

**THE HIMACHAL PRADESH NATIONAL LAW UNIVERSITY  
FINANCIAL REGULATIONS, 2020**



(Established under the Himachal Pradesh National Law  
University Act No.16 of 2016)

(in exercise of powers conferred by Section 5(zh),35(2) & 39(h) of the Himachal Pradesh  
National Law University Act,2016 ( Act 16 of 2016)) the Himachal Pradesh National  
Law University hereby adopts the amended)

**HIMACHAL PRADESH NATIONAL LAW UNIVERISTY  
FINANCIAL REGULATIONS, 2020**

## PART-A

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**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
FINANCIAL REGULATIONS, 2020**

**PART I**

**1. GENERAL**

- 1.1** These regulations shall be called the Himachal Pradesh National Law University, Shimla, "Financial Regulation, 2020".
- 1.2** The purpose of these Financial Regulations is to provide control over the totality of the University's resources and to provide assurance that the resources are being properly applied for the achievement of the following:
- (i) Financial Viability
  - (ii) Safeguarding the Assets
  - (iii) Legislative and Regulatory Compliance
  - (iv) Any other objective identified and approved by competent authorities.
- 1.3** The funds of the University shall be utilised only in furtherance of the objectives and functions of the University as stipulated under the Himachal Pradesh National Law University Act, 2016 (No. 16 of 2016) and in accordance with the provisions made in the budget by the Executive Council from time to time.
- 1.4** No expenditure shall be made unless such expenditure has been sanctioned by the authority competent to do so under the Himachal Pradesh National Law University, Shimla Act, 2016, and the Regulations framed thereunder.
- 1.5** The words 'Governing Council', 'Executive Council', 'Academic Council', 'Finance Committee', 'Vice-Chancellor' and 'Registrar' shall have the same meaning as defined in the Himachal Pradesh National Law University, Shimla Act, 2016.
- 1.6** The Financial Year shall be the 1<sup>st</sup> April to 31<sup>st</sup> March of the following Calendar Year.
- 1.7** The 'Finance Officer' means the Finance Officer appointed by the University in accordance with the Himachal Pradesh National Law University Shimla Executive and Service Regulations, 2020. Till the Finance Officer is appointed, the Registrar shall perform the duties of the Finance Officer.
- 1.8** The Finance Officer shall be permitted to keep an amount of Rs. 10,000/- (Rupees Ten Thousand Only) as the Imprest Amount.

- 1.9** The account of amounts received for a specific purpose from any source shall be maintained separately.
- 1.10** The expenditure shall be made as per the Budget Estimates approved by the competent statutory body/bodies of the University.
- 1.11** The Budget shall contain the various heads under which the expenditure is sanctioned.
- 1.12** The Vice-Chancellor shall be competent to approve expenditure as per the budget provision approved by the concerned statutory body/bodies of the University.
- 1.13** (i) The Registrar shall be competent to sanction expenditure amounting up to Rs. 50,000/ (Rupees Fifty Thousand only) with information to Vice-Chancellor.
- (ii) The Vice-Chancellor shall be competent to sanction expenditure above Rs. 50,000/- (Rupees Fifty Thousand only).
- 1.14** The Vice-chancellor shall have the authority to sanction expenditure of unforeseen nature and to meet special demands to the tune of Rs. 10,00,000/- (Rupees Ten Lakh only) not provided for in the budget.
- 1.15** The university shall keep its funds in any bank as per Section 39(3) of HPNLU Act of 2016 which provides that “the University fund shall at the discretion of the Executive Council, be Kept in a Scheduled bank as defined in the Reserve Bank of India Act, 1934 or in a corresponding new bank constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970”.
- 1.16** The members of the teaching and the non-teaching staff shall be eligible for travelling and halting allowance according to the Himachal Pradesh Government Rules as amended from time to time. TA bills of Staff shall be countersigned by the Registrar.
- 1.17** (i) The Registrar may permit withdrawal of an advance for the travelling allowance and daily allowance of the officers and the employees of the University, upto 75% of the estimated expenditure.<sup>1</sup>
- (ii) Registrar may permit withdrawal of an advance up to 25% of duly approved budget or Rs 50,000/- whichever is lower in favour of the chairperson of organising committee or conference etc. for conducting any programme (i.e. Moot Court, ADR, Seminar and conference etc.)

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<sup>1</sup> As approved in the 17<sup>th</sup> Meeting of the Finance Committee held on 31<sup>st</sup> December 2024.

