-2020

1. **DDOs will not have to visit the Treasury / Bank for passing of bills and submission of pay orders for payment. If RTR is there in EPS only then they have to visit Bank in this regard.**
2. **DDOs will send only digitally signed salary bills to treasury. They don't need to send the physical bills now.**
3. **Paperless eBilling is only for all types of Salary Bills of regular employees, Ex-Gratia payees and contractual employees drawing salary from Object code 01 (including arrear bills related to Salary, DA, Ex Gratia, LTC and Leave Encashment).**
4. **It means Bill prepared on STR Form No. 23 under Object Heads 01-Salary, 03-DA, 70-LTC and 79-Ex Gratia only are paperless.**
5. **When you send the bills to treasury after digital signing, the token number will be generated automatically. A pop up message appear that Bill No. xxxxxxxx has been sent to treasury, now in this message you find the token number instantly in same message.**
6. **After passing of bills from Treasury you have to sign the EPS digitally in Checker login as you already do it without digital signing, now you have to sign it using Digital Signature.**
7. **If you want to take print of Digitally Signed EPS, then you can take it from the Report Menu in Checker Login "Download Signed EPS".**
8. **No need to submit Invoice reports in Bank.**
9. **Salary Bills of Contractual Employees which are prepared on STR - 30 as well as the arrear bills related to object code 02, 33 and 69 (STR 23) i.e. Contingency Bill are to be submitted manually in Treasury.**
10. **Procedure of All other Bills is same as earlier.**
11. **To avoid unnecessary burden on Server do not recall the Salary Bills if the data is same. If objection is raised by Treasury for Budget etc., in this case you just inform to Token Clerk for reissue the token of the same bill.**

Govt. P.G. College
Ambala Cantt.



Principal
Govt. P.G. College
Ambala Cantt.

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. The Commissioner, Ambala, Hisar, Rohtak & Gurgaon Divisions.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Memo No. 5/6/2005-5B&C
Dated, Chandigarh, the 2nd February, 2017.

Subject :- **Regarding implementation of E-Stamping in the State .**

**Govt. P.G. College
Ambala Cantt.**

Please refer to this office letter no 5/6/2005 – 5B&C dated 27-04-2016 on the subject cited above.

2. The State has implemented E-Stamping system in Haryana with effect from 02-05-2015 and thereafter made E-Stamping mandatory in four districts viz, Gurugram, Faridabad, Sonapat and Panchkula with effect from 01-05-2016 in the first phase. Now the State Government has decided to make E-Stamping mandatory in entire State of Haryana w.e.f. 01-03-2017. All other offices / agencies i.e. Treasury Office / Sub Treasury Office and Authorized Branches of State Bank of India will stop selling Stamp Paper (Non Judicial). Stamp Vendors will generate Stamp Papers (Non Judicial) upto Rs 10,000/- per person through E-Stamping module only.

3. In the E-Stamping system any citizen can generate stamp paper online through this system, which is available on the website <https://egrashry.nic.in>.

4. The E-Stamping system is implemented in two parts. The first part is making the payment for stamp papers in the relevant receipts Head. The second part is generating E-Stamp paper through E-Stamping portal after online confirmation of payment.

5 Any citizen / depositor can make payment in the following method for generation of E-Stamp paper:-

(i) **By using payment aggregator service on E-GRAS portal:-**

Payment aggregator service has been implemented w.e.f 02-05-2015 with three banks i.e. Punjab National Bank, IDBI Bank and State Bank of India. These banks will not charge any fee for the purpose of collection of Government receipts through net banking on E-GRAS portal. These Banks have also allowed by the State Government for collection of Government receipts using Debit and Credit Card. Depositor will pay to the Bank charges as per the following, exclusive of all taxes, charges and levies, which will be automatically deducted along with the payment to be made.

Debit Card	0.70 % for upto Rs. 2000/-, 0.73% for above Rs. 2000/-.
Credit Card	0.90 %

**Govt. P.G. College
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After successful payment, the citizen can generate online E-Stamp paper immediately through E-Stamping system.

(ii) **Manual Payment on E-GRAS Portal:-**

Electronic Government Receipt Accounting System (E-GRAS) has been implemented all over the State of Haryana and it is running successfully. SBI, PNB, IDBI, SBOP, CBI and concerned Treasury Bank branch of other banks dealing with Haryana Treasury business are collecting Government Receipts through E-GRAS system manually. Any citizen can pay through draft / cash after generating requisite challan on E-GRAS System manually, thereafter the depositor can generate online E-Stamp paper through E-Stamping system immediately after successful payment.

(iii) **Reconciliation of Payment:-**

The Cyber Treasury established by Haryana Government at Chandigarh will verify the Payment details received from concerned banks in the Management Information System (MIS) with the credits in its Nodal Account every day. In case of any un-reconciled payments, Cyber Treasury of Haryana Government will inform the Bank for Resolution through the system. The accounts of those successful transactions received to the Cyber Treasury through E-Scroll / hard copy of scroll will be prepared automatically on daily basis and report to Principal Accountant General on prescribed date. The Cyber Treasury Officer will closely monitor all the above mentioned activities of re-conciliation of payments.

6. After successful payment through Payment Aggregator Services by using net banking/ Credit card / Debit card and Manual Payment through draft / cash after generating requisite challan on E-GRAS portal, the depositors can generate online E-Stamp papers immediately and seek the date of registration from Revenue Authority by using HARIS portal. The Revenue Authority after verify the payment online through E-GRAS portal shall register the document and the system will automatically deface the E-Stamp and corresponding Government Receipt Number (GRN) online to avoid duplicity.

Repository of E-Stamps

7. Under E-Stamping System there is provision of creating repository of E-Stamps generated through this system to monitor the sale of E-Stamp Paper.


Refund Procedure

8. The citizen can apply online for refund of unused E-Stamp Paper on E-GRAS portal i.e. www.egrass.hry.nic.in in which the requisite information has to be filled up in the prescribed format available on the website. Thereafter, the system will send the information to the Drawing & Disbursing Officer (DDO) concerned in the District concerned and DDO concerned will prepare refund bill through E-Billing system and get passed it in Treasury concerned and then Treasury will online transfer the amount in the payee's account by using Real Time Gross Settlement (RTGS) National Electronic Fund Transfer (NEFT).

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Principal
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9 These instructions may also be brought to the notice of all concerned in your department for strict compliance. These instructions are also available on the official website of Finance Department (www.finhry.gov.in).


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana,
Finance Department.

Endst. No. 5/6/2005-5B&C

Dated, Chandigarh, the 2nd February, 2017.

A copy each is forwarded to all the Additional Chief Secretaries / Principal Secretaries to Government Haryana for information and necessary action.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana,
Finance Department.

To


All the Additional Chief Secretaries / Principal Secretaries
to Government Haryana.

**Govt. P.G. College
Ambala Cantt.**

U.O. No. 5/6/2005-5B&C

Dated, Chandigarh, the 2nd February, 2017.


- A copy of the above is forwarded to:-
- 1 The SIO, NIC, Government of Haryana.
 - 2 All the Treasury Officers and Assistant Treasury Officers in the State for information and necessary compliance.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana,
Finance Department.

Endst. No. 5/6/2005-5B&C

Dated, Chandigarh, the 2nd February, 2017.

A copy is forwarded to General Manager, State Bank of India, Local Head Office (LHO), Sector 17, Chandigarh for necessary action please.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana,
Finance Department.



**Principal
Govt. P.G. College
Ambala Cantt.**

A-4

E-mail

From

District Attorney,
Ambala.

To

The Principal

Polytechnical (Boys)
Ambala CityGovt. P.G. College
Ambala Cantt.

Memo No:-1017

DA Date 15-04-19


Subject: - **Regarding updating court cases on LMS Portal.**

Memo

In continuation of this office memo no. 925/DA dated 05-04-2019 and in compliance of directions issued by office of Ld. Advocate General, Haryana and office of Ld. Director of Prosecution vide Endst. No. 5062-5068 dated 27-03-2019 on the subject noted above.

In this regard, it is intimated that as per directions of Ld. Advocate General, Haryana and Ld. Director of Prosecution, Haryana, all the cases are required to be updated regularly on LMS Portal. As per list generated by LMS portal, 1 cases pertaining to your department have not been updated till date. The Govt. is very much serious to update the status of all the cases pending in the various courts so that the cases may be defended properly in the Hon'ble Courts.

It is therefore requested to update the court cases of your departments alongwith status on the LMS Portal on priority basis, so that compliance report may sent to higher authorities in time.

Govt. P.G. College
Ambala Cantt.

District Attorney,
Ambala.


Principal
Govt. P.G. College
Ambala Cantt.

A-5

From

Nodal Officer-Cum-Chief Accounts Officer
HRMS (Human Resources Management System)
O/o Director, Higher Education, Haryana, Panchkula.

To

1. All Govt. Colleges,
2. All District Libraries.
3. All NCC Battalion
4. A.D. Administration (H.Q.)

Memo No. 3/2-2016 Accounts (Cashier)
Dated Panchkula, the 25/11/2016

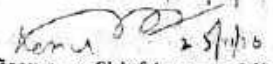
Govt. P.G. College
Ambala Cantt.

Subject: **Implementation of Human Resources Management System.**

Please refer to this office letter No. 3/2-2016 A/c (Cashier) dated 21.10.2016 on the subject cited above.

During the training of HRMS at Directorate of Higher Education, Haryana, Panchkula from dated 24.10.2016 to 28.10.2016, it was told to your representative that HRMS work must be completed by 31.10.2016, whereas nothing has been done so far.


You are once again directed to complete all stages under HRMS by 30.11.2016 otherwise there will be no alternate except the matter refer to the Higher Authority for disciplinary action.


Nodal Officer-cum-Chief Account Officer
O/o Director, Higher Education, Haryana,
Panchkula.

Endst. No.

Dated, Panchkula, the 25/11/2016

A copy of above is forwarded to Superintendent Administration to appoint a Technical Nodal Officer immediately for smooth running of HRMS System as the field offices are facing huge difficulties in this regard.


Nodal Officer-cum-Chief Account Officer
O/o Director, Higher Education, Haryana,
Panchkula.


Principal
Govt. P.G. College
Ambala Cantt.

A-6

From

The Director,
Department of Higher Education
Panchkula, Haryana

To

All the Principals of Govt. Colleges of Haryana State

Memo No. 29/6-2018 Co.(2)

Dated: 14.11.2019

Subject: Regarding efficient functioning of ERP Modules under DHE-IT Plan

In reference to the trainings for ERP Modules held at district/zone level, It has been observed that still many colleges are not using ERP modules and mobile app. The Department has sent many reminder letters related to using ERP modules (Placement, Assets, Student Information, Complaints and Mobile App). We have received some data in the modules by some colleges. You are requested to use the following instructions for efficient working in ERP Modules:

It is informed that the colleges have been provided with an Interface in ERP under HR Management Module to add a new employee or edit their details of the employee existing in the list. It is informed that Department has imported the Teachers' data from MIS System. It is requested to direct the teaching staff to update their record for the efficient functioning of related modules and MIS Reports. Also teachers are directed to submit information regarding their research publications under HR module.

(Timeline: 7 days)

Govt. P.G. College
Ambala Cantt.

It is informed that the colleges have been provided with an interface for Placement record in ERP. Where colleges can record their Job/Placement Events and Placement data. But till the date many colleges has not updated their information in Placement Module. It is requested to all the colleges to add their Job Events details along with Placed Student records under the placement module.

(Timeline: 7 days)

It is informed that Master categories of the Inventory followed by their sub categories have been duly added. It is further requested to all colleges for making stock entry and add adding infrastructure details under Asset Management Module.

(Timeline: 7 days)

It is informed that for the convenience of the faculty and students, an interface was developed wherein the HOD was facilitated to associate the teachers to the course and assign students for scheduling attendance. It is informed that most of the colleges have not filled the data. It is requested to colleges to assign teachers to the students in case they have not been assigned till the date. This teacher, Student mapping will also help in LMS (Learning Management System) to configure / import the data in LMS.

(Timeline: 7 days)

Principal
Govt. P.G. College
Ambala Cantt.

**Govt. P.G. College
Ambala Cantt.**

It is informed that the students have registered complaints at the portal. It is thus, requested to colleges to process the applications within 15 days of the student registering the complaints. Furthermore, more students should be informed of the segment to register their grievances, if any. (Timeline: 7 days)

It is requested the colleges to encourage teachers/students for downloading and use "Shiksha Setu" Mobile App for marking and checking attendance respectively and notice for inter departmental and department to college communications. (Timeline: 7 days)


It is informed that the Department has recently introduced the LMS (Learning Management System) for 113 Govt. Colleges. To start working on LMS, Colleges have to complete Student/Teacher (HOD link in ERP) mapping in their College ERP. You are also requested to start working on LMS application and uploaded your digitally signed course related content on LMS applications.

Progress of above points shall be entered in 'Annexure-I' and submit it by 23 Nov 2019. It will be reviewed by the Director Higher Education and any delay will be viewed seriously.

This may be given top priority.

**Govt. P.G. College
Ambala Cantt.**


Deputy Director Coordination
for Director Higher Education, Haryana


Principal
Govt. P.G. College
Ambala Cantt.

'Annexure-I'

College Name: _____

Date: _____

Govt. P.G. College
Ambala Cantt.

Sr. No.	Module Name	Status (Number of Entries)
1.	HR Module	
2.	Assets Management	
3.	HOD (Student Teacher Mapping)	
4.	Placement	
5.	Complaints Module	
6.	Attendance	
7.	Web Portal	
8.	Academic Calendar	
9.	Mobile App (Downloads)	
10.	LMS (Learning Management System)	

Govt. P.G. College
Ambala Cantt.

Handwritten signature

Handwritten signature

Principal
Govt. P.G. College
Ambala Cantt.

A-7

आवश्यक/तिथिबद्ध/ई-मेल

प्रेषक

निदेशक उच्चतर शिक्षा, हरियाणा,
पंचकूला।

सेवा में

हरियाणा राज्य के सभी राजकीय महाविद्यालयों के प्राचार्य

यादी क्रमांक :- 24/21-2011 सी05(4)

दिनांक, पंचकूला। 12/01/19

विषय:-

राजकीय महाविद्यालय में कार्यरत असिस्टेंट/एसोसिएट प्रोफेसरो की वर्ष
2018-19 की गोपनीय रिपोर्ट ऑनलाईन भरने बारे।

Govt. P.G. College
Ambala Cantt.

उपरोक्त विषय के संदर्भ में।

मुझे निर्देश प्राप्त हुए है कि मैं आपको सूचित करू कि आप अपने महाविद्यालय में कार्यरत असिस्टेंट/एसोसिएट प्रोफेसरो की वर्ष 2018-19 की गोपनीय रिपोर्ट संलग्न Guideline/Instruction अनुसार भरवाना सुनिश्चित करें। इसके अतिरिक्त आपको यह भी सूचित किया जाता है कि वर्ष 2018-19 में जो असिस्टेंट/एसोसिएट प्रोफेसर सेवानिवृत्त हो चुके हैं तथा जिन प्राचार्यों द्वारा असिस्टेंट/एसोसिएट प्रोफेसरो की manual ACR लिखी गई है और वह प्राचार्य इस समय सेवानिवृत्त हो चुके हैं, ऐसे मामलों की manual ACR accept कर ली गई है।

संलग्न :- उपरोक्तानुसार।

Anshu Z

उप-निदेशक-V

कृते: निदेशक उच्चतर शिक्षा, हरियाणा,
पंचकूला
9



Principal
Govt. P.G. College
Ambala Cantt.

