

- (dd) brothers below the age of eighteen years including step brothers;
- (ee) unmarried sisters and widowed sisters including step- sisters;
- (ff) married daughters; and
- (gg) children of pre-deceased son.

Note 1: 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 member marries or remarries, 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.

Note 2: Where gratuity is granted under this rule to a minor member of the family of the deceased employee, it shall be payable to the guardian on behalf of the minor.

Note 3: Where an employee dies while in service, or after retirement without receiving the amount of gratuity, and—

- (a) leaves behind no family; or
- (b) has made no nomination; or
- (c) the nomination made by him does not subsist;

the amount of Death-cum-Retirement Gratuity payable to him under this rule shall lapse to the University.

(iii) No gratuity shall be payable on resignation from the service of the University or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age.

13. (i) The amount of Death-cum-Retirement Gratuity shall be one-fourth of the emoluments of an employee for each completed six monthly period of qualifying service subject to a maximum of fifteen times the emoluments. In the event of death of an employee while in service, the gratuity shall be subject to a minimum of twelve times the emoluments of the employee at the time of his death, provided that in no case it shall exceed Rs. 24,000/-.

With effect from 1.1.1986, in the event of death in harness the Death-Gratuity shall be admissible at the following rates:

<i>Length of Service</i>	<i>Rate of Gratuity</i>
(i) 5 years or more but less than 20 years.	12 times of emoluments
(ii) 20 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

Death Gratuity shall in no case, exceed, one lakh Rupees.

(ii) In respect of employees who retired from service on or after 1st January, 1973 or who may retire from service thereafter or died while in service on or after the aforesaid date or in the event of their death in service thereafter, the existing maximum limit of 'fifteen times of emoluments' as prescribed in Clause (i) above shall be raised to '16-1/2 times the emoluments' provided that in no case it shall exceed Rs. 30,000/- :

Provided further that in respect of persons who become eligible to payment of Death-cum-Retirement gratuity on or after 31st January, 1982, the maximum amount may be raised to Rs. 36,000/- :

Provided further that in respect of employees who become eligible to payment of Death-cum-Retirement Gratuity on or after 31st March, 1985, the maximum amount may be raised to Rs. 50,000/- :

Provided further that in respect of employees who become eligible to payment of Retirement Gratuity on or after 1.1.1986, the maximum monetary limit be raised to Rs. 1,00,000.

(iii) With effect from 14.9.1983 the qualifying service shall be calculated in six monthly periods. A fraction of less than three months shall not be taken into account and any period between three months and six months shall be treated as a six monthly period in calculating the total qualifying service.

14. If a person who has become eligible for payment of University's share of contribution to the Contributory Provident Fund under the rules of the University dies within a period of 5 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 Contributory Provident Fund, together with the gratuity under the above Clause is less than the amount equal to 12 times the emoluments, a gratuity equal to the deficiency shall be granted to the person or persons nominated by him.

15. If a person in permanent employment dies before becoming eligible for the University's share of the contribution to the Contributory Provident Fund of the University, his family will be eligible for a gratuity equal to six times his emoluments at the time of his death, except in cases in which death occurs in the first year of service, when the gratuity admissible shall be equal to two months' emoluments.

16. Persons in Temporary Employment

(i) Terminal Gratuity:

A person in temporary employment who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service will be eligible for a gratuity at the rate of one-third of a month's pay for each completed year of service, provided that he has completed not less than five years of continuous service at the time of retirement, discharge or invalidment.

STATUTES

(ii) *Death Gratuity*: The family of a person in temporary employment who dies while in service will be eligible for a Death-Gratuity on the scale and subject to the conditions specified below:

- (a) On death after completion of one year of service but before completion of three years of service. A gratuity equal to one month's pay.
- (b) On death after completion of three years of service but before completion of five years of service. A gratuity equal to two months' pay.
- (c) On death after completion of five years of service or more. A gratuity equal to three months' pay or the amount of terminal gratuity mentioned in Rule 16(i) above, whichever is more.

Provided that the families of temporary employees who died in harness on or after 1.1.1986 shall be eligible to death-gratuity on the same scale as admissible to families of permanent employees under the Clause 13(i) above.

17. For the purpose of determining the amount of terminal or death gratuity under Rules 16(i) and 16(ii) pay will mean only basic pay and also dearness pay (if any) at the time of relinquishing service or of death, as the case may be. It will not include special pay, personal pay and other emoluments as pay. In case the person concerned was on leave with or without allowances immediately before retirement, discharge, invalidment or death, pay for this purpose will be pay which he would have drawn had he not proceeded on such leave.

18. The widows and dependent children of the deceased CPF beneficiaries who had retired from service prior to 1.1.1986 shall be granted ex-gratia payment of Rs. 150/- p.m. w.e.f. 1.1.1986 or from the date following the date of death of the deceased employee, whichever is later. The ex-gratia payment shall also be admissible w.e.f. 1.1.1986 to the widows and dependent children of the CPF beneficiaries who died while in service prior to 1.1.1986. The sanction of ex-gratia payment will be subject to the conditions prescribed in Government of India Ministry of Personnel, Pensioner's Welfare OM No. 4/1/87/P&PW(PIC) dated 13.6.1988 vide Appendix J to Statute 28-A. (The Amendment will also be applicable in the case of Delhi University College Retirement Rules, 1970).

STATUTES

FORM OF NOMINATION

FORM I

(See Clause 1 of Appendix 'A' of Statute 28-A and Clause 1 of Ordinance XXIX).

When the Subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in Clause (1) (c) of Statute 28-A to receive the amount that may stand to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable, has not been paid :

Name and Address of the Nominee.	Relationship with the Subscriber.	Age	Contingencies on the happening of which the nomination shall become invalid	Name, Address & Relationship, if any, to whom the right of the Nominee shall pass in the event of the Nominee pre-deceasing the Subscriber.

Dated this.....day of20..... at.....

Two Witnesses to Signature : (Signature of the Subscriber)
 1. Designation.....
 2. Department.....

STATUTES
FORM OF NOMINATION
FORM II

(See Clause 1 of Appendix 'A' of Statute 28-A and Clause 1 of Ordinance XXIX).

When the Subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in Clause 1 (c) (i) of Statute 28-A to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name and Address of the Nominees.	Relationship with the Subscriber.	Age	*Amount of share of accumulation to be paid to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, Address and Relationship of the person or persons, if any, to whom the right of the Nominee, shall pass in the event of the Nominees predeceasing the Subscriber

Dated this.....day of.....200.....at.....

Two Witnesses to Signature : (Signature of the Subscriber)
 1. Designation.....
 2. Department.....

*Note : column should be filled in so as to cover in the whole amount that may stand to the credit of the Subscriber in the Fund at any time.

STATUTES
FORM OF NOMINATION
FORM III

(See Clause 1 of Appendix 'A' of Statute 28-A and Clause 1 of Ordinance XXIX).

When the Subscriber has no family and wishes to nominate more than one person.

I having no family as defined in Clause 1 (c) (i) of Statute 28-A, hereby nominate the person mentioned below, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :

Name and Address of the Nominee.	Relationship with the Subscriber.	Age	*Contingencies on the happening of which shall become invalid.	Name, Address & relationship of person or persons if any, to whom the right of the Nominee shall pass in the event of the Nominee predeceasing the Subscriber.

Dated this.....day of.....200.....at.....

Two Witnesses to Signature : (Signature of the Subscriber)
 1. Designation.....
 2. Department.....

*Note : Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

STATUTES
FORM OF NOMINATION
FORM IV

(See Clause 1 of Appendix 'A' of Statute 28-A and Clause 1 of Ordinance XXIX).

When the Subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in Clause 1 (c) (i) of Statute 28-A, hereby nominate the person mentioned below, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown against their names :

Name and Addresses of the Nominees.	Relationship with the Subscriber.	Age	*Amount of share of accumulation to be paid to each.	*Continuities on the happening of which the nomination shall become invalid.	Name, Address and Relationship of the person or persons, if any, to whom the right of the Nominee shall pass in the event of the Nominee pre-deceasing the Subscriber.

Dated this.....day of.....200.....at.....

Two Witnesses to Signature : (Signature of the Subscriber)

1. Designation.....
2. Department.....

*Note : This column should be filled in so as to cover the whole amount that may stand to the credit of the Subscriber in the Fund at any time.

*Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

STATUTES
FORM OF NOMINATION
FORM V

(See Clause 18 of Appendix 'A' and Clause 12 of Appendix 'B' of Statute 28-A)

(Nomination for Death-cum-Retirement Gratuity)

When the Subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family, and confer on him/her the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and Address of the Nominee.	Relationship with the Employee.	Age	Continuities on the happening of which the nomination shall become invalid.	Name, Address & Relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Employee or the Nominee dying after the death of the Employee but before receiving	Amount of share of Gratuity payable to each.

This nomination supersedes the nomination made by the earlier onwhich stands cancelled.

Dated this day of200..... at

STATUTES

Two Witnesses to Signature :
 (Signature of the Employee)

1. Designation.....
2. Department.....

*Note : This last column should be filled in so as to cover the whole amount of Gratuity.

Nomination by
 (Signature of Registrar)

Designation.....

Department..... Dated.....

STATUTES

FORM OF NOMINATION
 FORM VI

(See Clause 18 of Appendix 'A' and Clause 12 of Appendix 'B' of Statute 28-A)

Nomination for Gratuity

When the member of staff has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and Address of the Nominees.	Relationship with the Employee.	Age	Amount of share of Gratuity payable to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, Address and Relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the Employee but before receiving payment of the Gratuity.	Amount of share of Gratuity payable to each

..... This nomination supersedes the nomination made by the earlier on which stands cancelled.

STATUTES

Note : The member of the staff shall draw lines across the blank space below the entry to prevent the insertion of any name after he has signed.

Dated this day of200.....
at.....

Two Witnesses to Signature :

1. (Signature of the Employee)
2.

Note : (1) Fourth column should be filled in so as to cover the whole amount of gratuity.

- (2) The amount/share of gratuity shown in last column should be the whole amount/share payable to the original nominees.

Nomination by

Designation
.....
(Signature of Registrar)

Department Dated.....

STATUTES

FORM OF NOMINATION

FORM VII

(See Clause 18 of Appendix 'A' and Clause 12 of Appendix 'B' of Statute 28-A)

Nomination for Additional Gratuity

When the employee has no family and wishes to nominate one person.

I , having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement remains unpaid at my death :

Name and Address of the Nominer	Relationship with the Employee	Age	Contingencies on the happening of which nomination shall become invalid.	Name, Address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Employee or the nominee dying after the death of the Employee but before receiving payment of the Gratuity.	Amount of share of Gratuity payable to each.

.....
This nomination supersedes the nomination made by me earlier onwhich stands cancelled.

Dated this day of200.....
at

STATUTES

Two Witnesses to Signature :

1.

2. (Signature of the Employee)

Nomination by

(Signature of Registrar)

Designation.....

Department..... Dated.....

STATUTES

FORM OF NOMINATION

FORM VIII

(See Clause 18 of Appendix 'A' and Clause 12 of Appendix 'B' of Statute 28-A)

Nomination for Additional Gratuity

When the employee has no family and wishes to nominate more than one person.

I , having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below, any Gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and Addresses of the nominees.	Relationship with Empl- yees.	Age	Amount of share of Gratuity payable to each.	Contin- gencies on the happ- ening of which the nomi- nation shall become invalid.	Name, Address and Relationship of the person or, persons, if any to whom the right conferred on the Nominee shall pass in the event of all the nominees predeceas- ing the emp- loyee or the no- minee dying after the death of the employee but before re- ceiving payment of the Gratuity.	Amount of share of Gratuity payable to each.
<hr/>						

This nomination supersedes the nomination made by me earlier on..... which stands cancelled.

STATUTES

Note : The employee should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this.....day of200.....
at.....

Two Witnesses to Signature :

1.

2. (Signature of the Employee)

Dated.....

*Note : (1) This column be filled in so as to cover the whole amount of gratuity.

(2) The amount/share of gratuity shown in last column should cover the whole amount of share payable to the original nominees.

Nomination by
.....
(Signature of Registrar)

Designation.....

Department Dated.....

STATUTES

FORM OF FAMILY PENSION

FORM IX

(See Clause 26 of Appendix 'A' and Clause 28-A)

Subject :- Payment of Family Pension in respect of late Shri/
Smt.....

The undersigned has learnt with regret the death of Shri/
Smt.....Designation in this
University and is directed to inform you that under Clause 24 of Appendix
'A' of Statute 28-A, you are entitled to Family Pension for life/till attaining
the date of majority*.

I am accordingly to suggest that formal claim for the grant of family
pension may be submitted by you in the enclosed form along with the
following documents :

1. Death Certificate.
2. Two copies of a passport size photograph duly attested by a gazetted officer.
3. Guardianship certificate where pension is admissible to the minor children.

(Designation)

To

* Where family pension is admissible to the minor children.

STATUTES
FORM OF APPLICATION FOR INJURY
PENSION OR GRATUITY
FORM X

(See Clause 39 of Appendix 'A' of Statute 28-A)

1.	Name of Applicant
2.	Father's name
3.	Residence, showing Village and Pergunnah
4.	Present or last employment	Designation Department/Section.....
5.	Date of beginning of service in the University
6.	Length of service, including interruptions
7.	Classification of injury
8.	Pay at the time of injury
9.	Proposed pension or gratuity
10.	Date of injury
11.	Placement of payment
12.	Date of applicant's birth by Christian era*
13.	Date on which the applicant applied for pension/gratuity
	Place.....	
	Date.....	
	Special remarks, if any, by the employee In-charge of the Department/Section/ Office	(Signature of Applicant) (Signature)

*If not known exactly, must be stated on the best information or estimate.

STATUTES
FORM OF APPLICATION FOR INJURY
PENSION OR GRATUITY
FORM XI

(See Clause 39 of Appendix 'A' of Statute 28-A)

Form of Application for Family of.....	
late.....	
Died of injuries received as a result of special risk of office	
Submitted by the	
Description of	1. Name and residence, showing Village and pergunnah.
	2. Age
	3. Height
	4. Marks for identification
	5. Present occupation and pecuniary circumstances
	6. Degree of relationship to deceased
Description of deceased	7. Name
	8. Occupation and service
	9. Length of service
	10. Pay when killed
	11. Nature of injury causing death
	12. Amount of pension or Gratuity proposed
	13. Placement of payment
	14. Date from which pension is to commence
	15. Remarks
	Name.....
	Date of birth by Christian era.....
Names and ages of surviving kindred to deceased.	Sons.....
	Widows.....
	Daughters.....
	Father.....
	Mother

Note : If the deceased has left no son, widow, daughter, father or mother surviving him, the word "none" or "dead" should be entered opposite to such relative.

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Place.....
Date..... (Signature of the Claimant)

Place.....
Date..... (Signature of the Employee)

In-Charge of Department/Section/Office

STATUTES

FORM XII

(See Clause 39 of Appendix 'A' of Statute 28-A)

Form to be used by Consulting Medical Officer when reporting on injuries.

Confidential

Report of the Consulting Medical Officer on the present state of the injury sustained by/disease contracted by(place of injury, etc.) on.....(date of injury, etc.),

- (a) State briefly the circumstances under which the injury was sustained/disease was contracted.
- (b) What is the present condition of the employee?
- (c) Is the present condition of the employee wholly due to the injury/disease?
If not, state to what other causes it is attributable.
- (d) In the case of disease, from which date does it appear that the employee has been incapacitated ?

The opinion of the Consulting Medical Officer on the questions below is as follows :-

PART A-FIRST EXAMINATION

The severity of the injury should be assessed in accordance with the following classification and details given in the remarks column below :-

1. Is the injury
 - (i) (a) the loss of an eye or a limb?
(b) the loss of more than one eye or a limb ?
 - (ii) more severe than the loss of an eye or a limb?
 - (iii) equivalent to the loss of an eye or a limb ?
 - (iv) very severe ?
 - (v) severe and likely to be permanent ?
 - (vi) severe, but not likely to be permanent ?
 - (vii) slight but likely to be permanent ?
2. For what period from the date of the injury :
 - (a) has the employee likely to remain unfit or duty ?
 - (b) is the employee likely to remain unfit for duty ?

Remarks : Here the classification above may be amplified, if necessary or details of additional injuries to the main injury may be given.

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PART B - SECOND OR SUBSEQUENT EXAMINATIONS

If the original degree of the employee has changed; in which of the above categories should it now be placed ?

Remarks : In this additional details may be given, if necessary.

.....
Signature of Consulting
Medical Officer

Date.....

Instructions to be observed by the Consulting Medical Officer in preparing report :

- (1) Before recording his opinion he should invariably consult the previous reports, if any, as also all medical documents connected with the employee on previous examinations brought before him for examination.
- (2) If the injuries be more than one they should be numbered and described separately; and should it be considered that for instance, though only "severe" or "slight" in themselves they represent together the equivalent of a single "very severe" injury, such an opinion may be expressed in the column provided.
- (3) In answering the questions in the prescribed form he will confine himself exclusively to the medical aspect of the case and will carefully discriminate between the unsupported statements of the employee and the medical and documentary evidence available.
- (4) He will not express any opinion, either to the employee examined, or in his report, as to whether he is entitled to compensation, or as to the amount of it nor will he inform the employee how the injury has been classified.

STATUTES

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE G.P.F./C.P.F. ACCOUNT

To
The Registrar,
University of Delhi,
Delhi - 110007.

Sir,

I request that arrangement may kindly be made to pay the amount standing to my credit in my G.P.F./C.P.F. Account No _____ as per particulars given below :

- (i) I am due to retire/have retired/have proceeded on leave preparatory to retirement formonths/have been discharged/ dismissed/have resigned finally from University Service and my resignation has been accepted with effect from.....forenoon/afternoon vide Registrar's letter No.....dated.....
- (ii) The undermentioned Life Insurance Policies financed by me from my Provident Fund Account may kindly be released in accordance with the provision of Statute 28-A.

Policy Number	Name of the Company	Sum assured	Premium per year
1.
2.
- (iii) I desire to receive payment of entire amount at my credit with interest due through crossed account payee cheque or through the University cashier in cash. My personal marks of identification, in left hand thumb and finger impression and specimen signatures in duplicate duly attested by the Head of the Department of _____ are enclosed.

Yours faithfully,

(Signature)

Address..... Name.....
Station Designation.....
Date Department

Certified that I had taken the following advances in respect of which _____ instalments of Rs. _____

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are yet to be repaid to the final account. I had taken the following final withdrawals :

Temporary Advances	Final Withdrawals
1.....
2.....
3.....
4.....

Signature of the Subscriber

Name and Address

STATUTES

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE G.P.G./C.P.F. ACCOUNT IN CASE OF THE DEATH OF THE SUBSCRIBER.

To
The Registrar,
University of Delhi,
Delhi - 110007

Sir,

I/We request that arrangements may kindly be made to pay the accumulations in the G.P.F./C.P.F. Account No. _____ who died on _____. The necessary particulars in this connection are given below :

1. Name of the Employee :
2. Date of birth
3. Post held
4. Date of Death
5. Proof of death in the form of a death certificate issued by the municipal authorities etc., if available.
6. Details of the nominees alive on the date of death of the subscriber if a nomination subsists.

S.No.	Name of the Nominee	Relationship with the Subscriber	Share of the Nominee
-------	---------------------	----------------------------------	----------------------

- 1.
- 2.
- 3.
- 4.

7. In case the nomination is in favour of a person other than the family the details of the family members if the subscriber subsequently acquired a family.

S.No.	Name of the Nominee	Relationship with the Subscriber	Age on the Date of Death
-------	---------------------	----------------------------------	--------------------------

- 1.
- 2.
- 3.
- 4.

8. Shri/Smt. _____ has made no nomination in respect of his/her G.P.F./C..P.F. assests. A list of the surviving.

STATUTES

members of his/her family stating the relationships with the subscriber and their ages on the date of his/her death is enclosed.

S.No.	Name of the Nominee	Relationship with the Subscriber	Age on the Date of Death
1.			
2.			
3.			
4.			

Shri/Smt. _____ had not acquired anyfamily upto the date of his/her death. I am/we are the only _____ legal heirs to receive the fund money.

9. The undermentioned Life Insurance Policies financed by him/her from his/her provident Fund Account may kindly be released in accordance with the provisions of Statute 28-A.

Policy Number	Name of the Company	Sum Assured
1.
2.
3.
4.

10. I/We desire to receive payment of entire amount at my credit with interest due through crossed account payee cheque or through the University cashier in cash. My personal marks of identification, in left hand thumb and finger impressions and specimen signature in duplicate duly attested by the Head of the department _____ are enclosed.

Yours faithfully

(Signature)

Address

Station

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29. Omitted.

30. (1) (A) (i) The University may establish and maintain such Postgraduate Colleges, Institutions and Halls as may be decided upon by the Executive Council from time to time.

(ii) The organisation, conditions of maintenance and management of such Colleges, Institutions and Halls shall be prescribed by the Ordinances.

*(B) Colleges shall be of two types, namely, Constituent and Affiliated.

Constituent Colleges will be those Colleges and Institutions which will impart instruction at least up to the Honours standard, or for a Bachelor's Degree in a professional course recognised as such by the University.

Affiliated Colleges will be those Colleges and Institutions which will impart instruction up to the Bachelor's Pass Degree excluding a degree in a professional course.

(C) Collges and other Institutions within the limits of State of Delhi, may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely:

- (i) Every such College or Institution shall have a regularly constituted Governing Body, consisting of not more than twenty persons approved by the Executive Council and including, among others, at least two representatives of the University and at least three representatives of the teaching staff of whom the Principal of that College or Institution shall be one. The rules relating to the composition and personnel of the Governing Body, and those relating to other matters affecting the management of the College shall conform to the Statutes and the Ordinances of the University and the conditions of Government Grant to Colleges. Such rules and the personnel will require the approval of the Executive Council:

Provided that the said condition shall not apply in the case of Colleges and Institutions maintained by Government which shall, however, have an Advisory Committee, which shall consist of, among others, at least three teachers including the Principal of the College or Institution, and two representatives of the University.

*Note : The following Colleges are termed as the Professional Colleges :

- (1) College of Nursing, New Delhi.
- (2) Central Institute of Education, Delhi.
- (3) Lady Hardinge Medical College, New Delhi.
- (4) Delhi School of Social Work, Delhi.
- (5) Lady Irwin College, New Delhi.
- (6) Delhi Polytechnic, Delhi.
- (7) Maulana Azad Medical College, New Delhi.

- (ii) Every such College or Institution shall satisfy the Executive Council on the following points, namely:
 - (a) the suitability and adequacy of its accommodation and equipment for teaching;
 - (b) the qualifications and adequacy of its teaching staff and the conditions of their service;
 - (c) the arrangements for the residence, welfare, discipline and supervision of its students;
 - (d) adequate financial provision has been made for the continued maintenance of the College; and
 - (e) such other matters as are essential for the maintenance of the standards of University education.
- (iii) No College or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of inspection appointed for the purpose by the Academic Council.
- (iv) Organisations/Colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their 'intention to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect.
- (v) A College may not, without the previous permission of the Executive Council and the Academic Council suspend instruction in any subject or course of study which it is authorised to teach and teaches.

(D) The Executive Council may, if it is satisfied, after such inquiry as it may think fit to make, that:

- (a) the affairs of such College or Institution are being managed in a manner prejudicial to the interests of the University or of such College or Institution or of the teachers or students thereof; or
- (b) teaching is being conducted in such College or Institution in a manner prejudicial to the standards of teaching in the University or any other activity of the University or to public interest.

appoint to the regularly constituted Governing Body of such College or Institution such number of additional members, not being more than one-half of the total number of members of the Governing Body. and for such period as it may think fit but not exceeding three years on any one occasion:

Provided that the person appointed as an additional member on the regularly constituted Governing Body of a College or Institution shall.

notwithstanding the expiry of the term of office of the members of the regularly constituted Governing Body, hold office as additional member of such Governing Body for the period specified in the order appointing him as such member but any such additional member may be recalled from his office as such at any time by the Executive Council and any other person may be appointed in his place to fill the vacancy caused by such recall.

(2) Appointment to the teaching staff of such College or Institution shall be made on the recommendation of a Selection Committee (which shall include the Principal unless the post to be filled is that of the Principal), the composition of which shall be such as may be prescribed by the Ordinances :

Provided that the provisions of the Clause shall not apply in the case of Colleges and Institutions maintained by Government.

*Explanatory notes :

1. Consequent to the amendments of corresponding Ordinances XVIII and XX relating to the composition of Selection Committees for Lecturer and Principal in Colleges modified so as to bring them in consonance with UGC's Regulations vide its letter No. F.3-1/2000 (PS) dated 4.4.2000 as per the direction of the Hon'ble Visitor vide MHRD letter No. F-4-22/2002 : Desk (U) dated 7.1.2004.
2. The existing Statute includes at least one representative of the University on the Governing Body and one expert nominated by the Academic Council, as members of the Selection Committee, but there is no such provision in the UGC Regulations and, consequently, in the modified Ordinances as per the direction of the Hon'ble Visitor vide MHRD letter No. F-4-22/2002 : Desk (U) dated 7.1.2004. Therefore, it is necessary to amend Statute 30(2) accordingly.

(3) The service conditions of the Administrative and other non-academic staff of every such College shall be in accordance with those laid down by the University for similar posts in the University:

Provided that the provisions of this Clause shall not apply in the case of Colleges and Institutions maintained by Government.

(4) Every such College or Institution shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of that Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make. The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Governing Body of the College or Institution with such remarks, if any, as it may deem fit, for suitable action.

(5) The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a College or Institution if at any time it considers that the College or Institution is not fulfilling the requisite conditions:

Provided that before any privileges are so withdrawn the Governing Body shall be given an opportunity to represent to the Executive Council why such action should not be taken.

(6) Subject to the conditions set forth above the Ordinances may prescribe any other conditions which may be considered necessary and also the procedure for the admission of Colleges and Institutions to the privileges of the University and for the withdrawal of those privileges.

30-A. *Omitted.*

31. *Omitted.*

32. *Omitted.*

32-A. *Omitted.*

33. *Omitted.*

34. *Omitted.*

35. *Omitted.*

36. *Omitted.*

Seniority

37. (1) Whenever, in accordance with these Statutes, any person is to hold an office or be a member of any Authority of the University by rotation, according to seniority such seniority shall be determined according to the length of continuous service of such person in his grade or post, as the case may be, and in accordance with such other principles as the Executive Council may, from time to time, prescribe.

(2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons, to whom the provisions of this Statute apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

(3) If two or more persons have equal length of continuous service in a particular grade or post, or the relative seniority of any person or persons is otherwise in doubt, the Registrar may on his own motion, and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereof shall be final.

38. Notwithstanding anything contained in these Statutes :

(i) a person who holds any post in the University or is a member of any Authority or body of the University in his capacity as a member of a particular Authority or a Body or as the holder of a particular appointment shall hold office so long only as he continues to be a member of that particular Authority or Body or the holder of that particular appointment, as the case may be;

(ii) where a teacher of the University or the Principal of a college is placed under suspension he shall during the period of his suspension be disabled from exercising any rights, duties or privileges attached to the membership of an Authority or Body of the University of which he may be a member.

39. Notwithstanding anything contained in these Statutes, no person who is not ordinarily resident in India shall be eligible to be an officer of the University or a member of any Authority of the University.

40. (1) any member, other than an *ex-officio* member of the Court, the Executive Council, the Academic Council or any other University Authority or Committee may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

(2) Any officer of the University (whether salaried or otherwise) other than a Dean, may resign his office by letter addressed to the Registrar :

Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

41. (1) Any member of the Court, the Executive Council or the Academic Council may be removed by a resolution of the Court, the Executive Council or the Academic Council, as the case may be, passed by a majority of not less than two-thirds of its members on either of the following grounds, namely :

- (i) the member has become incapable of performing his duties; and
- (ii) the member has been convicted by a Court of law of an offence which, in the opinion of the Court, the Executive Council or the Academic Council, as the case may be, involves moral turpitude.

(2) Notwithstanding anything contained in the terms of his appointment any officer of the University, salaried or otherwise, may be removed from that office by the authority which is competent to fill the vacancy on either of the following grounds, namely:

- (i) the officer has become incapable of performing his duty; and
- (ii) the officer has been convicted by a Court of law of an offence which, in the opinion of the Court, the Executive Council or the Academic Council, as the case may be, involves moral turpitude:

Provided that nothing in this Clause shall be deemed to affect any rights accruing to an officer appointed on contract in accordance with the terms of that contract.

STATUTES

42. Where, by the Statutes or the Ordinances, no provision is made for a President or Chairman to preside over a meeting of any University Authority, Board or Committee or when the President or Chairman so provided for is absent, the members present shall elect one of their members to preside at the meetings.

43. (1) There shall be an Alumni Association established for the Delhi University, hereinafter referred to as the Association.
- (2) All existing members of the Association who have completed 5 years of the membership will be required to get re-enrolled afresh on making an application in the form prescribed by the University and on payment of Rs. 100/- as re-enrolment fee within 30 days of the date of notification to be issued by the University in this behalf, failing which the membership will be deemed to have lapsed.

Provided that the membership will be deemed to have lapsed unless renewed every 5 years.

- (3) Any graduate of the Delhi University who had been admitted to the Degree of the University either at the convocation or in absentia and is not pursuing any course of study in Delhi University or any other University can be a member of the Association on making an application in the form prescribed by the University and on payment of Rs. 100/- as initial registration fee. Provided however, the membership will lapse unless it is renewed after every 5 years on making an application in the form prescribed by the University on payment of Rs. 100/- as renewal fee.
- (4) The Registrar on being satisfied that the application is in order, and on receipt of the prescribed fee, shall cause, the name of the applicant to be enrolled as a member of Association.

STATUTES

APPENDIX-A

Rules for election to the Executive Council under the provisions of Statute 5(1) (x)

1. The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.

2. The term of all the members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning anyone of such vacancies is declared or from the date on which such a vacancy occurs whichever is later, irrespective of the fact that any other such vacancy is filled after the said date. This Rule in so far as may be, would equally apply to an election where seats are filled in for the first time.

3. Except as otherwise provided, the Registrar shall be responsible for the election.

4. The following procedure shall be adopted for the election:

- (A) (i) The Registrar shall prepare an electoral roll of the members of the Court eligible to vote at the election. This electoral roll will be published at least 25 days before the date of election.
- (ii) The Vice-Chancellor shall have the authority to correct the roll by adding, altering or omitting any name, if any omission or wrong entry is brought to his notice at any time before the election, such corrections shall be duly notified.
- (iii) Only those persons whose names are inscribed on the electoral roll shall be entitled to vote at the election.
- (iv) The notice of election stating the time and date for receiving nominations for scrutiny of nomination papers and the date of election shall be forwarded to each elector then on the electoral roll at least 15 clear days before the date of election.
- (v) Any two electors may nominate as a candidate any other elector entitled to seek election by sending to or delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of the nominations.
- (vi) Nomination paper shall be in the prescribed form. It shall contain the names in full of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
- (vii) As soon as possible, after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor and notified in the notice of election, any person

or persons nominated by the Vice-Chancellor shall scrutinize the nomination papers. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny. The agent so authorised must be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.

- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 P.M. of the working day immediately following the day of scrutiny. The Vice-Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate, a copy of the notice shall also be sent to such candidate.
- (ix) After the scrutiny, the list of the validly nominated candidates giving in full their names, addresses and designations, if any, shall be posted to every elector at his address as given in the electoral roll at least 3 clear days before the date of election.
- (x) If after the scrutiny of the nomination papers or immediately before the poll is taken, it is found that :
 - (a) the number of candidates validly nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and the Vice-Chancellor will specify another date for receiving fresh nominations for filling the remaining vacancy or vacancies. These Rules, in so far as they may be applicable, will also apply in such a situation;
 - (b) the number of candidates validly nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected.
- (xi) The election; if necessary, shall be held at the meeting of the University Court convened for the purpose.
- (xii) It shall be open to a candidate to withdraw from the election at any time before the poll is taken, either personally in the meeting or by sending to the Registrar, so as to reach him before the hour fixed for the meeting an intimation of withdrawal in writing signed by the candidate and attested by an elector.
- (xiii) The Vice-Chancellor may, in the event of any emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in Sub-Clauses (i), (ii), (iv), (v).

(vii), (viii) and (ix) above to such extent as he may deem necessary.

- (B) (i) If at any time before the commencement of poll the Vice-Chancellor is satisfied that any person whose name is inscribed on the electoral roll has ceased to be a member of the Court, the Vice-Chancellor shall have the authority to strike off the name of that person from the electoral roll.
- (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies or ceases to be a member of the Court before the commencement of the poll, the Registrar shall, upon being satisfied of the fact of the death of the candidate or his ceasing to be a member of the Court, as the case may be, countermand the poll and shall invite fresh nominations for the vacancies to be filled.
Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.
- (iii) If any person becomes a member of the Court after the last date of the receipt of nominations, he shall not be entitled to challenge the election on the ground that he has been deprived of an opportunity of being a candidate.
- (iv) If immediately before the poll is taken, it is found that the number of candidates remaining in the field exceeds the number to be elected, election will be held in accordance with the system of proportional representation by means of the single transferable vote.
- (C) *Procedure for Voting:* .
 - (i) When election becomes necessary, the Vice-Chancellor will appoint a person as Election Officer to conduct and supervise the election.
 - (ii) The Vice-Chancellor or the person presiding at the meeting of the Court shall fix the time when the voting will commence and close and shall adjourn the meeting of the Court for that purpose for such duration as he may deem fit.
 - (iii) The polling centre will be as near the place of meeting as practicable.
 - (iv) The voting shall be by secret ballot.
 - (v) Before the polling commences, the Election Officer shall show to the persons present at the polling centre that the ballot box is empty and then shall lock it and seal it for use.
 - (vi) The polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.

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- (vii) The Election Officer shall count and check for verification the ballot papers given to him.
- (viii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll when he comes at the polling centre to cast his vote.
- (ix) The Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
- (x) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the ballot box in his presence.
- (xi) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
- (xii) If an elector spoils his ballot paper inadvertently he may be given another and the spoiled paper shall be cancelled by the Election Officer.
- (xiii) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
- (xiv) No elector shall be allowed to enter the polling centre for recording his vote before or after the expiry of the period fixed for the purpose.
- (xv) Immediately after the election is over, the Election Officer shall seal the slit of the ballot box in the presence of person/persons present at the polling centre and send the ballot box to the Registrar alongwith the keys of its locks duly sealed in a separate cover:

Provided that the Vice-Chancellor may direct that the counting of votes will take place immediately after the poll is over in which case it shall not be necessary for the Election Officer to seal the ballot box; he shall entrust the custody of the same to the Registrar who shall forthwith proceed with the counting of votes.
- (xvi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Vice-Chancellor shall, as soon as may be, fix another meeting of the Court for holding election.

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- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix 'X' to the Statutes.
- (E)
 - (i) After the counting is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the counting.
 - (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

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Nomination Paper

Office for which the Election is sought *Membership of the Executive Council*

Name in full of the Candidate nominated

Designation (if any) and address of the Candidate

Serial No. in the Electoral Roll

Name in full of the Elector who proposes Nomination

Designation (if any) and Address of the Proposer

Serial No. in the Electoral Roll

Signature of the Proposer

Date

Name in full of the Elector who Seconds the Proposer

Designation (if any) and Address of the Seconder

Serial No. in the Electoral Roll

Signature of the Seconder

Date

DECLARATION BY THE CANDIDATE

I agree to be a candidate for election as proposed and seconded above.

Date.....
(Signature of the Candidate)

- Note :*
1. A nomination paper which does not comply with the formalities noted above will be rejected.
 2. The name of the candidate, proposer and seconder must correspond to the names as given in the Electoral Roll.

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Withdrawal Form

I withdraw my candidature from election to the Executive Council.

Name.....
Place.....
Date.....
Time.....

.....
(Signature of the Candidate)

Attested by :
Name.....
Designation.....
Signature.....

Note :- The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.

STATUTES
APPENDIX-B

Rules for Election of Teachers on the Academic Council under the provisions of Statute 7(1)(xii).

1. The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.
2. The term of all the members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning anyone of such vacancies is declared or from the date on which such a vacancy occurs, whichever is later, irrespective of the fact that any other such vacancy is filled after the said date. This rule, in so far as may be, would equally apply to an election where seats are filled in for the first time.
3. Except as otherwise provided, the Registrar shall be responsible for the election.
4. The following procedure shall be adopted for the election:
 - (A) (i) The Registrar shall prepare an electoral roll of teachers eligible to vote at the election. This electoral roll will be published at least 30 days before the date of election.
 - (ii) The Vice-Chancellor shall have the authority to correct the roll by adding, altering or omitting any name, if any omission or wrong entry is brought to his notice at any time but not later than 21 days before the date of election.
 - (iii) Only those teachers whose names are inscribed on the electoral roll shall be entitled to vote at the election.
 - (iv) The notice of election stating the time and date fixed for receiving nominations, for scrutiny of nomination papers and the date of election shall be published in such newspapers as may be prescribed by the Executive Council and shall also be pasted on the notice board of the University 30 clear days before the date of election.
 - (v) Any two electors may nominate as a candidate any other elector for election to the Academic Council by sending to or delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of nominations.
 - (vi) Nomination paper shall be in the prescribed form. It shall contain the names in full of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
 - (vii) As soon as possible, after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor and notified in the notice of election, any person

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- or persons nominated by the Vice-Chancellor shall scrutinize the nominations. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny. The agent so authorised must be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.
- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 P.M. of the working day immediately following the date of scrutiny. The Vice-Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate, a copy of the notice shall also be sent to such candidate.
 - (ix) It shall be open to a candidate to withdraw from an election at any time up to 4.00 P.M. of the working day following two days after the date of scrutiny provided the candidate wishing to withdraw sends to the Registrar, so as to reach him before the hour aforesaid, an intimation of withdrawal in writing signed by the candidate and attested by a member of the Court, the Executive Council or the Academic Council of the University.
 - (x) After the expiry of the time for withdrawal, the list of the validly nominated candidates remaining in the field shall be pasted on the notice board at least 15 clear days before the date of election.
 - (xi) Subject to the proviso to Statute 7(1)(xi), if after expiry of the time fixed for withdrawal of candidature from election, it is found that-
 - (a) the number of candidates nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and the Vice-Chancellor will specify another date for receiving fresh nominations for filling the remaining vacancy or vacancies. These Rules, in so far as they may be applicable, will also apply in such a situation;
 - (b) the number of candidates nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected;
 - (c) the number of candidates nominated exceeds the number to be elected, election will be held in accordance with the system of proportional representation by means of the single transferable vote.

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- (xii) The Vice-Chancellor may, in the event of any emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in Sub-Clauses (i), (ii); (iv), (v), (vii), (viii), (ix) and (x) above to such extent as he may deem necessary.
- (B) (i) If at any time before the commencement of poll the Vice-Chancellor is satisfied that any teacher whose name is inscribed on the electoral roll has ceased to be an elector, the Vice-Chancellor shall have the authority to strike off the name of that teacher from the electoral roll.
- (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies or ceases to be an elector before the commencement of the poll, the Registrar shall, upon being satisfied of the fact of the death of the candidate or his ceasing to be an elector, as the case may be, countermand the poll and shall invite fresh nominations for the vacancies to be filled :
- Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.
- (C) *Procedure for Voting:*
- (i) When election becomes necessary, the Registrar shall be responsible for conducting the poll.
- (ii) The poll will be taken at one or more polling centres as may be decided by the Registrar.
- (iii) The Registrar shall nominate an Election Officer for each of the polling centres. The Election Officer will be assisted by such other persons as may be deputed by the Registrar.
- (iv) In case there are more polling centres than one, the Registrar shall decide and notify in advance the serial numbers of the electors in the electoral roll who will vote at a particular polling centre.
- (v) The Registrar shall fix the hours during which the poll will be taken and the hours so fixed shall be notified in advance.
- (vi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Registrar shall, as soon as may be, fix the day on which the poll shall recommence and notify the place at which and the hours during which the poll will be taken.
- (vii) At the time of polling, the Election Officer will conduct and supervise the election at his respective polling centre.
- (viii) The Voting shall be by secret ballot.

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- (ix) The polling booth will be near the place where ballot papers are issued.
- (x) Before the polling commences, the Election Officer shall show to the persons present at the polling centre that the ballot box is empty and shall then lock and seal it for use.
- (xi) A polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.
- (xii) The Election Officer shall count and check for verification the ballot papers given to him.
- (xiii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll, when he comes at the polling centre to cast his vote.
- (xiv) If the Election Officer has some doubt regarding the identity of the person seeking to cast his vote, he may ask him to produce satisfactory proof of his identity. If that person fails to do so, he may not be allowed to vote.
- (xv) On being satisfied about the identity of the elector, the Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
- (xvi) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the ballot box in his presence.
- (xvii) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
- (xviii) If an elector spoils his ballot paper inadvertently he may be given another and the spoiled paper shall be cancelled by the Election Officer.
- (xix) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
- (xx) No elector shall be allowed to enter the polling centre for recording his vote before or after the expiry of the period fixed for the purpose.
- (xxi) Immediately after the election is over, the Election Officer shall seal the slit of the ballot box in the presence of person/persons present at the polling centre and send the

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ballot box to the Registrar alongwith the keys of its lock duly sealed in a separate cover.

- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix 'X' to the Statutes.
- (E) (i) After the counting is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the counting.
- (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

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Nomination Paper

Office for which the Election is sought

Membership of the Academic Council

Name in full of the candidate nominated

.....
.....

Designation (if any) and address of the candidate

.....
.....

Serial No. in the Electoral Roll

.....

Name in full of the Elector who proposes nomination

.....
.....

Designation (if any) and address of the proposer

.....
.....

Serial No. in the Electoral Roll

.....

Signature of the Proposer

.....

Date

.....

Name in full of the Elector who seconds the proposer

.....

Designation (if any) and address of the Seconder

.....
.....

Serial No. in the Electoral Roll

.....

Signature of the Seconder

.....

Date

.....

DECLARATION BY THE CANDIDATE

I agree to be a candidate for election as proposed and seconded above.

Date.....

.....

(Signature of the Candidate)

- Note :*
- 1. A nomination paper which does not comply with the formalities noted above will be rejected.
 - 2. The name of the candidate, proposer and seconder must correspond to the names as given in the Electoral Roll.

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Withdrawal Form

I withdraw my candidature from election to the Academic Council.

Name.....
Place.....
Date.....
Time.....

.....
(Signature of the Candidate)

Attested by :

Name.....
Designation.....
Signature.....

Note :- The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.

STATUTES
APPENDIX-C

Rules for eligibility and for election of student-members on the Academic Council under the provisions of Statute 7(1)(xiii) of the Statutes of the University.

(1) Representatives of students on the Academic Council under the provisions of Statute 7(1)(xii) will be elected in the following manner :

(a) One representative to be elected from amongst its members by an electoral College known as “First Electoral College”, consisting of not more than 3 students other than teachers from each department of the University registered as full time students, for a period of not more than two years at the time of election, for the Ph.D. Degree of the University of Delhi, who secured the highest percentage of marks amongst those registered for the said Degree from the concerned department in the examination which entitled them to such registration.

(b) Two representatives to be elected from amongst its members by an electoral College known as “Second Electoral College”, constituted in the following manner:

Three students other than teachers, from amongst the regular students pursuing studies for each of the following Post-Graduate Degree Courses of the University subject to such conditions as are laid down hereinafter:

M.Litt*	M.C.L.
M.Phil.*	B.Ed.
M.A.	M.Ed.
M.Com.	B.Lib. Sc.
M.Sc.*	M.L.I.St.
M. Nursing	M.Sc. Engineering*
M.Sc. Applied Geology	M.D.*
M. Tech. Microwave Electronics	M.S.*
M.B.A.	M.Sc. (Medical Sc.)*
LLB.	D.M.*
LL.M.	

Explanation: *indicates that in respect of these courses, three students from each of the subjects will be included in the electoral college.

- (i) In case where duration of the course is one year the first three students will be taken on the basis of the percentage of marks obtained at the examination which entitled them to admission to the course.
- (ii) In cases where duration of the course is more than one year and there is a University examination immediately preceding the final year examination, the first three students will be taken from amongst those studying in

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the final year class of the course on the basis of the percentage of marks obtained at the said preceding examination. In courses where semester scheme of examination is operating, the combined percentage of marks obtained at all the semesters in the year immediately preceding the final year class will be taken into account.

- (iii) In case of M.D., M.S. and M.Sc. (Medical Sciences) courses, and in cases where the duration of the courses is more than one year and only one examination is prescribed at the end of the final year, the first three students will be taken from amongst those studying in the final year class of the course on the basis of the percentage of marks obtained at the examination which entitled them to admission to the respective courses.

- (c) Two representatives to be elected from amongst its members by an electoral college known as “Third Electoral College”, constituted in the following manner:

Three students from amongst the regular students pursuing studies in each of the following Under-graduate degree courses of the University subject to such conditions as are laid down hereinafter:

B.A. (Pass)
B.Com. (Pass)
B.Com. (Hons.)
B.Sc. (Genl.)
*B.A. (Hons.)
*B.Sc. (Hons.)
*B.A. (Music Hons.)
B.Sc. Nursing (Hons.)
B.Sc. (Home Science)
M.B.,B.S.
*B.Sc. Engineering
B.Arch.
B.Pharma.
*B.F.A.
B.A. (Vocational Studies)

Explanation: *indicates that in respect of these courses, three students from each of the subjects will be included in the electoral college.

- (i) In cases where there is a University examination immediately preceding the final year examination, the first three students will be taken from amongst those studying in the final year class of the course on the basis of the percentage of marks obtained at the said preceding examination.

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In courses where semester scheme of examinations is operating, the combined percentage of marks obtained at all the semesters in the year immediately preceding the final year class will be taken into account.

- (ii) In cases where there is only one examination prescribed at the end of the final year, the first three students will be taken from amongst those studying in the final year class of the course on the basis of the percentage of marks obtained at the examination which entitled them for admission to their respective courses.

(2) An electoral college envisaged in Rule 1 shall be deemed to be validly constituted even if the number of students therein from one or more departments, courses or subjects, as the case may be, is non-existent or is less than three.

(3) Notwithstanding anything contained in Clause (1) a student shall not be entitled to be a member of any electoral college if:

- (i) he has been convicted of a criminal offence involving moral turpitude or punished by the University/College for an act coercive in nature and constituting a threat to life and property;
- (ii) he has been found guilty of, and punished for, the use of unfair means in any of the examinations of a College, University or Board.

(4) If a student is otherwise eligible to be the member of an electoral college but is disqualified by reason of the provisions of Clause (3) above, his place shall be taken by the student who is next below him in the order of merit in the respective electoral college.

(5) A student shall cease to be a member of the Academic Council when he ceases to be a student or if during the continuance of his membership, he incurs any of the disqualification mentioned in Clause (3).

(6) The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.

(7) Except as otherwise provided, the Registrar shall be responsible for the election.

(8) The following procedure shall be adopted for the election:

- (A) (i) The Registrar shall prepare an electoral roll of students eligible to vote at the election in respect of each electoral college. These electoral rolls will be published at least 15 days before the date of election.
- (ii) The Vice-Chancellor shall have the authority to correct the Rolls by adding, altering or omitting any name, if any omission or wrong entry is brought to his notice at any time but not later than ten days before the date of election.

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- (iii) Only those students whose names are inscribed on the electoral roll shall be entitled to vote at the election.
- (iv) The notice of election stating the time and date for receiving nominations, for scrutiny of nomination papers and the date of election shall be published in such newspapers as may be prescribed by the Executive Council and shall also be pasted on the notice board of the University 15 clear days before the date of election.
- (v) Any two electors in an electoral college may nominate as a candidate any other elector from that electoral college for election therefrom to the Academic Council by sending to or delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of nominations.
- (vi) Nomination paper shall be in the prescribed form. It shall contain the names in full of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
- (vii) As soon as possible, after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor and notified in the notice of election, any person or persons nominated by the Vice-Chancellor shall scrutinize the nominations. The candidate or his agent authorised by him in writing in this behalf shall be entitled to be present at such scrutiny. The agent so authorised must be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.
- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 P.M. of the working day immediately following the day of scrutiny. The Vice-Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate, a copy of the notice shall also be sent to such candidate.
- (ix) It shall be open to a candidate to withdraw from an election at any time up to 4.00 p.m. of the working day following two days after the date of scrutiny provided the candidate wishing to withdraw sends to the Registrar, so as to reach him before the hour aforesaid, an intimation of withdrawal in writing signed by the candidate and attested by an elector of the concerned electoral college.

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- (x) After the expiry of the time for withdrawal, the list of the validly nominated candidates remaining in the field shall be pasted on the notice board at least three clear days before the date of election.
- (xi) If there is only one validly nominated candidate remaining in the field in respect of the election from the electoral college envisaged in Clause 1 (b) or 1 (c) the said candidate will be declared to be elected and the Vice-Chancellor will fix another period within which fresh nominations will be received for electing the other representative from the concerned electoral college.
- (xii) If the number of validly nominated candidates remaining in the field is equal to the number of representatives to be elected from any electoral College, the candidates so nominated shall be declared to have been elected.
- (xiii) If the number of such candidates exceeds the number of representatives to be elected, election will be held in accordance with the system of proportional representation by means of single transferable vote.
- (xiv) The Vice-Chancellor may, in the event of an emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in Sub-Clauses (i), (ii), (iv), (v), (vii) to (ix) and (x) above to such extent as he may deem necessary.
- (B) (i) If at any time before the commencement of poll, the Vice-Chancellor is satisfied that any member of the electoral college has ceased to be a student or has incurred any of the disqualifications mentioned in Rule 3, the Vice-Chancellor shall have the authority to strike off the name of that student from the electoral college.
 - (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies or ceases to be a member of the electoral college before the commencement of the poll, the Registrar shall upon being satisfied of the fact of the death of the candidate or his ceasing to be a member of the electoral college, as the case may be, countermand the roll in respect of that electoral college and shall invite fresh nominations for the vacancies to be filled:

Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.
- (C) *Procedure for Voting*
 - (i) When election becomes necessary, the Registrar shall be responsible for conducting the poll.

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- (ii) The poll will be taken at one or more polling centres as may be decided by the Registrar.
- (iii) The Registrar shall nominate an Election Officer for each of the polling centres. The Election Officer will be assisted by such other persons as may be deputed by the Registrar.
- (iv) In case there are more polling centres than one, the Registrar shall decide and notify in advance the serial numbers of the electors in the electoral roll who will vote at a particular polling centre.
- (v) The Registrar shall fix the hours during which the poll will be taken and the hours so fixed shall be notified in advance.
- (vi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Registrar shall, as soon as may be, fix the day on which the poll shall recommence, and notify the place at which and the hours during which the poll will be taken.
- (vii) At the time of polling, the Election Officer will conduct and supervise the election at his respective polling centre.
- (viii) The voting shall be by secret ballot.
- (ix) The polling booth will be near the place from where ballot papers are issued.
- (x) Before the polling commences, the Election Officer shall show to the persons present at the polling centre that the ballot box is empty and shall then lock and seal it for use.
- (xi) A polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.
- (xii) The Election Officer shall count and check for verification the ballot papers given to him.
- (xiii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll when he comes at the polling centre to cast his vote. The Election Officer shall see the identity card of the elector issued to him by his college or his department, as the case may be. No one shall be permitted to cast his vote if he does not have in his possession his identity card.
- (xiv) If despite the said identity card, the Election Officer has some doubt regarding the identity of the person seeking to cast his vote, he may ask him to produce other satisfactory proof of his identity. If that person fails to do so, he may not be allowed to cast his vote.

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- (xv) On being satisfied about the identity of the elector, the Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
- (xvi) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the box in his presence.
- (xvii) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
- (xviii) If an elector spoils his ballot paper inadvertently he may be given another and the spoiled paper shall be cancelled by the Election Officer.
- (xix) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
- (xx) No elector shall be allowed to enter the polling center for recording his vote before or after the expiry of the period fixed for the purpose.
- (xxi) Immediately after the election is over, the Election Officer shall seal the slit of the ballot box in the presence of persons present at the polling centre and send the ballot box to the Registrar alongwith the keys of its lock duly sealed in a separate cover.
- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix 'X' to the Statutes.
- (E) (i) After the counting is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of counting.
- (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

STATUTES
Nomination Paper

<i>Office for which the Election is sought.</i>	<i>Membership of the Academic Council.</i>
Name in full of the candidate nominated
Name of the electoral College
Serial No. in the Electoral Roll
Name in full of the Elector who proposes nomination.
Name of the Electoral College
Serial No. in the Electoral Roll
Signature of the Proposer
Date
Name in full of the Elector who seconds the proposer.
Name of the electoral college
Serial No. in the Electoral Roll
Signature of the Seconder
Date

DECLARATION BY THE CANDIDATE

I agree to be a candidate for election as proposed and seconded above.

Date.....
(Signature of the Candidate)

- Note :*
1. A nomination paper which does not comply with the formalities noted above will be rejected.
 2. The name of the candidate, proposer and seconder must correspond to the names as given in the Electoral Roll.

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Withdrawal Form

I withdraw my candidature from election to the Academic Council.

Name.....
Place.....
Date.....
Time.....

.....
(Signature of the Candidate)

Attested by :
Name..... (Name of the Electoral College)
Designation.....
Signature.....

Note :- The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.

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APPENDIX - D

Rules for Election to the Finance Committee under the provisions of Statute 10(A) (1) (iv)

1. (A) The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.
- (B) A person shall not be qualified to be elected unless he—
 - (a) is a Citizen of India;
 - (b) is not less than 21 years of age on the last date fixed for the receipt of nominations; and
 - (c) possesses such other qualifications as are prescribed by the Statutes.
2. The term of all the members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning anyone of such vacancies is declared or from the date on which such a vacancy occurs, whichever is later, irrespective of the fact that any other such vacancy is filled after the said date. This Rule, in so far as may be, would equally apply to an election where seats are filled in for the first time.
3. Except as otherwise provided, the Registrar shall be responsible for the election.
4. The following procedure shall be adopted for the election:
 - (A) (i) The Registrar shall prepare an electoral roll of the members of the Court eligible to vote at the election. This electoral roll will be published at least 30 days before the date of election.
 - (ii) The Vice-Chancellor shall have the authority to correct the roll by adding, altering or omitting any name, if any omission or wrong entry is brought to his notice at any time before the election. Such corrections shall be duly notified.
 - (iii) Only those persons whose names are inscribed on the electoral roll shall be entitled to vote at the election.
 - (iv) The notice of election stating the time and date for receiving nominations, for scrutiny of nomination papers and the date of election shall be forwarded to each elector then on the electoral roll at least 15 clear days before the date of election.
 - (v) Any two electors may nominate as a candidate any other person entitled to seek election by sending to or, delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of nominations.

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- (vi) Nomination paper shall be in the prescribed form. It shall contain the names in full of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
- (vii) As soon as possible, after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice- Chancellor and notified in the notice of election, any person or persons nominated by the Vice-Chancellor shall scrutinize the nomination papers. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny. The agent so authorised must be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.
- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 P.M. of the working day immediately following the day of scrutiny. The Vice- Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate, a copy of the notice shall also be sent to such candidate.
- (ix) After the scrutiny the list of the validly nominated candidates giving in full their names, addresses and designations, if any, shall be posted to each such candidate and to every elector at his address as given in the electoral roll at least 3 clear days before the date of election.
- (x) If after the scrutiny of the nomination papers or immediately before the poll is taken, it is found that :
 - (a) the number of candidates validly nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and the Vice-Chancellor will specify another date for receiving fresh nominations for filling the remaining vacancy or vacancies. These Rules, in so far as they may be applicable, will also apply in such a situation;
 - (b) the number of candidates validly nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected.
- (xi) The election, if necessary, shall be held at the meeting of the University Court convened for the purpose.

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- (xii) It shall be open to a candidate to withdraw from the election at any time before the poll is taken either personally in the meeting or by sending to the Registrar, so as to reach him before the hour fixed for the meeting, an intimation of withdrawal in writing signed by the candidate and attested by an elector.
 - (xiii) The Vice-Chancellor may, in the event of any emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in Sub-Clauses (i), (ii), (iv), (v), (vii), (viii) and (ix) above to such extent as he may deem necessary.
- (B) (i) If at any time before the commencement of poll the Vice-Chancellor is satisfied that any person whose name is inscribed on the electoral roll has ceased to be a member of the Court, the Vice-Chancellor shall have the authority to strike off the name of that person from the electoral roll.
- (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies before the commencement of the poll, the Registrar shall, upon being satisfied of the fact of the death of the candidate, countermand the poll and shall invite fresh nominations for the vacancies to be filled:
- Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.
- (iii) If any person becomes a member of the Court after the last date of the receipt of nominations, he shall not be entitled to challenge the election on the ground that he did not have an opportunity of nominating any person as a candidate.
- (iv) If immediately before the poll is taken, it is found that the number of candidates remaining in the field exceeds the number to be elected, election will be held in accordance with the system of proportional representation by means of the single transferable vote.
- (C) *Procedure for Voting :*
- (i) When election becomes necessary, the Vice-Chancellor will appoint a person as Election Officer to conduct and supervise the election.
 - (ii) The Vice-Chancellor or the person presiding at the meeting of the Court shall fix the time when the voting will commence and close and shall adjourn the meeting of the Court for that purpose for such duration as he may deem fit.
 - (iii) The polling centre will be as near the place of meeting as practicable.

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- (iv) The voting shall be by secret ballot.
 - (v) Before the polling commences, the Election Officer shall show to the persons present at the polling centre that the ballot box is empty and then shall lock it and seal it for use.
 - (vi) The polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.
 - (vii) The Election Officer shall count and check for verification the ballot papers given to him.
 - (viii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll when he comes at the polling centre to cast his vote.
 - (ix) The Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
 - (x) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the ballot box in his presence.
 - (xi) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
 - (xii) If an elector spoils his ballot paper inadvertently he may be given another and the spoiled paper shall be cancelled by the Election Officer.
 - (xiii) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
 - (xiv) No elector shall be allowed to enter the polling centre for recording his vote before or after the expiry of the period fixed for the purpose.
 - (xv) Immediately after the election is over, the Election Officer shall seal the slit of the ballot box in the presence of person/persons present at the polling centre and send the ballot box to the Registrar alongwith the keys of its lock duly sealed in a separate cover.
- Provided that the Vice-Chancellor may direct that the counting of votes will take place immediately after the poll is over, in which case it shall not be necessary for the Election Officer to seal the ballot box; he shall entrust the

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custody of the same to the Registrar who shall forthwith proceed with the counting of votes.

- (xvi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Vice-Chancellor shall, as soon as may be, fix another meeting of the Court for holding election.
- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix 'X' to the Statutes.
- (E) (i) After the counting is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the counting.
- (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

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Nomination Paper

<i>Office for which the Election is sought.</i>	<i>Membership of the Finance Committee.</i>
Name in full of the candidate nominated
Designation (if any) and address of the candidate.
Serial No. in the Electoral Roll
Name in full of the Elector who proposes nomination.
Designation (if any) and address of the proposer.
Serial No. in the Electoral Roll
Signature of the Proposer
Date
Name in full of the Elector who seconds the proposer.
Designation (if any) and address of the Seconder.
Serial No. in the Electoral Roll
Signature of the Seconder
Date

DECLARATION BY THE CANDIDATE

I declare that -

- (i) I am Citizen of India; and
- (ii) shall not less than 21 years on the last date fixed for receipt of nominations.

I agree to be a candidate for the election.

Date.....
 (Signature of the Candidate)

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- Note* : 1. A nomination paper which does not comply with the formalities noted above will be rejected.
2. The name of the candidate, proposer and seconder must correspond to the names as given in the Electoral Roll.

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Withdrawal Form

I withdraw my candidature from election to the Finance Committee.

Name.....

Place.....

Date.....

Time.....

.....
(Signature of the Candidate)

Attested by :

Name.....

Designation.....

Signature.....

Note :- The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.

Rules for Election to the Court under the Provision of Statute 2(1) (xvi) :

1. (1) There shall be an alumni Association established for the Delhi University hereinafter referred to as the Association.
 - (2) All existing members of the Association who have completed 5 years of the membership will be required to get re-enrolled on making an application in the form prescribed by the University and on payment of Rs. 100/- as re-enrolment fee within 30 days of the date of notification to be issued by the University in this behalf, failing which the membership will be deemed to have lapsed.
- Provided that the membership will be deemed to have lapsed unless renewed every 5 years.
- (3) Any graduate of the Delhi University who had been admitted to the Degree of the University either at the convocation or in absentia and is not pursuing any course of study in Delhi University or any other University can be a member of the Association on making an application in the form prescribed by the University and on payment of Rs. 100/- as initial registration fee. Provided however, the membership will lapse unless it is renewed after every 5 years on making an application in the form prescribed by the University on payment of Rs. 100/- as renewal fee.
 - (4) The Registrar on being satisfied that the application is in order, and on receipt of the prescribed fee, shall cause the name of the applicant to be enrolled as a member of the Association.
2. No member of the Association shall be entitled to vote or stand for election unless he is a citizen of India and has been a member of the Association for at least one year period to the last date fixed for the receipt of nomination.