*Provided that* any single expenditure upto Rs 10,000/-shall be incurred by the store. Further, it shall be the chairperson duty to submit all verified bills duly countersigned by the registrar against the advance within 7 working days of the completion of the events.

- 1.18 The Finance Officer shall be responsible for the proper maintenance of all the accounts of the University.
- 1.19 The University shall keep and maintain such books of accounts, registers, receipt books and files, conforming to those already maintained by the University.
- 1.20 The books of accounts and all other books and documents connected with them shall remain in custody of the Section Officer (Accounts) of the University.
- 1.21 All the property, assets, money and securities belonging to the University shall stand in the name of the Registrar, the Himachal Pradesh National Law University, Shimla.
- 1.22 The Executive Council may establish one or more funds by transferring such sums as it may deem fit out of the amount of the receipts of the University.
- 1.23 There shall be a Central Stock Register wherein entry of each item purchased shall be made and from where the articles shall be issued to the various Centres/Offices, where a separate Stock Register of receiving articles shall be maintained for non-perishable items.
- 1.24 Except as otherwise expressly provided under the HPNLU Financial Regulation, 2020, the Himachal Pradesh Financial Rules (as amended from time to time) shall be applicable.<sup>2</sup>

## PART II

### **2. FORMS OF ACCOUNTS AND THEIR MAINTENANCE**

- 2.1 The University shall maintain the following Records:

Cash Book/Ledger, Register for Investment, Central Stock Register, Stock Register, Property Register, Fixed Asset Register, Register of Books and Periodicals, Salary Register, register regarding Staff, their Attendance and Absence, Dak Receipt and Dispatch Register etc. and such other books as may be prescribed from time to time maintained in physical and electronic form. All the records shall remain in the custody of Registrar of the University.

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<sup>2</sup> As approved in 17<sup>th</sup> FC Meeting held 31.12.2024.

- 2.2 The books of accounts shall be maintained on an accrual basis. All money received or spent shall be immediately brought into account in the University Cash Book and the Ledger.

### PART III

#### 3. RECEIPTS

- 3.1 All sums received on account of the University shall be received in the name of the Registrar and shall be forthwith sent by him to the Banks for credit to the accounts concerned. Receipts for the money received shall be signed by the Accounts branch on behalf of the Registrar.
- 3.2 Cash received shall be deposited in the Bank on the same day. If it is a bank holiday or if the cash is received after the Bank's Business hours, it shall be deposited on the next working day.
- 3.3 The funds of the University shall have to be deposited or invested in a Nationalised Bank or a Scheduled Bank. The Accounts shall be opened in the name of the University. The Registrar shall be competent to operate the accounts under the following distinct heads:
- (a) Current Account
  - (b) Saving Bank Account

### PART IV

#### 4. EXPENDITURE

- 4.1 All bills shall be checked by the officer to whom this duty is assigned and shall be certified as correct by the concerned officer or any other officer or officers nominated for this purpose and shall be signed by the Finance Officer and Registrar. When the sanction of the Vice-Chancellor is required for the payment of any bill, the Registrar shall obtain such sanction before the payment is made and shall endorse on the bill a reference to the order in question.
- 4.2 To meet the expenditure of an urgent nature:

The Registrar may sanction such advances to the expending authority as she/he may consider necessary against the budget provision in respect of all Departments/Officers up to Rs. 5,000/- (Rupees Five Thousand Only), and

The Vice-Chancellor may sanction such advances to the expending authority as she/he may consider necessary against the budget provision in respect of all Departments/Officers for the amounts above Rs. 5,000/- (Rupees Five Thousand Only).

The Head of a Teaching Department/Centre may seek advance as per the requirement to be sanctioned by the competent authority.

Provided that in the absence of the Registrar/Vice-Chancellor, the Finance Officer shall be authorised to sanction such advances, subject to confirmation of the advance from the competent authority on her/his return and electronically.

Provided further that the Registrar shall be competent to approve the adjustment of the advances.

The person holding the advance shall be responsible for its judicious spending and submitting the adjustment account within one month from the date of the advance. The Office Superintendent, Senior Assistant/Assistant, and the concerned clerk shall be jointly responsible for adjusting the amount of the advance within one month.

- 4.3 Payments shall be made by the crossed cheques signed by the Registrar, or through RTGS & NEFT, as per the prescribed financial limits.
- 4.4 All salaries, allowances, and other payments which exceed Rs. 10,000/- (Rupees Ten Thousand Only), shall be made by a crossed cheque or through NEFT/RTGS as per the prescribed limit.