Instructions for Filling Online ACR:

There will be following levels for filling the Online ACR:

1st Level (Employee): Employee (Assistant/Associate Professor) will fill his/her Self-Appraisal using his MIS login credentials and submit it with the help Digital Signature dongle to higher authority. (Time Limit - 15 Days)

2nd Level (College Level): College Level account will decide which Principal Verify the Self-Appraisal of the employee and send to the concerned principal on online ACR portal. (Time Limit - 15 Days)

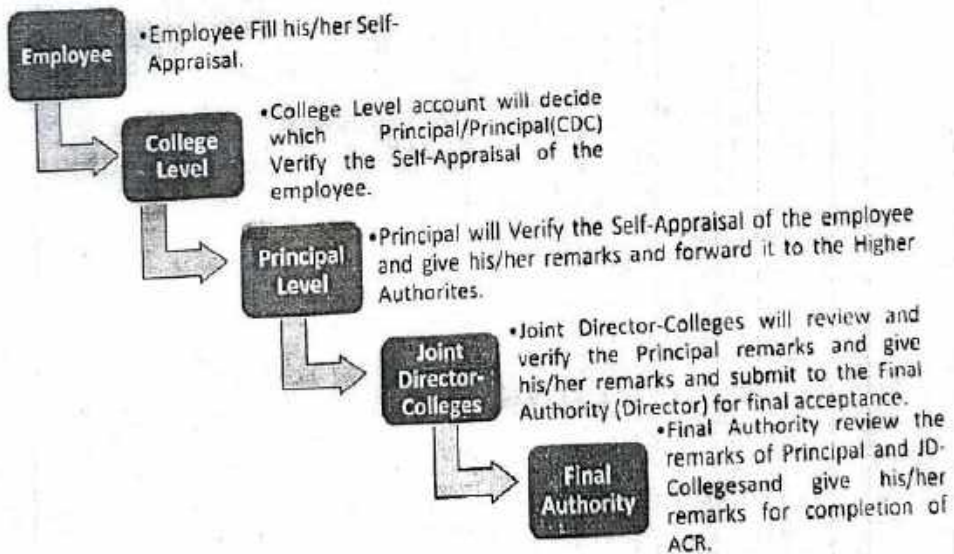
3rd Level (Principal Level): Principal will verify the Self-Appraisal of the employee and give his/her remarks and forward it to the Higher Authorities with the help of Digital Signature dongle. (Time Limit - 15 Days)

4th Level (Joint Director-Colleges): Joint Director-Colleges will review and verify the Principal remarks and give his/her remarks and submit it to the Final Authority (Director) with the help of their Digital Signature dongle for final acceptance. (Time Limit - 15 Days)

5th Level (Final Authority-Director): Final Authority (Director) review the remarks of Principal and Joint Director-Colleges and give his/her remarks for completion of ACR and digitally signed the document with dongle. (Time Limit - 15 Days)

Flowchart of ACR Portal

**Govt. P.G. College
Ambala Cantt.**



Note:

- All the officials required to Digitally Sign the data they have filled/verify with the help of DS dongle before submitting it to the higher authority.
- A help module for operating the Digital Signature dongle will be shared separately.
- All officials need to use their MIS credentials for log in to Online ACR portal.
- Link: <http://112.196.99.108/acr/>

[Signature]
Principal
Govt. P.G. College
Ambala Cantt.

A-8

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

All the Principals of Govt. Colleges in the State.

Memo No. 27/100 - 2017 Co (2)

Dated Panchkula, the 18-10-2017

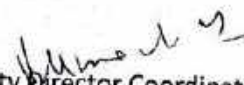
**Govt. P.G. College
Ambala Cantt.**

Subject:

**Adoption of Government e-Marketplace (GeM) by the State
Registration of manufactures/vendors on GeM Portal.**

Kindly refer to the subject cited above.

I have been directed to inform to get yourselves registres on GeM Portal and make purchases as per guidelines of Supplies & Disposal and Finance Department.


Deputy Director Coordination
for Director General Higher Education, Haryana
Panchkula



**Principal
Govt. P.G. College
Ambala Cantt.**

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

The Principal,
All Government Colleges
(in the District Jind, Jhajjar, Bahadurgarh, Panipat, Sonapat)

Memo No. kw 5/1-2018 NPE(2)

Dated Panchkula, the 25/12/18

Subject: - Three Days Workshop on "Purchase Procedures including e-Procurement and Government e-Marketplace (Gem)(December 10-12, 2018)" at Divisional Training Centre, 1st Floor, Coop. Bank Building, (Near Bajrang Bhawan) Rohtak

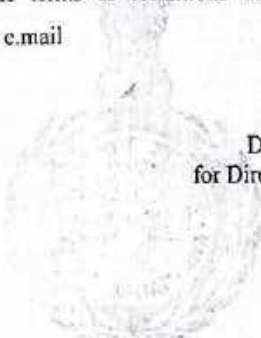
Kindly refer on the subject cited above.

**Govt. P.G. College
Ambala Cantt.**

A copy of letter No. HIPA/APFFM/PPEGM /12/2018 dated 16.11.2018 received from Course Director, Faculty of Financial Management, Haryana Institute of Public Administration (HIPA), Gurugram is sent herewith.

In the connection, you are requested send the nominations of interested officer/officials as per the terms & conditions directly to HIPA, Gurgaon under intimation to this office by e.mail

Encls:- As above


Deputy Superintendent NPE
for Director General Higher Education,
Haryana, Panchkula

Seenu

A-9-3

From

The Additional Chief Secretary to Government Haryana
Finance Department

To

All Head of the Departments in Haryana
Registrar General, Punjab & Haryana High Court, Chandigarh
All the Commissioners, Ambala Hisar, Gurgaon Faridabad,
Karnal and Rohtak Division
All the Deputy Commissioners and Sub Divisional Office
(Civil) in Haryana State



Memo No.- 28/14/2016-5B&C Dated:- 14th May, 2019

Subject: Implementation of Online Leave submission & approval system in HRMS.

**Govt. P.G. College
Ambala Cantt.**

Please refer to the Finance Department's instruction No. 28/14/2016-5B&C dated 28.06.2016, 06.12.2017&20.02.2018 on the subject cited above vide which it was decided to enter the data of personal information of each employee like Service Book, ACRs promotion, leave, transfer details etc in HRMS. These data's have been entered in HRMS by all Departments.

Now, it has been decided to implement online Leave submission and approval system through Intra Gr. Portal w.e.f. 01.04.2019. Employee can submit any type of Leave application online on the employee portal <http://intra.hry.gov.in>. Reporting Officer may approve/reject the leave application on the same portal. System has also facilities of cancellation of leave and submission of joining report Administration /establishment users can also submit the leave application on the behalf of employee through HRMS portal if employee is not able to sumit his/her leave online. The detail procedure can be seen on "guidelines for filling up the Online Leave Management" on <http://intra.hry.gov.in> under latest news links.

Sh. Sunil Bahal, Programmer O/o Treasuries& Accounts Department and Sh. Yashpal, Technical Director O/o NIC Haryana has been designated as State Nodal Officers for implementation of Online Leave Management. Hence, in case of any difficulty, the Department can contact them on email: treasuries@hry.nic.in & yashpal@nic.in. Field officers may contact their respective Department Nodal Officer.

[Signature]
Superintendent Budget and Committee
for Additional Chief Secretary to Govt. Haryana,
Finance Department



A copy each is forwarded to all the Additional Chief Secretaries/Principal Secretaries to Government Haryana for information and necessary action.

**Govt. P.G. College
Ambala Cantt.**

[Signature]
Superintendent Budget and Committee
for Additional Chief Secretary to Govt. Haryana,
Finance Department
**Principal
Govt. P.G. College
Ambala Cantt.**

Govt. P.G. College
Ambala Cantt.

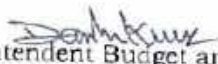
To

All the Additional Chief Secretaries/Principal Secretaries to
Government Haryana.

U.O.No. 28/14/2016-SB&C
EndstNo.28/14/2016-SB&C

Dated, Chandigarh, the 14th May, 2019
Dated, Chandigarh, the 14th May, 2019

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


Superintendent Budget and Committee
for Additional Chief Secretary to Govt. Haryana,
Finance Department.
2

Govt. P.G. College
Ambala Cantt.



Principal
Govt. P.G. College
Ambala Cantt.

A-9.6

Most Urgent/Time Bound/E-Mail

प्रेषक

महानिदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला।

सेवा में,

1. प्राचार्य, हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालय।
2. हरियाणा राज्य में स्थित सभी एन0सी0सी0 बटालियन।
3. हरियाणा राज्य में स्थित सभी उप मण्डल पुस्तकालय/जिला पुस्तकालय/ राज्य केंद्रिय पुस्तकालय।

यादि क्रमांक 2/9-2020 एच0आर0एम0एस0(3)
दिनांक, पंचकुला 08.9.2020

Govt. P.G. College
Ambala Cantt.

विषय:- Regarding updation of Property Returns and Signature in Intra Haryana

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में आपको लिखा जाता है कि अपने अधीनस्थ कार्यरत सभी कर्मचारियों की Property Returns and Signature, Intra Haryana Portal पर सात दिन के अंदर-2 तथा एच0आर0एम0एस0 से सम्बंधित डाटा भी सात दिन के अंदर-2 अपलोड करने का कष्ट करे। कृपया मामले को उच्च प्राथमिकता दे।

उप-निदेशक सी0सी0 (एच0आर0एम0एस0)
कार्यालय महानिदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला

पृष्ठांकन क्रमांक

दिनांक, पंचकुला

उपरोक्त की एक प्रति निम्न को आवश्यक कार्यवाही हेतु प्रेषित है।

1. अधीक्षक, एन0सी0सी0 शाखा।
2. अधीक्षक, लाइब्रेरी शाखा।

उप-निदेशक सी0सी0 (एच0आर0एम0एस0)
कार्यालय निदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला

Principal
Govt. P.G. College
Ambala Cantt.

A-10

From

Director, Higher Education
Panchkula, Haryana

To

Govt. P.G. College
Ambala Cantt.

The Principals of Government Colleges in Haryana

Memo No. 27/73-2019 Co (1)

Dated: 13th August, 2019

Sub: Regarding PRaYAAS (Performance Rating Yardstick for Academic Audit Standards) framework.

Kindly refer to subject cited above.

The Department of Higher Education, Haryana is committed towards improving the overall performance of the Higher Education Institutes of the state and bring in a culture of excellence in the present set of activities. Accordingly department has been working to design a framework viz., "**Performance Rating Yardstick for Academic Audit Standards (PRaYAAS) - A framework for Quality Improvement in Higher Education Institutes**" for facilitating an efficient and continuous monitoring of the performance of Higher Education Institutes (HEIs) in the state to improve the overall quality and enable them towards the path of excellence.

We would like to announce that department has successfully designed **PRaYAAS** framework which has three component covering all a) State/Private Universities b) Government, aided and c) self-financing colleges of the state. In the first phase it has been decided to roll out this framework for the government colleges. This framework has various parameters under following ten components with total weightage of 500:

1. Academic quality (30 Marks)



Principal
Govt. P.G. College
Ambala Cantt.

2. Teaching and learning quality (95 marks)
3. Research Quality and Impact (25 Marks)
4. Collaboration/Strategic Alliances (10 marks)
5. Employability (80 Marks)
6. Infrastructure (135 Marks)
7. Inclusivity, Representation and Diversity (20 Marks)
8. Student Engagement/ Support Services (40 Marks)
9. Outreach activities and Social Impact (30 Marks)
10. Governance and Management (35 marks)

Govt. P.G. College
Ambala Cantt.

PRaYAAS will endeavor to identify gaps and challenges which are being faced by institutes. This will further assist department in formulating policies to provide recognition and support to leading institutes and improve performance of laggard institutes and to help colleges in getting/improving NAAC accreditation and to participate in various ratings. The overall objective of this framework is to encourage healthy competition and ensure a rewarding experience for Higher Education students.

Department has hosted this framework on its portal i.e **highereduhry.ac.in** under **PraYAAS** Link. This link will be active from 17th August till 23rd August, 2019. You are requested to login to this link using MIS credentials and fill up the framework by 23rd August, 2019. Department will compile the results of all colleges and will declare it in the first week of September. For any technical assistance you are requested to get in touch with

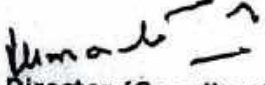
- i. Amit Sachdeva, Mobile- 9878793377
- ii. Atul Uniyal, Mobile- 8847252405

The department is hopeful that PRaYAAS will help in complying with State Government and MHRD mandate of getting all eligible government colleges accredited on NAAC as well as few among them to get listed in top

Principal
Govt. P.G. College
Ambala Cantt.

**Govt. P.G. College
Ambala Cantt.**

ratings. The department wishes all participating colleges best of luck for this competition. A copy of the parameters along with scoring is attached herewith.


**Deputy Director (Coordination)
for Director Higher Education
Panchkula, Haryana**



**Principal
Govt. P.G. College
Ambala Cantt.**

A-11-(a)

From

Director General Higher Education
Haryana

To

All the Principals
Govt. Colleges of Haryana State

Memo No. 22/221-2018 C-I (3)
Dated, panchkula, the 13.08.2018

Govt. P.G. College
Ambala Cantt.

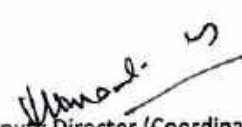
Subject: Regarding completion of Employee Profile on MIS portal.

Refer to this office letter no. 22/221-2018 C-I (3) 23.07.2018 vide which employee profile of all the employees was ordered to be updated by the employee themselves, but it has been observed that, some of employee (Assistant/Associate Professors and Principal/Principal(CDC)) have not completed/updated their Employee Profile on MIS portal.

Also it is pertinent to mention that all activities pertaining to transfer, deputation, promotion, extension in service beyond 58 years, approval for foreign visit and higher studies are to be done through MIS Portal only. In the absence of completion of profile and approval thereof, it will not be possible to carry out these activities through the portal. Non-completion of this exercise will put all the efforts of the Department initiated towards automation and transparency into vain.

So it is again requested to complete the employee profile on MIS portal by 15.08.2018. After this no employee will be able to edit or make changes in their Employee Profile on MIS portal. List of employees who had not initiated their profile is enclosed with this letter.

Govt. P.G. College
Ambala Cantt.


Deputy Director (Coordination)
Department of Higher Education
Haryana


Principal
Govt. P.G. College
Ambala Cantt.

**Govt. P.G. College
Ambala Cantt.**

List of Assistant/Associate Professors and Principal/Principals (CDC) who have not initiated Employee Profile on MIS portal.