Provided further that no member of the Association shall be entitled to vote at or stand for an election for a period of two years from the date of his becoming eligible for the purpose if in respect of him an order of direction has been passed or issued by the Executive Council or by the Vice-Chancellor by virtue of his authority that the graduate be for an indefinite or a stated period expelled from the University or his College or his

Institution or be debarred from seeking admission to a course of study in a College or Institution or a Department of the University having been found guilty of any offence involving moral turpitude or gross mis-behaviour including resorting to unfair means at the examinations.

3. (1) The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.
- (2) The term of all members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning any one of such vacancies is declared or from the date on which such a vacancy occur, whichever is later, irrespective of the fact that any other such vacancy is filled after the said date. This rule, in so far as may be, would equally apply to an election where seats are filled in for the first time.
- (3) Except as otherwise provided, the Registrar shall be responsible for the election.
- (4) The following procedure shall be adopted for the election :
 - (A)(i) The Registrar shall cause to be prepared an electoral roll of the members of the Association eligible to vote at the election. While preparing the electoral roll, the Registrar may, if he so desires, keep a copy of the existing roll in the University Office four months prior to the date of election with a view to enable all concerned to bring to his notice any additions alterations or omissions to be made in the said electoral roll. The electoral roll will be published at least 75 days before the date of the election. The public shall be informed of the publication of the said electoral roll by notification in such newspapers as may be prescribed by the Executive Council and applications shall also be invited for changes etc. in the said roll so as to reach the Registrar within one month of the date of the said notification.
 - (ii) The Vice-Chancellor shall have the authority to correct the roll by adding, altering or omitting any name if any omission or wrong entry is brought to his notice at any time but not later than 25 days before the date of election.
 - (iii) Only those persons whose names are inscribed on the electoral roll shall be entitled to vote at or stand for the election.

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- (iv) The notice of election stating the time and date fixed for receiving nominations, for scrutiny of nomination papers and the date of election shall be published in such newspapers as may be prescribed by the Executive Council and shall also be pasted on the notice board of the University 30 clear days before the date of election. The date fixed for the receipt of nomination shall not be less than seven days from the date of publication of the said notice.
- (v) Any two electors may nominate as a candidate another elector for election to the Court by sending to or delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of nominations.
- (vi) Nomination paper shall be in the prescribed form. It shall contain full names, as in the electoral roll, of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signified his consent on the nomination paper.
- (vii) As soon as possible after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor and notified in the notice of election any person, or persons nominated by the Vice-Chancellor shall scrutinize the nominations. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny. The agent so authorised must be an elector in the election. A nomination 'paper which does not comply with the requirements shall be rejected.
- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 p.m. of the working day immediately following the day of scrutiny. The Vice-Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate a copy of the notice shall also be sent to such candidate.
- (ix) It shall be open to a candidate to withdraw from an election at any time up to 4.00 p.m. of the working day following two days after the date of scrutiny provided the candidate wishing to withdraw sends to the Registrar, so as to reach him before the hour aforesaid, an intimation of withdrawal in writing signed by the candidate and attested by a member of the Court, the Executive Council or the Academic Council of the University.

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- (x) After the expiry of the time fixed for withdrawal the list of the validly nominated candidates remaining in the field shall be pasted on the notice board at least 15 clear days before the date of election.
- (xi) If after expiry of the time fixed for withdrawal of candidature from election, it is found that—
 - (a) the number of candidates nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and the Vice-Chancellor will specify another date for receiving fresh nominations for filling the remaining vacancy or vacancies; (These Rules, in so far as they may be applicable, will also apply in such a situation).
 - (b) the number of candidates nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected.
 - (c) The number of candidates nominated exceeds the number to be elected, election will be held in accordance with the system of proportional representation by means of the single transferable vote.
- (xii) The Vice-Chancellor may, in the event of any emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in sub-Clause (i), (ii), (iv), (v), (vii), (viii), (ix) and (x) above to such extent as he may deem necessary.
- (B)(i) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies before the expiry of the time fixed for such withdrawal and the number of candidates including him after the said expiry of time falls under Sub-Clause (A) (xi) (a) or (b), then all the candidates in the field excluding the one who has died shall be declared duly elected and fresh nominations shall be invited only for filling the remaining vacancy or vacancies.
- (ii) Save as in Clause (i) above, if a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies before the commencement of the poll, the Registrar shall, upon being satisfied of the death of the candidate, countermand the poll and shall invite fresh nominations for the vacancies to be filled; provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.

(C) Procedure for Voting :

- (I) (i) When election becomes necessary, the Registrar shall be responsible for conducting the poll.
- (ii) The poll will be taken at one or more polling centres as may be declared by the Registrar.
- (iii) The Registrar shall nominate an Election Officer for each of the polling centres. The Election Officer will be assisted by such other persons as may be deputed by the Registrar.
- (iv) In case there are more polling centres than one, the Registrar shall decide and notify in advance the serial numbers of the electors in the electoral roll who will vote at a particular polling centre.
- (v) The Registrar shall fix the hours during which the poll will be taken and the hours so fixed shall be notified in advance.
- (vi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Registrar shall, as soon as may be, fix the day on which the poll shall recommence and notify the place at which and the hours during which the poll will be taken.
- (vii) At the time of polling, the Election Officer will conduct and supervise the election at his respective polling centre.
- (viii) The Voting shall be by secret ballot.
- (ix) The polling booth will be near the place where ballot papers are issued.
- (x) Before the polling commences, the Election Officer shall show to the persons presently at the polling centre that the ballot box is empty and shall then lock and seal it for use.
- (xi) A polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.
- (xii) The Election Officer shall count and check for verification the ballot papers given to him.
- (xiii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll, when he comes at the polling centre to cast his vote.
- (xiv) If the election Officer has some doubt regarding the identity of the person seeking to cast his vote, he may ask him to produce satisfactory proof of his identity. If that person fails to do so, he may not be allowed to vote.

- (xv) On being satisfied about the identity of the elector, the Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
 - (xvi) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the ballot box in his presence.
 - (xvii) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
 - (xviii) If an elector spoils his ballot paper inadvertently he may be given another and the spoilt paper shall be cancelled by the Election Officer.
 - (xix) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
 - (xx) No elector shall be allowed to enter the polling centre for recording his vote before or after the expiry of the period fixed for the purpose.
 - (xxi) Immediately after the election is over the Election Officer shall seal the slit of the ballot box in the presence of person/ persons present at the polling centre and send the ballot box to the Registrar alongwith the keys of its locks duly sealed in a separate cover.
- (II) Electors residing outside the territorial limits of National Capital Territory of Delhi will have the option to vote by post provided they inform the Registrar in writing within 14 days from the date of notification of the election. The following procedure will be followed for voting by post:
- (i) The Registrar shall send to each elector at his address as given in the electoral roll, at least 10 days before the date of election, voting papers consisting of the following:
 - (a) a ballot paper containing on its reverse the directions for voting and the time within which the voting papers should reach back the Registrar.
 - (b) a smaller cover, and

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- (c) a bigger cover on which are printed, on the left half, the number of the elector in the electoral roll and a form of certificate of identity, and on the right half the words: "To Registrar, University of Delhi, Delhi."

The elector shall enclose the ballot paper duly filled in but without his name or signature, in the smaller cover and enclose this again in the bigger cover, sign the certificate of identity on it, get his signature attested and send it to the Registrar, so as to reach the University Office within the time notified in the notice of election.

- (ii) The certificate of identity as aforesaid shall be signed by the elector in the presence of and shall be attested by a Magistrate or a Gazetted Officer of Government or a member of the Court, the Academic Council, or the Executive Council of the University of Delhi.
- (iii) (a) An elector who has not received his voting papers sent by post or whose papers, before they are returned to the Registrar, have been lost or spoiled in such manner that they can not be conveniently used, on his transmitting to the Registrar a declaration to the effect signed by himself, may require the Registrar to send him new voting papers in place of those not received, spoiled or lost. If the papers have been spoiled, the spoiled papers shall be returned to the Registrar who shall cancel them on receipt.
- (b) On receipt of such a declaration, the Registrar shall issue new voting papers to the elector. In case the elector has desired that the papers should be sent to him at an address other than his address given in the electoral roll, then notwithstanding anything contained in the Rules, the new papers will be issued to the elector at the address desired by him. No new voting papers shall be issued by post if a declaration by the elector as aforesaid, has not been received at least 48 hours prior to the last hour fixed for the receipt of voting papers, provided that new papers may be issued to an elector at any time before the time fixed for the receipt of voting papers on an elector transmitting personally to the Registrar a declaration as aforesaid.

In every case when new voting papers are issued, a mark will be placed against the number of elector's name in the electoral roll to denote that new papers have been issued in place of those not received spoiled or lost.

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- (iv) No voting papers received after due date and time for whatever reasons, shall be taken into account provided that the Vice-Chancellor may, in an emergency of which he shall be the sole judge, extend the time generally by such period as he may specify in a notification issued and published for the purpose, for the receipt of voting papers in the University Office.
- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix "X" to the Statutes.
- (E) (i) After the counting is completed, the Registrar shall forthwith report to the Vice-chancellor the result of the counting.
- (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

NOMINATION PAPER

(for a Candidate seeking Election to the Court from the Alumni Association, vide Statute : 2 (1) (xvi)

Office for which election is sought	Membership of the Court
Name in full of the Candidate nominated.	_____
Designation (if any) and Address of the Candidate.	_____
Serial No. in the Electoral Roll.	_____
Name in full of the Elector who proposes nomination	_____
Designation (if any) and Address of the Proposer	_____
Serial No. in the Electoral Roll.	_____
Signature of the Proposer	_____
Date	_____

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Name in full of the Elector who seconds the proposer. _____

Designation (if any) and address of the seconder. _____

Serial No. in the Electoral Roll _____

Signature of the Seconder _____
Date _____

Declaration by the candidate

I declare that I am a citizen of India.
I agree to be a candidate for the election.
Date.....

(Signature of the Candidate)

Note : 1. The Name of the Candidate, Proposer and Seconder must correspond to the Names as given in the Electoral Roll.

2. A nomination paper which does not comply with the formalities noted above will be rejected.

Withdrawal Form

I withdraw my candidature from election to the Court from the Alumni Association.

Name _____

Place _____

Date _____

Time _____

(Signature of the Candidate)

Attested by :

Name _____

Designation _____

Signature _____

Note : The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.

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APPENDIX - F

Rules for Election to the Court under the provisions of Statute 2(1) (xvii) and (xviii).

1. A. The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.

B. A person shall not be qualified to be elected unless he-

- (a) is citizen of India;
- (b) is not less than 21 years of age on the last date fixed for the receipt of nominations; and
- (c) possesses such other qualifications as are prescribed by the Statutes.

2. The term of all the members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning anyone of such vacancies is declared or from the date on which such a vacancy occurs, whichever is later, irrespective of the fact that any other such vacancy is filled after the said date. This Rule, in so far as may be, would equally apply to an election where seats are filled in for the first time.

3. Except as otherwise provided, the Registrar shall be responsible for the election.

4. The following procedure shall be adopted for the election:

- (A) (i) The Registrar shall prepare an electoral roll of the members of the Court eligible to vote at the election. This electoral roll will be published at least 25 days before the date of election.
- (ii) The Vice-Chancellor shall have the authority to correct the roll by adding, altering or omitting any name if any omission or wrong entry is brought to his notice at any time before the election. Such corrections shall be duly notified.
- (iii) Only those persons whose names are inscribed on the electoral roll shall be entitled to vote at the election.
- (iv) The notice of election stating the time and date for receiving nominations, for scrutiny of nomination papers and the date of election shall be forwarded to each elector then on the electoral roll at least 15 clear days before the date of election.
- (v) Any two electors may nominate as a candidate any other person entitled to seek election by sending to or delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of nominations.

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- (vi) Nomination paper shall be in the prescribed form. It shall contain the names in full of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
- (vii) As soon as possible, after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor and notified in the notice of election, any person or persons nominated by the Vice-Chancellor shall scrutinize the nomination papers. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled, to be present at such scrutiny. The agent so authorised must be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.
- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 P.M. of the working day immediately following the date of scrutiny. The Vice-Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate a copy of the notice shall also be sent to such candidate.
- (ix) After the scrutiny, the list of validly nominated candidates giving in full their names, addresses and designations, if any, shall be posted to each such candidate and to every elector at his address as given in the electoral roll at least 3 clear days before the date of election.
- (x) If after the scrutiny of the nomination papers or immediately before the poll is taken, it is found that:
 - (a) the number of candidates validly nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and the Vice-Chancellor will specify another date for receiving fresh nominations for filling the remaining vacancy or vacancies. (These Rules, in so far as they may be applicable, will also apply in such a situation);
 - (b) the number of candidates validly nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected.
- (xi) The election, if necessary, shall be held at the meeting of the University Court convened for the purpose.

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- (xii) It shall be open to a candidate to withdraw from the election at any time before the poll is taken, either personally in the meeting or by sending to the Registrar, so as to reach him before the hour fixed for the meeting, an intimation of withdrawal in writing signed by the candidate and attested by an elector.
- (xiii) The Vice-Chancellor may, in the event of any emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in Sub-Clause (i), (ii), (iv), (v), (vii), (viii) and (ix) above to such extent as he may deem necessary.
- (B)(i) If at any time before the commencement of poll the Vice-Chancellor is satisfied that any person whose name is inscribed on the electoral roll has ceased to be a member of the Court, the Vice-Chancellor shall have the authority to strike off the name of that person from the electoral roll.
 - (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies before the commencement of the poll, the Registrar shall, upon being satisfied of the fact of the death of the candidate, countermand the poll and shall invite fresh nominations for the vacancies to be filled :
 Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.
 - (iii) If any person becomes a member of the Court after the last date of the receipt of nominations, he shall not be entitled to challenge the election on the ground that he did not have an opportunity of nominating any person as a candidate.
 - (iv) If immediately before the poll is taken, it is found that the number of candidates remaining in the field exceeds the number to be elected, election will be held in accordance with the system of proportional representation by means of the single transferable vote.
- (C) *Procedure for Voting :*
 - (i) When election become necessary, the Vice-Chancellor will appoint a person as Election Officer to conduct and supervise the election.
 - (ii) The Vice-Chancellor or the person presiding at the meeting of Court shall fix the time when the voting will commence and close and shall adjourn the meeting of the Court for that purpose for such duration as he may deem fit.
 - (iii) The polling centre will be as near the place of meeting as practicable.
 - (iv) The voting shall be by secret ballot.

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- (v) Before the polling commences, the Election Officer shall show to the persons present at the polling centre that the ballot box is empty and then shall lock it and seal it for use.
- (vi) The polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.
- (vii) The Election Officer shall count and check for verification the ballot papers given to him.
- (viii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll when he comes at the polling centre to cast his vote.
- (ix) The Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
- (x) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the ballot box in his presence.
- (xi) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
- (xii) If an elector spoils his ballot paper inadvertently he may be given another and the spoiled paper shall be cancelled by the Election Officer.
- (xiii) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
- (xiv) No elector shall be allowed to enter the polling centre for recording his vote before or after the expiry of the period fixed for the purpose.
- (xv) Immediately after the election is over, the Election Officer shall seal the slit of the ballot box in the presence of person/persons present at the polling centre and send the ballot box to the Registrar alongwith the keys of its lock duly sealed in a separate cover:

Provided that the Vice-Chancellor may direct that the counting of votes will take place immediately after the poll is over, in which case it shall not be necessary for the Election Officer to seal the ballot box; he shall entrust the custody of the same to the Registrar who shall forthwith proceed with the counting of votes.

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- (xvi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Vice-Chancellor shall, as soon as may be, fix another meeting of the Court for holding election.
- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix 'X' to the Statutes.
- (E) (i) After the counting is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the counting.
- (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers, shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

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Nomination Paper

(For a candidate seeking election of the Court from the Category of persons representing certain Professions, vide Statute 2(1) (xvii).

Office for which the Election is sought. *Membership of the Court*

Name in full of the candidate nominated

Designation (if any) and address of the candidate.

Profession which the candidate practices.

Educational qualifications which entitled the candidate to practice that profession.

Period of practice without any break immediately prior to the date of the nomination paper.

Name of association or society of members of the profession concerned of which the candidate is a member and period of its membership immediately prior to the date of the nomination paper.

Column 2

Name in full of the Elector who proposes nomination.

Designation (if any) and address of the proposer.

Serial No. in the Electoral Roll

Signature of the Proposer

Date

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Column 3

Name in full of the Elector who seconds the proposer.

Designation (if any) and address of the Seconder.

Serial No. in the Electoral Roll

Signature of the Seconder

Date

DECLARATION BY THE CANDIDATE

I declare that-

- (i) the particulars given in column 1 above are true ;
- (ii) I am a citizen of India; and
- (iii) shall not be less than 21 years of age on the last date fixed for the receipt of Nomination.

I agree to be a candidate for the election.

Date.....
(Signature of the Candidate)

1. The name of the proposer and seconder must correspond to the names as given in the Electoral Roll.
2. The date of the nomination paper shall be deemed to be the date on which the candidate has signed the nomination paper.
3. A nomination paper which does not comply with the formalities noted above will be rejected.

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Nomination Paper

(For a candidate seeking election of the Court from the category of persons representing Industry and Commerce vide Statute 2(1) (xviii))

<i>Office for which the Election is sought.</i>	<i>Membership of the Court</i>
Name in full of the candidate nominated
Designation (if any) and address of the candidate.
Particulars showing association with Industry & Commerce
<i>Column 2</i>	
Name in full of the Elector who proposes nomination.
Designation (if any) and address of the proposer.
Serial No. in the Electoral Roll
Signature of the Proposer
Date
<i>Column 3</i>	
Name in full of the Elector who seconds the proposer
Designation (if any) and address of the Seconder
Serial No. in the Electoral Roll
Signature of the Seconder
Date

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DECLARATION BY THE CANDIDATE

- (i) the particulars given in column 1 above are true;
- (ii) I am a citizen of India; and
- (iii) shall not be less than 21 years of age on the last date fixed for the receipt of Nominations.

I agree to be a candidate for the election

Date.....
.....
(Signature of the Candidate)

- Note* :
- 1. The name of the proposer and seconder must correspond to the names as given in the Electoral Roll.
 - 2. A nomination paper which does not comply with the formalities noted above will be rejected.

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Withdrawal Form

I withdraw my candidature from election to the Court from the category of persons representing.....*.

Name.....

Place.....

Date.....

Time.....

.....
(Signature of the Candidate)

*here fill in 'certain Professions' or 'Industry & Commerce' as the case may be

Attested by :

Name.....

Designation.....

Signature.....

Note :- The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.

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APPENDIX - G

List of Fellowships and Scholarships under the provision of Statute 26.

I. *Research Fellowship :*

1. Research Fellowships (All-India-Scheme)	...	9
2. Punjab National Bank Research Fellowship	...	1
3. Sir B.P. Singh Roy Fellowship in Economics of Shipping.	...	1
4. Junior Research Fellowships (General)	...	40
5. Junior Research Fellowships (Departmental)	...	21
(i) Buddhist Studies	... 2	
(ii) Urdu	... 2	
(iii) Linguistics	... 1	
(iv) Sociology	... 2	
(v) African Studies	... 8	
(vi) Faculty of Law	... 5	
(vii) Psychology	... 1	

6. I.F.C.I. Doctoral Fellowship	...	1
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II. *Research Scholarships :*

1. Senior Research Scholarship in History	...	1
2. Senior Research Scholarship in Economics	...	1
3. Kikabhai Prem Chand Senior Scholarship in Economics	...	1
4. Maulana Azad Scholarship of Jammu & Kashmir Government.	...	1
5. Research Scholarships in Buddhist Studies	...	2
6. Research Scholarships (Economics)	...	4

III. *Post-Graduate Scholarships :*

1. University Post-Graduate Scholarships (other than All-India Scholarships)	...	28
2. Post-Graduate Scholarships (All-India Scheme)	...	20
3. Post-Graduate Scholarship (Commerce & Economics)	...	6
4. Law Merit Scholarships		
(i) Two for each term for LL.B.		

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- (ii) Two for I and II terms for LL.M. and one for III and IV terms for LL.M.

IV. *Under-Graduate Scholarships :*

- (i) For Resident ... 6
(ii) For Non-Resident ... 6

V. Endowment Scholarships :

A. *Post-Graduate Scholarships :*

1. Asaf Ali Memorial M.A. Urdu Entrance Scholarships. ... 3
2. The Hamdard Urdu Scholarships. ... 2
3. His Holiness the Pope Scholarships. ... 2
4. R.B. Brij Mohan Lal Endowment Scholarship. ... 1
5. Dr. Olive I. Reddick Scholarship ... 1
6. Datia Darbar Endowment Scholarship ... 1
7. The Watumull Foundation (India) Post-Graduate Scholarship. ... 1
8. Engineering Project (India) Ltd. Scholarships. ... 2
9. Shri G.L. Mehta Memorial Scholarship ... 1
10. Syndicate Bank Golden Jubilee Scholarship ... 1

B. *Post-Graduate as well as Under-Graduate Scholarships :*

1. Pt. Man Mohan Nath Dhar Endowment Scholarships ... 10

C. *Under-Graduate Scholarships :*

1. Prof. J.C. Luthra & Smt. Kesarbai Luthra Scholarships. ... 4
2. Smt. Kesarbai Luthra Memorial Scholarship. ... 1
3. Inder Kohli and Anand Kohli Memorial Scholarship. ... 2
4. Dr. S.L. Hora & Smt. V. Hora Endowment Scholarship. ... 1
5. Delhi University Women's Association Scholarships. ... 2

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6. Shri Uggersain Memorial Endowment Scholarships. ... 2
7. Man Mohan Krishan Kaul Endowment Scholarships. (No. on the basis of income)
8. Dr. V.K.R.V. Rao Endowment Scholarship. ... 1
9. K.K. Acharjee Indian Hospital Pharmacists Association Scholarship. ... 1
10. Dr. Gokal Chand of Gujarat (Loan) Scholarship. ... 1
11. Shri Khushi Ram Scholarship. ... 3
12. Ganga Sant Scholarship. ... 1

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APPENDIX-H

Rules for Election of Teachers on the Executive Council under the provisions of Statute 5(1)(xi).

1. The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.
2. The term of all the members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning anyone of such vacancies is declared or from the date on which such a vacancy occurs, whichever is later, irrespective of the fact that any other such vacancy is filled after the said date. This rule, in so far as may be, would equally apply to an election where seats are filled in for the first time.
3. Except as otherwise provided, the Registrar shall be responsible for the election.
 4. The following procedure shall be adopted for the election:
 - (A) (i) The Registrar shall prepare an electoral roll of teachers eligible to vote at the election. This electoral roll will be published at least 30 days before the date of election.
 - (ii) The Vice-Chancellor shall have the authority to correct the roll by adding, altering or omitting any name, if any omission or wrong entry is brought to his notice at any time but not later than 21 days before the date of election.
 - (iii) Only those teachers whose names are inscribed on the electoral roll shall be entitled to vote at the election.
 - (iv) The notice of election stating the time and date fixed for receiving nominations, for scrutiny of nomination papers and the date of election shall be published in such newspapers as may be prescribed by the Executive Council and shall also be pasted on the notice board of the University 30 clear days before the date of election.
 - (v) Any two electors may nominate as a candidate any other elector for election to the Executive Council by sending to or delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of nominations.
 - (vi) Nomination paper shall be in the prescribed form. It shall contain the names in full of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
 - (vii) As soon as possible, after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor and notified in the notice of election, any person

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or persons nominated by the Vice-Chancellor shall scrutinize the nominations. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny. The agent authorised must be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.

- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 P.M. of the working day immediately following the date of scrutiny. The Vice-Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate, a copy of the notice shall also be sent to such candidate.
- (ix) It shall be open to a candidate to withdraw from an election at any time up to 4.00 P.M. of the working day following two days after the date of scrutiny provided the candidate wishing to withdraw sends to the Registrar, so as to reach him before the hour aforesaid, an intimation of withdrawal in writing signed by the candidate and attested by a member of the Court, the Executive Council or the Academic Council of the University.
- (x) After the expiry of the time for withdrawal, the list of the validly nominated candidates remaining in the field shall be pasted on the notice board at least 15 clear days before the date of election.
- (xi) If after expiry of the time fixed for withdrawal of candidature from election, it is found that-
 - (a) the number of candidates nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and the Vice-Chancellor will specify another date for receiving fresh nominations for filling the remaining vacancy or vacancies. These rules, in so far as they may be applicable, will also apply in such a situation;
 - (b) the number of candidates nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected;
 - (c) the number of candidates nominated exceeds the number to be elected, election will be held in accordance with the system of proportional representation by means of the single transferable vote.

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- (xii) The Vice-Chancellor may, in the event of any emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in sub-clauses (i), (ii), (iv), (v), (vii), (viii), (ix) and (x) above to such extent as he may deem necessary.
- (B)(i) If at any time before the commencement of poll the Vice-Chancellor is satisfied that any teacher whose name is inscribed on the electoral roll has ceased to be an elector, the Vice-Chancellor shall have the authority to strike off the name of that teacher from the electoral roll.
- (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies or ceases to be an elector before the commencement of the poll, the Registrar shall, upon being satisfied of the fact of the death of the candidate or his ceasing to be an elector, as the case may be, countermand the poll and shall invite fresh nominations for the vacancies to be filled:
 Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.
- (C) *Procedure for Voting :*
 - (i) When election becomes necessary, the Registrar shall be responsible for conducting the poll.
 - (ii) The poll will be taken at one or more polling centres as may be decided by the Registrar.
 - (iii) The Registrar shall nominate an Election Officer for each of the polling centres. The Election Officer will be assisted by such other persons as may be deputed by the Registrar.
 - (iv) In case there are more polling centres than one, the Registrar shall decide and notify in advance the serial numbers of the electors in the electoral roll who will vote at a particular polling centre.
 - (v) The Registrar shall fix the hours during which the poll will be taken and the hours so fixed shall be notified in advance.
 - (vi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Registrar shall, as soon as may be, fix the day on which the poll shall recommence and notify the place at which and the hours during which the poll will be taken.
 - (vii) At the time of polling, the Election Officer will conduct and supervise the election at his respective polling centre.
 - (viii) The Voting shall be by secret ballot.

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- (ix) The polling booth will be near the place where ballot papers are issued.
- (x) Before the polling commences, the Election Officer shall show to the persons present at the polling centre that the ballot box is empty and shall then lock and seal it for use.
- (xi) A polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.
- (xii) The Election Officer shall count and check for verification the ballot papers given to him.
- (xiii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll, when he comes at the polling centre to cast his vote.
- (xiv) If the Election Officer has some doubt regarding the identity of the person seeking to cast his vote, he may ask him to produce satisfactory proof of his identity. If that person fails to do so, he may not be allowed to vote.
- (xv) On being satisfied about the identity of the elector, the Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
- (xvi) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the ballot box in his presence.
- (xvii) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
- (xviii) If an elector spoils his ballot paper inadvertently he may be given another and the spoiled paper shall be cancelled by the Election Officer.
- (xix) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
- (xx) No elector shall be allowed to enter the polling centre for recording his vote before or after the expiry of the period fixed for the purpose.
- (xxi) Immediately after the election is over, the Election Officer shall seal the slit of the ballot box in the presence of person/persons present at the polling centre and send the

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ballot box to the Registrar alongwith the keys of its lock duly sealed in a separate cover.

- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix 'X' to the Statutes.
- (E) (i) After the counting is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the counting.
- (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

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Nomination Paper

<i>Office for which the Election is sought.</i>	<i>Membership of the Executive Council</i>
Name in full of the candidate nominated
Designation (if any) and address of the candidate.
Serial No. in the Electoral Roll
Name in full of the Elector who proposes nomination
Designation (if any) and address of the Seconder
Serial No. in the Electoral Roll
Signature of the Proposer
Date
Name in full of the Elector who seconds the proposer
Designation (if any) and address of the Seconder
Serial No. in the Electoral Roll
Signature of the Seconder
Date

DECLARATION BY THE CANDIDATE

I agree to be a candidate for election as proposed and seconded above.

Date.....
 (Signature of the Candidate)

- Note :*
- 1. A nomination paper which does not comply with the formalities noted above will be rejected.
 - 2. The name of the candidate, proposer and seconder must correspond to the names as given in the Electoral Roll.

Withdrawal Form

I withdraw my candidature from election to the Executive Council.

Name.....

Place.....

Date.....

Time.....

.....
(Signature of the Candidate)

Attested by :

Name.....

Designation.....

Signature.....

Note :- The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.

APPENDIX-X

1. *Definitions--In an election to which these Rules apply-*

- (i) elector means any person entitled to vote at that election;
- (ii) “continuing candidate” means any candidate not elected and not excluded from the poll at any given time;
- (iii) “Count” means-
 - (a) all the operations involved in the counting of the first preferences recorded for candidates, or
 - (b) all the operations involved in the transfer of the surplus of an elected candidate; or
 - (c) all the operations involve in the transfer of the total value of votes of an excluded candidate;
- (iv) “exhausted paper” means a ballot on which no further preference is recorded or a continuing candidate, provided that a paper shall also be deemed to have become exhausted whenever-
 - (a) the names of two or more candidates, whether continuing or not are marked with the same figure and are next in order of preference; or
 - (b) the name of the candidate next in order of preference, whether continuing or not is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures; or
 - (c) for any reason it can not be determined for which of the continuing candidates the next available preference of the elector is recorded;
- (v) “first preference” means the figure 1 set opposite the name of a candidate; “second preference” means the figure 2 set opposite the name of a candidate; “ third preference” means the figure 3 set opposite the name of a candidate and so on;
- (vi) “Original vote”, in relation to any candidate means a vote derived from a ballot paper on which a first preference is recorded, for such candidate;
- (vii) “Surplus”, means the number by which the value of the vote, original and transferred, of any candidate exceeds the quota;
- (viii) “transferred vote” in relation to any candidate means a vote the value or the part of the value of which is credited to such candidate and which is derived from a ballot paper on which a

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second or a subsequent preference is recorded for such candidate; and

- (ix) “unexhausted paper” means a ballot paper in which a further preference is recorded for a continuing candidate,

2. Before the date of the poll, the Registrar shall notify the place where the counting of votes will be done, and the date and time at which the counting will commence:

Provided that if for any reason the Registrar finds it necessary so to do, he may alter the date time and place so fixed or any of them and notify the same in such manner as he may deem fit.

3. The Registrar shall act as Returning Officer at the time of counting of votes. He may also appoint such other persons to assist him as he deems necessary. Votes will be counted by; or under supervision or direction of the Returning Officer.

4. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at the time of counting. The agent so authorised must be an elector in the election.