## PART V

### 5. BUDGET

- 5.1 The budget estimates recommended by the Finance Committee shall be considered and approved by the statutory bodies of the University not later than 31st March of each year.
- 5.2 In the budget estimates, credit shall be taken for the amount of interest and profits of the general endowment fund, the amount of the government grant, subscription and donations received from the sources during the previous three years, excluding from this average any subscriptions given for investments of exceptionally large amount and for income from fees calculated on the bills of the actual income of the two previous years, revised figures for the current year and the expected estimates for the budget year in the same way.
- 5.3 The budget shall contain the various 'heads' under which the expenditure is sanctioned.
- 5.4 The Vice-Chancellor may sanction re-appropriation of the amount provided in one or more 'sub-heads' to the other sub-heads out of the provision made for a particular Head subject to the following conditions:
  - (i) No re-appropriation shall be made, which involves undertaking of a recurring liability, that is, a liability which extends beyond the financial year in question.

- (ii) No re-appropriation shall be made out of the committed expenditure, that is Salary, D.A., Pension Fund, House Rent etc.
- (iii) No re-appropriation be made out of a non-recurring amount to an unapproved project.
- (iv) No re-appropriation be made from one 'major head' to another 'major head'.

5.5 The Vice-Chancellor, subject to the control of the Executive Council, may order that any uninvested balance at credit of any particular trust or trusts or of any other University Account shall be invested in Government securities or in a fixed deposit for the benefit of the account concerned.

## PART VI

### 6. AUDIT

6.1 University shall appoint a statutory auditor to conduct the audit of the university's books and accounts in accordance with the provisions of the Himachal Pradesh National Law University, Shimla Act, 2016 and the Regulations made thereunder.

6.2 The University shall nominate the auditor through an open bidding system, and the name of the proposed bidder selected through the open bidding system (i.e. CA Firm) shall be placed before the Executive Council for consideration.

**Explanation:** The bidding system shall be governed by the University Purchase policy, revised from time to time.

6.2 It shall also be the duty of the Auditor (Chartered Accountant) to prepare an Annual Audit Report of such accounts of the University certified by him to be correct. He shall see:

- (i) that the accounts of the University are properly kept;
- (ii) that the state of balance shown therein agrees with the Bank's accounts;
- (iii) that all payments are supported by the proper vouchers and that they are under the proper sanction; and
- (iv) that all receipts and payments are properly classified.

## **PART VII**

### **7. IMPREST**

- 7.1 Subject to the other provisions of the Financial Regulations, the accounts branch shall have imprest money of Rs 45000/ (forty-five thousand only) to meet day-to-day expenses.
- 7.2 In order to meet the day-to-day unforeseen expenditure and to facilitate the prompt disposal of official work at the level of different departments/cells, etc., imprest money will be provided in accordance with the policy notified from time to time. The head of the department/cell/section concerned shall be responsible for the expenditure of the imprest money for the specified purpose and in accordance with the policy.<sup>3</sup>

## **PART VIII**

### **8. BOOKS OF ACCOUNTS**

- 8.1 The Accounts Branch shall maintain all Books of Accounts and Forms etc., in compliance with these Financial Regulations.
- 8.2 All vouchers in support of the items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, with the sanction of the Vice-Chancellor, be destroyed, provided that all accounts or documents relating to trust, donations, and subscriptions shall be preserved and further provided that these are not required in any court case or enquiry case.

## **PART IX**

### **9. QUOTATIONS/ TENDERS/EXPRESSION OF INTEREST**

- 9.1 No quotation shall be required for all purchases up to Rs. 10,000/- (Rupees Ten Thousand Only).

*Provided that* the purchaser shall certify that the purchases are made at the lowest possible market rates.

*Provided further* that for purchases exceeding Rs. 10,000/- up to Rs. 1,00,000/- (Rupees One Lakh), quotations shall be invited in a manner as prescribed in the procurement policy as mentioned in Schedule-II of these Regulations.

- 9.2 Tenders shall be invited for all purchases exceeding Rs. 1,00,000/- on the following conditions.

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<sup>3</sup> Imprest Policy has been notified vide No. HPNLU-B(15)-7(Estt.)/2018-841 dated 05.08.2025.

- (i) The tenderer has to deposit 2% earnest money with the University. The Vice Chancellor shall, however, be authorised to waive the condition of 2% earnest money in exceptional cases.
- (ii) A period of at least three weeks from the date of publication shall be given for the receipt of tenders. However, in the event of an urgent demand, the period may be reduced to two weeks.
- (iii) The Tenders/Quotations received should be in sealed covers.
- (iv) The tender cost to be charged and collected from prospective bidders shall be proposed by the Accounts Branch and shall be placed before the Finance Committee for consideration. The approved tender cost shall be specified in Schedule-I of this Regulation and may be revised by the Finance Committee from time to time.