District	College	Employee Name	Employee Code	Designation
Ambala	GC Ambala Cantt.	Ramesh Singh Ahlawat	10814	Associate Professor
Ambala	GC Ambala Cantt.	Deepak	13226	Assistant Professor
Bhiwani	GCW Tosham	ASHOK KUMAR	13227	Assistant Professor
Faridabad	GC Faridabad	ANJU VERMA	12628	Associate Professor
Faridabad	GC Faridabad	NEELAM CHAUDHARY	12475	Assistant Professor
Faridabad	GC Tigaon	KALU RAM SIHAG	13106	Assistant Professor
Faridabad	GC Tigaon	POOJA SHARMA	13080	Assistant Professor
Faridabad	GCW Faridabad	MEENAL SABHARWAL	11157	Assistant Professor
Fatehabad	GCW Bhodia Khera	NARESH KUMAR	12221	Associate Professor
Fatehabad	GCW Bhodia Khera	LAKHBIR KAUR	12282	Assistant Professor
Fatehabad	GCW Ratia	CHHOTE LAL JASSU	12669	Principal (CDC)
Gurugram	D GC Gurgaon	JAGDAMBE VERMA	11693	Associate Professor
Gurugram	D GC Gurgaon	Ritu Rohila	12633	Associate Professor
Gurugram	D GC Gurgaon	MONICA	11407	Assistant Professor
Gurugram	D GC Gurgaon	POOJA	12678	Assistant Professor
Gurugram	GC Jatauli Haily Mandi	Manisha Choudhary	11102	Assistant Professor
Gurugram	GC Jatauli Haily Mandi	Pooja	12914	Assistant Professor
Gurugram	GC Jatauli Haily Mandi	Pramod	12715	Assistant Professor
Gurugram	GC Jatauli Haily Mandi	Sudesh	12711	Assistant Professor
Gurugram	GC Jatauli Haily Mandi	Vijay Pal	12717	Assistant Professor
Gurugram	GCW Sector-14 Gurugram	SILONI VERMA	12533	Associate Professor
Gurugram	GCW Sector-14 Gurugram	SUSHMA SHARMA	12659	Associate Professor
Gurugram	GCW Sector-14 Gurugram	NAMITA		Assistant Professor
Gurugram	GCW Sector-14 Gurugram	RAKHI KAUSHIK	12466	Assistant Professor
Hisar	GC Barwala (Hisar)	SUNITA GUPTA	12620	Principal (CDC)
Hisar	GC Hansi	RAVINDER KUMAR	13062	Assistant Professor
Hisar	GC Hansi	SOMBIR	13044	Assistant Professor
Hisar	GC Hisar	DR SATBIR SINGH	11550	Associate Professor
Hisar	GC Hisar	SOM SHARMA	13220	Assistant Professor
Hisar	GC Hisar	SONIA RANI	13219	Assistant Professor
Hisar	GCG Ugalan	KIRAN KHYALIA	11642	Principal (CDC)
Jhajjar	GC Bihorah Jhajjar	DR MINAKSHI NAGPAL	12674	Principal
Jhajjar	GC Chhara	SHAKUNTLA DEVI	10927	Principal (CDC)
Jhajjar	GC Chhara	MAHENDER SINGH	13193	Assistant Professor
Jhajjar	GC Dujana	ANKITA SHARMA	11725	Assistant Professor
Jhajjar	GC Jhajjar	DHANPAT GREWAL	12607	Associate Professor
Jind	GC Jind	LAABH SINGH	12189	Associate Professor
Jind	GC Jind	BHAGWAN DASS	13142	Assistant Professor
Jind	GC Jind	Jagdish chander	12355	Assistant Professor
Jind	GC Jind	KOMAL	12847	Assistant Professor
Jind	GC Jind	Krishan kumar	12426	Assistant Professor
Jind	GC Jind	Raveena pawar	13171	Assistant Professor
Jind	GCW Jind	Wazir singh	12070	Associate Professor
Jind	GCW Jind	Anjela	11831	Assistant Professor
Jind	GCW Jind	Mandeep kaur	12128	Assistant Professor
Kaithal	GC kaithal	DUMMY ENTRY	10904	Assistant Professor

Govt. P.G. College
Ambala Cantt.

Principal
Govt. P.G. College
Ambala Cantt.

District	College	Employee Name	Employee Code	Designation
Kaithal	GC kaithal	DUMMY ENTRY	10909	Assistant Professor
Kaithal	GC kaithal	MEENA DEVI	13215	Assistant Professor
Kaithal	GC kaithal	RITU BANSAL	11275	Assistant Professor
Kaithal	GCG Gulha Cheeka	PRIYANKA CHAHAL	13192	Assistant Professor
Karnal	GC Assandh	RAJBIR	12075	Assistant Professor
Karnal	GC Karnal	VEENA KUMARI	12619	Associate Professor
Mahendergarh	GC Ateli	VINAY KUMAR SINGH	11363	Principal (CDC)
Mahendergarh	GC Mahendergarh	RAJ KUMAR	13169	Assistant Professor
Nuh	GC Nagina	Sh Ashok Kumar	12623	Associate Professor
Nuh	GCW Salaheri	ANUPMA BATRA	11478	Principal (CDC)
Other	Any University/U.T/Other	Manju Singh	12107	Principal (CDC)
Panchkula	DHE Panchkula	Narender Anchal	13187	Principal (CDC)
Panchkula	DHE Panchkula	Sunita Priyadarshani	13188	Principal (CDC)
Panchkula	DHE Panchkula	Dr Sushama Chaudhary	12636	Principal
Panchkula	GC Barwala (PKL)	Pundrik Ojha	13189	Principal (CDC)
Panchkula	GC Barwala (PKL)	ILA JOHAR	12131	Associate Professor
Panchkula	GC Barwala (PKL)	ANJU GOEL	11837	Assistant Professor
Panchkula	GC Barwala (PKL)	ISHA GOYAL	11975	Assistant Professor
Panchkula	GC Barwala (PKL)	JYOTSANA KAUSHIK	11757	Assistant Professor
Panchkula	GC Barwala (PKL)	MADHU	11956	Assistant Professor
Panchkula	GC Barwala (PKL)	MANI NARWAL	11375	Assistant Professor
Panchkula	GC Barwala (PKL)	RAJ BALA	11840	Assistant Professor
Panchkula	GC Barwala (PKL)	RITU	11730	Assistant Professor
Panchkula	GC Barwala (PKL)	ROHINI SINGLA	11821	Assistant Professor
Panchkula	GC Barwala (PKL)	SONIKA	12686	Assistant Professor
Panchkula	GC Kalka	KULDEEP SINGH	11040	Assistant Professor
Panchkula	GC Sector -1 Panchkula	Jai Narain	10422	Associate Professor
Panchkula	GC Sector -1 Panchkula	Narender Siwach	11119	Associate Professor
Panchkula	GC Sector -1 Panchkula	Rajiv Chaudhary	10633	Associate Professor
Panchkula	GC Sector -1 Panchkula	Deepak Kumar	11849	Assistant Professor
Panchkula	GC Sector -1 Panchkula	Ravinder Kumar	11861	Assistant Professor
Panchkula	GCW Sector-14 Panchkula	Anuradha Sharma	13186	Principal (CDC)
Panchkula	GCW Sector-14 Panchkula	Anju Manocha	12261	Associate Professor
Panchkula	GCW Sector-14 Panchkula	Bharti Chhikara	12306	Associate Professor
Panchkula	GCW Sector-14 Panchkula	Sarita Bishnoi	12280	Assistant Professor
Panchkula	GCW Sector-14 Panchkula	Shubha	13177	Assistant Professor
Panchkula	GCW Sector-14 Panchkula	Tarana	13068	Assistant Professor
Panipat	GC Behrampur (Bapauli)	DINESH KUMAR	13200	Assistant Professor
Panipat	GC Israna	Plush kumar	10896	Principal (CDC)
Panipat	GC Israna	Bhoopender Kumar	13175	Assistant Professor
Rewari	GC Bawal	NARESH KUMAR KANSAL	11294	Principal (CDC)
Rewari	GC Kanwali	SURENDER	12704	Assistant Professor
Rohtak	GC Sampla	ASHA RANI	10990	Principal (CDC)
Rohtak	GCW Mokhra	RAJESH KUMAR	12247	Assistant Professor

Govt. P.G. College
Ambala Cantt.

Principal
Govt. P.G. College
Ambala Cantt.

A-11(b)

From

Director Higher Education Haryana,
Shiksha Sadan Sector-5, Panchkula.

To

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

Memo No. KW 4/368-2004 CI(3)

Dated: Panchkula, the 15.11.2019

Govt. P.G. College
Ambala Cantt.

Subject:- Regarding updation of information of teaching staff in MIS portal.

Kindly refer to the subject cited above.

It has come to notice of this office that proper information of teaching staff has not been updated in MIS Portal by some colleges. Further it is also informed that some additional Columns have also been inserted on MIS Portal for which the information is to be updated by all Colleges.

I am directed to further direct you that the information in all vacant columns on MIS portal may be filled up within three working days and it will be personal responsibility of concerned Principal regarding its compliance.

The newly added columns are as under:-

1. Columns of category (Gen, SC, BC etc) must be filled up. Category be indicated as per Selection List.
2. Rural/Urban service be indicated against the detail of service profile.
3. Detail of Senior/Selection grade may also be indicated.
4. Qualification of all Assistant/Associate Professors may also be filled up.

In case of Extension Lecturers, the name of Father may be inserted. Data of all Extension Lecturers may please be rectified, if someone has relieved then entry of relieving be made, if some new adjustment have been made then detail of Extension Lecturers may also be filled up. If any ineligible Extension Lecturer has acquired PhD/ passed NET, his/her status may be updated as eligible however, concerned Principal may ensure the verification of such qualification from concerned Institution (University or UGC as the case may be). The matter regarding updation of qualification may not be sent to this office as the competent authority to verify such claims is concerned University or UGC. Detail of Court cases may also be updated at per present status.

Govt. P.G. College
Ambala Cantt.

Principal
Govt. P.G. College
Ambala Cantt.
Superintendent College
for Director Higher Education
Haryana, Panchkula

A-12

From

Director Higher Education
Haryana

To

All the Principals
Govt. Colleges of Haryana State

Memo No. 22/221-2018 C-I (3)
Dated, Panchkula, the 19.11.2018

Govt. P.G. College
Ambala Cantt.

Subject: Regarding filling of Extension Lecturer / Guest Lecturer data on MIS Portal.

In reference to the subject cited above, it is directed that all the Extension Lecturer working in your college may be registered on MIS portal. Link of the registering the Extension Lecturer is available in College Login account on MIS portal. You must ensure the completion of the registration of Extension lecturer including their Service History by 21.11.2018. The information which needs to be filled are attached at annexure - 'A'.

Govt P.G. College
Ambala Cantt.


19.11.18
Superintendent College - I
Department of Higher Education
Haryana



Principal
Govt. P.G. College
Ambala Cantt.

Annexure – A

Registration Form

Name	
Father Name	
Gender	
DOB	
Designation	Extension Lecturer/Guest
Subject	
Eligibility	Eligible/Non Eligible
Mobile No.	
Email Id	
Category	General/SC/BA-A/BC-B
Home District	
Home Address	
Remarks (If Any)	

*Govt. P.G. College
Ambala Cantt.*

Court Case Status						
Case Type	Case No	Case Year	Decision Status	Final Decision Date	Next Hearing Date (if Pending)	Reply Filed
CWP/COCP/LPA/Civil Suit/Civil Appeal/RSA			Interim/Final			Yes/No

Note: If any lecturer is involve in two or more than two cases all cases be entered.

Qualification				
Qualification	University	Passing Year	Specialization (If Any)	Pass % / Grade
P.G				
M.Phil				
PhD				
NET				
Other Qualification				

Service History			
District	College	From	To

➤ Service be entered only on the basis of Salary paid to the employee that means if there is any break in service (for e.g. due to vacation or Without pay leave or Extra Ordinary Leave or the reason so ever) be entered separately for that period.

[Signature]

Note: Concerned Principal will ensure the authenticity of all the data.

**Principal
Govt. P.G. College
Ambala Cantt.**

A-13

ईमेल/ तिथिवद्ध/ समयबद्ध

प्रेषक

निदेशक उच्चतर शिक्षा, हरियाणा,
शिक्षा सदन, सैक्टर-5, पंचकूला ।

सेवा में

हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालय के प्राचार्य

यादी क्रमांक 21/180-2019 एम0ई0 (3)

दिनांक, पंचकूला 21/11/2019

विषय: हरियाणा राज्य में स्थित राजकीय महाविद्यालयों में कार्यरत नान-टीचिंग स्टाफ का विवरण उपलब्ध करवाने बारे।

उपरोक्त विषय के सन्दर्भ में।

Govt. P.G. College
Ambala Cantt.

विषयांकित मामले में आपको सूचित किया जाता महाविद्यालय में तृतीय व चतुर्थ श्रेणी (लिपिकीय/ प्रयोगशाला/ होस्टल) से सम्बन्धित स्टाफ के पदों का विवरण निम्न तालिका अनुसार दी जानी है:-

Sr. No.	Name of the Post	No. of sanctioned posts	Filled up posts				Vacant posts
			Regular	Out Policy	Source Part-II	Source Part-I	

अतः आपसे अनुरोध है कि उक्त सूचना दिनांक 22.11.2019 को प्रातः 11:00 बजे तक हर अवस्था में MIS Portal पर upload करना सुनिश्चित करें। सूचना उपलब्ध न करवाने की अवस्था में चूककर्ता प्राचार्य इसके लिए स्वयं जिम्मेवार होंगे।

कृपया इसे प्राथमिकता दें।

अधीक्षक एम0ई0
कृते: निदेशक उच्चतर शिक्षा,
हरियाणा, पंचकूला।



Principal
Govt. P.G. College
Ambala Cantt.

From

Director General Higher Education,
Haryana, Panchkula.

To

All the Principals (List attached) ,
Government Colleges In Haryana state.

Memo No.: 3/3-2020 C-I (1) Dated : December 21st, 2020

**Subject: - MIS link for attendance of students enrolled for
"Value Added Courses"**

**Govt. P.G. College
Ambala Cantt.**


Kindly refer to the subject cited above.


I have been directed to inform you all that In continuation to this office letter no. 3/3-2020 C-I (1) dated August 14th, 2020, and 2.12.2020 I have been further directed to forward the link for Management Information System (MIS) of students enrolled for Value Added Courses allotted to the Government Colleges (list attached) for further necessary action.

This is to inform you that a Management Information System (MIS) for capturing attendance of students enrolled in various courses has been created separately as per details given below:-

collegeerp.highereduhry.com

You all are requested to make compliance of the directions and start enrollment of students in the Value Added Courses allotted to the College concerned and further direct the In-charges(regular teachers) to update attendance accordingly on the link provided In letter and spirit.


Deputy Director -I,
for Director General Higher Education,
Haryana, Panchkula.


Principal
Govt. P.G. College
Ambala Cantt.

A - (16)

From Director General Higher Education,
Haryana, Panchkula.