5. (1) The Returning Officer shall-

- (a) ensure that only authorised persons are present at the place of counting;
- (b) open the ballot boxes, take out from each box and count the ballot papers contained therein and record their number in a statement;
- (c) scrutinize the ballot papers taken out of the ballot boxes; and
- (d) separate the ballot papers which he deems valid from those which he rejects endorsing on each of the latter the word “Rejected”.

(2) A ballot paper shall be invalid on which-

- (a) the figure 1 is not marked; or
- (b) the figure 1 is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate it is intended to apply; or
- (c) the figure 1 and some other figures are set opposite the name of the same candidate; or
- (d) there is any mark or writing by which the elector can be identified.

Explanation: The figures referred to in the clauses (a), (b) and (c) this sub-rule- may be marked in the international form

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of Indian numerals or in the Roman form or in the form used in any Indian language, but shall not be indicated in words.

6. *Arrangement of valid ballot papers in parcels.*

After rejecting the ballot papers which are invalid, the Returning Officer shall-

- (a) arrange the remaining ballot papers in parcels according to the first preference recorded for each candidate;
- (b) count and record the number of papers in each parcel and the total number; and
- (c) credit to each candidate the value of the papers in his parcel.

7. *Counting of votes where only one seat is to be filled-*

(1) At any election where only one seat is to be filled, every valid ballot paper shall be deemed to be of the value of 1 at each count, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows:

- (a) add the values credited to all the candidates under Clause (c) of Rule (6);
- (b) divide the total by 2; and
- (c) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

(2) If, at the end of the first or any subsequent count, the total value of the ballot papers credited to any candidate is equal to, or greater than, the quota or there is only one continuing candidate, that candidate shall be declared elected.

(3) If at the end of any count, no candidate can be declared elected the Returning Officer shall-

- (a) exclude from the poll the candidate who up to that stage has been credited with the lowest value;
- (b) examine all the ballot papers in his parcels and sub-parcels, arrange the unexhausted papers in sub-parcels according to the next available preferences recorded thereon for the continuing candidates, count the number of papers in each such sub-parcel and credit it to the candidate for whom such preference is recorded, transfer the sub-parcel to that candidate; and make a separate sub-parcel of all the exhausted papers; and

- (c) see whether any of the continuing candidates has after such transfer and credit, secured the quota.
- (4) If when a candidate has to be excluded under Clause (a) of Sub-Rule 3 two or more candidates have been credited with the same value and stand lowest on the poll the candidate for whom the lowest number of original votes are recorded shall be excluded, and if this number also is the same in the case of two or more candidates the Returning Officer shall decide by lot which of them shall be excluded.

Counting of votes where more than one seat is to be filled.

8. *Ascertainment of quota*-At any election where more than one seat is to be filled, every valid ballot paper shall be deemed to be of the value of 100 and the quota sufficient to be secured the return of a candidate at the election shall be determined as follows:

- (a) add the values credited to all the candidates under Clause (c) of rule (6);
- (b) divide the total by a number which exceeds by 1 the number the vacancies to be filled; and
- (c) add 1 to the quotient ignoring the remainder if any and the resulting number is the quota.

9. *General Instruction*

In carrying out the provisions of Rules (10) to (14) the Returning Officer shall disregard all fractions and ignore all preferences recorded for candidates already elected or excluded from the poll.

10. *Candidates with quota elected.*

If at the end of any count or at the end of the transfer of any parcel or sub-paragraph of an excluded candidate the value of ballot papers credited to a candidate is equal to or greater than the quota that candidate shall be declared elected.

11. *Transfer of Surplus.*

- (1) If at the end of any count the value of the ballot papers credited to a candidate is greater than the quota the surplus shall be transferred in accordance with the provisions of this Rule to the continuing candidates indicated on the ballot papers of that candidate as being next in order of the elector's preference.
- (2) If more than one candidate have a surplus, the largest surplus shall be dealt with first and the others in order of magnitude. Provided that every surplus arising on the first count shall be dealt with before those arising on the second count and so on.

- (3) Where there are more surpluses than one to distribute and two or more surpluses are equal, regard shall be had to the original votes of each candidate and the candidate for whom most original votes are recorded shall have his surplus first distributed; and if the values of their original votes are equal, the Returning Officer shall decide by lot which candidate shall have his surplus first distributed.
- (4) (a) If the surplus of any candidate to be transferred arises from original votes only, the Returning Officer shall examine all the papers in the parcel belonging to that candidate, divide the unexhausted papers into sub-paragraphs according to the next preferences recorded thereon and make a separate sub-paragraph of the exhausted papers.
- (b) He shall ascertain the value of the papers in each sub-paragraph and of all the unexhausted papers.
- (c) If the value of the unexhausted papers is equal to or less than surplus, he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.
- (d) If the value of the unexhausted papers is greater than the surplus, he shall transfer the sub-paragraphs of unexhausted papers and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.
- (5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Returning Officer shall re-examine all the papers in sub-paragraph last transferred to the candidate, divide the unexhausted papers into sub-paragraphs according to the next preferences recorded thereon and then deal with the sub-paragraphs in the same manner as is provided in the case of sub-paragraphs referred to in sub-rule (4).
- (6) The papers transferred to each candidate shall be added in the form of a sub-paragraph to the papers already belonging to such candidate.
- (7) All papers in the parcel or sub-paragraph of an elected candidate not transferred under this Rule shall be set apart as finally dealt with.
- 12. *Exclusion of candidates lowest on the poll.*
 - (1) If after all surpluses have been transferred as hereinbefore provided, the number of candidates elected is less than the required number, the Returning Officer shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preferences recorded

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thereon; and any exhausted papers shall be set apart as finally dealt with.

- (2) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.
- (3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which, and at the value at which, he obtained them.
- (4) Each of such transfers shall be deemed to be a separate transfer but not a separate count.
- (5) If, as a result of the transfer of papers, the value of votes obtained by a candidate is equal or greater than the quota, the count then proceeding shall be completed but no further papers shall be transferred to him.
- (6) The process directed by this Rule shall be repeated on the successive exclusions one after another of the candidates lowest on the poll until such vacancy is filled either by the election of a candidate with the quota or as hereinafter provided.
- (7) If at any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes and are lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom fewest original votes are recorded shall be excluded; and if the values of their original votes are equal the candidate with the smallest value at the earliest count at which these candidates had unequal values shall be excluded.
- (8) If two or more candidates are lowest on the poll and each has the same value of votes at all counts the Returning Officer shall decide by lot which candidate shall be excluded.

13. *Filling the last vacancies.*

- (1) When at the end of any count the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidate shall be declared elected.
- (2) When at the end of any count only one vacancy remains unfilled and the value of the papers of some one candidate exceeds the total value of the papers of all the other continuing candidates together with any surplus not transferred, that candidate shall be declared elected.

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- (3) When at the end of any count only one vacancy remains unfilled and there are only two continuing candidates and each of them has the same value of votes and no surplus remains capable of transfer, the Returning Officer shall decide by lot which of them shall be excluded; and after excluding him in the manner aforesaid, declare the other candidate to be elected.

14. *Provisions for re-counts.*

- (1) Any candidate or, in his absence, his agent may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise), request the Returning Officer to re-examine and re-count the papers of all or any candidates (not being papers set aside at any previous transfer as finally dealt with), and the Returning Officer shall forthwith re-examine and re-count the same accordingly.
- (2) The Returning Officer may in his discretion re-count the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count:

Provided that nothing in this sub-rule shall make it obligatory on the Returning Officer to re-count the same votes more than once.

15. *Illustration of the procedure as to the counting of votes under Rules 8 to 13.*

An illustration of the procedure as to the counting of votes in accordance with the provisions of Rules 8 to 13 is given in the Schedule to these Rules.

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SCHEDULE

Illustration of the procedure as to the counting of votes at an election on the single transferable system when more than one seat is to be filled.

Assume that there are seven members to be elected, sixteen candidates, and one hundred and forty electors.

The valid ballot papers are arranged in separate parcels according to the first preference recorded for each candidate, and the papers in each parcel counted.

Let it be assumed that the result is as follows :

A	...	12
B	...	8
C	...	6
D	...	9
E	...	10
F	...	7
G	...	4
H	...	19
I	...	13
J	...	5
K	...	14
L	...	8
M	...	10
N	...	6
O	...	4
P	...	<u>5</u>
Total	...	<u>140</u>

Each valid ballot paper is deemed to be of the value of one hundred and the values of the votes obtained by the respective candidates are as shown in the first column of the result sheet.

The values of all the papers are added together and the total 14,000 is divided by eighth (i.e. the number which exceed by one the number of vacancies to be filled and 1,751 (i.e. the quotient 1,750 increased by one) is the number sufficient to secure the return of a member and is called the quota.

The operation may be shown thus :

$$\text{Quota} = \frac{14,000}{8} + 1 = 1,750 + 1 = 1,751$$

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The candidate H, the value of whose votes exceeds the quota, is declared elected.

As the value of the papers in H's parcel exceeds the quota, his surplus must be transferred. His surplus is 149, i.e. 1,900 less 1,751.

The surplus arises from original votes, and therefore, the whole of H's papers are divided into sub-parcels according to the next preferences recorded thereon, a separate parcel of the exhausted papers being also made. Let it be assumed that the result is as follows :

	Papers	
B is marked as next available preference on	...	7
D is marked as next available preference on	...	4
E is marked as next available preference on	...	4
F is marked as next available preference on	...	3
		<hr/>
Total of unexhausted papers	...	18
No. of exhausted papers	...	<u>1</u>
		<hr/>
Total of papers	...	19

The values of the papers in the sub-parcels are as follows :

B	700
D	400
E	400
F	300
			<hr/>
Total Value of unexhausted paper...			1,800
Value of exhausted papers			<u>100</u>
			<hr/>
Total value			1,900

The value of the unexhausted papers is 1,800 is greater than the surplus. This surplus, is therefore, transferred as follows :

All the unexhausted papers are transferred, but at a reduced value, which is ascertained by dividing the surplus by the number of unexhausted papers.

The reduced value of all the papers, when added together, with the addition of any value lost as the result of the neglect of fractions, equals the surplus. In this case new value of each paper transferred is

$$\frac{149 \text{ (the surplus)}}{18 \text{ (the number of unexhausted papers)}}$$

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The residue of the value of each paper (100-8-92), being required by H for the purpose of constituting his quota, i.e., one exhausted paper value (100) plus the value (1,656) of 18 unexhausted papers.

These values of the sub-parcels transferred are :

- B=56 (i.e., seven papers at the value of 8) :
- D=32 (i.e., four papers at the value of 8);
- E=32 (i.e. four papers at the value of 8);
- F=24 (i.e. three papers at the value of 8);

These operations can be shown on a transfer sheet as follows :

Transfer Sheet

Value of surplus (H's) to be transferred	...	149
Number of papers in H's parcel	...	19
Value of each paper in parcel	...	100
Number of unexhausted paper	...	18
Value of unexhausted papers	...	1,800
New value of each paper transferred =	...	
<hr style="width: 100%;"/>		
Surplus		149
Number of unexhausted papers		18
		<hr style="width: 100%;"/> = 8
Number of candidate marked as the next available preference.	Number of papers to be transferred	Value of sub-parcels to be transferred.
B	7	56
D	4	32
E	4	32
F	3	24
	-----	-----
Total	18	144
Number of exhausted papers	1
Loss of value owing to neglect of fractions	...	5
	-----	-----
	19	149
	-----	-----

The values of the sub-parcels are added to the values of the votes already credited to the candidates, B, D, E and F. This operation is shown on the result sheet.

There being no further surplus, the candidate lowest on the poll has now to be excluded . G and O both have 400.

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The Returning Officer casts lots and G is chosen to be excluded.

Being original votes, G's papers are transferred at the value of 100 each. A who was marked as next preference on two papers receives 200, while D and E were each next preference on one paper and receiving 100 each. O now being lowest is next excluded and his 400 is similarly transferred to I, B and K, I receiving 200 and Band K 100 each.

This leaves J and P lowest with 500 each and J is chosen by lot for exclusion first. His papers are transferred at the value of 100 each to A, B, D and I, the three first named receiving 100 each, and I who had the next preference on two papers receiving 200. P is then excluded and his papers are transferred to E, L and K, the two first named receiving 100 each, and K, who had the first preference on three papers, receiving 300.

K now exceeds the quota and is declared elected.

Prior to further exclusion, K's surplus of 49 has to be distributed.

The sub-parcel last transferred to K consisted of 3 votes transferred at the value of 100 each. This sub-parcel is examined: there are no exhausted papers and B, F and I are each next preference on one paper and one paper is transferred to each of them at a reduced value determined by dividing the surplus (49) by the number of un-exhausted papers (3), B, F and I accordingly receive 16 each.

The process of exclusion is now proceeded with.

C and N have 600 each, and C is chosen by lot for exclusion first. He has 6 original votes; B, D and E are each next preference on two papers, and each receives 200, N is then excluded; A is next preference on 3 of his papers and receives 300, F, I and L are each next preference on one paper and receive 100 each.

This brings A and I above the quota and they are declared elected. Their surplus have now to be distributed and I's surplus which is the larger, 65, is dealt with first.

The last sub-parcel transferred to I consisted of one paper transferred at the value of 100, D is next preference on this paper, and receives the whole surplus of 65.

A's surplus of 49 is then dealt with. The last sub-parcel transferred to him consisted of 3 papers transferred at the value of 100 each. B was next preference on two of these papers and E on one, and the papers are transferred accordingly. The value to be transferred is 16 per paper, i.e., the surplus (49), divided by the number of the unexhausted (3). B accordingly receives 32 and E 16.

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No other candidate having reached the quota, the process of exclusions is proceeded with, and F, who is now lowest with 840, is excluded.

His seven original votes are transferred first, B, D and E are next preference on three, two and two papers, respectively, and receive respectively 300, 200 and 200.

The transferred votes are next transferred in the order of their transfers to F. The 3 votes received at the value of eight each at the distribution of H's surplus are transferred at the same value to L who was next preference on all 3 papers. The vote valued at sixteen received by F at the distribution of K's surplus, goes at the same value to M, who was next preference, on that paper. The vote transferred at the value of 100 on the exclusion of N is then transferred at the same value to D, who thus receives a total of 300.

No continuing candidate having yet reached the surplus, N, who is now lowest with 1016 is excluded.

His ten original votes are transferred first. B and D are first preference on three papers each, and E and L on two each. B and D accordingly receive 300 each, and E and L 200 each. This brings, B, D and E above the quota, and they are declared elected. The requisite number of candidates having now been elected, the election is at an end, and it is unnecessary to proceed to the transfer of M's transferred votes.

Full details are shown in the result sheet.

$$\text{Quota} = \frac{14,000}{8} + 1 = 1,751$$

RESULT SHEET

Value of Votes 14,000

Name of Candidate	Value of Votes at first count	Distribution of H's Surplus	Result	Distribution of Votes of G and O	Result	Distribution of Votes of J and P	Result	Distribution of K's Surplus
1	2	3	4	5	6	7	8	9
A	1,200	...	1,200	+200	1,400	+100	1,500	...
B	800	+56	856	+100	956	+100	1,056	+16
C	600	...	600	...	600	...	6000	...
D	900	+32	932	+100	1,032	+100	1,132	...
E	1,000	+32	1,032	+100	1,132	+100	1,232	...
F	700	+24	724	...	724	...	724	+16
G	400	...	400	-400
H	1,900	-149	1,751	...	1,751	...	1,751	...
I	1,300	...	1,300	+200	1,500	+200	1,700	+16
J	500	...	500	...	500	-500
K	1,400	...	1,400	+100	1,500	+300	1,800	49
L	800	...	800	...	800	+100	900	...
M	1,000	...	1,000	...	1,000	...	1,000	...
N	600	...	600	...	600	...	600	...
O	400	...	400	-400
P	500	...	500	...	500	-500
Loss of value by neglect of fractions	...	+5	5	...	5	...	5	+1
Total	14,000	...	14,000	...	14,000	...	14,000	...

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RESULT SHEET (CONTD.)

$$\text{Quota} = \frac{14,000}{8} + 1 = 1,751$$

Value of Votes 14,000

Name of Candidate	Distribution of Votes of C and N	Result	Distribution of Surplus of I and A	Result	Distribution of M's Votes	Distribution of Votes of J and P	Result	Result of Election	
10	11	12	13	14	15	16	17	18	19
1,500	+300	1,800	-49	1,751	...	1,751	...	1,751	Elected
1,072	+200	1,272	+32	1,304	+300	1,604	+300	1,901	Elected
600	-600	not Elected
1,132	+200	1,332	+65	1,397	+300	1,697	+300	1,997	Elected
1,232	+200	1,432	+16	1,448	+200	1,648	+200	1,848	Elected
740	+100	840	...	840	-840	Not Elected
...	Not Elected
1,751	...	1,751	...	1,751	...	1,751	...	1,751	Elected
1,716	+100	1,816	-65	1,751	...	1,751	...	1,751	Elected
...	Not Elected
1,751	...	1,751	...	1,751	...	1,751	...	1,751	Elected
900	+100	1,000	...	1,000	+24	1,024	+200	1,224	Not Elected
1,000	...	1,000	...	1,000	+16	1,016	-1,000	+16	Not Elected
600	-600	Not Elected
...	Not Elected
...	Not Elected
6	...	6	+1	7	...	7	...	7	...
14,000	...	14,000	...	14,000	...	14,000	...	14,000	...

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Appendix 'C'

No. 26(18)-E.V. (B)/75
Government of India
Ministry of Finance
(Department of Expenditure)

New Delhi, the 8th April, 1976

OFFICE MEMORANDUM

Subject :- Permanent transfer of Government servants to autonomous bodies—grant of retirement benefits.

The undersigned is directed to state that need has been felt for some time past of consolidating at one place, the instructions/orders issued from time to time and still in force on the subject mentioned above. Accordingly, it has been decided, in supersession of all the orders issued on the subject so far by this Ministry and the Department of Personnel, to bring out the salient features of the existing instructions in this O.M. This may please be brought to the notice of all Administrative authorities in or under the Ministry of Home Affairs etc. for information/guidance and compliance.

Basis of calculation of retirement benefits:

2. Such of the government servants as were deputed or transferred to a body corporate owned or controlled by Government or whose services were lent to such a body, should, in the event of their permanent absorption in service under that body, w.e.f. a date prior to 16.6.1967 be paid an amount equal to what Government would have contributed had the officer been contributory provident fund terms under Government together with simple interest thereon at 2% for the period of his pensionable service under Government. In such cases the interest (2%) on the total balance of contribution should be calculated for the entire period of pensionable service of the Government servant rendered prior to his permanent absorption in an autonomous body. The amount is to be credited to his C.P.F. fund account with the autonomous body as an opening balance on the date of permanent absorption and Government's liability in respect of the officer's pensionable service under them would be treated as extinguished by this payment. This decision applies, however, only where the permanent transfer from Government service to an autonomous body is in the public interest and the transfer is to a Government or to a quasi Government Corporation or an autonomous body and not to a private institution. In all other cases, Government will not accept any liability to pay any retirement benefits for the period of service rendered by the officer before his transfer. The concession is not to be claimed as a matter of right but is sanctioned at the discretion of Government in individual cases where it is merited, and each case has to be referred to the Deptt. of Personnel and the Ministry of Finance.

Retirement benefits-to new account :

3. Credit to the Contributory Provident Fund Account of the Government servant permanently absorbed in the service of a body corporate wholly or partially owned by Government, as indicated above, was to be given as an opening balance on the date of absorption, in cases of those permanently absorbed up to 17.8.1964. In cases of those absorbed thereafter, the credit was only to be given either after the Government servant had rendered five years service under that body (including any period of service rendered immediately before permanent absorption) or on the date on which he would have retired had he continued in Government service, whichever was earlier.

Transfer of Provident Fund Balances :

(i) According to explanation III below rules 31 of the General Provident Fund Rules and corresponding Rule 33 of Contributory Provident Fund Rules (India), 1962 which provides that when a subscriber is transferred, without any break, to service under a body corporate owned or controlled by Government, the amount of subscription, together with interest thereon, shall not be paid to him but shall be transferred, with the consent of that body, this new Provident Fund Account under that body.

It has been however, decided that in cases where the corporate bodies do not have any Provident Fund Scheme or whose Provident Fund Rules do not provide for the acceptance of balance from other Provident Funds, the amount in question should be finally paid to the person concerned at the time of his permanent transfer to such a body.

In cases where the Provident Fund money is accepted by the corporate body subject to fulfilment of certain conditions viz. that the Government servant should complete the probationary period with them or that he should be confirmed in a post under them, the Provident Fund Money of the persons concerned may be retained with Government till such time as it is transferred to the body concerned. In such cases the Provident Fund account of the individual concerned would cease to be 'alive' on the date of permanent transfer of the person concerned to such a body. In other words, no withdrawals from the Provident Fund will be permitted for any purpose including payment of premium towards life insurance policies. Fresh subscription to the Fund, except recoveries in respect of outstanding advances, shall not be accepted. The Provident Fund money held by Govt. would continue to earn interest at the normal rate till the date of transfer of the amount to the corporate body.

(ii) In respect of the Government servants permanently absorbed in the public sector undertakings, the position is as follows:

The amount of subscriptions, together with interest thereon standing in the Provident Fund account of the Government Officer opting for service under an enterprise may, if he so desires, be transferred to his new Provident

Fund Account under the enterprise provided the concerned enterprise also agrees to such a transfer. If, however, the subscriber does not desire the transfer or the concerned enterprise does not operate a Provident Fund, the amount aforesaid shall be refunded to the subscriber. Similarly in case of C.P.F., the amount of subscription and the Government contribution together with interest thereon, of a subscriber opting for service under a public enterprise may, if he so desires, be transferred to his new Provident Fund Account under the enterprise if the concerned enterprise also agrees to such transfer. If, however, the subscriber does not desire the transfer or the concerned enterprise does not operate a Provident Fund, the amount aforesaid shall be refunded to the subscriber.

4. The retirement benefits granted to a Government servant who is permanently absorbed in an autonomous body/public sector undertaking have been reviewed and the following revised terms were sanctioned in respect of those absorbed on or after 16.6.1967:

(i) A permanent Government Servant on absorption in a public undertaking is eligible for pro-rata pension and D.C.R. Gratuity based on the length of his qualifying service under Government till the date of absorption. The pension will be calculated on the basis of average emoluments for three years preceding the date of absorption and the D.C.R. Gratuity on the basis of the emoluments immediately before absorption.

Payment of Service Gratuity in lieu of Pension :

In cases where a Government servant at the time of absorption has less than 10 years' service and is not entitled to pension, the question of proportionate pension will not arise; he will only be eligible to proportionate service gratuity in lieu of pension and to D.C.R. Gratuity based on length of service.

(ii) The amounts of pension/gratuity and the D.C.R. Gratuity would be concurrently worked out and will be intimated to the Government servant concerned as well as to the undertaking as and when an officer is absorbed.

Exercise of Option :

(iii) Every Government servant is to exercise an option, within six months of his absorption, for either of the alternatives indicated below:

- (a) Receiving the monthly pension and D.C.R. Gratuity already worked out, under the usual Government arrangements.
- (b) Receiving the gratuity and a lump sum amount in lieu of pension worked out with reference to commutation tables obtaining on the date from which the pro-rata pension, gratuity etc. would be disbursable.

Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above. Option once exercised shall be final. The option shall be exercised in writing and communicated by the Government servant concerned to the undertaking/autonomous body.

(iv) Cases of resignation from a public undertaking/autonomous body will, for the purpose of these orders, be treated as resignation from Government service, entailing forfeiture of earlier service under Government and loss of the pensionary benefits under these orders.

(v) For the period of service rendered in a public undertaking/autonomous body, the absorbed officers will be entitled to all the benefits admissible to other corresponding employees of the organisation.

(vi) The total gratuity admissible in respect of the service rendered under the Government and that under the public undertaking/autonomous body should not exceed the amount that should have been admissible had the Government servant continued in the Government service and retired on the same pay which he drew on retirement from the public undertaking/autonomous body.

(vii) *Non-admissibility of Liberalisations of Pension Rules after absorption :*

Any further liberalisation of pension rules decided upon by Government after the permanent absorption of a Government servant in a public undertaking/autonomous body would not be extended to him. However, the benefit of further liberalisation in pension shall also be allowed to a Government servant after his permanent absorption if, in any case, such liberalisation is sanctioned retrospectively w.e.f. a date prior to the date of such absorption.

Commutation of Pension:

(viii) In cases where an officer has opted to receive pension at (iii) (a) above but wishes to commute a portion of the pension, such commutation will be regulated in accordance with the Government rules in force at the time of commutation of his pension.

Public Interest:

The above decisions will apply only where the permanent transfer from Government service to a public undertaking/autonomous body is in the public interest. In all other cases, Government will not accept liability to pay any retirement benefit for the period of service rendered by the Government servant before his transfer.

Deputation on ones own Volition :

Pensionary benefits admissible in case of absorption w.e.f. 21.4.1972.

5. Permanent transfer of Government servants who apply in response to a Press advertisement etc. for posts in autonomous bodies/public sector undertakings whether incorporated or not, which are wholly or substantially owned by the Government of India, is not treated as in the public interest and the Government has no liability to pay any retirement benefits or for carry forward of leave for the period of service rendered under the Government. However, on the position being reviewed further, it was decided that a permanent Government servant who had been appointed in an autonomous body financed wholly or substantially by Government on the basis of his own application shall, on his permanent absorption in such body w.e.f. 21.4.1972 or thereafter be entitled to the same retirement benefits in respect of his past service under the Government as are admissible to a permanent Government servant going on deputation to an autonomous body and getting absorbed therein, except carry forward of leave.

Finance Ministry's prior approval :

6. In all such cases of grant of pro-rata retirement benefits to Central Government employees, under the orders quoted in the preceding paragraphs, the administrative Ministries are required to consult the Ministry of Finance before orders are issued in each individual case. However, in respect of the non-gazetted employees of the Indian Audit and Accounts Department, the C & AG will be the competent authority to confer retirement benefits.

A question had also been raised whether retrospective absorption is permissible in terms of the orders referred to above. Such question would arise in cases where a person is initially sent to such a company/corporation on deputation and deputation period is sought to be curtailed retrospectively, while a person is on deputation, leave/pension contributions are payable to Government by the company etc. or the person concerned. Retrospective absorptions may lead to claim for refund or non-payment of such contributions which cannot be withheld or refunded under the rules. In view of this it has been decided not to allow retrospective absorption of the employees on deputation to the companies/corporations etc.

Carry forward of leave :

7. In respect of deputationists who opt for absorption, in any statutory body or autonomous organisation owned or controlled by Government, such body or organisation should take over the liability in regard to leave on average pay/Earned Leave that the optee has to his credit at the time of leaving Government service and in return Government shall pay to the statutory body/autonomous organisation a lump sum equal to leave salary for the leave on average pay/earned leave due to the Government servant on the date of his permanent absorption in such body/organisation. While issuing the final sanction for the absorption of the optee in the autonomous organisation, the administrative Ministry/cadre authority concerned should incorporate the provision with regard to payment of lump sum equal to leave salary by Government. This benefit will be available

only in cases where the permanent transfer from Govt. service to statutory body/autonomous organisation is in public interest. These orders take effect from 20.2.1971 and cases already decided otherwise will not be reopened.

Refixation of Pay:

The pay of the Government servant permanently absorbed in an autonomous body will be refixed as re-employed pensioner w.e.f. the date from which he becomes entitled to draw the pro-rata retirement benefits.

Family Pension :

8. (i) The families of Government servants permanently absorbed in the autonomous bodies w.e.f. 16.6.1967 will also be eligible for family pension under Rules 54 and 55 of CCS (Pension) Rules, 1972.

(ii) The benefit of family pension will be admissible only to the families of those who were/are actually in receipt of pension from the Central Government after their absorption in autonomous body/public undertaking. This benefit will not be admissible to the families of those who get only the service gratuity i.e. who were/are absorbed before rendering 10 years qualifying service under the Government. Family pensions will, however, also be admissible to the families of those Government servants absorbed in the public sector undertakings/ autonomous bodies who draw the lump sum amount in lieu of monthly pension on their absorption on the date of its becoming due and thus do not draw any monthly pension on the date of death. Similarly Family Pension will also be payable to the families of those whose monthly pension or lump sum amount has not become payable and is disburseable from the earliest date of voluntary retirement but the person dies before that date without receiving these benefits.

(iii) This benefit will also be admissible to the families of such Government servants as have been appointed in the autonomous bodies financed wholly or substantially by Government on the basis of their own applications and granted retirement benefits on their permanent absorption therein in respect of the past service under the Government.

(iv) Grant of family pension will be subject to the usual contribution of two months emoluments of the Government servant at the time of permanent absorption in an autonomous body/undertaking. Persons who have already drawn the pension and other benefits on absorption should deposit their two months contribution within six months from 8th October, 1975. "The amount is creditable to the head 066 contributions and recoveries towards pensions and other retirement benefits—other receipts."

(v) Family pension will be admissible from only one source, i.e. either from the Central Government or the public sector undertaking/autonomous bodies in case such organisation has a similar

scheme for payment of family pension. The beneficiary may be given option to choose either of the two schemes.

(vi) It will be the responsibility of the pension sanctioning authority to process the claim for family pension, forwarding to the audit office for issue of an authority after satisfying itself that no such claim exists in the public sector undertaking/autonomous body or that the undertaking or autonomous body has not extended its family pension scheme to the person concerned.

(vii) The above orders will apply automatically to the cases in which necessary Government sanction has already been issued. Thereafter, it is not necessary to issue formal amendments to the relevant sanction letters. Suitable provision will, however, be incorporated in the relevant sanctions to be issued hereafter.

Consultation with Parent Department :

9. In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organisation it would be incumbent to consult the parent employer before issuing order absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and w.e.f. the date of such acceptance.

Formal Resignation not necessary :

10. With the coming into force of CCS (Pension) Rules, 1972 (which, *inter-alia*, contain a provision of deemed retirement in the case of Government servants absorbed permanently in a public sector undertaking/ autonomous body). It has now been decided that obtaining of formal resignation is not necessary if an individual is deemed to have retired from service by virtue of Rule 37 of CCS (Pension) Rule, 1972 i.e. consequent on the conditions required by this Rule, viz. permission should have been granted to the absorption in the service of the company or other body corporate, the absorption should be declared by the Government to be in the public interest, there should be an actual order of absorption and the Government servant should also consent to such absorption being satisfied.