Sr. No.	Description	Rate (Excluding Taxes)
1	Estimated cost of tender upto 5 lakhs	500/-
2	Estimated cost of tender more than 5 lakh upto 10 lakhs	1000/-
3	Estimated cost of tender more than 10 lakh upto 25 lakh	1500/-
4	Estimated cost of tender more than 25 lakh upto 50 lakh	2500/-
5	Estimated cost of tender more than 50 lakh	5000/-

**9.3** The Purchase committee/ Tender committee shall prepare a comparative statement of the rates obtained and place the order for its requirements with the lowest quotation/tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Vice-Chancellor shall be obtained before placing the order, giving the reasons for accepting the higher quotation/tender.

*Provided that* it shall not be necessary to invite quotations/tenders in any of the following cases:

- (i) Purchases made on the spot selected by a committee consisting of Senior Officers/Finance Officer/Faculty members or non-teaching staff appointed by the Vice-Chancellor;<sup>4</sup>
- (ii) Purchases made from the authorized dealers of specific brands.

<sup>4</sup> As approved in the 12<sup>th</sup> Meeting of the Finance Committee held on 27<sup>th</sup> August, 2022 (Purchase made on spot selected by a Committee appointed by the Vice-Chancellor).

- (iii) Purchases made from the Government Departments or from the Institutions patronised by the Government, e.g. the Central Jail, the Government Emporium, the Work Centres, Co-operative Stores, etc.
- (iv) Online purchase of books, can be made subject to the following conditions
  - (a) With the approval of the Vice-Chancellor on the recommendation of the library committee,
  - (b) Online purchase can be made in exceptional circumstances, and that also with the justification of cost-cutting.
- (v) Online purchase, i.e purchase from e-commerce platforms of items/goods other than books up to the cost of Rs 50,000/- can be made subject to the conditions
  - (a) approval of the competent authority,
  - (b) Online purchase can be made where items are available at cheaper rates with more variety.

In order to pay cash on delivery, an advance may be made to any employee of the university authorised by the Vice-Chancellor, by the Account Branch.<sup>5</sup>
- (vi) procurement of essential services such as fuels for University vehicles, drinking water including services of water tanker, arrangement for disposal of garbage, procurement of electronic/Genset services on urgency, hiring of building on rent for hostel/guest house etc. through a Local Purchase Committee/Spot Purchase Committee constituted by the Vice- Chancellor with defined financial limits and responsibilities.\*

9.4 An agreement with the third party on behalf of the University, wherever required to be reduced in writing, shall be signed by the Registrar after approval of the Vice-Chancellor.

9.5 With the prior approval of the Vice-Chancellor, a Purchase committee shall be constituted for two years from the date of its notification to scrutinise all purchases executed through the limited tender enquiry (LTE) or Spot Purchase as per Financial Regulation 2020 and the Procurement Policy made thereunder.

The Purchase Committee shall consist of the following, on a rotational basis of two years, nominated by the Vice-Chancellor: -

- (i) Finance Officer (Chairperson).
- (ii) Two Senior Faculty Members
- (iii) Deputy Registrar (Establishment) (*Ex-Officio* Member)

<sup>5</sup> As approved in the 9<sup>th</sup> & 10<sup>th</sup> Meeting of the Finance Committee held on 17<sup>th</sup> March, 2022 (Online Purchase E-commerce platforms of items/goods other than books upto the cost of Rs. 50,000).

\*As approved in the 19<sup>th</sup> Meeting of the Finance Committee held on 23<sup>rd</sup> March, 2026.

(iv) Section officer (Accounts) (*Ex-Officio* Member -cum-Convenor)

*Provided that* the Chairperson of the Purchase Committee may invite the intender from whom a specific request for purchase was initiated, as an invited member to the Purchase Committee for the said purchase.

#### 9.6 Tender Committee:

With the prior approval of the Vice-Chancellor, a tender committee shall be constituted for a period of two years from the date of its notification to initiate all purchases that are required to be executed through a tender process under the HPNLU Financial Regulation 2020.