To All the Principals,
Government Colleges in Haryana state.

Memo No.: KW 4/36-2010 E-I(r) Dated: 4/3/2020

Subject: - Policy guidelines regarding engaging Eligible Extension Lecturers in Govt. Colleges purely on work requirement basis.

Kindly refer to the subject cited above.

Govt. P.G. College
Ambala Cantt.

I have been directed to further direct you all that in supersession of all previous instructions/guidelines/directions issued regarding engagement of Extension Lecturers, following guidelines have been approved by the State Govt. which shall be followed by all the Principals of Government Colleges in the state in letter and spirit:-

A. Engagement of Eligible Extension Lecturers

1. Extension Lecturers shall be engaged purely on work requirement basis, if and only if there is an unmet workload of more than 50% of the prescribed norms of State government. In case, there is workload less than 50% of the prescribed norm, it shall be met by the existing regular faculty. If there is requirement of engaging more than one eligible Extension Lecturer, it shall be ensured by the Principal that additional eligible Extension Lecturer shall be engaged only when there is a requirement of workload as per prescribed norms. Further, if the eligible extension lecturers have been engaged for less than the prescribed workload, services of such persons shall be dispensed with following the principle of 'First Come, Last Go'.
2. Only such persons shall be engaged as Extension Lecturers who fulfill the Qualification/ Eligibility as per the Haryana Education (College Cadre) Group 'B' Service Rules applicable to Assistant Professor of Government Colleges (hereinafter referred to as 'Eligible Extension Lecturers'). Non-qualified persons engaged by the Principals shall be removed after coming into force of these policy however, the information about court protected ineligible extension lecturers shall be sent to Directorate prior to such action by the Principal concerned so that appropriate applications may be filed in the Hon'ble Court for vacation of stay/modification of orders in view of the present policy.
3. If there is workload, as per norms stipulated, to engage new eligible Extension Lecturers in any subject, prior approval of the Director General Higher Education with workload and justification shall be obtained. In no case, eligible Extension Lecturer shall be engaged without prior approval of the Director General Higher Education, Haryana.
4. Application will be invited through publication/advertisement by the Principal concerned in two prominent national newspapers (Hindi and English) strictly as per the approval given by the Director General Higher Education in case no

Principal
Govt. P.G. College
Ambala Cantt.

displaced eligible extension lecturer as mentioned at sr. nos. 22 & 23 come forward for engagement. The draft advertisement shall include details about qualification as per the norms, pay scales, etc. decided by the Government for engagement of Eligible Extension Lecturers and shall be got approved from Director General Higher Education, Haryana.

5. A committee of three senior most Associate/Assistant Professors under the Chairmanship of Principal of the concerned college shall be constituted to engage eligible Extension Lecturer purely on merit and on the basis of selection criteria prescribed by the State Govt. for the selection of Assistant Professors in Govt. Aided Colleges circulated vide letter no. KW 8/36-2009 C-IV (3) dated 14.3.2017.
6. A waiting list of three candidates in a subject shall be prepared in the order of merit which shall remain valid for one academic session.
7. The eligible Extension Lecturers shall be engaged for one academic session. However, it will be subject to availability of workload in the subject concerned as per conditions of this policy.

**Govt. P.G. College
Ambala Cantt.**

B. Remuneration

8. The eligible extension lecturers shall be paid @ Rs. 57700/- per month w.e.f.. 27-6-19 (on the principle of equal work equal pay) and no allowances are to be paid. They shall be given teaching workload as per State Govt. norms. Further, they shall also perform all additional duties (at par with regular Assistant/Associate Professor), However, duties involving financial responsibilities shall not be allotted to them.
9. However, all those incumbents who are not eligible as per UGC/State Government norms but are still working as being protected by the orders of Hon'ble High Court, will be paid a remuneration of Rs 35,400/- per month and will be meeting complete workload and all other duties as well till the final outcome in Civil Writ Petitions.
10. Wherever, an Extension Lecturer is engaged and still working as being protected by the orders of Hon'ble High Court and there is less workload as per stipulated norms they will be paid Rs 35,400/- per month.
11. The remuneration to be paid to such retired teachers will be Rs. 35,400/- p.m.

C. Leaves

12. The Extension Lecturers will be entitled to 12 casual leaves i.e. one per calendar month for any personal reason and these shall not be carried forward.
13. Eligible Extension lecturers may be provided duty leave to attend seminars, conferences etc. for not more than two days (Maximum two times in an academic year.)
14. A Woman eligible Extension Lecturer shall be entitled to 'full pay maternity leave' up to a maximum of six months or till the currency of the subsisting academic session, whichever is earlier.
15. The benefit under this scheme shall be admissible only up to two living children. A woman employee who already has two living children before her engagement shall


**Principal
Govt. P.G. College
Ambala Cantt.**

not be entitled to the benefit of maternity leave. Provided that if an eligible extension lecturer is engaged against a regular female employee who has proceeded on maternity leave in that case the maternity leave shall not be admissible to eligible extension lecturer engaged to fill the gap for the said regular employee.

16. Maternity leave shall be admissible subject to completion of minimum three months of service.
17. The Director General Higher Education shall be competent to grant maternity leave in terms of these instructions with the concurrence of Finance Department Haryana issued vide U.O. No. 11/27/2018-3FR/24682 dated 21.11.2018

D. Removal /relieving

18. If the work and conduct of an extension lecturer is not found satisfactory, an explanation shall be sought by the concerned principal and if the same is not found satisfactory his/her engagement shall be discontinued.
19. In case of joining of newly appointed Assistant Professors, the Extension Lecturers may be allowed to deliver the lectures if sufficient workload is available otherwise in case the remaining workload is less, then Extension Lecturers may be relieved in following manner:-

- a) First, who does not fulfill the qualifications as prescribed by UGC/State Government norms should be relieved. Such orders should be issued mentioning the reasons of relieving.
- b) For the purpose of relieving, the seniority of extension lecturers will be decided between two persons, one of whom was engaged initially as eligible and another had acquired minimum qualification after his/her joining will be decided, by deducting the period without having the minimum qualification. In case both have joined on the same date then the senior in age will be ranked senior.
- c) Thereafter, if the remaining Extension Lecturers are more than the remaining workload, the junior may be relieved as per Last-In-First-Go Formula. To decide the seniority amongst Extension Lecturers, the length of continuous service in present college only will be taken on account only. The person engaged/adjusted in any particular last Govt. college will be displaced first without taking his/her entire experience in other college than the present one and the fact regarding decreased workload may be mentioned in such orders. However, if an Extension Lecturer is protected by any court order, then clarification may be sought from this office in relevant matter. In case of any conflict, the matter may be got decided from this office by sending special messenger with complete record.

Govt. P.G. College
Ambala Cantt.


E. Adjustment of displaced eligible Extension lecturers

20. In case of a relieved eligible Extension Lecturer(s) having experience certificate and good conduct certificate, they will be adjusted if and only if they approach for

Principal
Govt. P.G. College
Ambala Cantt.

adjustment in some other Govt. college by way of representation as per terms given below, to the Director General Higher Educational Committee constituted at Headquarter.

21. Only the persons, who worked as eligible Extension Lecturer for at least one semester but were relieved due to less workload/joining of regular Assistant/Associate Professors by way of transfer/deputation or fresh appointment on or after 01.07.2014 are to be adjusted and are to be considered as 'Displaced Extension Lecturer'.
22. The list of colleges will be displayed on web portal where the requirement of teaching faculty is available in the subject.
23. All displaced eligible Extension lecturers will upload their bio-data on web portal with experience detail duly verified by the Principals of previous colleges where they worked and were displaced on or after July 2014. An email, along with copy of their experience certificate as well as their education qualifications certificates, is required to be uploaded within 72 hours after displacement by way of joining of an Assistant Professor by way fresh appointment or transfer or deputation of regular faculty.
24. Director General Higher Educational committee will normally review the same on weekly basis and will display the list of adjustment on web portal on the next coming Tuesday. Thereafter, selected candidate(s) will approach the Principal of concerned college within 72 hours with all original documents. After scrutiny and verification of the documents the Principal will allow them to join and will submit report on web portal. In case of false documents or any other compulsion, Principal can deny joining and will report on the web portal with reasons. Same will be reviewed by the Director General Higher Educational committee in its next meeting.
25. Thereafter, in case of availability of further unmet workload, the other eligible extension lecturers, displaced from some other Govt. colleges will be considered whose seniority will be determined on the basis of length of service coupled with eligibility, conduct, result, etc., as reflected in the experience certificates issued by Principal(s) from previous college(s).
26. The incumbent having longest experience will be adjusted first. In case of his/her refusal or non-joining within two/three days, the next person can be given chance to be got adjusted.


Deputy Director Cadet Corps,
for Director General Higher Education,
Haryana, Panchkula.


Principal
Govt. P.G. College
Ambala Cantt.

Particulars

Folio

QUANTITY

Receipt

Issued

Balance

135
Remarks

Qty

Amount

from N.F. LIBRET Centre
 Noida Gujarat University
 House Meerut Singhpura
 Meerutabad Through
 Particulars chemical
 Bill No. 1NF/SOUL/76/25
 SOUL Software (College
 version on CD along with
 Hardware book and user
 manual multilingual interface
 for English and on of National
 Language (with ISM office)
 (Amount)
 21-3-06

Particulars

8/00-00

installed in library
Computer

Remarks

Govt. P.G. College
Ambala Cantt.

Page maker (7.) 1 @ 12480=00
 Photoshop (7.) 1 @ 15600=00
 Quark Express 1 @ 14352=00
 Corel Draw 1 @ 8,240=00
 Electric Pen & Pad
 Core 801 1+1 @ 5688=00
 Scanner - Printer - 4200
 Samsung 1 @ 11440=00 11440=00

Total Amt

68,400=00

(Including 9% tax)

Stm

(Transferred to Mess Comm. Dept)

on site support for
 soul software of one
 year - 8-01-07
 changes
 Demand Notice
 Handson vide no.
 STM (MSG) 2008, 18126
 Dated 07/03/08

16854-00

Stm

Principal
Govt. P.G. College
Ambala Cantt.

From

Director General Higher Education,
Shiksha Sadan, Sector-5, Panchkula, Haryana

To

1. The Principals of all Government Colleges in the State of Haryana
2. The Principals of all Aided Colleges in the State of Haryana
3. The Principals of all Self Finance Colleges in the State of Haryana

Memo No. : DHE-010009/22/2021-Coordination-DHE
Dated Panchkula, the 07/04/2021

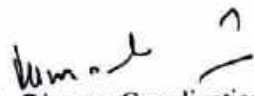
Subject: Regarding updation of skilling interest of students in short term skill training on ERP Portal.

Govt. P.G. College
Ambala Cantt.

Kindly refer to the subject cited above.

You are requested to update the areas of Skilling interests of the enrolled Students of your college so that the students would be mapped with the government funded short-term skill training. You need to ask the student about their interest out of the available Skill on ERP portal, location and duration and update the information on the ERP portal.

A link is made available on College ERP portal (<https://collegeerp.highereduhy.ac.in>) with the name "Short-term Skill Training" to provide the above information on the ERP.


Deputy Director Coordination
for Director General Higher Education
Haryana, Panchkula


Principal
Govt. P.G. College
Ambala Cantt.

B-2(A)

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA,
CHANDIGARH

Office Memorandum

No. Pen-1/Case Return/2019-20 /2418

Govt. P.G. College
Ambala Cantt.

DI. 09.10.2019

Subject: Return of Revision of Pension cases under Finance Department Notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 and 27th May 2019 through Online Diary Management System (ODMS) of the Office of the Principal Accountant General (A&E) Haryana

- 1.0 Revision of pension cases under Finance Department notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 were required to be submitted through Online Diary Management System (ODMS) as per clarification issued by the Finance Department through its letter No. 2/23/2016-1 Pension (FD) dated 7th December 2018. All these revision of pension cases are now being submitted and received in the office of Principal Accountant General (A&E), Haryana through the online diary management system.
- 2.0 Another notification No. 2/23/2016-1 Pension (FD) dated 27th May 2019 has also been issued by the Finance Department. Pension cases covered under this notification dated 27th May 2019 are also being submitted to the office of Principal Accountant General (A&E), Haryana through Online Diary Management System.
- 3.0 Large number of revision for pension cases received in the office of Principal Accountant General (A&E), Haryana under notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 of the Finance Department on being examined and processed are required to be returned by the office of Principal Accountant General (A&E), Haryana to the Drawing and Disbursing officers/ Pension Sanctioning Authorities for rectification and re-submission. Some of these include inappropriate/ incorrect/ incomplete submission in the Online Diary Management System. These include deficiencies relating to incorporation of data, uploading of scanned annexure, locking of the application in Online Diary Management System. Much larger number of cases is found to be involving deficiency in application of rules and calculations. All such cases are being returned to the Drawing and Disbursing Officers/ Pension Sanctioning Authorities by the office of Principal

Principal
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Ambala Cantt.

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- Accountant General (A&E), Haryana. These are currently being returned through postal authorities including e-Post.
- 4.0 The office of the Principal Accountant General (A&E), Haryana is also returning pension cases received under Finance Department notification No. 2/23/2016-1 Pension (FD) dated 27th May 2019 as the office of Principal Accountant General (A&E), Haryana has sought clarification on the process and methodology for the functions to be exercised by the office of Principal Accountant General (A&E), Haryana in authorization of cases covered under Finance Department notification No. 2/23/2016-1 Pension (FD) dated 27th May 2019 from the Finance Department, Government of Haryana. These cases are also being returned through postal authorities including e- Post.
- 5.0 Return of these cases is leading to receipt of significant number of grievances from the pensioners in the office of the Principal Accountant General (A&E) Haryana. This also includes stated communication from the pensioners that the Drawing and Disbursing Officer/ Pension Sanctioning Authority has not received the letter of return from the office of the Principal Accountant General (A&E) Haryana.
- 6.0 Matter has been reviewed in the office of the Principal Accountant General (A&E) Haryana. A better methodology leading to quicker communication without any possibility of loss of the communication/ letter to the Drawing and Disbursing Officer/Pension Sanctioning Authority by the officials of the Principal Accountant General (A&E), Haryana about return of revision of pension case received through Online Diary Management System has been devised. These revision of pension cases which are required to be returned, will now be returned to the Drawing and Disbursing Officers/ Pension Sanctioning Authority through Online Diary Management System. The detailed procedure for communication of Return of pension revision cases through Online Diary Management System is given in the succeeding paragraphs. This will cover only those cases which have been received through Online Diary Management System.
- 7.0 The procedure for return of pension revision cases under Finance department notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 dated 27th May 2019 is detailed in the enclosed Annexure to this Office Memorandum.
- 8.0 This procedure is expected to reduce time and enhance reconciliation of the receipt of communication to the Drawing and Disbursing Officers /Pension Sanctioning Authorities of the letters sent by the office of Principal Accountant General (A&E), Haryana to these concerned Drawing and Disbursing Officers/ Pension Sanctioning Authorities. The procedure is also likely to reduce manpower used in the office of Principal Accountant General (A&E), Haryana for such communication and make available this saving in manpower for meeting The other functional



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requirements of the office of the Principal Accountant General (A&E), Haryana including providing additional manpower for clearance of these revision of pension cases. This process will also lead to savings in expenditure on postage of the office of the Principal Accountant General (A&E) Haryana.