Commutation and Exemption from Income-Tax :

11. In accordance with Rule 27 of CCS (Pension) Rules, 1972 a Government servant who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Government or in or under a body controlled or financed by the Government shall, if such absorption is declared by the Government to be" in the public interest, be deemed to have retired from service from the date of such absorption. Each such Government servant is required under the

relevant orders applicable to him to exercise an option within six months of his absorption for either of the alternatives indicated below:

- (a) receiving the monthly pension and D.C.R.G. under the usual Government arrangements, or
- (b) receiving the gratuity and a lump sum amount in lieu of pension worked out with reference to the commutation tables obtaining the date from which the commuted value becomes payable. Where no option is exercised within the prescribed period the Government servant is automatically governed by alternative (b).

12. A person opting for alternative (a) is entitled to commutation of a portion of the pension admissible to him in accordance with the provisions of Civil Pension (Commutation) Rules.

13. It has been decided that where a Government servant elects the alternative (b) referred to above he should be granted:

(i) on an application made in this behalf, a lump sum amount not exceeding the commuted value of 1/3rd of his pension as may be admissible to him in accordance with the provisions of Civil Pension (Commutation) Rules; (ii) terminal benefits equal to twice the amount of lump sum referred to in (i) above subject to the condition that the Government servant surrenders his right or drawing 2/3rd of his pension.

The commuted value of 1/3rd of the pension mentioned at (i) above will be exempted from income-tax whereas the terminal benefit component mentioned at (ii) above will be chargeable to tax as the income of the year in which it is due. However, the recipient will be eligible for a relief in tax in respect of the said amount; such relief being calculated by spreading the amount equally over the three preceding years immediately preceding the year in which the payment is received and subjecting it to tax at the average of the average rates applicable to the total income of those years after adding thereto one-third of the amount. The relief in such cases is to be granted by the Central Board of Direct Taxes and an application for such relief under section 89(i) of the Income Tax Act should be made to the Board through the I.T.O. concerned.

14. In the case of Government servants who opt for or are automatically governed by the alternative (b) in para 11 above, the payment of monthly pension will commence from the due date pending their medical examination in accordance with the provisions of the Civil Pensions (Commutation) Rules. The Commutation shall become absolute and the title to receive the commuted value shall accrue on the date on which the Medical Board (Authority) signs the Medical Certificate. If the Medical Board (Authority) directs that the age of the employee for the purpose of commutation shall be assumed to be greater than his actual age, the person concerned will have the opportunity to change his option for receiving a lump sum in lieu of monthly pension to receiving the monthly pension

by written notice despatched within two weeks from the date on which he receives intimation of the findings of the Medical Board (Authority). If the applicant does not change his option within the period of two weeks prescribed above he shall be assumed to have accepted the findings of the Medical Board (Authority).

Date of Payment of pro-rata Retirement Benefits:

15. A Government servant who is permitted to be absorbed in the public interest in a public sector undertaking or autonomous body is deemed to have retired from Government service from the date of his absorption in public sector undertaking or autonomous body and his retirement benefits are determined with reference to the length of qualifying service rendered under Government till the date of his absorption. In the case of absorption in an autonomous body from 16.6.1967 onwards or a public sector undertaking prior to 8.11.1968, retirement benefits become payable either from the earliest date from which Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/corporation whichever is later.

Procedure for Drawal of Pro-rata Retirement Benefits:

16. Clarifications have been sought as to the procedure which should be followed for sanctioning and authorising the payment of retirement benefits to those absorbed in public sector undertakings and autonomous bodies. Since the Government servants are deemed to have retired from Government service on the date of absorption, the procedure laid down in Chapter (VIII) of CCS (Pension) Rules, 1972 which applied to Government servants who retire in normal course, will *mutatis mutandis* apply in the case of Government servants who are absorbed in the public interest in a public sector undertaking or in an autonomous body. The disbursement of the retirement benefits should be authorised from the date indicated in Government's letter allowing the Government servant to be absorbed in public sector undertaking or autonomous body.

17. In respect of employees who held non-gazetted posts before absorption. Forms 6 and 7 of CCS (pension) Rules, 1972 should be filled in by the Head of the Office and forwarded to the Audit Officer for determining final amount of pension and death-cum-retirement gratuity. Where the retirement benefits are payable from the date of absorption, the Head of Office should obtain the particulars required under para 2 to 4 of Form 5 and forward the same to the Audit Officer along with the pension papers. The Audit Officer after applying the necessary audit checks, will inform the absorbed employee, autonomous body/public sector undertaking and the Head of Office of the amount of pension and DCR Gratuity and the date from which they are payable to him. Where the retirement benefits become payable from a date subsequent to the date of absorption, the particulars required under para 2 to 4 of Form 5 should be furnished to the Audit Officer by the absorbed employee through his employer six months

before the date on which the payment of the retirement benefits is to commence to enable him to issue PPO/GPO.

18. In respect of employees who held gazetted posts before absorption, action to fill in form 7 should be initiated by the Audit Officer. The Audit Officer after determining the amount of pension and DCR Gratuity will inform the absorbed employee, autonomous body/public sector undertaking and Head of Office/Deptt. of the amount of retirement benefits and the date from which they are payable to him. Where the retirement benefits are payable from the date of absorption, the Audit Officer will also obtain the particulars required under paras 2 to 4 of Form 5 through the employer of the absorbed employee before authorising payment of retirement benefits. In other cases the particulars required under paras 2 to 4 of Form 5 should be furnished to the Audit Officer by the absorbed employee through his employer six months before the date, on which the payment of the retirement benefit is to commence. As soon as Government orders regarding absorption of a Government servant are issued the Head of Office will forward Form 7 duly completed to the Audit Officer and such other information as the Audit Officer may require.

19. The procedure laid down in Chapter VIII of the CCS (Pension) Rules 1972 may be adopted keeping in view the position stated in these orders. The provisions contained in Chapter VIII for authorising payment of provisional pension for a period of six months and 3/4th of the D.C.R.G. by the Head of Office need not be observed in the case of an employee who before his absorption had held a non-gazetted post. Payment of the retirement benefits will be received by the employee concerned from the treasury of his own choice.

Benefit of Service rendered under Government in respect of Scientific Employees:

20. On the basis of the recommendations of the Second Pay Commission (i) for counting towards pension of service rendered by Scientific employees of semi-Government Institutions, financed from cess or government grants, on their appointment to a pensionable service under the Government of India; and (ii) the rate of pension contribution payable by universities when they borrow service of Government servants who are Scientists and Technologists, it was decided as follows:

(i) A scientific employee of a semi-government institution which is financed wholly or mainly from cess or Central Government grants who was on a Contributory Provident Fund basis in such an institution may, on permanent appointment without any interruption to a pensionable service or post under the Government of India count his previous service in that institution during which he subscribed to that Fund as service qualifying for pension provided that the contribution together with interest thereon paid by the institution is made over to the Government. The service during which he did not subscribe to the Contributory Provident Fund will not be so reckoned unless the previous employer agrees to bear proportionate charges

on account of pensionary benefits for the service so rendered. If, however, the officer was not on a Contributory Provident Fund basis in such an institution, his previous service will be reckoned as qualifying for pension if the previous employer agrees to bear proportionate shares on account of pensionary-benefits.

(ii) If the services of a Government servant who is a scientist or a technologist are lent to a university, the rate of pension contribution, which the university will pay, will be restricted to the rate at which it contributes to the Provident-Fund of its employees.

These orders take effect from 28.3.1960 and past cases of transfer will be regulated in accordance with the orders already in force. The concession sanctioned in para 1(i) is admissible to all officers who were in service of the Government of India on 28.3.1960 provided that:

(i) the officers who had already drawn the Contributory Provident Fund benefits in respect of their service under the Semi-Government institutions refund either in lump sum or in monthly instalments not exceeding twelve in number, the institutions share of contribution together with interest thereon from the date of withdrawal to the date of final payment. The title to count service for pension will not accrue until the amount refundable and interest thereon have been refunded in full.

(ii) if no such benefit had been received, the previous employer agrees to bear the proportionate pensionary liability.

21. With a view to increasing mobility of scientific talent all round, the benefit of the concessions contained in para 20 should also be made available to scientific employees of Government going over to Central autonomous organisations like C.S.I.R. etc., without break. These orders will also apply to Central universities.

22. The pensionary liability in such cases will be allowed on the basis of length of service in case the autonomous organisation where the officer takes up service has pensionary benefits for its employees. The Government of India would discharge their liability by payment of capitalised value of their share of pension together with the share of gratuity, if any, to the autonomous organisation on retirement of the officer from the service of such an organisation. Similar procedure should apply in the event of death of an officer while in service of the autonomous organisation. In other cases, Government's liability will be discharged by way of payment of pro-rata retirement benefits for the part of service rendered under the Government before absorption according to the instructions contained in the preceding paragraphs.

23. It was clarified in this Ministry's O.M. No. 12(4)-EV/60 dated 5.6.1969 that in the case of Scientific employees of Government going over to the Central Autonomous organisations like C.S.I.R. etc. without break on or after 16.6.1967, the pensionary liability will be discharged by way of

payment of pro-rata retirement benefits for the part of service rendered under the Government. As a result of the issue of this clarification, Scientific employee belonging to Government departments who get absorbed in an autonomous body which has the pensionary benefits to its employees, have been deprived of the pensionary benefits i.e. benefit of pension of combined service by counting the service rendered under the Government as well as the autonomous organisations. The position has been reviewed as a result of representations from scientific employees and it has been decided that such employees belonging to government departments on their absorption in autonomous bodies which have pensionary schemes will, on retirement from service of the autonomous body concerned become eligible for pensionary benefits based on the combined service rendered under government and the service rendered under the autonomous body. Death benefits, if admissible under the rules of the autonomous body, will also be payable to such an absorbed employee. The pensionary liability including liability arising out of grant of death benefits will continue to be allocated as aforesaid. Thus the provisions of this Ministry's clarificatory orders dated 5.6.1969 will cease to apply to a scientific employee who is absorbed in an autonomous body which has a pensionary scheme.

24. The provisions of the orders contained in para 23 shall not apply to a scientific employee absorbed in an autonomous body who, before 12.9.1974, had quit the service of the autonomous body *or* who while in the service of the autonomous body has started receiving or has become eligible to receive the pro-rata pension etc. However, a scientific employee who was absorbed in an autonomous body before 12.9.1974 but had not become eligible to receive the pro-rata pension etc., will get retirement benefits in terms of these orders i.e. benefit of pension on the basis of combined service.

State Government Employees Absorbed in Central Autonomous Bodies :

25. Normally when a State Government servant is absorbed in a Central Autonomous Body the liability for the benefits accruing for the past service rendered by him under a State Government falls on that Government and should be discharged by them. However, in case the State Government refuses to bear the liability, the question whether it should be taken over by the autonomous body will arise only if the absorption is considered inescapable. In such cases the autonomous body should, in their proposal relating to the initial appointment or absorption of the State Government employee, bring out specifically and clearly the extra expenditure involved in absorbing the employee so that this factor is given due weight by government before it is decided to absorb him.

In so far as the persons working in the Indian Audit & Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

Appendix 'D'

No. 28/10/84-Pension Unit
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel and Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi, the 29th August, 1984.

OFFICE MEMORANDUM

Subject : - Mobility of Personnel between Central Government Departments and Autonomous Bodies-Counting of Service for Pension.

As per existing orders, service rendered outside Central Government does not count for pension in Central Government except in the case of scientific employees of autonomous bodies financed or controlled by the Government, who on permanent absorption under the Central Government are allowed to count their previous service for pension subject to certain conditions. In respect of Personnel other than scientific employees, who are permanent in Central Government, in the event of their subsequent permanent absorption in public sector undertakings or any autonomous body, proportionate retirement benefits for the service rendered in Government till the date of permanent absorption are allowed as per rules in force at the time of absorption. No such benefit is allowed to temporary employees going over to autonomous body or undertaking.

2. A number of Central Autonomous/Statutory Bodies have also introduced pension scheme for their employees on the lines of the pension scheme available to the Central Government employees. It has, therefore, been urged by such autonomous/statutory bodies that the service rendered by their employees under the Central Government or other autonomous bodies before joining the autonomous body may be allowed to be counted in combination with service in the autonomous body, for the purpose of pension, subject to certain conditions. Similar provisions for employees of autonomous body going over to Central Government have also been urged. In other words, the suggestion is that the benefit of pension based on combined service should be introduced.

3. This matter has been considered carefully and the President has now been pleased to decide that the cases of Central Government employees going over to a Central Autonomous Body or *vice-versa* and employees of the Central Autonomous Body moving to another Central Autonomous Body may be regulated as per the following provisions:

(A) *In case of Autonomous Bodies where Pension Scheme is in operation :*

- (i) Where a Central Government employee borne on pensionable establishment is allowed to be absorbed in any autonomous body, the service rendered by him under the Government shall be allowed to be counted, towards pension under the autonomous body irrespective of whether the employee was temporary or permanent in Government. The pensionary benefits will, however, accrue only if the temporary service is followed by confirmation. If he retires as a temporary employee in the autonomous body, he will get terminal benefits as are normally available to temporary employees under the Government. The same procedure will apply in the case of employees of the autonomous bodies who are permanently absorbed under the Central Government.

The Government/autonomous body will discharge its pension liability by paying in lumpsum as a one-time payment, the pro-rata pension/service gratuity/terminal gratuity and DCRG for the service up to the date of absorption in the autonomous body/ Government, as the case may be, lump sum amount of the pro-rata pension will be determined with reference to commutation table laid down in CCS (Commutation of Pension) Rules, 1981, as amended from time to time.

- (ii) A Central Government employee with CPF benefits on permanent absorption, in an autonomous body will have the option either to receive CPF benefits which have accrued to him from the Government and start his service afresh in that body or choose to count service rendered in Government as qualifying service for pension in the autonomous body by foregoing Government's share of CPF contribution -with interest, which will be paid to the concerned autonomous body by the concerned Government Department. The option shall be exercised within one year from the date of absorption. If no option is exercised within stipulated period, employee shall be deemed to have opted to receive CPF benefits. The option once exercised shall be final.

(B) *Autonomous body where the Pension Scheme is not in operation :*

- (i) A permanent Central Government employee borne on pensionable establishment, on absorption under such autonomous body will be eligible for *pro-rata* retirement benefits in accordance with the provision of the Ministry of Finance O.M. No. 26 (18)-EV (B)/75, dated the 8th April, 1976, as amended from time to time. In case of quasi-permanent or temporary employees, the terminal gratuity as may be admissible under the rules would be actually payable to the

individual on the date when pro-rata retirement benefits to permanent employees become payable. However, in the case of absorption of a Government employee with CPF benefits, in such an autonomous organisation, the amount of his subscriptions and the Government's contribution, if any, together with interest thereon shall be transferred to his new Provident Fund account with the consent of that body.

- (ii) An employee of an autonomous body on permanent absorption under the Central Government will have the option either to receive CPF benefits which have accrued to him from the autonomous body and start his service afresh in Government or choose to count service rendered in that body as qualifying service for pension in Government by foregoing employer's share of Contributory Provident Fund contributions with interest thereon, which will be paid to the concerned Government Department by the autonomous body. The option shall be exercised within one year from the date of absorption. If no option is exercised within stipulated period, employee shall be deemed to have opted to receive CPF benefits. The option once exercised shall be final.

(C) *Absorption of employees of one Central Autonomous Body in another Central Autonomous Body :*

The above procedure will be followed *mutatis mutandis* in respect of employees going from one autonomous body to another.

4. "Central autonomous body" means body which is financed wholly or substantially from cess or Central Government grants. "Substantially" means that more than 50 per cent of the expenditure of the autonomous body is met through cess or Central Government grants. Autonomous body includes a Central statutory body or a Central University but does not include a public undertaking.

Only such service which qualifies for pension under the relevant rules of Government/Autonomous body shall be taken into account for this purpose.

5. (1) The employees of a Central Autonomous body or Central Government, as the case may be, who have already been sanctioned or have received *pro-rata* retirement benefits or other terminal benefits for their past service will have the option; *either*:

- (a) to retain such benefits and in that event their past service will not qualify for pension under the autonomous body or the Central Government, as the case may be; or
- (b) to have the past service counted as qualifying service for pension under the new organisation in which case the pro-rata

STATUTES

retirement or other terminal benefits, if already received by him, will have to be deposited along with interest thereon from the date of receipt of those benefits till the date of deposit with the autonomous body or the Central Government, as the case may be. The right to count previous service as qualifying service shall not revive until the whole amount has been refunded. In other cases where pro-rata retirement benefits have already been sanctioned but have not yet become payable, the concerned authorities shall cancel the sanction as soon as the individual concerned opts for counting of his previous service for pension and inform the individual in writing about accepting his option and cancellation of the sanction. The option shall be exercised within a period of one year from the date of issue of these orders. If no option is exercised by such employees within the prescribed time limit, they will be deemed to have opted for retention of the benefits already received by them. The option once exercised shall be final.

(2) Where no terminal benefits for the previous service have been received, the previous service in such cases will be counted as qualifying service for pension only if the previous employer accepts pension liability for the service in accordance with the principles laid down in this office memorandum. In no case pension contribution/liability shall be accepted from the employee concerned.

6. These orders will be applicable only where the transfer of the employee from one organisation to another was/is with the consent of the organisation under which he was serving earlier, including cases where the individual had secured employment directly on his own volition provided he has applied through proper channel/with proper permission of the administrative authority concerned.

7. These orders will take effect from the date of issue and the revised policy as enunciated above will be applicable to those employees who retire from Government/autonomous body service on or after the issue of these orders.

The provisions contained in the Ministry of Finance Office Memorandum No. 26 (18) EV (B)/75, dated the 8th April, 1976 and Office Memorandum No. 25 (1) EV/83, dated the 8th September, 1983 or any other orders shall, in so far as it provides for any of the matters contained in this Office Memorandum cease to operate.

8. The Ministry of Education and Culture etc. are requested to advise the autonomous/statutory bodies under their administrative control, with specific directions to the Financial advisors concerned, to ensure to make necessary provisions in their Rules and Regulations/Articles of Association in accordance with the provisions contained in this Office Memorandum. In cases where any practice otherwise than enumerated above is presently being followed the same may be revised in accordance with the

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provisions of this Office Memorandum so that uniformity is maintained in such matters in all the organisations.

9. In so far as persons serving in the Indian Audit and Accounts Department are concerned these orders issue after consultation with the Comptroller and Auditor General of India.

Sd/-
(S.R. AHIR)
Deputy Secretary to the Govt. of India

Mobility of Personnel Between Central Government Autonomous Bodies” and State Governments/Autonomous Bodies and *vice-versa*.

(Government of India, Dept. of Pen. & Pen./Welfare. O.M.No. 28 (10)/84-P & PW/Vol. II, dated the 7th February, 1986, 17th June, 1986, 30th October, 1986 and 20th March, 1987).

In August, 1984, Central Government had issued orders that where a Central Government Employee borne on pensionable establishment is allowed to be absorbed in a Central Autonomous Body having a pension Scheme of its own, the service rendered by him under the Government shall be allowed to be counted towards pension under the Autonomous Body irrespective of whether the employee was temporary or permanent in Government, subject to certain conditions. The same procedure will apply in the case of employee of the Autonomous Bodies who are permanently absorbed under the Central Government. Certain employees of the State Government and State Autonomous Bodies who joined the Central Autonomous Bodies/Statutory Bodies, have also represented that their service under the State Government/State Autonomous Body may be allowed to be counted towards pension under Central Autonomous Body where they are presently working. Similarly, certain Central Government servants and employees of the Central Autonomous Bodies/Statutory Bodies might have joined Autonomous Bodies/Statutory Bodies (excluding public undertakings) of the State Governments and may be desirous of getting the benefit of counting of service under Central Government/Autonomous Bodies towards pension in the organisations where they are presently working.

2. In the circumstances explained above, it was felt that reciprocal arrangements may be entered into with the various State Governments to the effect that where employees of the State Governments/State Autonomous Bodies/State Statutory Bodies, have been absorbed in the Central Autonomous Bodies, they may be allowed the same benefits as have been extended to the Central Government servants and *vice versa*.

3. The question of extension of various benefits like counting of service, etc., in the cases of (i) employees of the Central Government absorbed in State Autonomous Bodies, and (ii) employees of Central Autonomous Bodies absorbed in State Governments and State Autonomous Bodies; and *vice-versa*, has been considered in consultation with the State Governments. After careful consideration, the President has now been pleased to decide that these cases may be decided in accordance with the principles as laid down in the Department of Personnel and Administrative Reforms O.M. No. 23/10/84-Pension Unit, dated 29-8. 1984 (vide Section V). The cases of Central Government servants appointed in State Governments and *vice-versa* will continue to be decided as hitherto.

4. Similar orders regarding counting of service of the Central Government employees in the event of their absorption in the State Autonomous Bodies and employees of the Central Autonomous Bodies in the State Governments, and State Autonomous Bodies as well as orders regarding acceptance of pension liability, etc., in respect of State Government and State Autonomous Bodies employees absorbed in Central Autonomous Bodies and employees of State Autonomous Bodies absorbed in Central Government will be issued by the respective State Governments.

5. These orders shall apply to employees of the State Governments and State Autonomous Bodies in respect of the State Governments listed below:

- (i) Karnataka
- (ii) Madhya Pradesh
- (iii) Punjab
- (iv) Rajasthan
- (v) Sikkim
- (vi) Tripura
- (vii) West Bengal
- (viii) Uttar Pradesh
- (ix) Bihar
- (x) Gujarat
- (xi) Assam
- (xii) Meghalaya
- (xiii) Himachal Pradesh
- (xiv) Andhra Pradesh
- (xv) Kerala
- (xvi) Jammu & Kashmir

These orders shall be extended to the employees of other State Governments as and when they agree to similar reciprocal arrangements.

6. These orders will apply to the employees of the Central Government moving to State Autonomous Bodies and employees of Central Autonomous Bodies to the State Governments and their Autonomous Bodies mentioned in para 5 above and *vice-versa* who are in service on the date of issue of these orders, irrespective of the date of their absorption.

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Appendix 'F'

No. 28/10/84-P & P W -Vol. II
Government of India
Ministry of Personnel, P.G. Pensions
(Department of Pension & Pensioner's Welfare)

Nirvachan Sadan,
New Delhi, Dated the 7.3.1988

To

The Chief Secretary,
Government of Mizoram,
Aizawal.

Subject :- Counting of service for purposes of pension of employees of Central Govt. and Central Autonomous Bodies seeking absorption in Autonomous Bodies under the State Govts. and *vice-versa*.

Sir,

I am directed to refer to the Govt. of Mizoram, Department of Personnel & Administrative Reforms (General Service Wing) letter No. A. 38011/3/87-P & AR (GSW) dated 5.1.1988 conveying acceptance of the State Govt. to the proposal for counting of service for pension on reciprocal basis in respect of (i) employees of the Central Govt. absorbed in State Autonomous Bodies and (ii) employees of Central Autonomous Bodies absorbed in State Govt. and State Autonomous Bodies and *vice-versa*. The President is pleased to extend the orders, contained in this Deptt's letter of even number dated 7.2.1986 to employees of State Govt. and Autonomous Bodies of Mizoram. Similar orders regarding counting of service of Central Govt. Employees in the event of their absorption in the State Autonomous Bodies, and employees of the Central Autonomous bodies in the State Govt., and State Autonomous Bodies as well as orders regarding acceptance of pension liability etc. in respect of State Govt. and State Autonomous Bodies employees absorbed in Central Autonomous Bodies and employees of State Autonomous Bodies absorbed in Central Govt. will be issued by the Govt. of Mizoram.

2. The benefits under these orders will be admissible to the employees who are in service of Govt./Autonomous Bodies on the date of issue of these orders, irrespective of the date of their absorption.

Yours faithfully,
Sd/-
(K.S.R. Krishna Rao)
Deputy Secretary to the Govt. of India

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Appendix 'G'

No. 28/10/84-P & P W -Vol. III
Government of India
Ministry of Personnel, P.G. Pensions
(Department of Pension & P. W.)

6th Floor, Nirvachan Sadan
New Delhi, Dated : 18.4.1888

To

The Chief Secretary ,
Government of Tamil Nadu,
Madras.

Subject :- Counting of service for purposes of pension of employees of Central Govt. and Central Autonomous Bodies seeking absorption in Autonomous Bodies under the State Govts. and *vice-versa*.

I am directed to refer to the Government of Tamil Nadu, Finance (BPE) Department of Order No. G.O. Ms. No. 241 dated 11th April, 1988 conveying acceptance of the State Government to the proposal for counting of service for pension on reciprocal basis in respect of (i) employees of Central Government absorbed in State Autonomous Bodies; and (ii) employees of Central Autonomous Bodies absorbed in State Government and State Autonomous Bodies and *vice-versa*. The President is pleased to extend the orders contained in this Department's letter of even number dated 7.2.1986 to employees of State Government and Autonomous Bodies of the Government of Tamil Nadu.

2. Similar orders regarding counting of service of Central Government employees in the event of their absorption in the State Autonomous Bodies and employees of Central Autonomous bodies will be issued by the Government of Tamil Nadu. Orders regarding acceptance of pension liability etc. in respect of State Government and State Autonomous bodies employees absorbed in Central Autonomous Bodies and employees of State Autonomous Bodies absorbed in Central Govt. will also be issued by the Govt. of Tamil Nadu.

3. The benefits under these orders will be admissible to the employees who are in service of the Govt./Autonomous Bodies on the date of issue of these orders irrespective of the date of their absorption.

Yours faithfully,
Sd/-
(K.S.R. Krishna Rao)
Deputy Secretary to the Govt. of India

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Appendix 'H'

Copy of lettter No. 28/10/84-P & PW - Vol. II, Dated the 27th May, 1998 from the Ministry of Personnel, P.G. & Pension.

Subject :- Counting of service for pension of the employees of Central Govt. and Central Autonomous Bodies seeking absorption in the Autonomous Bodies under the State Govts. and vice-versa.

Sir,

I am directed to refer to the Secretary (Finance) Government of Goa D.O. Letter No. 12-7-86/Fin. (R & C) dated 31.3.88 conveying acceptance of the State Government to the proposal for counting of service for pension on reciprocal basis in respect of (i) employees of Central Government absorbed in State Autonomous Bodies and (ii) employees of Central Autonomous bodies and *vice-versa*. The President is pleased to extend the orders contained in this Department's letter of even number dated 7.2.1986 to employees of State Government and Autonomous Bodies of the Government of Goa.

2. Similar orders regarding counting of service of Central Government employees in the event of their absorption in the State Autonomous Bodies and employees of Central Autonomous bodies in the State Government and State Autonomous bodies will be issued by the Government of Goa. Orders regarding acceptance of pension liability etc. in respect of State Government' and State Autonomous Bodies employees absorbed in Central Autonomous Bodies and employees of State Autonomous Bodies absorbed in Central Government will also be issued by the Government of Tamil Nadu.

3. The benefits under these orders will be admissible to the employees who are in service of the Govt./Autonomous Bodies on the date of issue of these orders irrespective of the date fo their absorption.

Yours faithfully,

Sd/-

(K.S.R. Krishna Rao)

Deputy Secretary to the Govt. of India

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Appendix 'I'

Copy of lettter No. 28/10/84-P & PW - Vol. II, Dated the 20th Sept. 1998 received from Ministry of Personnel, P.G. Pension, Deptt. of Pension and Pensioner's Welfare.

Subject :- Counting of service for pension of the employees of Central Govt. and Central Autonomous Bodies seeking absorption in the Autonomous Bodies under the State Govts. and *vice-versa*.

I am directed to refer to the Commissioner (Finance/Revenue/Eco. & Statistics) Government of Manipur D.O. letter No. 17/1/88- PC dated 8.7.88 conveying acceptance of the State Government to the proposal for counting of service for pension on reciprocal basis in respect of (i) employees of Central Government absorbed in State Autonomous Bodies, and (ii) employees of Central Autonomous bodies absorbed in State Government and State Autonomous Bodies and *vice-versa*. The President is pleased to extend the orders, contained in this Department's letter of even number dated 7.2.1986 to employees of State Government and Autonomous Bodies of Manipur.

2. Similar orders regarding counting of service of Central Government employees in the event of their absorption in the State Autonomous Bodies, and employees of the Central Autonomous bodies, in the State Government and State Autonomous Bodies as well as orders regarding acceptance of pension liability etc. in respect of State Government and State Autonomous Bodies employees absorbed in Central Autonomous Bodies and employees of State Autonomous Bodies absorbed in Central Government will also be issued by the Govt. of Manipur.

3. The benefits under these orders will be admissible to the employees who are in service of the Govt./Autonomous Bodies on the date of issue of these orders, irrespective of the date of their absorption.

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Appendix 'J'

No. 4/1/87-P & P W (PIC)

Government of India

Ministry of Personnel, Public Grievances & Pensions

(Department of Pension & Pensioner's Welfare)

13 June, 1988, Nirvachan Sadan,

New Delhi-1.

OFFICE MEMORANDUM

Subject :— Grant of *ex-gratia* payment to families of deceased CPF retirees.

The undersigned is directed to state that the recommendation of the 4th Central Pay Commission in Part II of its report regarding grant of relief to the families of deceased civilian Central Government employees, who were governed by Contributory Provident Fund Scheme, has been under consideration of Government. The President is pleased to decide that the widows and dependent children of the deceased CPF beneficiaries who had retired from service prior to 1.1.1986 shall be granted *ex-gratia* payment of Rs. 150/- p.m. with effect from 1.1.1986 or from the date following the date of death of the deceased employee whichever is later. The *ex-gratia* payment shall also be admissible with effect from 1.1.1986 to the widows and dependent children of the CPF beneficiaries who died while in service prior to 1.1.1986.

2. The dearness relief under the revised pattern as sanctioned to pensioners from 1.7.1986 onwards vide this Department's OM No. 2/4/87-PIC, dated 22.4.1987 and subsequent orders will also be admissible to them in addition, i.e. at the following rates:

Periods	Rate per Month
1.1.1986 to 30.6.1986	Nil
1.7.1986 to 31.12.1986	Rs. 6/-
1.1.1987 to 30.6.1987	Rs. 12/-
1.7.1987 to 31.12.1987	Rs. 20/-
1.1.1988 until further orders	Rs. 27/-

Dearness relief as may be granted to pensioners in future shall also be admissible to them.

3. The sanction of *ex-gratia* payment will be subject to the following conditions:

- (1) The *ex-gratia* payment shall be admissible to the following members of the family for the period indicated against each:

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- (i) Widow/widower, provided she/he was married to the Government servant before his retirement. The *ex-gratia* payment shall be tenable in her/his case for life or until her/his re-marriage whichever is earlier.

Note: Employment/re-employment of the widow/widower will be no bar to her/his entitlement to the *ex-gratia* payment under these orders. However, dearness relief on the *ex-gratia* payment shall not be payable during the period of employment/re-employment under the Central/State Government or any Body Corporate/Autonomous body/Public Sector Undertaking belonging to the Central/State Government.