The Tender Committee shall consist of the following, on a rotational basis of two years, nominated by the Vice-Chancellor: -

- (i) Registrar (Chairperson)
- (ii) Finance Officer (*Ex-Officio* Member)
- (iii) One External Member, not below the rank of Professor
- (iv) Three Faculty Members
- (v) Section officer (Accounts) (*Ex-Officio* Member - cum-Convenor)

*Provided that* the Chairperson of the Tender Committee may invite the intender from whom the request for procurement of any goods or services was initiated, as an initiated member, to the Tender Committee.

#### 9.7 Inspection and Stock Entry

- (i) There shall be an Inspection Committee consisting of Store-in-Charge (coordinator), along with the intender from whom the request for purchase has been initiated, to inspect and verify the purchased goods and services.
- (ii) All the goods purchased by the university shall be subject to thorough inspection as to the quantity, quality or defects, etc., and only after due inspection and verification by the Inspection Committee, shall the stock entries be made.

*Provided that* when services are being procured (such as mess services, IT services, etc.), the quality of service shall be inspected and verified by the relevant department.

### PART X

#### 10. WRITING OFF LOSSES

##### 10.1 Competent Authority for Writing-off Losses:

- (i) The Registrar - Single item up to Rs. 1000/-, but the total loss not exceeding Rs. 5000/- in a Financial Year.
- (ii) The Vice-Chancellor- Total Loss more than Rs 5000/- and up to Rs. 10,000/- in a Financial Year
- (iii) The Standing Committee (Appointed by the Executive Council): Losses above Rs. 10,000/-

**10.2** There will be a three-member Standing Committee chaired by the Registrar, and the remaining two members nominated by the Executive Council to consider the writing-off of losses.

**10.3** In the case of articles lost, damaged or stolen, the value of such articles for the purpose of writing off loss/recovery from the defaulter, as the case may be, shall be fixed by a committee to be constituted by the Vice-Chancellor.

The value so determined shall be subject to the approval of the Vice Chancellor.

For determining the appropriate value of the articles, the committee shall take into account the purchase price, the possible wear and tear during the period it was used, the probable life of the article, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a mala fide intention and responsibility is fixed, the committee, while assessing the price of the article, shall also take into account the market price of the article.

**10.4** *Omitted.*

**10.4** Procedure for Auction

The store-in-charge would initiate steps for the auction of obsolete items/s. An auction notice will be issued, indicating the nature of items to be auctioned, the date, time, and place of the auction. Such notices shall be given wide publicity by posting bills at prominent places or through any other media considered appropriate.

Each bidder would be required to deposit 10% of the amount as determined by the committee as the auction value before being allowed to participate in the bidding. The amount shall be refunded on the spot to the unsuccessful bidders for bids not accepted.

The bidder shall be required to deposit the entire amount, minus the amount of security, within the period stipulated by the Auction Committee. Such period shall not ordinarily exceed one week.

**10.5** Auction Amount

- (i) The entire amount shall be deposited in the savings Account under Miscellaneous Income.

(ii) The Auction Committee shall consist of the following, on a rotational basis of two years, to completion of the auction process nominated by the Vice-Chancellor: -

- (i) Registrar (Chairperson)
- (ii) Finance Officer
- (iii) One Faculty Member nominated by the Vice-Chancellor
- (iv) Deputy Registrar/Assistant Registrar (Establishment)
- (v) Store-in-Charge as member cum convener
- (vi) Civil Engineer/Electrical Engineer/I.T. Consultant etc. as invited member

## PART XI

### **11. CORPUS FUND**

#### 11.1 Creation and maintenance of Corpus Fund:

- (i) The University shall create and augment the corpus fund from the available resources.
- (ii) Separate cash book shall be maintained for the corpus fund account, which shall be duly audited. Statement of accounts of every financial year shall be placed before the Finance Committee, Executive Council and the General Council along with the Budget Proposals.

## PART-B

### RETIREMENT AND OTHER BENEFITS

#### PART-XII

#### DEFINITIONS

1. **Definitions** – In these rules, unless the context otherwise requires, -

- 1.1 “Finance Officer” means the officer to whom the duty to maintain the NPS has been assigned by University.
- 1.2 “Emoluments” means pay, leave salary, or subsistence grant as defined in the Fundamental Rules and includes (a) dearness pay appropriate to pay, leave salary or subsistence grant, if admissible; (b) any wages paid by Government to employees not remunerated by fixed monthly pay; and (c) any remuneration of the nature of pay received in respect of foreign service.
- 1.3 “Family” means “Family” means the spouse, parents, children, minor brothers, unmarried sisters, deceased son’s widow and children and where no parents of the subscriber is alive, a paternal grandparent.
- 1.4 “Leave” means any kind of leave recognized under the Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2020.