**Govt. P.G. College
Ambala Cantt.**

Sd/-

**Accounts Officer (Pension-I)
O/o the Principal Accountant General (A&E)
Haryana, Chandigarh**

Copy forwarded for information and circulation subordinate offices.

1. Chief Secretary to Govt of Haryana, Haryana Civil Secretariat, Chandigarh with the request to convey this to all the DDOs of Government of Haryana.
2. Additional Chief Secretary (Finance Deptt), Govt of Haryana
3. Director General, Treasury & Accounts Department, Govt of Haryana.
4. Joint Director, Pension Disbursement Cell, Govt of Haryana
5. All Treasury Officers.
6. Sh. Virendra Trivedi, Incharge of Computer Cell, NIC, Haryana for uploading to NIC Server.

Encl: Annexure


**Accounts Officer (Pension-I)
O/o the Principal Accountant General (A&E)
Haryana, Chandigarh**


**Principal
Govt. P.G. College
Ambala Cantt.**

ANNEXURE

Govt. P.G. College
Ambala Cantt.

Q.No. 1 What is the facility?

A facility **My Rejected Cases** has been provided for return of cases received on Online Diary Management System (ODMS) which either could not be transferred to Pension Application System (SAI) of the office of Principal Accountant General (A&E) Haryana or which if transferred to SAI could not be processed/authorized in SAI.

Q.No. 2 Why are some cases not transferred from ODMS to SAI?

There could be several reasons for which a particular case could not be transferred from ODMS to SAI. These include-

- a. After uploading the pension/family pension revision case, DDO/PSA left the case unlocked.
- b. Annexure-2/Annexure-3 was not properly uploaded by the DDO/PSA
- c. Annexure of another pensioner is uploaded against the ODMS data of some other pensioner.

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Q.No. 3 Why are some cases not processed in SAI?

A particular pension/family pension revision case is restricted from processing if.

- a. Case of Post 1996 period has been uploaded in Pre 1996.
- b. Annexure-3 has been uploaded for a pensioner, who died after superannuation retirement. Most of the DDOs/PSA are treating it as case of Family Pension whereas in Family Pension Case: a government servant dies while in service.

Q.No. 4 Why are some cases returned on account of deficiencies found in the office of Principal Accountant General (A&E) Haryana?

These cases include deficiencies relating to incorporation of data, uploading of scanned annexure, locking of the form in Online Diary Management System. Much larger number of cases is found to be involving deficiency in application of rules and calculations.

Q.No. 5 Why are cases proposed/decided to be returned through ODMS and not through postal authorities?

The procedure is expected to reduce time and enhance reconciliation of the receipt of communication to the Drawing and Disbursing Officer/Pension Sanctioning Authority. The procedure is also likely to reduce manpower used in the office and make available manpower in manpower for meeting the other functional requirements of the office. The process would lead to savings in expenditure on postage of the office.

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Q.No. 6 What is to be done in the office of Principal Accountant General (A&F) Haryana for cases not transferred from ODMS to SAI?

a. List of cases is to be provided by AAO (Pension-I) to Secretariat of Principal Accountant General (A&F) Haryana along with reasons.

b. Sri Ashok Kumar Jain, AAO and Sri Pawan Kumar, Sr. Accountant (working in Secretariat of Principal Accountant General) will perform the rest of the work on ODMS.

Q.No. 7 What is to be done in the office of Principal Accountant General (A&F) Haryana, for cases to be returned on account of non processing/non-authorization in SAI?

The cases will require identification of ODMS number in the Secretariat of Deputy Accountant General (Pension) and opening of Admin panel of ODMS for return of case. The PPO number and reason for return of the cases will be fed into the application for return of cases in Admin panel of ODMS. The following officials have been assigned this task presently:-

Sh. Rajeev Gupta, AAO

Sh. Anish Kumar, Sr. Acctt.

Sh. Subash Chander, Sr. Acctt.

Q.No. 8 What happens to the ODMS entry where the case is returned?

Once a case is returned through ODMS, it is removed from the database of the ODMS server enabling the DDO to resubmit the case. These removed files are kept in a separate folder for any future reference.

Govt. P.G. College
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Q.No. 9 What could be available in ODMS for DDOs/PSAs?

As and when a DDO login to the ODMS server, he will review the facility My Rejected Cases. If any case is returned to that DDO, number of returned cases will appear in the addition Tab provide Rejected Cases (as shown in the image below)



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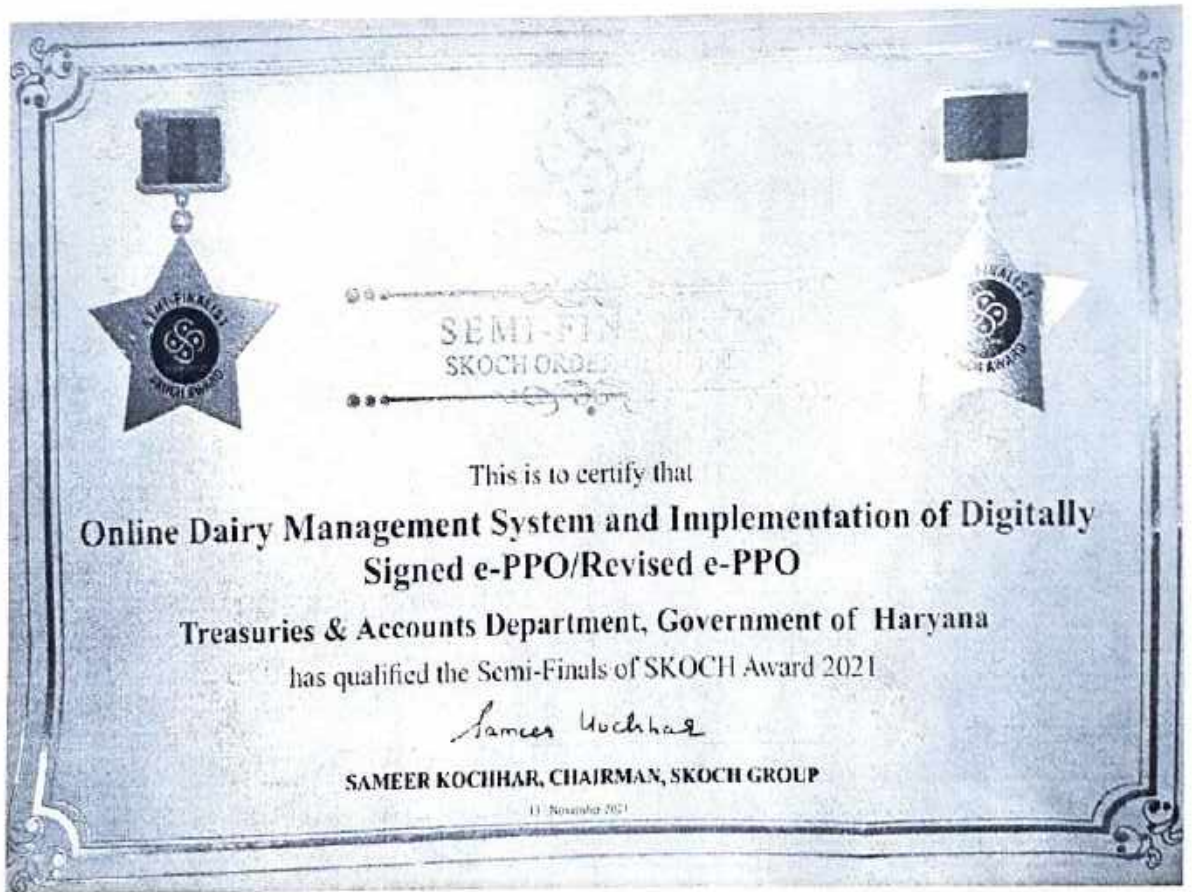


Home > Online Dairy Management System and Implementation of Digitally Signed e-PPO/Revised e-PPO



Govt. P.G. College
Ambala Cantt.

Online Dairy Management System and Implementation of Digitally Signed e-PPO/Revised e-PPO



Pension reforms that include integration with PAG office for generation of e-PPO, its seamless transmission to Treasuries, DDOs and Pensioners. Even e-PPO is available to them on their mobile immediately it is issued by PAG office. PAG office has also done lot of reforms in generation of e-PPOs and its integration with e-Pension. Designing of new PPO formats after discussion with State and PAG office. They have also set up their system for DDOs for Pension Grievance etc. **Principal Govt. P.G. College Ambala Cantt.** The total project in integration with PAG can be good choice.

Award Details

Name: SKOCH Group

Year: 2021

Conferred On: 13/11/2021

**Govt. P.G. College
Ambala Cantt.**

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Content Owned by Treasuries & Accounts Department
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Information Technology, Government of India

Last Updated: **Mar 29, 2022**



A handwritten signature in blue ink, appearing to be the name of the Principal.

**Principal
Govt. P.G. College
Ambala Cantt.**

B-5

The State Project Director
Rashtriya Uchchatar Shiksha Abhiyan,
Shiksha Sadan, Sector-5, Panchkula.


- 1 The Vice-Chancellor, KU, Kurukshetra.
- 2 The Vice-Chancellor, MDU, Rohtak.
- 3 The Vice-Chancellor, C.D.U, Sirsa.
- 4 The Vice-Chancellor, GU, Hisar.
- 5 The Vice-Chancellor, BPS, Khanpur Kallan.
- 6 Principal, Govt. College, Ambala Cantt.
- 7 Principal, Govt. College, Bahadurgarh.
- 8 Principal, Govt. National College, Sirsa.
- 9 Principal, Govt. College, Narwana.
- 10 Principal, Govt. College, Nalwa.
- 11 Principal, Govt. College for Women, Faridabad.
- 12 Principal, Govt. PG Nehru College, Jhajjar.
- 13 Principal, Govt. College, Jind.
- 14 Principal, Govt. College, Bhiwani.
- 15 Principal, Govt. College for Women, Narnaul.
- 16 Principal, Govt. College for women, Mahendergarh.
- 17 Principal, Govt. College, Tigaon.
- 18 Principal, Droncharya Govt. College, Gurgaon.
- 19 Principal, Govt. College, Sec-14, Gurgaon.
- 20 Principal, Govt. College, Sec-9, Gurgaon.
- 21 Principal, Govt. College, Sec-1, Panchkula.
- 22 Principal, Govt. College, Mahendergarh.
- 23 Principal, Govt. College, Hisar.
- 24 Principal, Govt. College for Women, Hisar.
- 25 Principal, Govt. College for Women, Rohtak.

Memo No. 4/38-2016 RUSA
Dated, Panchkula: 17.12.2019

**Govt. P.G. College
Ambala Cantt.**

Subject :- Regarding Processing and Monitoring of end to end Payments of Colleges and Universities under Rashtriya Uchchatar Shiksha Abhiyan (Rusa) Scheme through PFMS.

I have been directed to inform you that the Department has considered ICICI Bank for processing & monitoring of payments under RUSA scheme through PFMS. Further, they extended the same solution of being a sponsor bank on PFMS portal for processing and monitoring of end to end payments of Colleges/Universities in Haryana under RUSA Scheme through our Customised e-banking solution Helpdesk & PFMS Mobile App. Hence, it is directed to all the RUSA beneficiaries to shift their RUSA Bank Accounts to ICICI Bank so that they can avail the benefits and solutions provided by the ICICI Bank.


Principal,
Govt. P.G. College
Ambala Cantt.
Department Director (RUSA)
State Project Director RUSA
Haryana, Panchkula.

प्रेषक,

निदेशक उच्चतर शिक्षा हरियाणा,
सैक्टर-5, पंचकुला।

सेवा में,

प्राचार्य,
राज्य के सभी राजकीय महाविद्यालय, हरियाणा

यादी क्रमांक:- 12/02-2019 छा (5)
दिनांक, पंचकुला 05-08-19

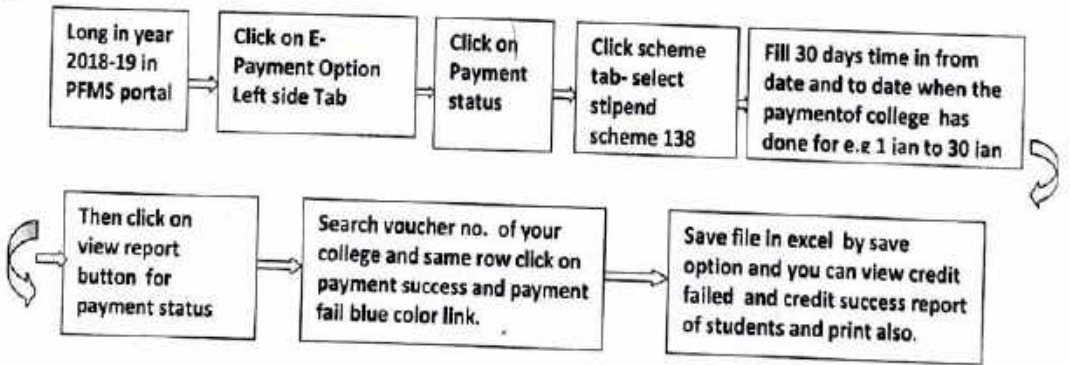
विषय:

PFMS regarding Consolidated Stipend Scheme for the welfare of Scheduled Caste students pursuing Higher Education in Govt. Colleges.

उपरोक्त विषय के संदर्भ में।

**Govt. P.G. College
Ambala Cantt.**

विषयवर्तित मामले में आपको लिखा जाता है कि विभाग द्वारा Public Financial Management System Portal अनुसार छात्रों का आधार जिस बैंक खाते से लिंक होता है राशि उसी खाते में ट्रांसफर हो जाती है। छात्रों द्वारा ऐसा कहा जाना कि बैंक खाता मेरा नहीं है या बंद करवा दिया गया था तो payment status credit failed होगा तब विभाग द्वारा पुनः राशि भेजी जाएगी यदि छात्र का payment status credit success दिखाता है तो प्राचार्य से अनुरोध है कि छात्रों को PFMS status की detail देकर अपने स्तर पर बैंक से सम्पर्क करे तथा छात्रवृत्ति राशि दिलवाने में छात्र को cooperate करें। वर्ष 2018-19 में PFMS के माध्यम से छात्रों को दी गई राशि का payment status report सभी महाविद्यालय निम्नानुसार PFMS portal पर देख सकते हैं:-



अतः आपसे अनुरोध है कि जिन छात्रों का payment status report failed है केवल उन्हीं छात्रों की राशि की मांग विभाग को भिजवाएं।

अधीक्षक छात्रवृत्ति
कृते निदेशक उच्चतर शिक्षा
हरियाणा, पंचकुला।
Principal
Govt. P.G. College
Ambala Cantt.

ॐ

C-8

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5,
Panchkula

To

The Principal
All Govt. Colleges/ All Non Govt. Aided Colleges
(in the State of Haryana)

Memo No.: 8/36-2016 NPE (2)

Dated: Panchkula, the - 14-3-2018

Subject:- Regarding issuance of Passports to students.