- (ii) Sons up to the age of 25 years or until they are employed whichever is earlier.
 - (iii) Unmarried daughters up to the age of 25 years or until they are employed or their marriage whichever is the earlier.
- (2) The *ex-gratia* payment shall not be payable to more than one member of the family at the same time. If the deceased CPF beneficiary has left behind a widow or widower the *ex-gratia* payment shall be payable to the widow or widower failing which to the eligible child. Where the sons and unmarried daughters are alive, unmarried daughters shall not be eligible for *ex-gratia* payment until sons become ineligible for grant of *ex-gratia* payment.
 - (3) Where the *ex-gratia* payment is granted under these orders to a minor, it shall be payable to the guardian on behalf of the minor.
 - (4) The other provisions of eligibility prescribed for family pension under the CCS (Pension) Rules, 1972, though not specifically mentioned above, shall also apply for purpose of regulating grant of *ex-gratia* payment under these orders.
 - (5) Where the members of the family are in receipt of family pension under the Extra-ordinary Pension Rules, the *ex-gratia* payment under these orders shall not be admissible.
 - (6) The *ex-gratia* payment shall not be admissible in cases where a pensioner was subscribing to Contributory Provident Fund on re-employment.
 - (7) Life time arrears of *ex-gratia* payment will also be payable in respect of eligible members of the family of the deceased government servant, who were alive on 1.1.1986 and who died subsequent to this date, for the period from 1.1.1986 to the date of death.

- (8) The periodical certificate such as life certificate, non-employment certificate, non-marriage certificate, etc.; prescribed for drawal of family pension will also be required to be produced by the recipient of the *ex-gratia* payment to the appropriate pension disbursing authorities.

4. The following procedure shall be followed for giving effect to these orders:

- (a) The member of the family of the deceased CPF beneficiary eligible to receive *ex-gratia* payment in terms of these orders shall make an application in the enclosed form in quadruplicate accompanied by all the relevant documents mentioned therein to the head of office in which the deceased CPF beneficiary last served before retirement or death while in service. In case a department has been abolished or merged with another department, the *ex-gratia* payment would have to be processed and sanctioned by the office in which the parent department of the retired employee was merged or abolished office, as the case may be.
- (b) It will be the responsibility of the applicant to satisfy the head of office that she/he is the widow/widower or eligible child of the government servant concerned to receive the *ex-gratia* payment under these orders and establish identity by production of documents such as CPF Account Slips or the letter regarding settlement of Contributory Provident Fund Account or retirement orders or such other relevant records are available the applicants will be required to produce one of the following documents for establishing their bonafide :
- (i) Succession certificate from a court, or
 - (ii) Affidavit Sworn before a Magistrate, or
 - (iii) Affidavit of the claimant on a plain paper supported by any two documents which may be acceptable to the head of department/sanctioning authority.

In addition the widow/widower may also be required to produce an affidavit on a non-judicial stamp paper of the appropriate value applicable in the State in which she/he is residing to the effect that she/he was married to the deceased employee prior to his retirement. This may not be insisted upon if the sanctioning authority is otherwise satisfied on the basis of other evidence about the eligibility of the claimant.

- (c) The head of office shall verify the claim with reference to his records. For this purpose, he may, where necessary, also consult the Accounts Officer maintaining the CPF ledger of the deceased employee to ensure that the deceased employee was in fact governed by the CPF scheme. He will also ensure that duplicate claims for grant of *ex-gratia* payment under these orders are not

sanctioned. For this purpose, where possible, an endorsement to the effect that the *ex-gratia* payment has been sanctioned shall be recorded in the CPF ledger of the deceased employee. It would be the responsibility of the head of the office or department to determine the beneficiary who would be entitled to receive the *ex-gratia* payment as mentioned in para 1 above. After the head of office has satisfied himself about the bonafide of the claim he shall sanction *ex-gratia* payment and forward the same to the Accounts Officer for issue of payment order. The Accounts Officer means the Accounts Officer who issues pension payment orders in respect of the employees in the respective offices on pensionable establishment.

- (d) On receipt of the papers from the head of office the Accounts Officer shall cause the payment authority to be issued. The payment authority should also indicate the amount of dearness relief payable as indicated in para 2 above. The payment authority should follow the same channel through which the pension payment order in respect of pensionable employees is routed. The existing pension payment order form may be used for this purpose.
- (e) The *ex-gratia* payment under these orders will be payable through disbursing authorities which are at present authorised to disburse (pension on behalf of the Central Government, namely, the Accounts Offices, branches of Public Sector Banks, Treasuries and Post Offices as may be applicable for the respective establishments from which the deceased government servant had retired/served last.
- (f) In the case of drawal of *ex-gratia* payment through disbursing offices other than Public Sector Banks, the facility of remittance by postal money order at government cost shall also be available.

5. These orders apply to all civilian Central Government employees including civilians paid from Defence Services Estimates, who were governed by CPF Scheme whether under the Contributory Provident Fund Rules (India), 1962 or by any other name: These orders also apply to Railway employees governed by the State Railway Provident Fund Rules.

6. The expenditure on account of grant of *ex-gratia* payment shall be debitabale as follows:

- | | |
|---|---|
| (i) The civilians including civilians paid from Defence Estimates (but excluding these under the Department of Posts and Department of Telecommunications). | 2071 Pensions and other retirement benefits-O1 civil-200 other pensions 139 <i>ex-gratia</i> payment to families of deceased CPF beneficiaries. |
|---|---|

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- (ii) Department of Posts 3201 Postal Services-07 pensions-200 other pensions-137 *ex-gratia* payment to families of deceased CPF beneficiaries.
- (iii) Department of Telecommunications 3225 Telecommunication Services-08 pension-200 other pensions-139 *ex-gratia* payment to families of deceased CPF beneficiaries.
- (iv) Railways The appropriate Head of Account will be advised by the Ministry of Railways, (Railway Board) to the concerned Railway authorities separately.

7. In their application to the families of Government servants retired from Indian Audit & Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

8. Hindi version follows.

Sd/-
(M.R. Vaidya)
Deputy Secretary to the Govt. of India

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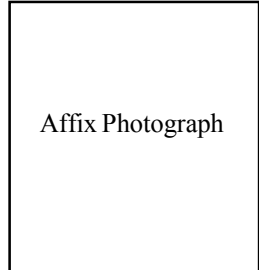
(To be furnished in Quadruplicate)

FORM OF APPLICATION

To

(Head of offices in which the deceased CPF beneficiary last served before his retirement/death while in service)

Subject :- Application for the grant of *ex-gratia* payment to the family of the Central Government employee governed by CPF Scheme who retired/died while in service prior to 1.1.1986.



Sir

I hereby apply for grant of *ex-gratia* payment to me in terms of the Department of Pension and Pensioner's Welfare Office Memorandum No. 4/1/87-P & PW (PIC) dated 13.6.1988.

Requisite particulars are given below :

1. Name of the Applicant :
2. If the applicant is submitting the application as a guardian on behalf of a minor, the name of the minor child :
3. Full address of the applicant :
4. Particulars of surviving widow/widower and children of the deceased Government servant eligible for *ex-gratia* payment :

S. No.	Name	Relationship with the Deceased Person	Date of Birth Christian era
1.			
2.			
3.			
4.			
5.			
6.			

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5. Name of the deceased Government Servant:
6. Date of Death of the Government Servant (Documentary evidence to be attached) :
7. Office/Department/Ministry in which the deceased Govt. servant served last and the post held by him:
8. CPF A/c No. of the deceased Government servant (if known)
9. Name of the Accounts Officer viz. the authorised payment of the balance amount in CPF *Nc* (if known).
10. If the applicant is guardian his date of birth and relationship with the (i) deceased Govt. servant and (ii) Minor claimant.
11. Is the claimant in receipt of any family pension under the extra-ordinary Pension Rules ?
12. Name of the Treasury or the Branch of the Authorised Public Sector Bank or the Pay & Accounts Officer or Post Office through which the *ex-gratia* payment is to be drawn monthly:
Note: *Facility of drawal of *ex-gratia* payment through Public Sector Banks is available through branches as per list enclosed. The facility of drawal through Post Offices is available in case of member of CPF beneficiary belonging to P & T and Railways only.
13. List of documents/evidence attached :-
 - (i) Two specimen signatures of the applicant, duly attested (to be furnished in two separate sheets).
 - (ii) Two copies of passport size photograph of the applicant, duly attested.
 - (iii) Two slips each bearing left hand thumb and finger impressions of the applicant duly attested. (Applicable where the applicant is not able to sign).
 - (iv) Descriptive Roll of the applicant duly attested, indicating (a) height and (b) personal marks, if any on the head, face, etc. (Specify a few conspicuous) marks, not less than two, if possible).
 - (v) Certificate(s) of age duly attested showing the dates of birth of the children. The certificate should be from the Municipal Authorities or from the Local Panchayat or from the head of a recognised school if the child is studying in such school.
 - (vi) Attested copies of retirement order, if available.
 - (vii) Death certificate of Government servant.

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- (viii) Guardianship certificate (where applicable).
- (ix) The certificate to the effect that the widow/widower has not re-married.
- (x) Non-employment certificate (in the case of children only)
- (xi) Affidavit to the effect that the applicant (for widow/widower only) was married to the deceased Govt. Servant before retirement.
- (xii) Any other document indicating that the applicant is genuine claimant (to be specified).

Signature

(Name & Complete Postal Address)

ATTESTATION

(Attestation should be done by two gazetted Government servants or two or more persons of respectability in the town, village or pargana in which the applicant resides)

Certified that I have known Smt/Shri _____
Widow/Widower/Son/Daughter of late Shri/Smt. _____
_____ and resident of _____

and I am satisfied that she/he is the bonafide claimant of *ex-gratia* payment applied for.

(1) Signature & Seal of the
Attesting Authority.

(2) Signature & Seal of the
Attesting Authority.

Appendix 'K'

Copy of letter No. 28/10/84.P & PW(B) Vol.II (D), dated the 20th July, 1989 received from Ministry of Personnel, P.G. & Pensions (Department of Pension & Pensioner's Welfare)

Subject :- Counting of service for purpose of pension of employees of Central Government and Central Autonomous Bodies seeking absorption in Autonomous Bodies under the State Governments and *vice-versa*.

I am directed to refer to the Financial Commissioner and Secretary, Government of Haryana, Finance Deptt. letter No. 1/2 (77)/87-2F. R. II dated 24th May, 1989 conveying acceptance of the State Government to the proposal for counting of service for pension on reciprocal basis in respect of (i) employees of the Central Government absorbed in State Autonomous Bodies and (ii) employees of Central Autonomous Bodies absorbed in the State Government and State Autonomous Bodies and *vice-versa*. The President is pleased to extend the orders, contained in this Department's letter of even number dated 7.2.1986 to employees of State Government and Autonomous Bodies of Haryana.

2. The benefits of counting of service of Central Government employees in the event of their absorption in the State Autonomous Bodies, and employees of the Central Autonomous Bodies in the State Government and State Autonomous Bodies as well as orders regarding acceptance of pension liability etc. in respect of State Government and State Autonomous Bodies employees absorbed in Central Autonomous Bodies and employees of State autonomous bodies' absorbed in Central Government will be regulated by the orders issued by the Government of Haryana.

3. The benefits under these orders will be admissible to the employees who are in service of Government Autonomous Bodies on the date of issue of these orders, irrespective of the date of their absorption.

Appendix 'L'

Copy of letter No. 28/10/84-P & PW(B)Nol. II, dated the 14 February, 1990 received from Ministry of Personnel, P.G. & Pensions (Department of Pension & Pensioner's Welfare) Government of India, New Delhi.

Subject :- Counting of service for purpose of pension of employees of Central Government and Central autonomous bodies seeking absorption in autonomous bodies under the State Govts. and *vice-versa*.

I am directed to refer to the Additional Secretary, Government of Orissa, acceptance of the State Government to the proposal for counting of service for pension on reciprocal basis in respect of (i) employees of the Central Government absorbed in State Autonomous Bodies; and (ii) employees of Central Autonomous Bodies and *vice-versa*. The President is pleased to extend the orders, contained in this Department's letter No. 28/10/84 P & PW Vol. II dated 7.2.1986 to employees of State Government and Autonomous Bodies of Orissa.

2. The benefits of counting of service of Central Government employees in the event of their absorption in the State Autonomous Bodies, and employees of the Central Autonomous Bodies in the State Government and State Autonomous Bodies as well as orders regarding acceptance of pension liability etc. in respect of State Government and State Autonomous Bodies and employees of State Autonomous Bodies absorbed in Central Government will be regulated by the orders issued by the Government of Orissa.

3. The benefits under these orders will be admissible to the employees who are in service of Government/Autonomous Bodies on the date of issue of these orders, irrespective of the date of their absorption.

ORDINANCES

Introductory

In these Ordinances, “an Indian University” means an Indian University incorporated by any law for the time being in force.

In these Ordinances unless the context otherwise requires, “Principal” shall include the Heads of Halls and recognised Institutions and “College” shall have a similar meaning.

From the date when these Ordinances come into operation all previous Ordinances of the University shall cease to have effect:

Provided that this revocation shall not affect the previous operation of any Ordinance so revoked, or anything duly done or suffered under any Ordinance so revoked, or affect any right, privilege, obligation, or liability acquired, accrued or incurred under any Ordinance so revoked or affect any penalty or punishment incurred in respect of any offence, or affect any investigation or remedy in respect of any such privilege, obligation, liability, penalty, or punishment as aforesaid.

Notwithstanding the revocation of any Ordinance, all Regulations made thereunder shall continue in force until revoked or amended by the appropriate authority.

These Ordinances shall come into operation on the 1st of June, 1949.

CHAPTER

OF ADMISSION TO THE UNIVERSITY

Ord. I. Qualifications for Admission

1. Subject as hereinafter provided no person shall be eligible for admission to the University unless he has passed the Intermediate Examination of an Indian University, or the Higher Secondary Examination of the Board of Higher Secondary Education, Delhi or an examination* recognised as equivalent to either of these examinations by the Academic Council, from time to time, and possesses such further qualifications as may be prescribed by the Ordinances:

Provided that the minimum qualifications prescribed above may not apply in case of candidates seeking admission to the Sangeet Shiromani (Diploma) Course :

2. No person shall be qualified for admission to the University unless he is sixteen years of age before the first day of October in the year in which he seeks admission or, if he is admitted with the approval of the Academic Council to the second year of the degree course, seventeen years of age before the first day of October in the year in which he is admitted or, if he is admitted to the first year of the M.A., M.Sc., M.Com., LL.B., or B.Ed. Course, nineteen years of age before the first day of October in the year in which he seeks admission:

Provided that the Vice-Chancellor may, on the basis of individual merits, relax the age limit up to a maximum period of one year.

2-A. Notwithstanding anything contained in this Ordinance, its Clause 2 hereof will read as under in respect of admission to the 1st year of any Degree Courses of the University with effect from the academic year 1979-80 and in respect of undermentioned Post-graduate courses with effect from the academic year 1982-83:

No person shall be qualified for admission to the University unless before the first day of October in the year in which he seeks admission, he is 17 years of age or if he seeks admission to the 1st year of the Post-Graduate Degree/Diploma Courses LL.B., B.Lib. Sc., or B.Ed. Course he is 20 years of age or if he seeks admission to M.Phil. Course he is 22 years of age.

Provided that the Vice-Chancellor may, on the basis of individual merits, relax the age limit up to a maximum period of one year.

*Note: The list of recognized examinations including the Cambridge (Senior) School Certificate Examination and the Oxford School Certificate Examination is given under the Regulations in the University Calendar.

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Provided further that if a person otherwise eligible to get admission in the University is not governed by 10+2+3 scheme, he shall continue to be governed by the provisions of Clause 2 above.

3. No person not already being a member of the University shall be admitted to any post-graduate course unless he has passed an examination recognised as equivalent to a degree examination of the University.

4. The candidates seeking admission to a course of study in the University must satisfy the rules and conditions made in this behalf.

5. Notwithstanding anything contained in any other Ordinance, no person who has been convicted of an offence involving moral turpitude shall be admitted to a course of study or permitted to take any examination of the University until a period of two years has elapsed from the date of expiry of the sentence imposed on him. However, the Academic Council may, in a special case, exempt any person from the operation of this Rule.

Ord. II. Admission

1. (1) There shall be the following Admission Committees:

- A Science Courses Admission Committee,
- An Arts Courses Admission Committee,
- A Social Sciences Courses Admission Committee,
- A Law Courses Admission Committee,
- An Education Courses Admission Committee,
- A Modern European Languages Courses (GRS) Admission Committee,
- A Library Science Courses Admission Committee,
- A Nursing Courses Admission Committee,
- A Tuberculous and Chest Diseases Diploma Course Admission Committee,
- A Child Health Diploma Course Admission Committee,
- An Anaesthesia Diploma Course Admission Committee,
- A Home Science Courses Admission Committee,

ADMISSION

- A Medical Courses Admission Committee,
- A Technology Courses Admission Committee,
- A Music Courses Admission Committee,
- A Mathematical Sciences Courses Admission Committee,
- A Management Courses Admission Committee,
- A Fine Arts Courses Admission Committee,
- A Faculty of Inter-Disciplinary and Applied Sciences Courses Admission Committee.

(2) The Science Courses Admission Committee shall consist of :

- The Dean of the Faculty of Science,
- The Heads of the Departments comprised in the Faculty of Science; and
- Four members of whom two shall be Principals, appointed by the Academic Council.

The Arts Courses Admission Committee shall consist of :

- The Dean of the Faculty of Arts,
- The Heads of the Departments comprised in the Faculty of Arts, and
- Four members, of whom two shall be Principals, appointed by the Academic Council.

The Social Sciences Courses Admission Committee shall consist of:

- The Dean of the Faculty of Social Sciences,
- The Heads of the Departments comprised in the Faculty of Social Sciences, and
- Four members, of whom two shall be Principals, appointed by the Academic Council

The Law Courses Admission Committee shall consist of :

- The Dean of the Faculty of Law,
- The Professors and Readers in Law, and
- Two members appointed by the Academic Council.

The Education Courses Admission Committee shall consist of :

- (a) Dean of the faculty of Education.
- (b) The Heads of Departments comprised with Faculty of Education, and
- (c) Four members appointed by the Academic Council, of whom two shall be, by rotation, Principals of the constituent Colleges offering courses in Education.

ORDINANCE II

The Modern European Languages (GRS) Courses Admission Committee shall consist of :

- The Dean of the Faculty of Arts,
- The Head of the Department of Germanic and Romance Studies, and
- One person nominated by the Head of the Department of Germanic and Romance Studies.

The Library Science Courses Admission Committee shall consist of :

- The Dean, Faculty of Arts (Chairman),
- The Head of the Department of Library Science, and
- Three teachers of the Department of Library Science by rotation according to seniority.

The Nursing Courses Admission Committee shall consist of :

- The Dean of the Faculty of Science,
- ‘The Principal of the College of Nursing, and
- One person nominated by the Principal of the College of Nursing.

The D.T.C.D. Diploma Course Admission Committee shall consist of :

- The Dean, Faculty of Medical Sciences,
- Director, V.P. Chest Institute, University of Delhi,
- Head of the Department of Medicine and Tuberculosis, Social and Preventive Medicine and Forensic Medicine including the ancillary branches,
- The Health Officer, Municipal Corporation, Delhi,
- Head of the T .B. Hospital, New Delhi,
- Head of the T.B. Hospital, Silver Jubilee Hospital, Kingsway Camp, Delhi.

The Child Health Diploma Course Admission Committee shall consist of :

- The Dean of the Faculty of Medical Sciences,

ADMISSION

The Principals of the recognised Medical Colleges”
One Senior Paediatrician to be nominated by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Anaesthesia Diploma Course Admission Committee shall consist of :

- The Dean of the Faculty of Medical Sciences,
- The Principals of the recognised Medical Colleges,
- One Senior Anaesthetist to be nominated by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Radiation Medicine Diploma Course Admission Committee shall consist of :

- The Dean of the Faculty of Medical Sciences.
- The Heads of the recognised Institutions,
- One expert from the Isotope Division of recognised Institutions by annual rotation to be nominated by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Ophthalmology Diploma Course Admission Committee shall consist of :

- Dean, Faculty of Medical Sciences,
- Principals of the recognised teaching Medical Colleges,
- One Senior Ophthalmologist to be nominated by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Otolaryngology Diploma Course Admission Committee shall consist of :

- Dean, Faculty of Medical Sciences,
- Principals of the recognised teaching Medical Colleges,
- One Senior Otolaryngologist to be appointed by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Obstetrics and Gynaecology Diploma Course Admission Committee shall consist of :

- Dean, Faculty of Medical Sciences,
- Principals of the recognised teaching Medical Colleges,
- One Senior Obstetrician/Gynaecologist to be appointed by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

ORDINANCE II

The Medical Radio Diagnosis (DMRD) and Medical Radio Therapy (DMRT) Diploma Courses Admission Committee shall consist of :

Dean, Faculty of Medical Sciences,
Principals of the recognised teaching Medical Colleges,
One Senior Radiologist to be nominated by the Vice-Chancellor on the recommendation of the Dean,
Faculty of Medical Sciences.

The Dermatology and Venereal Diseases Diploma Courses Admission Committee shall consist of :

Dean, Faculty of Medical Sciences,
Principals of the Medical Colleges recognised for the Diploma,
One Senior Dermatologist-cum-Venereologist to be nominated by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Microbiology Diploma Course Admission Committee shall consist of :

Dean, Faculty of Medical Sciences,
Heads of the Institutions recognised for the Diploma,
One Senior Microbiologist/Bacteriologist to be nominated by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Health Education Diploma Course Admission Committee shall consist of :

Dean, Faculty of Medical Sciences,
Heads of the Institutions recognised for the Diploma,
One member to be appointed by the Vice-Chancellor on the recommendation of the Dean, Faculty of Medical Sciences.

The Diploma Course in Physical Medicine & Rehabilitation Admission Committee shall consist of :

The Dean of the Faculty of Medical Sciences,
The Head of the recognised Institution,
One expert in the subject to be nominated by the Vice-Chancellor on the recommendation of the Dean,
Faculty of Medical Sciences.

The Home Science Courses Admission Committee shall consist of :

The Dean, Faculty of Science,
The Head of the Department of Home Science,

ADMISSION

The Principal of each College offering Home Science course, and
One Professor of the Department of Sociology to be nominated by the Head of the Department of Sociology.

The Medical Courses Admission Committee shall consist of :

The Dean of the Faculty of Medical Sciences,
The Principals of Medical Colleges, and
Two members appointed by the Academic Council.

Joint Admission Committee in the Department of Ayurvedic Medicine and Tibb/Unani Medicines under the Faculty of Ayurvedic and Unani Medicines shall consist of :

Dean, Faculty of Ayurvedic and Unani Medicines
Principals/Directors of Colleges/Institutions under the Faculty of Ayurvedic and Unani Medicines.
Head of Departments under the Faculty of Ayurvedic and Unani Medicines
Two members to be appointed by the Academic Council.

The Technology Courses Admission Committee shall consist of :

Dean, Faculty of Technology,
Principals/Directors of the Colleges/Institutions under the Faculty of Technology,
Head of Departments under the Faculty of Technology,
Two members to be appointed by the Academic Council.

The Music Courses Admission Committee shall consist of :

The Dean of the Faculty of Music and Fine Arts,
The Head of the Department of Music,
Professor in Music,
One Reader by rotation,
Two members, of whom one shall be Principal of a College offering Music as a degree subject, appointed by the Academic Council.

The Mathematical Sciences Courses Admission Committee shall consist of :

Dean, Faculty of Mathematics,
Heads of the Departments comprises in the Faculty of Mathematics,
Four members of whom two shall be the Principals, appointed by the Academic Council.

ORDINANCE II

The Management Courses Admission Committee shall consist of :

The Dean, Faculty of Management Studies,

Professor/s in the Faculty of Management Studies,

Two persons, to be nominated by the Academic Council

The Fine Arts Courses Admission Committee shall consist of :

Dean, Faculty of Music & Fine Arts.

Head of the Department of Fine Arts,

Principal of the College of Art,

Teacher-in-Charge each of the disciplines in the
College of Arts, namely :

Painting, Sculpture and Applied Arts,

One member to be nominated by the Academic Council.

The Courses Admission Committee in the Faculty of Inter-disciplinary and Applied Sciences shall consist of :

Dean, Faculty of Inter-disciplinary and Applied Sciences,

Heads of the Department comprises in the Faculty of
Inter-disciplinary and Applied Sciences,

Four members of whom two shall be Principals,
appointed by the Academic Council.

2. (i) All students seeking admission to Colleges against reserved seats of Scheduled Castes/Tribes and for Children of Armed Personnel disabled/killed in action during the Wars from 1947-48 onwards or those who died on duty, shall be registered centrally by the University and subject to overall availability of seats such of them as are found eligible for admission will be assigned to various colleges who shall admit them accordingly.

Guidelines

- (1) The candidates will be registered by the University in the first instance and thereafter they will be free to seek admission to any college.
- (2) The Colleges will prepare their merit list separately and admit them according to the coursewise quota fixed by the University.

ADMISSION

- (3) It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Castes/Scheduled Tribes.
- (4) The Colleges will not refuse admission to any SC/ST student on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be removed through remedial classes for which U.G.C. grants are available.
- (5) All seats reserved for SC/ST which remain unfilled will be notified again by the concerned colleges and filled according to merit in subsequent admission lists.
- (6) The University will monitor the admissions, with the help of a Committee of 5 to 6 members with Dean Students' Welfare (Main Campus) as Convenor, and will look into problems, if any, arising therefrom. This Committee might also obtain information about admissions made every day in the evening.
- (7) By obtaining the above information, the University will know how many seats have been filled up by the Colleges against the reserved seats and how many seats are still vacant.
- (8) In case the candidates registered with the University could not get admission in any College, the University will allot them Course and College where the seats will be available.

The Academic Council may specify either generally or each year the courses for which the students will be registered centrally by the University and the manner of their admission including whether they will be assigned to various Colleges or those found eligible will be free to seek admission to any College.

Subject to the aforesaid, the Principal of a College will admit students to the various courses available in that College. The College shall ensure that each student fulfils the eligibility requirements, as prescribed by the Academic Council, for admission to the concerned course.

(ii) Applications for admission/registration shall be made on a prescribed form. Applications by students seeking admission to Master's courses in the Faculties of Arts, Mathematical Sciences, Social Sciences, Music and Science shall be sent to the Deans of Faculties concerned direct. Applications for admission to courses other than those mentioned above shall be made to the Principal of the College concerned :

ORDINANCE II

Provided that for purpose of provisional admission to the Post-graduate Courses, there shall be Standing Committees, one each for the Faculty of Arts, Social Sciences, Mathematical Sciences and Music, to be appointed by the Vice-Chancellor, which would decide the criteria and, on the merits of each case the admissions on provisional basis.

“For the purpose of this Clause ‘Principal of a College’ shall, where the case so requires include the Dean of the Faculty of Law Director, Campus of Open Learning and where instruction is provided solely by the University, the Head of Department concerned”.

Note : The above amendment will be effective after the assent of the Visitor to Statute 2,5,7, 9A, 9B, 11 & 19 is received.

3. Admissions shall be finalised by the Principals of Colleges and Deans of Faculties concerned, as the case may be, not later than such last date as may be prescribed by the Academic Council from time to time.

Provided that the Vice-Chancellor may, at his discretion, allow admission to any course after the prescribed date as aforesaid, for very exceptional reasons, such as late declaration of results or such other reasons considered satisfactory by the Vice-Chancellor up to the dates thought reasonable by him in each case:

Provided further that no admission will be made by a College prior to the date to be fixed by the Academic Council each year :

Provided further that all provisional admissions to the Post-graduate Courses shall be finalised by the Standing Committees concerned not later than 15th October of the year in which admissions are sought. Provisional admissions not finalised by the aforesaid date shall automatically be annulled.

4. (1) The minimum qualifications and conditions of eligibility for admission to the various courses shall be as laid down in Ordinance I and I-A and/or Appendix II to the Ordinances.

Provided that notwithstanding anything in the said Ordinance or Appendix, the Academic Council, on the recommendations of the Admission Committees, reviewed and modified by the Standing Committee of the Academic Council if necessary, may -

ADMISSION

- (i) raise the minimum qualifications for eligibility for admission, *e.g.*, require a higher qualifying examination, or a prescribed percentage of marks in the qualifying examination, and the like;
- (ii) add to the conditions of eligibility for admission *e.g.*, require certain combinations of subjects, or some teaching or other experience, or require that the candidate shall pass a test devised for the purpose, or that he shall give an undertaking that he will not take up any employment during the course of his study, or will not appear at certain competitive examinations, and the like;
- (iii) where the number of eligible applicants for the course is greater than the number of seats available, prescribe any rules determining the order of preference among the applicants, *e.g.*, give weightage to those who have passed the qualifying examination in a single attempt, and the like.

(2) The said Admission Committees shall determine the principles on which admissions are to be made and the procedure therefor subject to review by the Standing Committee of Academic Council as mentioned hereinafter. The said Admission Committees shall finalise the cases of admission where registration is centrally done by the University (vide proviso to Clause 2(i) above). The Admission Committees shall also consider and make recommendations to the Standing Committee in respect of such admission cases as are referred to them by the Deans of the Faculties on account of any special factor and considerations involved in particular cases.

(3) The said Admission Committee shall also ascertain, as soon as may be, the number of places for various courses likely to be available in the various courses and shall notify the Heads of Departments and Principals of Colleges accordingly.

5. There will be a Standing Committee of the Academic Council which will :

- (1) review and finalise cases of admission as are specially referred to them by the different Courses Admission Committees, on account of any special factors or considerations involved in particular cases;
- (2) review ordinarily in November each year the principles adopted by the various Courses Admission Committees for admission to the courses concerned and to co-ordinate, wherever necessary, the admission procedure adopted by these Committees.

Ordinance II--A Transitory Ordinance - Deleted

Ord. III. Transfer from Honours to Pass and *Vice-Versa*.