  
Registrar  
H.P National Law  
University, Shimla

1.5 “National Pension Scheme” means the National Pension Scheme notified by the Central Government from time to time.

1.6 “Qualifying Service” mean continuous service in the University as a permanent employee.

1.7 “University” means the Himachal Pradesh National Law University Shimla as established under the Himachal Pradesh National Law University Act, 2026 (16 of 2016)

#### PART-XIII

### NATIONAL PENSION SCHEME

#### 2. National Pension Scheme

2.1 National Pension Scheme shall be admissible to permanent employees of the University as per the Regulations of the Government.

#### 3. Conditions of Eligibility

3.1 These rules shall apply to every non-pensionable employee of the University belonging to any of the Services under the Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2020.

3.2 Every employee of the University to whom these rules apply shall be subscriber to the “National Pension Scheme”.

#### 4. Nominations

4. 1. A subscriber shall, at the time of joining the Fund, send to the Accounts Officer a nomination through the Registrar, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death, before that amount has become payable, or having become payable, has not been paid:

  
Registrar  
H.P National  
University, Shimla

Provided that, if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

- 4.2. If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- 4.3. Every nomination shall be made in the Form set forth in the First Schedule.
- 4.4. A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer. The subscriber shall along with such notice or separately send a fresh nomination made in accordance with the provisions of this rule.

#### **5. Subscriber's Account**

An account shall be opened in the name of each subscriber, according to the NPS Rules of the government.

#### **6. Conditions and Rates of Subscriptions**

Every subscriber shall subscribe monthly to the NPS Fund as per the Rules.

#### **7. Rates of Subscription**

The amount of subscription shall be fixed in accordance with the NPS Rules notified by the government.

#### **8. Contributions by University**

*Alan*  
Registrar  
H.P. National Law  
University, Shimla

The University shall make such contribution to the account of each subscriber at such rate as prescribed by the government from time to time.

PART-XIV

GRATUITY

9. GRATUITY

9.1. Retirement/ Death Gratuity

An employee, who has completed five years' qualifying service at the University shall, on his retirement, be granted retirement gratuity equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16 ½ times the emoluments. (ii) If an employee dies while in service, the death gratuity shall be paid to his family in the manner indicated in the nomination made by the deceased, at the rates given in the table below. namely:

Length of Qualifying service	Rate of death gratuity
Less than one year	2 times of emoluments
More than one but less than five years	6 times of emoluments
Five or more but less than twenty years	12 times of emoluments
Twenty years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments

Provided that the amount of retirement gratuity or death gratuity payable under this rule shall in no case exceed 16.5

  
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times or ten lakhs rupees whichever is less or as notified by the government of India from time to time.

9.1.If an employee who has become eligible for payment of University's share of contribution to the NPS under the rules of the University, dies within a period of five years after he retires from the service of the University, and the sums actually received by him at the time of death on account of University's share of contribution to the NPS, together with the gratuity under the sub-rule (1) above is less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency shall be granted to his family.

9.2.For the purpose of determining the amount of Gratuity under this rule, 'emoluments' shall mean basic pay which an employee was receiving immediately at the time of relinquishment of service or on the date of his death, as the case may be, including dearness pay, if any, but it will not include special pay, personal pay and other emoluments as pay.

**Explanation:** Stagnation increment shall be treated as emoluments.

**NOTE:** In case the employee concerned was on leave with or without allowances immediately before retirement or death, pay for this purpose will be pay which he would have drawn had he not proceeded on such leave.

#### **10. Persons to whom Gratuity is payable**

10.1. The gratuity payable under Rule 9 shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of a nomination in Form 1 or 2, as the case may be, as appropriate in the circumstances of the case conferring on one or more persons the right to receive the retirement/ death gratuity.

  
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H.P National L.  
University, Shimla

10.2. If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:

10.2.1. If there are one or more surviving members of the family as in the following sub-clauses (aa), (bb), (cc) and (dd) to all such members in equal shares:

(aa) wife or wives including judicially separated wife or wives in the case of a male employee;

(bb) husband including judicially separated husband in the case of a female employee;

(cc) sons including step-sons and adopted sons; and

(dd) Unmarried daughters including step-daughters and adopted daughters.

10.2.2. If there are no such surviving members of the family as in clause (i) above, but there are one or more members as in the following sub-clauses (aa), (bb), (cc) and (dd), (ee), (ff) and (gg) to all such members in equal shares:

(aa) widowed daughters including step-daughters and adopted daughters

(bb) father including adoptive parents in the case of individuals

(cc) mother whose personal law permits adoption;

(dd) brothers below the age of eighteen years including step-brothers;

(ee) unmarried sisters and widowed sisters including step-sisters;

(ff) married daughters; and

  
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(gg) Children of the pre-deceased son.