**Govt. P.G. College
Ambala Cantt.**

Kindly refer to the subject cited as above.

It has been observed that the students of Govt. Colleges and Non Govt. Aided Colleges are not able to explore the possibilities of higher studies in good foreign universities and getting job in the foreign markets due to lack of knowledge.

In this regard, the State Govt. has decided to start a new scheme to facilitate the issuance of Passports to the students of final year of Under Graduate and Post Graduate. I have been directed to request you to take immediate necessary action as follows:-

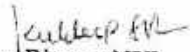
1. There is a need to create awareness among students of the Government Colleges and Non Govt. Aided Colleges that there are many good Universities and Colleges outside India where further higher education can be explored. They may also be made aware of the foreign job markets.

2. One of the reasons of lesser number of students from Haryana in foreign countries is that most of our students do not have passports, they do not have knowledge of the application process and some of them do not have the wherewithal to apply for the passports. In Government Colleges and Non Govt. Aided Colleges, teachers mentor their student's right from their entry in the college. Students should be sensitized by their mentors of international courses and jobs and requirement of passports.

3. One teacher as Passport Officer shall be designated in the college. The role of the Passport Officer will be to facilitate application procedure, appointment at the nearest passport office, faster police verification etc.

4. It shall be the responsibility of the Principal to ensure that all students of final year get the passports.

You are requested to take action accordingly to implement the scheme from this year immediately and organize camps in this regard in your college.


Deputy Director NPE
for Director General Higher Education, Haryana
Panchkula



**Principal
Govt. P.G. College
Ambala Cantt.**

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5,
Panchkula

To

The Principal
All Govt. Colleges/ All Non Govt. Aided Colleges
(in the State of Haryana)

Memo No.: 8/36-2016 NPE (2)

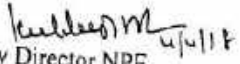
Dated: Panchkula, the 4/4/2018

Subject:- **Regarding issuance of Passports to students.**

Kindly refer to this office letter No. 8/36-2016 NPE (2) dated 14.03.2018 on subject cited as above.

It is observed that most of the colleges are not taking interest to implement issuance of Passports to students' scheme. This scheme must be started from this year; therefore, you are again requested to follow the instructions issued by this office and send the compliance report to this office immediately.

Govt. P.G. College
Ambala Cantt.


Deputy Director NPE
for Director General Higher Education, Haryana
Panchkula

email id hechrynpe@gmail.com
NPE 2/ 2015-2017/Eng letter


Principal
Govt. P.G. College
Ambala Cantt.

C-9

From Director Higher Education, Haryana, Panchkula

To The Principals,
All Govt. Colleges in Haryana state

Memo No:- KW 30/3-2012 Co (5)
Dated, Panchkula, the 24-04-2015

Subject:- On line admissions in Govt. colleges w.e.f 2015-2016.

Please peruse the subject cited above.

I have been directed to inform you that all the Principals shall ensure the mandatory presence of the Asst./Associates Professors in the subject of Computer Science posted in their college during the summer vacations i.e., from 1st June, 2015 till 30th June, 2015. So as to facilitate On line admissions.

These teachers will be sanctioned Earned leave for the said period as per government rules.

Strict compliance may please be adhered to.

Deputy Director Cadet Corps
For Director Higher Education Haryana
Panchkula

Endst No.: Even

Dated:

A copy is forwarded to the following for information and necessary action:-

1. PS/Additional Chief secretary Higher Education, Govt. Haryana for information of W/ACSHE please.
2. Supdt. C-1 along with a copy of letter issued on 18.6.2014 for necessary action.

Deputy Director Cadet Corps
For Director Higher Education Haryana
Panchkula

Principal
Govt. P.G. College
Ambala Cantt.

From

Director Higher Education, Haryana
Shiksha Sadan, Panchkula

To

All the Principal of Govt. Colleges in State of Haryana.

Memo No. KW 30/3-2012 Co. (5)
Dated, Panchkula, the


Subject :- Regarding On line admission in Govt. Colleges of the State.

**Govt. P.G. College
Ambala Cantt.**

Kindly refer to this office letter no. 30/3-2012 Co. (5) dated 26-05-2015 on the subject cited above.

I have been directed to inform you that you are permitted to spend a sum of Rs. 50,000/- for one time installation charges for 2 mbps dedicated lease line from your Computer fund/A.F. available with colleges as per Government procedure.

Please ensure strict compliance.


Deputy Director Cadet Corps,
for Director Higher Education Haryana,
Panchkula


Principal
Govt. P.G. College
Ambala Cantt.

Director
Higher Education Haryana,
Panchkula

To

The Registrar,
1. Kurukshetra University Kurukshetra,
2. Maharishi Dayanand University, Rohtak
3. Chaudhary Devi Lal University, Sirsa

Memo No. 30/3-2012 Co(2)
Dated the Panchkula 15th June, 2017

Subject:- Centralized On line admissions in all Govt., Govt. Aided and Self Financing degree colleges in Haryana state.

Please peruse the subject cited above.

**Govt. P.G. College
Ambala Cantt.**

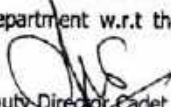
I have been directed to inform you that as per the decision of the State government the Centralised on line admissions has started w.e.f 08.06.2017 for all the colleges in Haryana state.

On the afore cited subject this is to inform you all that a workshop-cum-training is being organized on **23rd June, 2017 at 10.00 a.m. at S.D College, Ambala Cantt for all the Nodal Officers of all the Govt., Govt. aided and SFS colleges of the state (Nodal officer/college is allowed only).**

The nodal officers shall have verified all the credentials of the college w.r.t courses, subject combinations, number of seats, fee structure, etc. for different courses. Further, if any such discrepancy has been observed by the college, the same shall be brought in the notice of department in black and white on the day only.

Further, all the nodal officers shall bring the bank account detail of the bank, duly authenticated by the college Principal where the collection is to be transferred.


You are therefore requested to issue necessary directions to all the Principals of the affiliated colleges to adhere to these directions issued by the department w.r.t the mandatory training for nodal officers.


Deputy Director Cadet Corps,
for Director Higher Education,
Haryana, Panchkula.

Dated: Even

Endst. No. : Even

1. All the Principals of Government colleges in the state for information and necessary action please.
2. All the Principals of Government Aided colleges in the state for information and necessary action please.
3. All the Principals of Self Financing Degree colleges in the state for information and necessary action please.
4. Principal, S.D. College, Ambala cantt for information and with a request to make all necessary arrangements for about 270 persons for the training, hospitality etc.


Deputy Director Cadet Corps,
for Director Higher Education,
Haryana, Panchkula.

**Principal
Govt. P.G. College
Ambala Cantt.**


15/6/17

L-13

A/F-①

Information and Library Network Centre

(An Autonomous Inter-University Centre of IIC)

Ms. Gurjeet Kaur

सूचना एवं पुस्तकालय नेटवर्क केंद्र
(विश्वविद्यालय अनुदान आयोग का स्वतंत्र अंतर्गत विभागीय केंद्र)

Handwritten notes: *Handwritten signature/initials*

National Library and Information services Infrastructure of Scholarly Content (N-LIST)
Quotation

Address of Subscriber

Govt P.G. College
Ambala Cantt

Date : 2019-08-27 15:28:06(Website)
Ref No : INF/N-LIST/2019/7215

State : [GST State Code]-06 [HR] Pincode - 133001
GSTIN : Not Available

Govt. P.G. College
Ambala Cantt.

Sr.No.	Membership Fee	Period of Membership	Amount in Rs
1.	Annual Membership Fee	April 2019 to March 2020	5000.00
		CGST@0.09%	000.00
		SGST@0.09%	000.00
		IGST@18.00%	900.00
		Total	5900.00

Handwritten notes: *Chhoo 850658*
30/8/19
Paid & Cancelled

Five Thousand, Nine Hundred point Zero Zero Only.
GST is not applicable on membership fee.

GSTIN: 24AAAT11480J1ZS

Kindly requested to kindly send your order along with the annual membership fee.

Mode of Payment: Annual Membership fee shall be paid through,

(a) Demand Draft in favour of "INFLIBNET-NLIST Account" payable at Gandhinagar or

(b) RTGS/NEFT fund transfer to INFLIBNET-NLIST Account as per the details given below:

Beneficiary Name: INFLIBNET - NLIST Account
 Bank Name: State Bank of India
 Branch: Infocity, Gandhinagar
 Bank Address: Unit GWGF/2, Ground Floor, Infocity, Gandhinagar, Gujarat
 Swift Account No: 31104082931
 IFSC Code: SBIN0012700
 MICR Code: 380002151

Handwritten notes: *Principle*
Govt. P.G. College
Ambala Cantt.

Important Note:

- In case of RTGS/NEFT payment, kindly send the payment details viz UTR No., date of payment to INFLIBNET Centre through email at paymentinfo@inflibnet.ac.in or letter to INFLIBNET Centre Gandhinagar
- Membership Fee once paid is not refundable.
- Payment should be made within 15 days of receipt of quotation.

Sincerely Yours
(Signature)
Ashok Kumar Rai
Scientist - D

Handwritten signature: *(Signature)*
Principal
Govt. P.G. College
Ambala Cantt.



Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(भारतीय पुस्तकालय अनुसंधान आयोग का स्वयंसेवा अंगीकृत विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2020/7215

Date: 2020-04-21

Invoice No: NLIST/20-21/136

College GST No: Not Available
College GST State Code: HR 106

Name and Address of Subscriber

To
The Principal
Government PG College
Idgah Road, Ambala Cantt
Ambala
Haryana - 133001

Govt. P.G. College
Ambala Cantt.

SRL No.	Membership Fee	Period of Membership	Amount in Rs
1	N-LIST Annual Membership Fee	April 2020 to March 2021	5,000.00
		COST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT11480J1Z5

TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai
Scientist-E(CS)

Cut Here

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2020-04-21

Receipt No: 28286

Received with thanks from Government PG College, Ambala, Haryana

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. SDL61294677 Dated 2020-04-21 drawn on Punjab & Sind Bank Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2020-21.

Rs. 5900

Sincerely Yours

For Administrative Officer (PA & F)

This receipt is valid on realization of Cheque and DD.

Subject to Gandhinagar (Gujarat) jurisdiction only

Online Printed Date: 2021-01-23 08:00:31

INFLIBNET Ref No.: INF/N-LIST/2020/7215

GSTIN: 24AAAT11480J1Z5.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA
फ्लाइनेट, पो.बो. नं. ४, गंधीनगर - ३८२००७, गुजरात (भारत)
Ph.: +91-79-23268000, Fax: +91-79-23268222, <http://www.inflibnet.ac.in>

Principal
Govt. P.G. College
Ambala Cantt.

Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

3

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(दूरस्थ शिक्षण अनुसंधान आयोग का स्वयंसेवा अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Proforma Invoice

Ref No: INFN-LIST/2020/7215

Ms. Gurjeet Kaur

Date: 2021-01-27

Name and Address of Subscriber

College GST No. Not Available
College GST Suffix Code: HFI100

To
The Principal
Government P.G. College
Kash Road, Ambala Cantt,
Ambala,
Haryana - 133001

27/1/2021

Principal
27/1/2021

Govt. P.G. College
Ambala Cantt.

SR. No.	Membership Fee	Period of Membership	Amount in Rs.
1	N-LIST Membership Fee	April 2021 to March 2023	10,000.00
		CGST@9.00%	0.00
		SGST@9.00%	0.00
		IGST@18.00%	1,800.00
		Total	11,800.00

Rupees Eleven Thousand Eight Hundred Only

GSTIN: 24AAAT11480J1Z5

You are requested to send annual membership fee along with proforma invoice. The Annual Membership fee shall be paid through:

- Demand Draft in favour of 'INFLIBNET-NLIST' Account payable at Gandhinagar
- RTGS/NEFT fund transfer to INFLIBNET-NLIST Account as per the details given below.

Beneficiary Name: INFLIBNET - NLIST Account
Bank Name: State Bank of India
Branch: Infocity, Gandhinagar
Bank Address: Unit GWGF2, Ground Floor, Infocity, Gandhinagar, Gujarat
Bank Account No: 31104082931
IFSC Code: SBIN0012700
MICR Code: 380002151

Important Note:

1. In case of RTGS/NEFT payment, kindly send the payment details viz UTR No., date of payment to INFLIBNET Centre through email at paymentinfo@inflibnet.ac.in or letter to INFLIBNET Centre Gandhinagar.
2. Annual Membership Fees will be non-refundable in case of discontinuation of N-LIST programme in future.

Sincerely Yours,


Ashok Kumar
Scientist - E (CS)

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA
Infocity, पो.बो. नं. 4, गंधीनगर - 382007, गुजरात (भारत)



Principal
Govt. P.G. College
Ambala Cantt.

5438
26/11/20

Dr. Gurjeet Kaur

Principal

26/11/2020

महानिदेशक उच्चतर शिक्षा, हरियाणा, पंचकूला।

सेवा में

हरियाणा राज्य में स्थित, राजकीय महाविद्यालयों के पाठ्यक्रम एवम पुस्तकालयों के पाठ्यक्रम एवम पुस्तकालय, उप-मण्डल पुस्तकालय एवम राज्य केन्द्रीय पुस्तकालय।

यादी क्रमांक : 5/3-2020 पु0 (4)
दिनांक : 25.11.2020

विषय: ब्रिटिश काउंसिल इंडिया की मैम्बरशिप लेने हेतु।

Govt. P.G. College
Ambala Cantt.

उपरोक्त विषय के सुंदर्भ में।

विषयांकित मामले में आपसे अनुरोध है कि ब्रिटिश काउंसिल इंडिया की मैम्बरशिप लेने के

लिए Link: <https://library.britishcouncil.org.in/cgi-bin/koha/opac-registration.pl?qa=2>

131561167.1734844647.1604295850-1697943111.1590738575 Coupon Code DOHEH20 पर
सदस्यता लेकर रजिस्टर्ड करने उपरान्त दिनांक 30.11.2020 तक विभाग को सूचित करें।

यहां यह भी उल्लेखनीय है कि दिनांक 30.11.2020 के बाद ब्रिटिश काउंसिल इंडिया
मैम्बरशिप लेने की सदस्यता शुल्क की राशि 1400 रु0 में वृद्धि कर सकती है। अतः मामले में किसी भी
प्रकार की देरी के लिए आप स्वयं जिम्मेवार होंगे।

उप-निदेशक पुस्तकालय
कृते : महानिदेशक उच्चतर शिक्षा
हरियाणा पंचकूला।



Principal
Govt. P.G. College
Ambala Cantt.

rediffmail

Mailing list of subscribers

Subject: Fwd: Account payment

From: Tanveer <gurjeetkaur2300@gmail.com> on Wed, 23 Dec 2020 11:40:01

To: gcambalacantt@rediffmail.com

----- Forwarded message -----

From: <Noreply.library@britishcouncil.org>

Date: Fri, Dec 18, 2020 12:30 PM

Subject: Account payment

To: <gurjeetkaur2300@gmail.com>

A payment of 1,400.00 has been applied to your account.