1. (1) Notwithstanding anything to the contrary contained in Clause 4(2) of Ordinance II of the Ordinances of the University:

- (i) Any student admitted to an Honours Course may, at his own request be transferred to the B.A. (Pass)/B.Com. (Pass)/B.Sc. (Genl.) Course by the Principal of the College concerned, not later than 31st December of the 1st Year of the Course. An intimation to this effect shall be sent by the Principal of the College concerned to the Deans of the Faculties concerned, the Registrar and the Controller of Examinations not later than the 15th January following.
- (ii) (a) Any student of the B.A. (Hons.) or B.Com. (Hons.) Course, who has passed the Part I Examination or a student who has been declared eligible for promotion to the next higher class on the result of the Part I Examination or a student who has failed at the Part I Examination, obtaining at least 25% marks in the aggregate (Main subject and Qualifying and Subsidiary Subjects taken together) in each case, may at his option, be allowed to proceed to the 2nd year class of the B.A. (Pass) or the B.Com. (Pass) Course at the beginning of the 1st Term of the 2nd year of the Course, if otherwise eligible for admission to the 1st year of the B.A. (Pass) or the B.Com. (Pass) Course, as the case may be, as per qualifications possessed by him at that time. Such a student, on transfer, shall be required to take Part I & Part II Examinations simultaneously, of the B.A. (Pass) or the B.Com. (Pass) Course, as the case may be, at the end of the 2nd year of the Course, if otherwise eligible.
- (b) Any student of the B.Sc. (Hons.) Course, who has failed at the Part I Examination, but has secured at least 25% marks in the aggregate (Main subject and Qualifying and Subsidiary subjects taken together) may, at his option, be allowed to proceed to the 2nd year class of the B.A. (Pass) or B.Com. (Pass) or B.Sc. (Genl.) Course, at the beginning of the 1st term of the 2nd year of the course, if otherwise eligible for admission to the 1st year of the B.A. (Pass)/B.Com. (Pass)/B.Sc. (Genl.) Course, as the case may be, as per qualifications possessed by him at that time. Such a student on transfer shall be required to take Part I and Part II Examinations simultaneously, of the B.A. (Pass) or the B.Com. (Pass) or the B.Sc. (Genl.) Course as the case may be, at the end of the 2nd year of the course, if otherwise eligible.

- (c) Any student who has passed the Part I Examination of B.Sc. (Hons.) Course in Botany/Zoology may, at his own request, be transferred to B.Sc. (Genl.) Group 'B' course in 2nd year at the beginning of the first term. Such a student, if admitted, shall not be required to take Part I Examination of B.Sc. (Genl.) Group 'B'. While determining the classification of result for the B.Sc. (Genl.) examination, the marks secured by the candidates for the B.Sc. (Hons.) Part 1 examination be taken into account after reducing or adding proportionately, to be out of the maximum marks prescribed for the B.Sc. (Genl.) Part 1 (I year) examination.
- (d) Any student of B.Sc. (Hons.) course, who has passed the Part 1 (I year) Examination and wishes to seek transfer from B.Sc. (Hons.) to B.A. (Pass) or B.Com. (Pass) in 2nd year at the beginning of the first term, may be allowed to do so. Such a student on transfer shall be required to take Part 1 and Part II examinations simultaneously, of the B.A. (Pass) or B.Com. (Pass) Course, as the case may be, at the end of the 2nd year of the course, if otherwise eligible.

(2) Notwithstanding anything to the contrary contained in Clause 4(2) of Ordinance II of the Ordinances of the University:

- (i) Any student admitted to 1 year of the B.A. (Pass)/B.Com. (Pass)/B.Sc. (General) Course may be transferred by the Principal of the College concerned to the 1 year of the B.A. (Hons.)/B.Com. (Hons.) Course not later than 15th October on the basis of initial qualifications prescribed for admission to the respective Honours Course. An intimation to this effect shall be sent by the Principal of the College concerned to the Deans of the Faculties concerned, the Registrar and the Controller of Examinations not later than the 15th January following.
- (ii) Any student admitted to the B.A. (Pass)/B.Com. (Pass) Course may be transferred by the Principal of the College concerned to the respective Honours Course, not later than the 31st December of the 1 Year of the Course provided that he has secured at least 45 per cent marks in the aggregate and at least 50 per cent marks in the subject concerned in the College tests held in November/December. An intimation to this effect shall be sent by the Principal of the College concerned to the Deans of the Faculties concerned, the Registrar and the Controller of Examinations not later than the 15th January following.

ORDINANCE III

(3) A student in an Honours Course may, subject to the recommendation of the Principal of his College and with the concurrence of the Dean of the Faculty concerned, be admitted by the appropriate Courses Admission Committee to an Honours Course in another subject or be permitted to change his Subsidiary subject or subjects, not later than the dates mentioned hereunder:

- 30th September - For transfer from Faculty of Science to Faculties of Arts, Social Sciences and Mathematical Sciences.
- 31st August - For transfer from Faculties of Arts, Social Sciences and Mathematical Sciences to Faculty of Science.

Provided that a student in an Honours Course in the Faculties of Arts, Social Sciences and Mathematical Sciences, admitted directly to the second year, be permitted to change his Main Subject or Subsidiary Subject or subjects within these Faculties by the 30th September of the year of admission.

2. (1) Any student who is reported by the Head of the Department concerned to be unsuitable for an Honours course may be transferred to the B.Sc. (General) Course by the Science Courses Admission Committee not later than the beginning of the second year. The conditions under which such transfers could be made shall be laid down by the Faculty of Science.

(2) A student admitted to the 1st year of the B.Sc. (General) Course may, on the recommendation of the Head of the Department concerned and with the concurrence of the Dean of the Faculty of Science, be admitted by the Science Courses Admission Committee to the B.Sc. (Honours) Course at any time up to 31st August of the year of admission.

The conditions under which such admission could be made shall be laid down by the Faculty of Science.

(3) The candidates who have passed the B.Sc. (Genl.) 1st year Examination from Delhi University with 60% or more marks in the aggregate of the subjects viz. (i) Chemistry, Botany and Zoology; and (ii) Physics, Chemistry and Mathematics and 60% or more marks in the concerned subject shall be entitled to seek transfer to 2nd year class in B.Sc. (Hons.) Course (i) Botany or Zoology (ii) Physics or Chemistry.

Note : (1) Such candidates, if admitted, shall be required to take Part I examination (Main-theory papers only).

(2) The marks obtained by the candidate in the theory and practical of B.Sc. (Genl.) 1st year Examination papers

MIGRATION

which become subsidiary papers on transfer to 2nd year shall be taken into account proportionately. The marks obtained in the practical of B.Sc. (Genl.) which becomes main paper on transfer to 2nd year shall be taken into account proportionately as marks obtained in the Practical Main of the 1st year.

(4) A student in an Honours Course in the Faculty of Science may, subject to the recommendations of the Heads of the Departments concerned and with the concurrence of the Dean of the Faculty, be admitted by the Science Courses Admission Committee to an Honours Course in another subject or permitted to change his Subsidiary Subject or subjects not later than the 31st August of the year of admission.

(5) A student admitted to the first year of B.Sc. (General) course, but otherwise eligible for admission to the second year of the same course, may, on the recommendations of the Heads of the Department concerned and with the concurrence of the Dean of the Faculty of Science, be transferred by the Science Courses Admission Committee to the second year of the B.Sc. (General) Course, up to 31st August, in the year in which he seeks admission.

3. A student reading for a course in one Faculty may not later than the beginning of the third term of the first year be transferred to a course in another Faculty on the recommendation of the Principal of his College and with the concurrence of the Deans of the Faculties concerned but such transfer shall be subject to the approval of the Courses Admission Committee of the Faculty to which the student seeks transfer:

Provided that a student admitted directly to the second year will be permitted to change his subject only if he agrees to study the new subject for at least two years and in the case of the Subsidiary Subject for at least one year.

Note : For purposes of this Ordinance, the Faculty of Arts and the Faculty of Social Sciences shall be deemed as one Faculty.

Ord. IV—Migration

1. (1) A student who has not completed his course of study or having completed his course of study has not appeared at the examination for which he was reading in any other Indian University or in any College under the control of a Board of Intermediate Education shall not be admitted to the University except on production of the following documents :

(a) leaving certificate from the Principal of the College or from the Registrar of the University he is leaving;

ORDINANCE IV

- (b) certified copies of the report of attendance against his name in the register of students of the University or the College concerned.

(2) Admission of a student to the University in the second academic year of study for a degree examination may only be allowed on the ground that the parent or guardian of the student is residing in or has migrated to Delhi.

(3) In all cases of migration a certificate is required from the Principal of the College to which admission is sought by a student to the effect that he has attended a sufficient number of lectures in the subjects offered by him at this University in the College or the University from which he migrates, so as to enable him to complete the course of study prescribed by the University.

2. Applications for migration from one College of the University to another shall only be entertained by the Principal if forwarded by the Principal of the College from which migration is sought, and the necessary alteration in the enrolment entries shall only be made in the University Register by the Registrar after obtaining the consent in writing of both Principals.

3. Migration of a student to the University in a Course of Study to the Degree Examination under the Faculty of Technology and Faculty of Medical Sciences shall not be permitted.

Re-admission

4. (a) A student of the University having failed to pass any examination of the University may be registered for re-admission to the class he studied last, at the discretion of the Principal of any College of the University, within the prescribed period of registration. No enrolment fee shall be charged in such cases and a remark in the University register shall be deemed as equivalent to fresh enrolment.

(b) If a student's name is struck off the rolls of his College, he may be re-admitted to the same class at the discretion of his Principal in the same academic year or within the period of registration, if re-admission is sought in any subsequent year. No enrolment fee shall be charged in such a case and a remark in the University Register shall be deemed as equivalent to fresh enrolment.

The term 'his College' means the College last attended by the student.

5. Inter-University migration shall not be permitted later than the end of the first term of the second year of the B.A. (Pass) Course.

MIGRATION

6. The last dates for change of elective subjects or a Modern Indian Language shall be as follows:

First year of the Course -20th August

(for those who after passing the Senior Secondary or an equivalent examination join the first year of the B.A. (Pass) Course).

Second year of the Course -20th August

(for those who join the second year of the B.A. (Pass) Course).

ORDINANCE V
CHAPTER
OF COURSE OF STUDY

Ord. V. University Degrees, Diplomas and Certificates

1. There shall be courses of study in the University for the following Degrees, Diplomas and Certificates :

(1) *Pass Courses :*

(a) Under-graduate Courses :

Bachelor of Arts	... B.A. (Pass)
Bachelor of Arts B.A.
Bachelor Arts (Vocational Studies)	... B.A. (Vocational Studies)
Bachelor of Commerce (Pass)	...B.Com. (Pass)
Bachelor of Science (Genl.)	...B.Sc. (Genl.)
Bachelor of Science (Home Science)	...B.Sc. (Home Science)
Bachelor of Medicine and Bachelor of Surgery	...M.B., B.S.
Bachelor of Dental Surgery	...B.D.S.
Pre-Ayurveda/Pre-Tibb	
Bachelor of Mechanical Engineering	
Bachelor of Electrical Engineering	
Bachelor of Civil Engineering	
Bachelor of Electronics and Communication Engineering	
Bachelor of Production and Industrial Engineering	
Bachelor of Polymer Science and Chemical Technology	
Bachelor of Computer Engineering	
Bachelor of Fine Arts (Painting)	...B.F.A. (Painting)
Bachelor of Fine Arts (Sculpture)	...B.F.A. (Sculpture)
Bachelor of Fine Arts (Applied Art)	...B.F.A. (Applied Art)
Bachelor of Ayurvedic Medicine and Surgery	...B.A.M.S.
Bachelor of Unani Medicine and Surgery	...B.U.M.S.
Bachelor of Pharmacy	...B. Pharma
Bachelor of Phy. Edu. Health & Sports	B.Sc.(P.E.H.E. & Sports)

(b) Post-graduate Courses :

Bachelor of Education	...B.Ed.
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UNIVERSITY DEGREES, DIPLOMAS AND CERTIFICATES

Bachelor of Law	...LL.B
Bachelor of Library Science	...B.Lib. Sc.
Master of Science in Medical Bio-chemistry	...M.Sc. (Medical Bio-chemistry)
Master of Surgery in Obstetrics & Gynaecology	...M.S. (Obstetrics and Gynaecology)
Doctor of Medicine in Pathology	...M.D. (Pathology)
Doctor of Medicine in Physiology	...M.D. (Physiology)
Doctor of Medicine in Pharmacology	...M.D. (Pharmacology)
Doctor of Medicine in Medical Microbiology	...M.D. (Medical Microbiology)
Doctor of Medicine in Medical Bio-chemistry	...M.D. (Medical Bio- chemistry)
Doctor of Medicine in Paediatrics	...M.D. (Paediatrics)
Doctor of Medicine in Anaesthesia	...M.D. (Anaesthesia)
Master of Surgery in Surgery	...M.S. (Surgery)
Master of Surgery in Anatomy	...M.S. (Anatomy)
Master of Surgery in Orthopaedics	...M.S. (Orthopaedics)
Master of Surgery in Ophthalmology	...M.S. (Ophthalmology)
Master of Surgery in Otolaryngology	...M.S. (E.N.T.)
Doctor of Medicine in Dermatology includ- ing Leprosy & Venereal Diseases	...M.D. (Dermatology including Leprosy and Venereal Diseases)
Doctor of Medicine in Radio-Diagnosis	...M.D. (Radio-Diagnosis)
Doctor of Medicine in Radio-Therapy	...M.D. (Radio-Therapy)

ORDINANCE V

Doctor of Medicine in Community Medicine	...M.D. (Community Medicine)
Doctor of Medicine in Pulmonary Medicine.	...M.D. (Pulmonary Medicine).
Doctor of Medicine in Community Health Administration	...M.D. (Community Health Administration)
Doctor of Medicine in Forensic Medicine	...M.D. (Forensic Medicine)
Master of Science in Medical Microbiology	...M.Sc. (Medical Micro- biology)
Doctor of Medicine in Psychiatry	...M.D. (Psychiatry)
M.D. Degree Courses in Ayurveda;	
Ayurvedavachaspati	...M.D. Ayurveda (Sharir Kriya Vigyan)
Ayurvedavachaspati	...M.D. Ayurveda (Dravyaguna Vigyan)
M.D. Degree Courses in Unani;	
Mahir-e-Tibb	...M.D. Unani (Teshreeh)
Mahir-e-Tibb	...M.D. Unani (Ilmul Advia)
(c) Post-Doctoral Courses;	
M.Ch.(Plastic Surgery)	
M.Ch. (Cardio-Thoracic Surgery)	
M.Ch. (Neuro-Surgery)	
D.M. (Cardiology)	
D.M. (Neurology)	
D.M.(Gastro-enterology)	
(2) Honours Courses :	
Under-graduate Courses;	
Bechelor of Arts	...B.A. (Hons.)
Bachelor of Science	...B.Sc. (Hons.)
Bachelor of Science (Nursing)	...B.Sc.(Hons.) Nursing
Bachelor of Commerce	...B.Com. (Hons.)
Bachelor of Arts (Music)	...B.A. (Hons.) Music
Bachelor of Science (Home Science)	...B.Sc. (Hons.) Home Science
(3) Master's Course :	
Master of Arts	...M.A.
Master of Science	...M.Sc.
Master of Laws	...LL.M.
Master of Education	...M.Ed.

UNIVERSITY DEGREES, DIPLOMAS AND CERTIFICATES

Master of Commerce	...M.Com.
Master of Library and Information Science	...M.L.I. Sc.
Master of Nursing	...M. Nursing
Master of Business Administration	...M.B.A.
Master of Science in Applied Geology	...M.Sc. Applied Geology
Master of Computer Application	...M.C.A.
Master of Pharmacy	...M. Pharma
Master of Finance and Control M.A. Education	...M.F.C.
Master of Electrical Engineering Master of Mechanical Engineering Master of Civil Engineering Master of Polymer Technology	} ...M.E.
Master of Science in Applied Physics	
M.A. in Hindustani/Karnatak Music	
Master of Fine Arts.	
(4) M.Phil.	
M.Phil. in English	...M.Phil. (English)
M.Phil. in other Subjects	...M.Phil. (in other Subjects)
(5) Diploma Courses :	
Tuberculous and Chest Diseases Diploma	...D.T.C.D.
Diploma in Russian (General)	
Diploma in French (General)	
Advanced Diploma Course in French	
Diploma in Assamese	
Diploma in Gujarati	
Diploma in Kannada	
Diploma in Malayalam	
Diploma in Marathi	
Diploma in Manipuri	
Diploma in Oriya	
Diploma in Sindhi	
Diploma in Telugu	
Diploma in Sanskrit	
Diploma in Swahili	
Post-Graduate Diploma in Industrial Chem. (Polymer)	
Post-Graduate Diploma in Analytical Methods in Chem. and Bio-Chemistry	
Advanced Diploma Course in Urdu	
Diploma in Modern Persian	
Advanced Diploma Course in Russian (Translation)	

ORDINANCE V

Diploma in German
 Diploma in Italian (General)
 Advanced Diploma in Italian
 Diploma in Spanish
 Advanced Diploma in Bulgarian
 Advanced Diploma in Hungarian
 Advanced Diploma in Polish
 Diploma in Romanian
 Advanced Diploma in Romanian
 Diploma in Serbocroatian
 Advanced Diploma in Serbocroatian
 Diploma in Czech
 Advanced Diploma in Czech
 Intensive Advanced Diploma in Russian/German/French
 Diploma in Dietetics and Public Health Nutrition
 Advanced Diploma Course in German
 Diploma in Hindi
 Diploma in Urdu
 Diploma in Modern Arabic
 Diploma in Panjabi
 Diploma in Bengali
 Diploma in Tamil
 Diploma in Pharmacy
 Diploma in Pali Language and Literature
 Diploma in Chinese Language
 Advanced Diploma in Chinese Language
 One-year Intensive Advanced Diploma in Chinese Language
 Post-Intensive Advanced Diploma Course in Chinese Language
 Diploma in Japanese Language
 Advanced Diploma in Japanese Language
 One-year Intensive Advanced Diploma in Japanese Language
 Post-Intensive Advanced Diploma Course in
 Japanese Language
 Diploma in Polish (General)
 Diploma in Hungarian
 Diploma in Bulgarian
 Advanced Diploma in Spanish
 Diploma in Hindi for Foreign and non-
 Hindi knowing Indian students
 Diploma in Urdu for Foreign and non-
 Urdu knowing Indian students
 One-year Post-M.A. Diploma Course
 in Urdu Paleography
 One-year Post-M.A. Diploma in Urdu
 Translation and Mass Media
 Sangeet Shiromani (Diploma)
 (Hindustani/Karnatak Music)

UNIVERSITY DEGREES, DIPLOMAS AND CERTIFICATES

Diploma in Child Health ... D.C.H.
 Diploma in Anaesthesia ... D.A.
 Diploma in Linguistics
 Advanced Diploma in Applied Linguistics
 Diploma in Tibetan Language and Culture
 Post-Graduate Diploma in Tourism
 Post-Graduate Diploma in Book-Publishing
 Diploma in Radiation Medicine ... D.R.M.
 Diploma in Ophthalmology ... D.O.
 Diploma in Otolaryngology ... D.L.O.
 Diploma in Obstetrics and
 Gynaecology ... D.G.O.
 Diploma in Medical Radio
 Diagnosis ... D.M.R.D.
 Diploma in Medical
 RadioTherapy ... D.M.R.T.
 Diploma in Dermatology and
 Venereal Diseases ... D.V.D.
 Diploma in Immunology and Allergy ... D.I.A.
 Diploma in Microbiology ... D.Mic.
 Diploma in Health Education ... D.H.E.
 Diploma in Physical Medicine &
 Rehabilitation ... D.P.M.R.
 Diploma in Health Administration ... D.H.A.
 Diploma in Personnel Management ... D.P.M.
 Diploma in Marketing and Sales
 Management ... D.M.S.M.
 Advanced Diploma in Modern Arabic
 Advanced Diploma in Modern
 Persian
 Post-Graduate Diploma in International Marketing
 Post-M.A. Diploma in Adult & Continuing Education
 Diploma in International Law
 Diploma in Law of International Institutions
 Post-Graduate Diploma in Computer System and Infn. Tech.
 Post-B.Sc. Diploma in Electronic Instrumentation
 Post-Graduate Diploma in Administrative Management
 Post-M.A. Diploma in Linguistics
 Post-Graduate Diploma in International Management
 Post-Graduate Diploma in Financial Management
 Post-Graduate Diploma in Internal Audit and
 Management Control System
 One year Post-M.A. Diploma Course in
 Persian Palaeography
 One year Post-M.A. Diploma Course in
 Persian Advanced Trans/Interpretation
 One year Advanced Diploma Course in Hindi
 One year Post-Graduate Diploma Course in Trans.
 (English/Hindi)

ORDINANCE V

One year Advanced Diploma Course in Portuguese
One year Diploma Course in Portuguese

(6) *Certificate Courses:*

Russian Translator's Certificate
Certificate of Proficiency (Russian)
Certificate in German
Certificate in Italian
Certificate in Romanian
Certificate in Swahili
Certificate in Hausa
Certificate in Tamil
Certificate in Telugu
Certificate in Portuguese
Certificate in Kannada
Certificate in Malayalam
Certificate in Marathi
Certificate in Gujarati
Certificate in Oriya
Certificate Course in Translation (English-Hindi)
Certificate in Hindi for Foreign & Non-Hindi knowing
Indian students
Certificate in Urdu for Foreign & Non-Urdu knowing
Indian students
Certificate in Modern Arabic
Certificate in Bengali
Certificate in Chinese Language
Certificate in Panjabi
Certificate in Pali Language and Literature
Certificate in Polish Language
Certificate in Forensic Science
Certificate in Assamese
Certificate in Manipuri
Certificate in Sindhi
Certificate in Sanskrit
Certificate in Modern Persian
Certificate in French
Certificate in Spanish
Certificate of Proficiency in Bulgarian
Certificate in Hungarian
Certificate of Proficiency in Romania
Certificate in Serbo-Croatian
Certificate of Proficiency in Czech
Certificate in Statistics & Operational Research.

2. The respective courses of study for each of the Degrees, Diplomas and Certificates mentioned in the preceding Article shall be those as set out in Appendix II to these Ordinances.

2-A. (i) In addition to the course of study prescribed under Article 2 every person admitted from the session commencing in July

MASTER OF PHILOSOPHY (M.PHIL.)

1952, to any of the courses of study for the degrees named below shall be required to pursue a course of study and to pass an examination in Hindi:

B.A. (Pass)
B.A. (Vocational Studies)
B.Com. (Pass)
B.Sc. (General)
B.Sc. (Home Science)
M.B., B.S.
B.D.S.
B.A. and B.Sc. (Hons.)
B.A. (Hons.) Music
B.Sc. Nursing (Hons.)
B.Com. (Hons.)
B.E.
B.Sc. (Electrical/Mechanical/Civil/Chemical Engineering)
and B.Sc. (Textile Technology).
Bachelor of Fine Arts (Painting)
Bachelor of Fine Arts (Sculpture)
Bachelor of Fine Arts (Applied Art)
Bachelor of Ayurvedic Medicine and Surgery
Bachelor of Unani Medicine and Surgery.

(ii) The examination in Hindi shall consist of one paper and the standard and scope shall be those as set out in Appendix III.

3. Those students only shall be admitted to the aforesaid course of study whose admission has been recommended by the appropriate Courses Admission Committee herein before mentioned.

4. The Dean of a Faculty may admit any person who is not a member of the University to attend one or more courses of University lectures or practicals delivered or conducted by teachers of the University in that Faculty on payment of such fees as may be prescribed by the Ordinances. Any person so admitted shall not be entitled to appear in any examination of the University, but the Dean may grant him a certificate that he has attended the course of lectures or practicals, as the case may be.

Ord. VI. Master of Philosophy (M.Phil.)*

1. There shall be an M.Phil. Degree Programme in each Department in the Faculties of Arts, Science, Social Sciences Mathematical Sciences, Management Studies, Education, Music and Fine Arts, Inter-disciplinary & Applied Sciences and Applied Social Sciences and Humanities.

*Also see EC Res. 30-9-2003.

ORDINANCE VI

The provisions of this Ordinance shall not apply in the case of M.Phil. Degree Programme in the Department of English, which shall be governed by a separate Ordinance (Ordinance VI-A).

2. The Programme may be run on a full-time basis or on a part-time basis, or both, depending upon the facilities available in the Department to run the programme.

3. Subject to the over-all control of the Academic Council, the M.Phil. Programme in a Department will be administered by an M.Phil. Committee consisting of the Head of the Department, all Professors in the Department and such other teachers (including teachers from other Departments wherever necessary) recommended by the Dean of the Faculty, on the advice of the Head of the Department, and approved by the Vice-Chancellor. However, the total membership of the Committee shall not exceed 15. The Head of the Department shall be the Chairman of the Committee.

Provided that two or more Departments of the University, with the approval of the Academic Council, may have an Inter-disciplinary M.Phil. Programme in which case the M.Phil. Committee shall consist of the Heads of the Departments concerned, all the Professors in the Departments concerned, and such other teachers recommended jointly by the Deans of the Faculties concerned on the advice of the Heads of the Departments and approved by the Vice-Chancellor, not exceeding 15 in all. The Heads of the Departments concerned shall act as Chairman by rotation in order of seniority of the establishment of the Department.

Members of the M.Phil. Committee other than the Head of the Department and Professors in the Department shall hold office for a period of two years. After the M.Phil. Committee is once constituted and a person, who is not already a member of the M.Phil. Committee is appointed as Professor, such a person will automatically become a member of the M.Phil. Committee. In such a situation, the maximum limit of 15 of the membership of the Committee shall not apply till such time M.Phil. Committee is reconstituted.

This Committee shall -

- (a) invite and scrutinise applications and make admission to the M.Phil. Programme.
- (b) design courses and lay down syllabi for the same; (The M.Phil. Committee of the Department will give due consideration to the suggestions made by the teachers of the Department while designing the courses and laying down the syllabi for the same; (c) organise Lectures, Seminars and supervision of the dissertation work etc.
- (d) make arrangements for the conduct of oral/written examinations, evaluation of performance in day-to-day work, including tests, seminars, viva-voce etc.

MASTER OF PHILOSOPHY (M.PHIL.)

(e) recommend persons for appointment as internal/external examiners for consideration by the Academic Council.

4. (a) The full-time M.Phil. programme shall ordinarily have a duration of 18 months and the part-time M.Phil. programme shall ordinarily be of a duration of 30 months. However, the departments will have a flexibility of adding or subtracting six months to or from the norm. Thus, a full-time M.Phil. programme may be of 12 months, 18 months or 24 months, and a part-time M.Phil. programme may be of 24 months, 30 months or 36 months. The M.Phil. Committees shall notify clearly the duration of their respective M.Phil. programmes. The total span of the full-time programme shall be 36 months and the part-time programme shall be 48 months. Those students who do not complete the programme within the duration announced by the M.Phil. Committee of the department shall be treated as ex-students till the expiry of the total span period. There shall be no provision for extension of the programme duration on a case to case basis.

(b) The maximum enrolment in the M.Phil. programme of a Department shall be twenty-five students.

(c) Every M.Phil. programme shall have a course work of not less than six months in the case of full-time programmes and not less than twelve months in the case of part-time programmes.

(d) Decisions of the M.Phil. Committees related to course development and revision shall be reported to the Academic Council.

(e) Departments may, with adequate justification, decide to discontinue admission to the M.Phil. programme for a specific period of time. Such decisions of the M.Phil. Committees shall be reported to the Academic Council.

Note : The following additional guidelines to Departments which run the M.Phil. Programme.

1. The M.Phil. Committees may explore possibilities of interdisciplinary linkages with other departments by way of joint courses and provision for students to access courses across department and faculties.
2. The Syllabi of courses in M.Phil. programmes may be reviewed by the respected M.Phil. Committees every five years.

ORDINANCE VI

5. The minimum qualifications for admission to the M.Phil. Course in various disciplines of the University shall be as follows:

The candidate should have good academic record with first or high second class Master's Degree or an equivalent degree of a foreign University in the subject concerned, or an allied subject to be approved by the Vice-Chancellor on the recommendation of the Head of the Department and the Dean of the Faculty concerned. Provided that the above minimum marks requirement shall not apply in the case of the teachers of the University of Delhi holding substantive appointment before the promulgation of this Ordinance.

(Note: Second Class would mean at least 50% marks in the subject or equivalent grade).

6. *Attendance*

Students shall be required to attend lectures and participate in seminars arranged in the Department during the Programme. The minimum percentage of lectures to be attended and seminars to be participated in by the students shall be determined by the M.Phil. Committee of the Department. But in no case minimum requirement to be prescribed in any Department, shall be less than 2/3 of the lectures delivered and seminars held, separately. The M.Phil. Committee of the Department will also constitute for each student an Advisory Committee of 3 to 5 members including the Supervisors of the candidate. The Advisory Committee, which may also include members from other Departments, will advise the student in his studies, seminar work and dissertation work, etc.

7. The M. Phil. examination shall be held by the M.Phil. Committee of the Department in two Parts as follows:

Part I: Three or four courses, on Methods of Research, major aspects of the subject and allied subjects (permutations of the above may be allowed according to the nature of the discipline and the specific topic for Dissertations).

In the case of the full-time M.Phil. Programme (one calendar year), this examination shall be held at a suitable stage in the middle course. In the case of Part-time M.Phil. Programme (two calendar years), this examination shall be held at a suitable stage towards the close of the 1st year.

Part II: After passing the examination in the courses as above, a student shall be required to write a dissertation on a subject approved by the Advisory Committee under the supervision of the Supervisors appointed for the purpose.

The dissertation will be submitted only when the Supervisor(s) concerned is/are satisfied that the Dissertation is worthy of consideration in part fulfilment of the M.Phil. Degree. Provided that the application for submission of Dissertation shall also be countersigned by the Head of the Department concerned. The Dissertation may include results of original research, a fresh interpretation of existing facts and data or a review article of a critical nature or may take such other form as may be determined by the Advisory Committee.

Provided that a student who has secured 50% marks in at least two courses (separately in written and practical) of the Part I Examination may be allowed to proceed for his dissertation work. Such a student shall be permitted to submit his dissertation only when he has passed the examination in all the courses prescribed under Part I (Clause 7). In the case of students who have not cleared all the courses at the examination as prescribed in Part I (Clause 7), the M.Phil. Committee of the Department will arrange a special examination in the remaining courses at a suitable stage of the programme.

Note : The dissertation should be submitted by the date fixed by the M.Phil. Committee of the Department in each case; provided that the M.Phil. Committee, subject to the provisions of Clause 8 hereafter, may grant to any candidate extension of time to the extent necessary, to submit dissertation, on request from the candidate concerned on individual merits of each case. Where a dissertation is submitted beyond six months from the date when it should have been submitted in the ordinary course the same shall be treated and entertained in relation to the next year's examination, and the student concerned shall be required to fulfil all the formalities including enrolment as ex-student and filling up a fresh examination form for this purpose.

The maximum marks for each course and the pattern and duration of the examination in each course shall be determined by the M.Phil. Committee of the Department in each case. Weightage may be given by the M.Phil. Committee of the Department in the final evaluation of the candidate to internal assessment based on his performance in the periodical tests and seminars. In no case shall the weightage exceed 50 per cent of the total marks of the M.Phil. Examination.