- 10.3. If an employee dies after retirement without receiving the gratuity admissible under sub-rule (1) of Rule 9 the gratuity shall be disbursed to the family in the manner indicated in sub-rule (1) of rule 10.
- 10.4. The right of a female member of the family, or that of a brother, of an employee who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female marries or re-marries, or the brother attains the age of eighteen years, after the death of the employee and before receiving her or his share of the gratuity.
- 10.5. Where gratuity is granted under Rule 10 to a minor member of the family of the deceased employee, it shall be payable to the guardian on behalf of the minor.

## PART-XV ENCASHMENT OF LEAVE

### 11. Encashment of Leave

- 11.1. The rules for encashment of leave shall cover all regular employees of the University excluding those on deputation from Government / other organizations and company employees on deputation to others.
- 11.2. The authorities who are Competent to sanction leave shall be the sanctioning authority for approving encashment of leave under these rules.
- 11.3. The encashment of leave shall be regulated on the basis of the last pay drawn which includes basic pay, dearness allowance and other admissible benefits.

  
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- 11.4. The leave to be encashment under these rules would be Earned Leave only. The encashment benefit will be regulated on the basis of the last pay drawn which should be the monthly rate of pay of the employee immediately before proceeding on leave. A month will be a calendar month of 30 days.
- 11.5. An employee who is released on acceptance of his/her resignation shall be allowed encashment of Earned Leave standing to his/her credit as on the date of release, after adjusting the notice period not served if any.
- 11.6. Subject to the accumulation of earned leave as prescribed under the Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2020, the employee shall be paid leave salary in lieu of earned leave due to him/her on his/her retirement.
- 11.7. In case of death of an employee while being in permanent service, the leave salary in respect of earned leave standing to the credit shall be paid to the nominee(s) declared for receiving the Provident Fund and Gratuity or in the absence of nominee to his legal heir(s).

## CHAPTER-XVI

### 12. TA/DA for HPNLU Employees

- 12.1. (i) Travelling Allowance (TA/DA): For the purposes of T.A./D.A., categorization of HPNLU Employees on the basis of Grade Pay shall be followed as under:

Category	Grade Pay
I	Rs. 10,000 and above
II	Rs. 7,600 to Rs. 9,999
III	Rs. 5,000 to Rs. 7,599
IV	Rs. 3,800 to Rs. 4,999
V	Below Rs. 3,800

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- (ii) The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under:

(a)	Cities with population of 50 lakhs and above	A1
(b)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(c)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(d)	Cities with population of 5 lakhs but less than 10 lakhs	B2

- (iii) Daily Allowance: The revised rates of daily allowance shall be as under:

Grade Pay Category	A1 Hotel/Non-Hotel rates	A2 Hotel/Non Hotel Rates	B1 Hotel/Non Hotel Rates	B2/Other Places Hotel/Non-Hotel Rates
I	800	640	480	320
	400	320	240	160
II	700	560	420	240
	300	240	180	120
III	450	360	270	180
	250	200	150	100
IV	380	300	230	150
	200	160	120	80
V	300	240	180	120
	150	120	90	60

The other conditions for daily allowance should remain in force:

For example:

- a) No allowance should be permissible within a radius of 8 kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;

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b) Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;

25 Km or more  
↓  
c) A full Daily Allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and

d) No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.

(iv) Travel Entitlement by Rail/ Air: The entitlement to travel by Air & Rail shall be as under:

Grade Pay Entitlement by Rail  
Category

I  
II  
III  
I & V

Ist Class A.C./Executive Class Ist Class/A.C.  
Chair Car/A.C. Two tier sleeper Ist Class/A.C.  
Chair Car/A.C. Three Tier Second Class Sleeper

Other conditions for travel by train will remain

the same.

The entitlement to travel by Air within India shall be as under:

Grade Pay Entitlement by Air  
Category

I & II Economy Class  
III Economy Class (On the condition that  
the distance is more than 500 kms.)