This payment affected the following fees:

Description: Account management fee

Amount paid: 1,400.00

Amount remaining: 400.00

Govt. P.G. College
Ambala Cantt.

Certified that

(i) Entered in the Stock Register of *Library*
at Page No. 33 (*British Council of India*)

(ii) Purchased at the best and current market
rate.

(iii) Articles are bound in good condition and of
standard quality.

(iv) Payment of Rs. *1400/-* (fourteen hundred *only*)
& paid by *tanveer*

(v) Articles received in the stock list as per
our given specification *See of A1*

Tanveer
11/11/2021

Passed for Rs. *1400/-* amount of
1400/- fund/Grant
Tanveer Principal

Principal
Govt. P.G. College
Ambala Cantt.

From

Director Higher Education Haryana
ShikshaSadan, Sector - 5, Panchkula

To

Principals
All the Govt. Colleges (List attached)

Memo No. KW 29/4-2017
Dated Panchkula the 3/10/2019

Subject: Implementation of Learning Management System

Kindly refer to the subject cited above.

Govt. P.G. College
Ambala Cantt.

I have been directed to inform you that Department of Higher Education has taken another step towards "Digital India" reforms by introducing Learning Management System as a part of the education system. The proposed System is designed to help the educators and the learners by facilitating and integrating in-campus and online learning environment encouraging self-paced learning. The users can now interact digitally and track learner's progress. A training has been provided to the colleges in the context. It is further informed that we are going live with the System. The colleges are thus, directed to use the System. User guides for admin, Teachers and the Students are attached along with to help colleges to efficiently use the System. You are requested to bring the user guides to the notice of teachers and students. This can be done through messages, notice board, whatsapp group and college website.

It is also, informed that an agreement has been formed between Department of Higher Education and M/s ITI Limited for the implementation of Learning Management System. As per the agreement, colleges are liable for payment to M/s ITI Limited in accordance with the terms of contract thus, formed (at page no. 3) i.e. Rs. 2,46,000 per year/ per college (taxes extra). Further you are directed to release the payment from IT/Computer head available at your college. A copy of the agreement is attached along with for reference. The colleges may contact M/s ITI Limited on 7888499534 for any payment related queries. For any technical queries colleges may contact helpdesk at 7888490248 and 7888490249 or generate ticket on:

<https://helpdesk.highereduhry.com>

Deputy Director Coordination
For Director Higher Education
Haryana, Panchkula
Principal
Govt. P.G. College
Ambala Cantt.

List of 95 Colleges

District Name	College Name	
AMBALA	GCW Ambala City	
AMBALA	Govt. College, Naraingarh	
AMBALA	Govt. Postgraduate College, Ambala Cantt.	Govt. P.G. College Ambala Cantt.
AMBALA	Rajiv Gandhi Govt. College, Saha	
BHIWANI	G. C. W. Bawani khara	
BHIWANI	GCW Behal, Bhiwani	
BHIWANI	Govt College for Women, Tosham, Bhiwani	
BHIWANI	Govt College, Loharu	
BHIWANI	Rajiv Gandhi Govt College for Women, Bhiwani	
BHIWANI	SMRJ. Govt. College, Siwani	
Charkhi Dadri	Govt College for Women, Badhra (Charkhi Dadri)	
Charkhi Dadri	Govt College, Baund Kalan (Charkhi Dadri)	
FARIDABAD	Govt College for Women, Faridabad	
FARIDABAD	Govt. College Kheri Gujran (Faridabad)	
FARIDABAD	Govt. College Tigaon.	
FATEHABAD	Govt. College Bhuna (Fatehabad)	
FATEHABAD	Govt. College For Women, Ratia	
FATEHABAD	Govt. College, Bhattu Kalan (Fatehabad)	Govt. P.G. College Ambala Cantt.
FATEHABAD	I.G. Govt. P.G. College, Tohana	
FATEHABAD	K.T. Govt. College, Ratia (Fatehabad)	
Gurugram	D. Govt College Gurgaon	
Gurugram	Government College For Girls, Sector 14 Gurugram	
Gurugram	Govt College, Jatauli H. Mandi	
Gurugram	Govt. College Sec-9, Gurgaon.	
Gurugram	Govt. College, Sidhrawali	
HISAR	F.G.M. Govt. College, Adampur	
HISAR	Govt College Narnaund	
HISAR	Govt. College for Women, Hisar	
HISAR	Govt. College, Barwala (Hisar)	
HISAR	Govt. College, Hansi	
HISAR	Govt. College Nalwa	
HISAR	Govt. College, Hisar	
JHAJJAR	Chaudhary Dheerpal Govt. College, Badli	
JHAJJAR	Chaudhary Hardwari Lal Govt. College, Chhara	
JHAJJAR	Government College, Bahadurgarh	
JHAJJAR	Govt. College Bahu	
JHAJJAR	Govt. College Dujana	
JHAJJAR	Govt. College for Women, Bahadurgarh (Jhajjar)	
JHAJJAR	Govt. College for Women, Jassaur Kheri	
JHAJJAR	Govt. College, Matanhail (Jhajjar)	
JHAJJAR	Govt. College. Dubaldhan (Jhajjar)	
JHAJJAR	Govt. College Birohar, Jhajjar	
JIND	Govt College, Julana, Jind	
JIND	Govt. College Alewa, Jind	
JIND	Govt. College Safidon [JIND]	
JIND	K. M. Govt College, Narwana	
JIND	P.I.G Govt. College For Women, Jind	
JIND	SARLA MEMORIAL Govt. College for Women, Safidon	
KARNAL	Baba Fateh Singh Ji Government College, Assandh	
KARNAL	Govt. College for Women, Karnal	
KARNAL	Govt. Collge Gharaunda	
KARNAL	Pt. Chiranji Lal Sharma, Govt. P.G. College, Karnal	
KARNAL	S.U.S. Govt. College, Matak Majri	
MAHENDRAGARH	Baijnath Choudhary Govt College for Women, Nangal Choudhary	Principal Govt. P.G. College Ambala Cantt.
MAHENDRAGARH	GC Krishan Nagar	
MAHENDRAGARH	Govt College Kanina	
MAHENDRAGARH	Govt College, Narnaul	
MAHENDRAGARH	Govt. College for Women, Ateli (Mahendergarh)	
MAHENDRAGARH	Govt. College for Women, Narnaul	

MAHENDRAGARH	Govt. College, Ateli, Mahendergarh
MAHENDRAGARH	Govt. College, Satnali
MAHENDRAGARH	Govt College for Women, Mahendergarh
MAHENDRAGARH	Shaheed Major Satish Dahiya Government College, Nangal Chaudhary
MEWAT	Govt College for Women, Punhana
MEWAT	Govt College, Nagina Mewat
MEWAT	Hardwari Lal Goyal Government College Tauru
PALWAL	Govt. College Hathin, Palwal
PANCHKULA	Government P.G College for Women, Sector-14, Panchkula
PANCHKULA	Govt. College Barwala (PKL)
PANCHKULA	Smt. Aruna Asaf Ali Govt. Post Graduate College, Kalka
PANIPAT	Govt College For Women Madlauda
PANIPAT	Govt. College, Israna, Panipat
PANIPAT	Govt. College, Behrampur (Bapauli)
REWARI	Govt. College For Women, Pali
REWARI	Govt. College For Women, Rewari
REWARI	Govt. College Nahar (Rewari)
REWARI	Govt. College Bawal
REWARI	Govt. College For Women, Gurawara (Rewari)
REWARI	Govt. College, Kharkhara
REWARI	Govt. College, Kosli
REWARI	S.K. Govt. College, Kanwali
ROHTAK	Govt. College for Women Lakhna Majra (Rohtak)
ROHTAK	Govt. College for women Sampla
ROHTAK	Govt. College Jassia (Rohtak)
ROHTAK	Govt. College Sampla
ROHTAK	Govt. College, Meham
ROHTAK	Govt. P.G. College for Women, Rohtak
ROHTAK	Pt. NRS Govt. College, Rohtak
ROHTAK	Shakshi Malik Govt. College for Girls, Mokhra (Rohtak)
SIRSA	Ch. Mani Ram Jhorar Govt. College, Mithi Sureran, Ellenabad (Sirsa)
SIRSA	Dr. Bhim Rao Ambedkar Govt. College, Dabwali
SIRSA	Govt. College for Women, Sirsa
SONIPAT	Govt. College for Women, Murthal
SONIPAT	Govt. P.G. College for Women, Gohana
SONIPAT	Shaheed Dalbir Singh Govt. College, Kharkhoda

**Govt. P.G. College
Ambala Cantt.**

List of 17 Colleges (First Phase)

District	College
Kaithal	Govt College, Kaithal
Jind	Govt College, Jind
Sirsa	Govt College, Sirsa
Bhiwani	Govt College, Bhiwani
Jhajjar	Govt College, Jhajjar
Mahendergarh	Govt College, Mahendergarh
Palwal	Govt College, Hodal
Palwal	Govt College, Palwal
Panipat	Govt College, Panipat
Panchkula	Govt College, Panchkula
Faridabad	Govt College, Faridabad
Rewari	Govt College for women, Rewari
Mewat	Govt College Woman, Salaheri Nuh
Fatehabad	Govt College Woman, Bhudia Khara Fatehabad
Yamunanagar	Govt College, Chhachrauli
Kurukshetra	GC College, Bherian
Sonipat	GC Barota, Gohana, Sonipat


Principal
Govt. P.G. College
Ambala Cantt.

C-16

From

Director General, Higher Education
Panchkula, Haryana

To

All Principals of Govt Colleges in Haryana

Memo No. 29/4-2018 Co.(1)

dated 14.09.2018

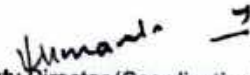
Sub: Regarding distribution of e-Content.

**Govt. P.G. College
Ambala Cantt.**

In continuation to our letter memo no 29/4-2018 Co.(1) dated 13.08.2018 subject cited above.

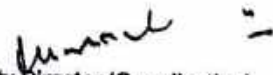
The department has distributed e-content to all district level colleges (list attached) in 8 TB hard drives to share it further with remaining colleges of their respective districts.

You are therefore, requested to procure hard drives and depute an official from your respective colleges to collect e-content in hard drives from the district level colleges by 20th September 2018.


Deputy Director (Coordination),
for Director General Higher Education
Panchkula, Haryana

Copy of same is being forwarded to following for information and necessary action:-

- 1 Private Secretary to ACS, Higher Education, Chandigarh
- 2 Private Secretary to DGHE, Panchkula
- 3 Principals, district level colleges (as per list attached)


Deputy Director (Coordination),
for Director General Higher Education
Panchkula, Haryana


Principal
Govt. P.G. College
Ambala Cantt.

Govt. P.G. College
Ambala Cantt.

List of District Level Colleges

Sr. No	District	College Name
1	Ambala	GC Ambala Cantt
2	Bhiwani	GC, Bhiwani
3	Charki-Dadri	GCW, Badhra
4	Faridabad	GC, Faridabad
5	Fatehabad	GCW Bhodia Kheda
6	Gurugram	GC, Sector 9, Gurugram
7	Hisar	GC, Hisar
8	Jhajjar	GC, Jhajjar
9	Jind	GC, Jind
10	Kaithal	GC, Kaithal
11	Karnal	GC Kamal
12	Mahendergarh	GC, Mahendergarh
13	Nuh	GC, Nagina
14	Palwal	GC, Palwal
15	Panchkula	GC, Sector 1, Panchkula
16	Panipat	GC, Panipat
17	Rewari	GCW, Rewari
18	Rohtak	GC, Rohtak GCW, Rohtak
19	Sirsa	GNC, Sirsa
20	Sonepat	GCW, Murthal
21	Yamunanagar	GC, Chachroli

Govt. P.G. College
Ambala Cantt.



Principal
Govt. P.G. College
Ambala Cantt.

4/15

उच्चतर शिक्षा निदेशालय,
हरियाणा

Govt. P.G. College
Ambala Cantt.



Department of Higher
Education, Haryana

Education, Haryana

ONLINE STUDY MATERIAL

By DEPARTMENT OF HIGHER EDUCATION, HARYANA

Principal
Govt. P.G. College
Ambala Cantt.



HIGHER EDUCATION
DIGIGYAN
An Initiative of Department of Higher Education

The Dept. Of Higher Education, Haryana brings an easy to use distance learning solution for the students of Haryana.

- Click on the subject/topic of your choice on the TV screen below to study about the subject.
- You will be redirected to a Google Drive where you can find complete study material on the subject/topic of your choice.

उच्चतर शिक्षा निदेशालय, हरियाणा लाया है, हरियाणा के छात्रों के लिए घर से पढ़ने का आसान उपाय ।


• आप जिस विषय के बारे में पढ़ना चाहते हैं तो नीचे दिए गए TV स्क्रीन पर उस विषय को क्लिक करें।

• यह स्क्रीन आपको गूगल ड्राइव के लिंक पर ले जायेगी, जिसमें आप उस विषय के बारे में सारी सामग्री प्राप्त कर सकते हैं



Govt. P.G. College
Ambala Cantt.




Principal
Govt. P.G. College
Ambala Cantt.



C-21

From

Director General Higher Education
Haryana

To

All the Principals of Govt. Colleges of Haryana State
All the Principals of Govt. Aided Colleges of Haryana State
All the Principals of Self Finance Colleges of Haryana State

Memo No.08001/10/2020 IT CELL-DHE
Dated, Panchkula, the 15.06.2020

Govt. P.G. College
Ambala Cantt.

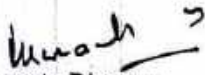
Subject: Regarding Creation of Online Student Legacy System (SLS) of passed out students.

Kindly refer to the subject cited above, the Department of Higher Education, Haryana has developed online portal namely Student Legacy System to create the database of pass out students in the Haryana State with the objective that department have all the data of Students of previous years.

You are requested to fill the legacy data of the students who have passed out from your college in previous years since the opening of the college. Login credentials of each college will be shared on the college Email id's shortly. This exercise shall be completed within 15 days.

Link of student legacy portal is legacy.highereduhry.com

Govt. P.G. College
Ambala Cantt.


Deputy Director
for Director General Higher Education
Haryana, Panchkula


Principal
Govt. P.G. College
Ambala Cantt.

Haryana Government
Secretariat for Information Technology



हरियाणा सरकार
सूचना प्रौद्योगिकी सचिवालय

From

Principal Secretary to Government Haryana,
Information Technology, Electronics and Communication Deptt.

To

1. M/s ADG Online Solutions Pvt. Ltd.
103, 4, 5 Eros Plaza, Charm wood Village,
Surajkund, Faridabad, Haryana - 121009
2. M/s Accunity Software Pvt. Ltd.
B503, GH5, Sector 6, MDC, Panchkula Haryana 134114
3. M/s Electrophoto Equipments Pvt. Limited
SCO 107-108, Bank Square, Sector-17B, Chandigarh
4. M/s RV Solutions.Pvt.Ltd.
D-29 Sector-02, Noida-201301
5. M/s Outline Systems India(P) Ltd.
Plot No.28 3rd floor, Above westside block,
Industrial Area PH-I, Chandigarh-160002
6. M/s Staqu Technologies Pvt.Ltd.
301, JMD REGENT PLAZA MALL
DLF PHASE-I SECTOR-26 GURGAON
7. M/s Access Infotech Pvt.Ltd.
B-31 Industrial Area Phase-3,
Secor-58, Mohali(Punjab).

Memo No. Admn/2/265/2SIT/ 8375
Chandigarh dated, the 21.02.2019

Subject: Empanelment of Company for Software Development & its Implementation State Govt. Departments/Boards/Corporations under Group-II: [RFE no. e-Tender/Hartron/AGM (Software)/RFE/2017-18/03

Dear Sir(s),

This is with reference to Hartron's RFE no. e-Tender/Hartron/AGM (Software)/RFE/2017-18/03 and your response & correspondences, it has been decided to empanel your firm under Group-II for Software Development & its Implementation for various Departments/Boards/ Corporations of Haryana State on the following terms and conditions:-

1. **VALIDITY**

- a. The validity will be for a period of two years i.e. up to 28.02.2021.
- b. The empanelment may be extended further by one more year to enable organization needs for unfinished or extended engagement needs.

9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

Tel: PS(IT)2714001, Sr.Ad.O: 2748142, Fax:0172-2714002
E-mail: guptaankur@gov.in, Website.www.haryanait.nic.in



- c. During the extended empanelment period, new assignments projects will not be awarded to the Company/Agency.

2. **PROCESS OF AWARD OF WORK**

State Government's Departments/ Boards/Corporations shall award the work as per Section 6 of the RFE Document and as per procedure at the time of award of work.

3. **EMPANELMENT CHARGES**

The company have to pay the empanelment charges per year to Hartron as detailed below:

For Group II: Rs.40,000/- + GST

4. **GENERAL TERMS & CONDITIONS**

- a. E & IT Department shall not provide any minimum guarantees of business to the empanelled companies/agencies.
- b. The Company has to honour all RFE conditions and adherence to all aspects of fair trade practices in executing the work orders placed by the State Government Departments/ Boards/Corporations.
- c. During the period of empanelment, if the name of the company/agency has undergone a change due to acquisition, amalgamation etc, the company/agency shall inform E & IT Department within one month. In such cases, all the obligations under the contract with the E & IT Department should be passed on for compliance to the successor company.
- d. Agencies empanelled for Providing Software Development & Implementation services are allowed only for providing the prescribed services. Further, this empanelment will not be used for any kind of PPP models like BOOT, BOO etc.
- e. The services and deliverables by the selected Agency must ensure compliance to relevant e-Governance Policy Accessibility guidelines and all other relevant e-Governance standards and guidelines published by Govt. of India or Govt. of Haryana as may be applicable from time to time. For this kindly refer to M/o Information Technology, Govt. of India, website for the applicable guidelines.
- f. The empanelled Companies/Agencies working on e-Governance Project for Haryana State must sign Non-Disclosure Agreement (NDA) (Annexure-I) with the concerned department.
- g. **Force Majeure:** For the purpose of this clause, 'Force Majeure' shall mean an event that is unforeseeable, beyond the control of the parties and not involving the parties' fault or negligence. Such events may include acts of the Government either in its sovereign or in its contractual capacity, war, civil war, insurrection, riots, revolutions, fire, floods, epidemics, quarantine, restrictions, freight, embargoes, radioactivity and earthquakes. The empanelled Agency



shall not be liable if the delay in the discharge of its obligations under this agreement is the result of an event of Force Majeure as defined above.

If a Force Majeure situation arises the empanelled Company/Agency shall promptly notify to the concerned department in writing of such conditions and the cause thereof. Unless otherwise directed by the concerned department in writing, the empanelled Company/Agency shall continue to perform its obligations under this Agreement, as far as it is reasonably practical and shall seek all reasonable means of performance not prevented by the Force Majeure event.

5. NO CLAIM CERTIFICATE

The empanelled company will not be entitled to make any claim, whatsoever, against E&IT Department under or by virtue of or arising out of this contract nor will E&IT Department entertain or consider any such claim for the jobs accepted post empanelment.

6. SUSPENSION

E&IT Department may by a written notice of suspension, suspend all payments to the empanelled company under the contract, if the empanelled company fails to perform any of its obligations under this contract provided that such notice of suspension:

- Will specify the nature of the failure and.
- Will request the empanelled company to remedy such failure within a specified period from the date of issue of such notice of suspension.

7. CONFIDENTIALITY

The empanelled company and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of E&IT Department or its clients without the prior written consent of E&IT Department.

8. SECURITY

- The agency will ensure that no information about the software, hardware, and database, the policies of the client organization are taken out in any form including electronic form or otherwise' from the client site by the manpower Posted by them.
- The company or its deployed personnel, by virtue of working on E&IT Department /Client will have absolute rights on the work assigned and performed by them. Neither any claims of the agency or its deployed professionals will be entertained on the deliverables
-



9. **INDEMNITY**

- a. The empanelled company will indemnify E&IT Department and its client organizations of all legal obligations of its professionals deployed for E&IT Department.
- b. E&IT Department and its Clients also stand absolved of any liability on account of death or injury sustained by the Company staff during the performance of this empanelment and also for any damages or compensation due to any dispute between the company and its staff.

10. **TERMINATION OF EMPANELMENT**

The conditions stipulated in the RFE will be strictly adhered to and violation of any of the conditions will entail termination of the empanelment without prejudice to the rights of E&IT Department. In addition, Hartron /E & IT Department will be free to forfeit the EMD and getting the assigned work done from alternate sources at the risk and cost of the defaulting company.

a. **TERMINATION FOR DISSOLUTION ETC.**

E & IT Department shall reserve the right to terminate the empanelment at any time owing to deficiency of service, sub-standard quality of manpower deployed, performance of selected company(s)/agency(s), adoption of unethical practices and/or other situations involving material breach. E & IT Department, also reserves the right to terminate in whole or part this empanelment without assigning reasons, including modifications, extent that it is feasible and permitted within the spirit of this requirement.

b. **TERMINATION FOR CONVENIENCE**

E & IT Department reserves the right to terminate by prior written notice, the whole or part of the contract. The notice of termination will specify that termination is for E & IT Department's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.

c. **TERMINATION FOR INSOLVENCY**

E&IT Department may at any time terminate the work order/contract by giving written notice of four weeks to the company, without any compensation to the agency, if the company becomes bankrupt or otherwise insolvent.

d. **TERMINATION FOR DEFAULT**

I. Default is said to have occurred

- If the Company fails to deliver any or all of the service within the time period(s) Specified in the work order or any extension thereof granted by Hartron.



- If the company fails to perform any other obligation(s) under the contract/work order.
- II. If the company, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from E&IT Department (or takes longer period in spite of what E&IT Department may authorize in writing), E&IT Department may terminate the contract/work order in whole or in part. In addition to above, E&IT Department may at its discretion also take the following actions.
- E&IT Department may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other agency and the defaulting agency will be liable to compensate E&IT Department for any extra expenditure involved towards support service to complete the scope of work totally.

Any other clauses not specifically mentioned in this letter but are part of the terms & conditions of the RFE no. e-Tender/Hartron/AGM (Software)/RFE/2017-18/03 shall be ipso facto applicable to this empanelment and the work orders to be placed thereafter.

You are requested to send your acceptance within 15 days from the issue of this letter to Hartron along with the first year empanelment fee of Rs. 40,000/- + GST .

Sr. Administrative Officer
for Principal Secretary to Government Haryana
Information Technology, Electronics and Communication Deptt.



Non-Disclosure Agreement (Draft)

Annexure I

This Non-Disclosure Agreement ("Non-Disc") is made and entered into ___ day of ___ month ___ year (effective date) by and between _____ ("Department") and _____ ("Company"). Whereas, Department and Company have entered into an Agreement ("Agreement") _____ effective _____ for _____; and

Whereas, Each party desires to disclose to the other party certain information in oral or written form which is proprietary and confidential to the disclosing party, ("CONFIDENTIAL INFORMATION").

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

1. Definitions. As used herein:

(a) The term "Confidential Information" shall include, without limitation, all information and materials, furnished by either Party to the other in connection with citizen / users / persons / customers data, products and/ or services, including information transmitted in writing, orally, visually, (e.g. video terminal display) or on magnetic or optical media, and including all proprietary information, customer & prospect lists, trade secrets, trade names or proposed trade names, methods and procedures of operation, commercial or marketing plans, licensed document know-how, ideas, concepts, designs, drawings, flow charts, diagrams, quality manuals, checklists, guidelines, processes, formulae, source code materials, specifications, programs, software packages, codes and other intellectual property relating to the disclosing party's data, computer database, products and/or services. Results of any tests, sample surveys, analytics, data mining exercises or usages etc. carried out by the receiving party in connection with the Department's Information including citizen /users /persons /customers personal or sensitive personal information as defined under any law for the time being in force shall also be considered Confidential Information

(b) The term, "Department" shall include the officers, employees, agents, consultants, contractors and representatives of Department

(c) The term, "Company" shall include the directors, officers, employees, agents, and representatives of Company, including its applicable affiliates and subsidiary companies.

Protection of Confidential Information. With respect to any Confidential Information disclosed to it or to which it has access, Company affirms that it shall:



- (a) Use the Confidential Information as necessary only in connection with Project and in accordance with the terms and conditions contained herein;
 - (b) Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed here under, but in no event take less care with the Confidential Information than the parties take to protect the confidentiality of its own proprietary and confidential information and that of its clients;
 - (c) Not to make or retain copy of any commercial or marketing plans, Citizen / users /persons /customers database, Proposals developed by or originating from Department or any of the prospective clients of Department except as necessary, under prior written intimation from Department, in connection with the Project, and ensure that any such copy is immediately returned to Department even without express demand from Department to do so;
 - (d) Not to disclose or in any way assist or permit the disclosure of any Confidential Information to any other person or entity without the express written consent of the other party; and
 - (e) Return to the other party, or destroy, at Department's discretion, any and all Confidential Information disclosed in a printed form or other permanent Record or in any other tangible form (including without limitation, all copies, notes, extracts, analyses, studies, summaries, records and reproductions thereof) immediately upon the earlier to occur of (i) expiration or termination of either party's engagement in the Project, or (ii) the request of the other party therefore.
 - (f) Not to discuss with any member of public, media, press, or any other person about the nature of arrangement entered between Department and Company or the nature of services to be provided by the Company to the Department
3. **Onus.** Company shall have the burden of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the foregoing exceptions
4. **Exceptions.** These restrictions as enumerated in section 1 of this Agreement shall not apply to any Confidential Information:
- (a) Which is independently developed by Company or lawfully received from another source free of restriction and without breach of this Agreement; or
 - (b) After it has become generally available to the public without breach of this Agreement by Company; or
 - (c) Which at the time of disclosure to Company was known to such party free of restriction and evidenced by documentation in such party's possession; or
 - (d) Which Department agrees in writing is free of such restrictions.
 - (e) Which is received from a third party not subject to the obligation of Confidentiality with respect to such Information;

[Handwritten Signature]



5. **Remedies.** Company acknowledges that (a) any actual or threatened disclosure or use of the Confidential Information by Company would be a breach of this agreement and may cause immediate and irreparable harm to Department; (b) Company affirms that damages from such disclosure or use by it may be impossible to measure accurately; and (c) injury sustained by Department may be impossible to calculate and remedy fully. Therefore, Company acknowledges that in the event of such a breach, Department shall be entitled to specific performance by Company of Company's obligations contained in this Agreement. In addition Company shall indemnify Department of the actual and liquidated damages which may be demanded by Department. Moreover, Department shall be entitled to recover all costs (including reasonable attorneys' fees) which it or they may incur in connection with defending its interests and enforcement of legal rights arising due to a breach of this agreement by Company.
6. **Need to Know.** Company shall restrict disclosure of such Confidential Information to its employees and/or consultants with a need to know (and advise such employees of the obligations assumed herein), shall use the Confidential Information only for the purposes set forth in the Agreement, and shall not disclose such Confidential Information to any affiliates, subsidiaries, associates and/or third party without prior written approval of the disclosing party.
7. **Intellectual Property Rights Protection.** No license to a party, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to such party.
8. **No Conflict.** The parties represent and warrant that the performance of its obligations hereunder do not and shall not conflict with any other agreement or obligation of the respective parties to which they are party or by which the respective parties are bound.
9. **Authority.** The parties represent and warrant that they have all necessary authority and power to enter into this Agreement and perform their obligations hereunder
10. **Dispute Resolution.** If any difference or dispute arises between the Department And the Company in connection with the validity, interpretation, implementation or alleged breach of any provision of this Agreement, any such dispute shall be referred to the Principal Secretary, Information Technology, Haryana Government.
- (a) The arbitration proceedings shall be conducted in accordance with the (Indian) Arbitration & Conciliation Act, 1996 & amendments thereof.
- (b) The place of arbitration shall be Chandigarh.



- (c) The arbitrator's award shall be substantiated in writing and binding on the parties.
- (d) The proceedings of arbitration shall be conducted in English language.
- (e) The arbitration proceedings shall be completed within a period of 180 days from the date of reference of the dispute to arbitration.
11. **Governing Law.** This Agreement shall be interpreted in accordance with and governed by the substantive and procedural laws of India and the parties hereby consent to the exclusive jurisdiction of Courts and/or Forums situated at Chandigarh, India only.
12. **Entire Agreement.** This Agreement constitutes the entire understanding and agreement of the parties, and supersedes all previous or contemporaneous agreement or communications, both oral and written, representations and under standings among the parties with respect to the subject matter hereof.
13. **Amendments.** No amendment, modification and/or discharge of this Agreement shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized officers or representatives.
14. **Binding Agreement.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.
15. **Severability.** It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under applicable laws, and such invalidity or unenforceability shall not affect the other provisions of this Agreement.
16. **Waiver.** If either party should waive any breach of any provision of this Agreement, it shall not thereby be deemed to have waived any preceding or succeeding breach of the same or any other provision hereof.
17. **Survival.** Both parties agree that all of their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement shall survive for a period of 3 years after expiration or termination of this Agreement.
18. **Non-solicitation.** During the term of this Agreement and thereafter for a further period of two (2) years Company shall not solicit or attempt to solicit Department's employees and/or consultants, for the purpose of hiring/contract or to proceed to conduct operations/business similar to Department with any employee and/or consultant of the Department who has knowledge of the

Haryana Government
Secretariat for Information Technology



हरियाणा सरकार
सूचना प्रौद्योगिकी सचिवालय

Confidential Information, without the prior written consent of Department. This section will survive irrespective of the fact whether there exists a commercial relationship between Company and Department.

19. **Term.** Subject to aforesaid section 17, this Agreement shall remain valid up to _____ years from the "effective date".

IN WITNESS HEREOF, and intending to be legally bound, the parties have executed this Agreement to make it effective from the date and year first written above.

I. For Department,

Name: _____

Title: _____

For Company

Name: _____

Title: _____

WITNESSES:

1.

2.

Note: This is a Draft Agreement and will be signed with the concerned department at the time of assignment of work/project.

9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

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