In case of International travel, officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

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(v) Journey by Road:

(a) The grade pay ranges for travel by public bus/ auto-rickshaw/ Scooter/Motor Cycle, A.C. taxi/ taxi/ own car is revised as indicated below:

Grade Pay Category (1)	Entitlement(2)
I & II	Actual fare by any type of public bus including air-conditioned bus OR At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi. OR Actual fare for journeys by <u>autorickshaw</u>
II	Same as for (I & II) above with the exception that journeys by <u>AC taxi will not be permissible</u> OR <u>At prescribed rates for Taxi/autorickshaw/ own scooter/ motorcycle/moped etc.</u>
IV & V	Actual fare by ordinary public bus only. OR <u>At prescribed rates for autorickshaw/own scooter/ motorcycle/ moped etc.</u>

(b) The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, will be Rs. 1.20 per kilometer.

(vi) Accommodation: The maximum rates for hotel accommodation/ Tourist Bungalows for tour outside Himachal Pradesh on the production of receipt shall be as under:

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Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5-star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3-star.

	Classification of Cl.			B2/Other Places
	A1	A2	B1	
	(Any hotel room upto rupees per day)			
(III)	800	600	500	400
IV	500	400	300	200
(V)	300	200	150	100

11.2. (i) Rate for Travelling Expenses by Taxi/Own Car Payable to Members of different Statutory Bodies/Committees, Visiting Guest Faculty/Invitees

Payment for traveling by Taxi/Own Car payable to Members of different Statutory Bodies/Committees, Visiting Guest Faculty/Invitees to HPNLU shall be:

1. Visit by Govt. Officials (using own car); @ Rs. 8 per km
2. Visit by non-officials as experts, examiners, etc by Commercial Taxi: @ Rs. 16 per km (on production of proper receipt)

(ii) Rate for Local Travelling expenses by Car/Taxi payable to Visiting Guest Faculty and Experts are called for Teaching Work and for different meetings at HPNLU Ghandal Campus shall be @ Rs. 200/- per visit.

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12.3. Payment of TA/DA, Registration Fee and Stationery Charges etc. for Student Participation

A. National Level Moot Court Competitions

- (i) The reimbursement of travelling or other expenses should only be limited to participation in competition where team is duly selected through Intra Moot Court Competition and authorised to represent the University by the HPNLU Moot Court Committee through its Faculty Coordinator.
- (ii) The reimbursement to the participating teams in the various National-International Moot Court Competitions held in India will be as follows:
- If a team is adjudged Runners Up in the Competition- 75% reimbursement.
  - If a team is adjudged Winners in the Competition- 100% reimbursement

Runner up and Winner Team (iii) Registration fees shall be allowed to the Runners Up and the Winners Team of the National Moot Court Competition subject to a maximum limit of Rs. 5000/- per team.

(iv) 50% reimbursement shall be allowed to the team in case of Best Memorial and to the individual in case of Best Researcher and Best Oralist/Advocate/Speaker of the competition.

(v) Reimbursement of other expenses will be as follows, subject to the submission of Original Bills.

- Travel to the place of Competition: Third AC fare/Volvo
- Compendium and Memorials: Actual Expense or Rs. 2000/- - whichever is less
- Stationery: Actual Expense or Rs. 500/- whichever is less
- Local Travel: Actual Expense or Rs. 1000/- whichever is less
- In case a team is not given Accommodation by the Organisers and the Team arranges for an

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accommodation by itself then the reimbursement will be of Actual Expense or Rs. 2500/- whichever is less subject to the mention of the same in the Moot Rules of the organising University.

**B. International Level Moot Court Competitions**

(i) International Level Moot Court Competitions means:

a) Moot Court Competitions which have the National Qualifying Rounds and the qualified teams represent the University in the World Rounds.

Or

b) Moot Court Competitions which do not have the National Qualifying Rounds and teams represent the University with due authorisation in the Rounds.

(ii) 100% Reimbursement will be provided to the teams for representing the University in the International Level Moot Court Competitions to teams as mentioned in (i) (a) & (b).

Provided no reimbursement will be given to the team for participating in any International Level Moot Court Competition without due authorisation for participation from the University.

(iii) Reimbursement to the Teams Representing the University at International Level Mediation and Negotiation Competitions on the same terms and conditions as are applicable to teams representing International Level Moot Court Competition.

**C. Draft of the Moot Problem and the Evaluator of the Memorials will be paid remuneration:**

- |                                       |                        |
|---------------------------------------|------------------------|
| 1. Drafter of the <u>Moot Problem</u> | Rs. 10,000/            |
| 2. <u>Evaluation of the Memorials</u> | Rs. 300/- per memorial |

**PART-XVII**

**13. Medical Facilities etc.**

The medical facilities for the employees of the University will be governed by the relevant rules as per the HPNLU Medical reimbursement policy as amended from time to time.

  
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