8. Students who perform at a prescribed level (75% marks in the aggregate of Part I Examination) (Clause 7) may be allowed to proceed to the Ph.D. Programme without being required to take the Part II examination.

Provided that a student who has been allowed to proceed to Ph.D. Programme as above, shall have the option to return to the M.Phil. Programme at a later stage. However, such a student shall be required to clear the M.Phil. Programme within the overall span period of three years from the date of his initial registration to full-time M.Phil. Programme or within four years from the date of his initial registration to the M.Phil. part-time programme.

9. The evaluation of candidates both in respect of courses and the dissertation to be submitted by them shall be done numerically. The minimum marks required to pass the M.Phil. Examination shall be 50% marks in the aggregate of written courses, 50% marks in the aggregate of practical courses and 50% marks in the project report/dissertation including viva-voce, separately.

The successful candidates of the M.Phil. Examination shall be classified as follows:

- | | |
|--------------------------------|--|
| 1. I Division with Distinction | 75% marks in the aggregate or above. |
| 2. I Division | 60% marks in the aggregate or above but below 75% marks. |
| 3. Pass | All others. |

10. No student shall be allowed to appear in any part of the Examination more than twice and a student must clear the M.Phil. Examination within three years of his initial registration for the M.Phil. full-time Programme and within four years of his initial registration for the M.Phil. part-time Programme. A candidate who having fulfilled the attendance requirements, etc. and being otherwise eligible to appear at the examination fails or fails to appear at the same he/she shall be required to appear/reappear at the same on his being enrolled as an ex-student in accordance with the rules prescribed in this behalf.

11. Fee : The following shall be the fees prescribed for the programme:

Admission Fee	--Rs. 10/-	Library Deposit	-Rs. 100/-
Tuition Fee	--Rs. 18/- p.m.	Athletic Assoc.	-Re. 1/- p.a.
Enrolment Fee	--Rs. 5/- --Rs. 2/-	Examination Fee Part I	-Rs. 50/- Part II -Rs. 50/-
Univ. Lib. Fee	--Rs. 12/-		
Laboratory Deposit wherever applicable :		To be determined by the Department concerned.	

Note : In the aforesaid Ordinance, the words ‘M.Phil. Committee’ in each Department will be deemed to connote the ‘Joint M.Phil. Committee’ in the case of Inter-disciplinary M.Phil. Programmes.

Ord. VI-A. Master of Philosophy (M.Phil.) Course in English

1. There shall be an M.Phil. Programme in the Department of English.
2. Subject to the over-all control of the Academic Council, the M.Phil. Programme in the Department will be administered by an M.Phil. Committee consisting of the Head of the Department *all other teachers in the Department*. The Head of the Department shall be the Chairman of the Committee.

The Committee shall :

- (a) invite applications and make admissions to the M.Phil. Programme (*The Committee may scrutinise applications to eliminate ineligible candidate, hold a written Entrance Test and conduct personal interviews for admission.*)
 - (b) approve and announce seminar course to be offered each semester. (The M.Phil. Committee of the Department will give due consideration to the suggestions made by the teachers of the Department while designing the courses and laying down the syllabi for the same).
 - (c) arrange, *during the first semester, a compulsory* course of lectures dealing with the problems and methods of *literary* research and *with critical theory*.
 - (d) Organise seminars and lay down norms for the evaluation of course work.
 - (e) make arrangements for the conduct of oral examinations of those students who have completed the course requirements.
 - (f) consider the recommendations of the Oral Examination Board and prepare the final results.
 - (g) review from time to time the working of the M.Phil. Programme and recommend any necessary modifications in its scope, structure etc.
3. To qualify for the award of the M.Phil. degree, candidates will be required to complete successfully semester courses or their equivalents e.g. an individually supervised essay in lieu of a Semester Course. Candidates will be expected, normally, to take two courses per semester. Except for the course at 2(c) above none of the semester courses will be compulsory.

The normal period for completing all requirements for the M.Phil. degree will be 2 years. The maximum period permissible will be 3 years. However, in exceptional cases, an extension of one additional year (making, in all, 4 years from the date of admission) may be granted by the M.Phil. Committee.

4. To be eligible for the M.Phil. Programme in English, a candidate should possess the minimum qualifications as laid down by the University from time to time for admission to the various M.Phil. Course in the University. Admissions may be regulated on the basis of a *written test and a personal interview*.

The calendar for each academic year will be as follows :

- (i) Admission procedures including selection of students and opting of *courses by them* will be completed by August 15.
- (ii) Seminar Courses will begin in August.
- (iii) The academic year will be divided into two Semesters (including *time permitted to the students for writing and submitting their term papers*) :

Summer Semester – *From mid-August to the end of the winter vacation*

Winter Semester – *From the end of the winter vacation to the end of the summer vacation.*

5. Attending at seminar classes will be compulsory. Students may not miss any seminar or class or lecture without informing the teacher concerned and obtaining his/her permission. The M.Phil. Committee may on the basis of a report received from the Supervisor(s) or a course that a student’s attendance record is not satisfactory drop his/her name from the list of the students registered for that course. Should a student wish to withdraw formally from a course for which his/her name has been registered he/she should apply formally to the Supervisor(s) concerned and end a copy of the application to the Chairman, M.Phil. Committee. All seminar courses will involve reading writing, and discussion. A seminar will normally meet once a week for a period of 2 hours through the semester. In order to complete a seminar course a candidate, in addition to his/her participation in weekly seminar discussions will be expected to complete atleast 2 assignments of which 1 will be in the form of written paper (400 words each). In addition candidates will be expected to take any test that the teacher conducting the seminar may decide to give them at any time during the course of the seminar.

MASTER OF PHILOSOPHY-ENGLISH

6. The grading for a seminar course will be based on the student's performance in (i) the major/long written assignments; (ii) the short papers on oral reports presented in class during the semester; (iii) the weekly seminar discussion :

Grade will be awarded as follows :

A+	=	7 grade points
A	=	6 grades points
A-	=	5 grade points
B+	=	4 grade points
B	=	3 grade points
B-	=	2 grade points
C	=	0-1 Fail
F	incomplete =	Fail as course not completed.
W	=	Withdrawal with permission before completion of Course

After completing successfully all course requirements, a candidate will be required to appear examinations before a Board constituted for the purposes. The Board will include the Head of the Department, one external examiner and *all teachers of the Department*. All the papers written by the candidate in his/her seminar courses will be made available to the Board which on the basis of a review of the work and the candidate's performance at the oral examination will make one of the following recommendations to the M.Phil. Committee.

- | | | |
|----|---|--|
| 1. | “Pass in the First Division with Distinctions.” | Minimum eligibility for consideration 42 grade points. |
| 2. | “Pass in the First Division | Minimum eligibility for consideration 37 grade points. |
| 3. | “Pass” | Minimum eligibility for consideration 16 grade points. |
| 4. | “Fail” | 15 grade points or below |

In case the Viva-Board is not satisfied with the performance of a candidate, the Board may ask the candidate to reappear for the viva alongwith the next batch of students before a recommendation about his/her result is finally made.

ORDINANCE VIA

Fee : the following shall be fees prescribed for the programme :

Entrance Test Fee	Rs. 100/-
Admission Fee	Rs. 10/-
Tuition Fee	Rs. 18/- p.m.
Enrolment Fee	Rs. 30/-
Library Fee	Rs. 12/- p.a.
Library Deposits	Rs. 500/-
Athletics Assoc.	Rs. 5/- p.a.
Examination Fee	Rs. 360/-
D.U.S.U. Fee	Rs. 2/-
Development Fee	Rs. 100/-
Special Annual Fee	Rs. 15/-
Library Development Fee	Rs. 180/- p.a.

**Ord. VI. A. (1) Master of Philosophy (M.Phil.) in
Biotechnology**

1. There shall be an M.Phil. Degree Programme in Biotechnology jointly administered by the departments of Biophysics, Biochemistry, Microbiology & Genetics.

2. The programme shall be run on a full-time basis.

3. Subject to the over-all control of the Academic Council, the M.Phil. Programme will be administered by an M.Phil. Committee consisting of the Heads of the four Departments, all Professors in the Departments and such other teachers (including teachers from other Departments wherever necessary) recommended by the Dean of the Faculty of Inter-disciplinary and Applied Sciences, on the advice of the Chairman of the M.Phil. Committee and approved by the Vice-Chancellor. However, the total membership of the Committee shall not exceed 15. The Heads of the participating departments-Biophysics, Biochemistry, Microbiology & Genetics shall be the Chairman of the Committee by rotation for a period of two years-appointed by the Vice-Chancellor on the recommendation of the Dean of the Faculty.

This Committee shall -

- (a) invite and scrutinise applications and make admission to the M.Phil. Programme;
- (b) design courses and lay down syllabi for the same;
- (c) organise Lectures, Seminars and supervise the dissertation work etc.;
- (d) make arrangements to conduct oral/written examinations, evaluation of performance in day-to-day work, including tests, seminars, viva-voce, etc.

4. The duration of the programme for full-time students shall ordinarily be one calendar year for students coming from stream B (10+2.+3+2) and two calendar years for students from stream A (11+3+2). Variations in the duration of the Programme may be allowed by the Academic Council on the recommendations of the M.Phil. Committee.

5. (a) The minimum qualification for admission to the M.Phil. Programme shall be a Master's Degree in the subject concerned, or an allied subject in physical (Physics, Chemistry, Mathematics etc.) and biological (Botany, Zoology, Biochemistry, Microbiology etc.) science of an Indian University, with at least 55% marks in the aggregate or an equivalent qualification recognised by the Academic Council.

(b) Eligibility of the students from both streams A & B for admission to Ph.D. would be decided by the M.Phil. Committee on the basis of their performance in the M.Phil. courses during I year.

6. Attendance

Students shall be required to attend lectures and participate in seminars arranged in the Departments during the programme. The minimum percentage of lectures to be attended and seminars to be participated in by the students shall be determined by the M.Phil. Committee. But, in no case the minimum requirement shall be less than 2/3rds of the lectures delivered and seminars held, separately, and satisfactory completion of the dissertation work. The M.Phil. Committee will also constitute for each student an Advisory Committee of 2 to 4 members including the Supervisor/s of the candidate. The Advisory Committee will advise the student in his/her studies, seminar work and dissertation work, etc.

7. The M.Phil. Examination shall be held by the M.Phil. Committee in two parts as follows:

Part I: Students will be required to opt for four theory papers enlisted in Annexure I. The examination shall be held at suitable time.

Part II: After passing the examination in the theory papers a student shall be required to write a dissertation on a subject approved by the Advisory Committee under the supervision of the Supervisor/s appointed for the purpose.

(a) The dissertation will be submitted only when the Supervisor/s concerned is/are satisfied that the dissertation is worthy of consideration in part-fulfilment of the M.Phil. Degree. Provided that the application for submission of dissertation shall also be countersigned by the Head of the Department in which the project was undertaken. The dissertation may include results of original research, a fresh interpretation of existing facts and data, or a review article of a critical nature, or may take such other form as may be determined by the Advisory Committee.

(b) Provided that a student who clears at least two courses enlisted in the Annexure I, may be allowed to proceed for his dissertation work. Such a student shall be permitted to submit his/her dissertation only when he/she has passed examination in all the courses as prescribed in Part-I (Clause 7). In the case of students who have not cleared all the courses at the examination as prescribed in Part-I (Clause 7), the M.Phil. Committee will arrange a special examination in the remaining courses at a suitable stage of the programme.

(c) The maximum marks for each course and the pattern and duration in each course shall be determined by the M.Phil. Committee in each case. The internal assessment shall be made only in relation to the theory papers and each theory paper shall have the same weightage for internal assessment which shall not exceed one half of the total weight of the paper. The grade point average awarded for the internal assessment shall be merged with the grade point average obtained at the examination in the written paper concerned and shall not be shown separately.

(d) There shall be no weightage to internal assessment in the evaluation of dissertation under Part II of the examination.

8. (a) The evaluation of the candidates both in respect of courses and the dissertation to be submitted by them shall be done by a Grading Method carrying the following notation:

Notation	Credit Points	Equivalent Numerical Scores
A+(Outstanding)	7	70-100
A	6	60-69
B+	5	55-59
B	4	50-54
F (Fail)	0 to 3.99	Below 50

Candidates, who secure at least grade 'B' both in respect of courses and the dissertation separately, shall be recommended by the M.Phil. Committee to the Academic Council for the award of the Degree of M.Phil. in Biotechnology.

(b) Since the candidate has to secure at least grade 'B' in the overall performance of all the written courses taken together. Grade F shall have the value which can be any value below four so that this value combined with grade averages of other papers can enable the candidate to pass the examination in the written course, he/she could not be getting the minimum pass marks in one paper.

(c) Candidates, who obtain grade 'A+' both in respect of courses and the dissertation, shall be declared to have passed the M.Phil. Examination 'with distinction'. In case of dissertation under Part II examination, the dissertation shall be assessed as an entity after taking into account the performance at the viva-voce examination which shall necessarily form part of evaluation of the dissertation.

9. No student shall be allowed to appear in any part of the examination more than twice and a student must clear the M.Phil. Examination within two years of his initial registration for the M.Phil. Degree. A candidate who having fulfilled the attendance requirements etc. and being otherwise eligible to appear at the examination fails or fails to appear at the same, shall be required to appear/reappear at the

same on his being enrolled as an Ex-student in accordance with rules prescribed in this behalf.

10. Fee : As per rules of the University

Ord. VI-A. (2) Master of Philosophy (M.Phil.) in French, German Studies, Hispanic Studies and Italian Studies.

1. There shall be an M.Phil. Degree Programme in the Department of Germanic & Romance Studies in French, German, Hispanic and Italian Studies.
2. The Programme shall be run on full-time basis.
3. Subject to the overall control of the Academic Council the M.Phil. Programme in the Department will be administered by an M.Phil. Committee consisting of the Head of the Department, all Professors in the Department and such other teachers (including teachers from other Departments whenever necessary) recommended by the Dean of the Faculty, on the advice of the Head of the Department, and approved by the Vice-Chancellor. However, the total membership of the Committee shall not exceed 15. The Head of the Department shall be the Chairperson of the Committee.

Members of the M.Phil. Committee, other than the Head of the Department and Professor in the Department shall hold office for a period of two years. After the M.Phil. Committee is once constituted and a person, who is not already a member of the M.Phil. Committee is appointed as Professor, such a person will automatically become a member of the M.Phil. Committee. In such a situation the maximum limit of 15 of the membership of the Committee shall not apply till such time as the M.Phil. Committee is reconstituted.

The Committee shall :

- (a) invite and scrutinise application and make admission to the M.Phil. Programme.
- (b) design courses and lay down syllabi for the same (The M.Phil. Committee of the Department will give the consideration to the suggestions made by the teachers of the Department while designing the courses and laying down the syllabi for the same).
- (c) organise lectures, seminars and supervision of the dissertation work, etc.

- (d) make arrangements for the conduct of examinations, evaluation of performance in day to day work, including tests, seminars, viva-voce, etc.
- (e) recommend persons for appointment as internal/external examiners for consideration by the Academic Council.
4. The duration of the programme shall ordinarily be two years, one year for completion of the course work and one year for writing the dissertation. However, in exceptional cases, the maximum period permissible for the completion of course work will be 2 years and the maximum period permissible for writing the dissertation will also be 2 years making, in all, 4 years from the date of admission, subject to the approval of the M.Phil. Committee.
5. To be eligible for the M.Phil. Programme a candidate should possess the minimum qualifications as laid down by the University from time to time for admission to the various M.Phil. Courses in the University alongwith a good command of the concerned foreign language. Admissions will be made on the basis of a written test and a personal interview.
6. **Attendance :**
Students shall be required to attend lectures and participate in seminars arranged in the Department during the Programme. The minimum percentage of lectures to be attended and seminars to be participated in by the students shall be 2/3 of the lectures and seminars held. All courses will involve reading, writing, presentations in class and discussion. The M.Phil. Advisory Committee shall consist of 2 to 4 members including the Supervisor/s of the candidate. The Advisory Committee, which may include members from other Departments, will advise the student in his/her studies, seminar work and dissertation work, etc.
7. The M.Phil. examination shall be held by the M.Phil. Committee of the Department in two Parts as follows :
- Part I: Evaluation as specified for the three courses in the syllabus.
- Part II : After completing Part I, a student shall be required to write a dissertation on a subject approved by the Advisory Committee under the supervision of the Supervisor/s appointed for the purpose.

The dissertation will be submitted only when the Supervisor/s concerned is/are satisfied that the dissertation is worthy of consideration as part fulfilment of the M.Phil, Degree. Provided that the application for

submission of the dissertation shall also be countersigned by the Head of the Department concerned. The dissertation may include results of original research, a fresh interpretation of existing material, a review article of a critical nature, or may take such other form as may be determined by the Advisory Committee.

Provided that a student who has secured 50% marks in at least two courses of the Part I Examination may be allowed to proceed for his/her dissertation work. Such a student shall be permitted to submit his/her dissertation only after passing the examination in all the courses prescribed. In the case of students who have not cleared all the courses at the examination as prescribed in part I, the M.Phil. Committee of the Department will arrange a special examination in the remaining courses at a suitable stage of the programme.

Note : The dissertation should be submitted by the date fixed by the M.Phil. Committee of the Department in each case; provided that the M.Phil Committee, subject to the provisions of Clause 8 hereafter, may grant to any candidate extension of time to the extent necessary to submit the dissertation on request from the candidate concerned on the individual merits of each case. Where a dissertation is submitted beyond six months from the date when it should have been submitted in the ordinary courses the same shall be treated and entertained in relation to the next year's examination, and the student concerned shall be required to fulfil all the formalities including enrolment as ex-student and filling up a fresh examination form for this purpose.

Each of the three courses will carry 100 marks. Evaluation of Courses I & II will include 50% for internal assessment and 50% for the examination at the end of the year. Evaluation for Course III will be based entirely on internal assessment. Internal assessment will be based on presentations in class, regular participation in discussions, written assignments and tests (oral/written) as specified in the individual course outlines. The dissertation will carry 100 marks.

8. "Students who get 75% marks in the aggregate of the Part-I Examination (Clause 7) may be allowed to proceed to the Ph.D. programme without being required to take Part-II Examination provided that a student who has been allowed to proceed to the Ph.D. Programme as above, shall have the option to return to the M.Phil. Programme at a later stage. However, such a candidate shall be required to clear the M.Phil. Programme within the overall span period of four years from the date of his/her initial registration.

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9. The minimum marks required to pass the M.Phil. Examination shall be 50% marks in the aggregate of the courses and 50% marks in the dissertation including viva-voce separately.

The successful candidates of M.Phil. Exam. shall be classified as follows :

1. I Division with distinction : 75% marks in the aggregate or above
 2. I Division : 60% marks in the aggregate but below 75% marks.
 3. Pass : All others
10. No student shall be allowed to reappear in any part of the Examination more than twice and a student must clear the M.Phil. Examination within four years of his/her initial registration for the M.Phil. Programme. A candidate who having fulfilled the attendance requirements etc. and being otherwise eligible to appear at the examination fails to appear at the same shall be required to appear/reappear at the same on his/her being enrolled as an ex-student in accordance with the rules prescribed in this behalf.
11. Fee : as per University rules.

Ord. VI-B. Doctorate of Philosophy (Ph.D.)

1. The Degree of Doctor of Philosophy may be granted in any Faculty of the University.

2. (a) Subject to the general guidance of the Academic Council, research studies in the University, leading to the Degree of Doctorate of Philosophy (Ph.D) shall be organised by Boards of Research Studies, one each for Humanities, for Science, for Medical Sciences, for Law, for Music, for Technology and for Inter-disciplinary and Applied Sciences. In the case of the Faculty of Medical Sciences and Dr. B.R. Ambedkar Centre for Bio-medical Research, this Board will also function for purpose of registration of studies for Post-graduate Degree Courses and for other purposes relating to these courses as follows :

- (1) *Board of Research Studies (Humanities)*
 - (i) The Dean of the Faculties concerned;
 - (ii) The Heads of the Department concerned;

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- (iii) One Professor from each Department by rotation according to seniority;
 - (iv) One Reader from each Department by rotation according to seniority; and
 - (v) Three Lecturers by rotation, according to seniority from a combined seniority list out of whom two will be from the colleges (who are guiding research).
- (2) *Board of Research Studies (Sciences) :*
- (i) The Dean of the Faculty;
 - (ii) The Heads of the Department concerned. The Director, Dr. B.R. Ambedkar Centre for Biomedical Research.
 - (iii) The Director of the School of Environmental Studies.
 - (iv) One Professor from each Department by rotation according to seniority;
 - (v) One Reader from each Department by rotation according to seniority, and
 - (vi) Three Lecturers by rotation, according to seniority from a combined seniority list out of whom two will be from colleges (who are guiding research).
- (3) *Board of Research Studies (Medical Sciences) :*
- (i) Dean and Heads of the Department concerned;
 - (ii) Principals/Head of the Medical Institutions recognised for Post-graduate Medical Studies;
 - (iii) Two members nominated by the Academic Council; and
 - (iv) Three persons nominated by the Medical Faculty (for their special knowledge in the Medical Sciences).
- (4) *Board of Research Studies (Law) :*
- (i) Dean and Heads of the Department concerned; and
 - (ii) Three persons nominated by the Academic Council;
- (5) *Board of Research Studies (Music)*
- (i) Dean and Heads of the Department concerned, and
 - (ii) Three persons nominated by the Academic Council;

- (6) *Board of Research Studies (Technology)* :
- (i) Dean and Heads of the Department concerned; and
 - (ii) Three persons nominated by the Academic Council.
- (7) *Board of Research Studies (Inter-disciplinary and Applied Sciences)*
- (i) The Deans of the Faculties concerned;
 - (ii) The Heads of the Department;
 - (iii) One Professor from each Department by rotation according to seniority;
 - (iv) One Reader from each Department by rotation according to seniority;
 - (v) Three Lecturers in the Faculties concerned from a combined seniority list out of which two will be from Colleges (who are guiding research).
- (8) *Joint Board of Research Studies (Ayurvedic & Unani Medicines)*
- (i) Dean of the Faculty;
 - (ii) Heads of the Department concerned;
 - (iii) The Principal, Ayurvedic & Unani Tibbia College recognised for Post-Graduate Studies;
 - (iv) Two members nominated by the Academic Council; and
 - (v) Two persons nominated by the Faculty of Ayurvedic & Unani Medicine (for their special knowledge in the Indian Medical Sciences).

The co-opted or nominated members shall hold office for a period of two years.

(b) Each Board shall elect a Chairman from among its own members who shall hold office for a period of two years.

3. A candidate for admission to the Course for the Degree of Doctor of Philosophy in the Faculties of Arts, Sciences, Social Sciences, Mathematical Sciences, Management Studies, Education and Music & Fine Arts must have obtained an M.Phil. Degree of this University or any other University, established by Law for the time being in force. or any other degree recognised as equivalent thereto, in the subject in which the candidate wishes to pursue a course of research, or in a subject allied thereto, with at least 50% marks or equivalent grading:

Provided that students who were initially registered for the M.Phil. Programme of the University of Delhi and who perform at the 'O' level of the Part I Examination of the M.Phil. Programme may be considered for admission to the Course for the Degree of Doctor of Philosophy without completing M.Phil. Programme, on the specific recommendations of the M.Phil. Committee of the Department concerned. In such cases relaxation in the period prescribed for pursuing the course for the Degree of Ph.D. as hereinafter laid down, may be granted by the Board to the extent necessary, on individual merits of the case.

A candidate for admission to the course for the Degree of Doctor of Philosophy under the Faculties of Law, Medical Sciences & Ayurvedic & Unani Medicines must have obtained a Master's Degree of this University or any other University established by Law for the time being in force or any other degree recognised as equivalent thereto, in the subject in which the candidate wishes to pursue a course of research, or in a subject allied thereto with at least 50% marks or equivalent grading.

Provided that the Boards of Research Studies on the recommendations of the Heads of the Department concerned may consider cases of students having less than 50% marks in the Master's Degree Examination, who showed otherwise a positive evidence of their capability to do research work, each such case being considered on its own merits.

A candidate for admission to the course for the Degree of Doctor of Philosophy under the Faculty of Technology should normally have obtained a Master's Degree in the respective branch of Engineering. However, in exceptional cases where a student is very brilliant or is recognised and experienced teacher, he may be permitted to be enrolled directly for the course, after a first Degree in Engineering in which case a minimum of three years' work in any approved organisation would be prescribed.

Notwithstanding anything contained in the aforesaid clause, in respect of Departments in which it has been decided to delink M.Phil. Programme from the Ph.D. Programme the following provisions shall regulate admission of students to the Course for the Degree of Doctor of Philosophy with effect from the academic year 1981-82 :

A candidate for admission to the course for the Degree of Doctor of Philosophy in the Faculties of Arts, Science, Social Sciences, Mathematical Sciences, Management Studies, Education and Music and Fine Arts :

- (a) Must have obtained an M.Phil. Degree of this University, or any other University, established by law for the time being in force, or any other degree, recognised as equivalent thereto, in the subject in which the candidate wishes to pursue a course of research or in a subject allied thereto with at least 50% marks or an equivalent grading:

A candidate for admission to the course for the Degree of Doctor of Philosophy under the Faculty of Inter-disciplinary & Applied Sciences should normally have obtained an M. Tech./M.E. Degree in the respective branch.

Or

- (b) Have a good academic record with first or high second class Master's Degree of an Indian or a foreign University in the subject concerned or an allied subject.

Note : Second Class would mean at least 50% marks in the subject or equivalent grading.

Provided that the candidates in the above Faculties, other than Science, and Inter-disciplinary & Applied Sciences seeking admission with the above qualifications under this Sub-Clause, shall also be required to pass two Courses such as those in Research Methodology and other subject(s) as may be prescribed by the Departmental Research Committee in each case. Provided, however, that a candidate who has already done research work which has been submitted and approved in the form of a dissertation at Post-graduate level, or has Project Work/Published Work on the subject to his credit, which in the opinion of the Departmental Research Committee, is sufficient evidence of having acquired competence to pursue research, may be exempted from this requirement.

Provided further that the students initially registered for the M.Phil. Programme of this University, who perform at 'A' level at the Part I Examination of the M.Phil. Programme (I Year Term Papers Examination in the case of M.Phil. Course in English) may, on the recommendation of the M.Phil.

Committee of the Department concerned, be considered for admission to the Course for the Degree of Doctor of Philosophy without completing the M.Phil. Programme.

The teachers of the University of Delhi and its Colleges, the teachers of other Universities or Colleges/Institutions affiliated to those Universities as also teachers of foreign Universities, having a minimum of 50% marks in the Master's Degree, and having worked for a minimum of three years by holding permanent positions may be registered for Ph.D. directly on the recommendations of the concerned Department/ Departmental Research Committee.

Candidate for admission to the course for Degree of Doctor of Philosophy under the Faculty of Inter-disciplinary and Applied Sciences in exceptional cases where he/she is very brilliant or is recognised and experienced teacher, he may be permitted to be enrolled directly for the course, after a first degree in Engineering (B.E.) in which case a minimum of three years' work in any approved Organization would be prescribed.

4. The candidate shall apply for admission to the University stating his qualifications and the subject he proposes to investigate enclosing a statement on any work he may have done in the subject.

5. Every application for admission to the Course for the Degree of Doctor of Philosophy in the Faculties of Medical Sciences, Law and Technology shall be sent to the Head of the Department concerned. After proper scrutiny and test including *viva-voce* of adequate general knowledge of the candidate in his or her special field of study and in consultation with the Professors and Readers in the Department, the Head of the Department shall satisfy himself that the subject offered is one which can be profitably pursued under the superintendence of the University and that the candidate possesses the requisite qualifications and equipment, and if he is satisfied on these points, shall recommend the application and the name of the Supervisor to guide the applicant in his/her research work. On such recommendation, the Board concerned may, if it deems fit, grant the application and appoint the Supervisor. In every case, the Department concerned shall have disciplinary and general control over the research students and their work:

Provided that if the Board considers it desirable, scholars of eminence residing within the territorial jurisdiction of the University may be assigned with their previous consent to guide the work of research students even though they may not be teachers of the University:

Provided further that the Board, on the recommendation of the Head of the Department concerned, may appoint Joint Supervisors in any particular case.

Every application for admission to the Course for the Degree of Doctor of Philosophy in the Faculties of Arts, Social Sciences, Mathematical Sciences, Management Studies, Education and Music and Fine Arts shall be received by the Head of the Department concerned and the same shall be referred to the Departmental Research Committee to be constituted by the Board of Research Studies concerned. The said Research Committee shall scrutinise the application, and if necessary, hold tests written and/or oral of general knowledge of the candidate in the proposed field of study. The Research Committee shall also satisfy itself that the subject offered is one which can be profitably pursued under the supervision of the Department of the University. The said Committee, if satisfied on these points, shall recommend the application and the name of the Supervisor/s to guide the applicant in his/her research work. The Board of Research Studies may, if it deems fit, grant admission and appoint the Supervisor/s.

The Board of Research Studies may, on the recommendations of the Departmental Research Committee, appoint scholars of eminence who may be residing within the territorial jurisdiction of the University, who may not be teachers of the University, as joint Supervisors in any particular case.

The Board of Research Studies, if it deems fit, permit research work to be carried out partly or wholly at the research institute of the Supervisor/Joint Supervisor of the research student.

All admissions to the Ph.D. Course shall be provisional and the same shall be confirmed only when the candidate has qualified in the Course work and has completed other requirements such as, passing in the oral test etc., to be laid down by the Departmental Research Committee in each case.

The details and the modus operandi of the acquisition of background material and of the methods of assessment to be followed shall be worked out by the Departmental Research Committee and approved by the respective Board of Research Studies and by the Academic Council.

All applications for admission to the Course for the Degree of Doctor of Philosophy in the Faculty of Science shall be referred to the Department concerned. The Head of the Department, on receipt of such applications shall, in consultation with Professors and Readers in the Department, appoint an Advisory Committee consisting of the Supervisor (Convenor) and two other members to be appointed in consultation with the Supervisor.

If the said Advisory Committee is satisfied, it may recommend provisional admission of the student to the Ph.D. Course and the Board, if satisfied, grant the provisional admission.

The Advisory Committee shall guide the student in acquiring the necessary academic background for research work by suggesting reading material and/or asking the student to attend a specified Course offered by the Department. The student shall also be required to give a seminar on a topic to be decided in consultation with the Advisory Committee.

At the end of six months, the Advisory Committee shall assess the progress of the candidate after a comprehensive written and/or oral examination.

If the Advisory Committee is satisfied, it will recommend confirmation of the provisional admission previously granted to the candidate and the Board, if satisfied, shall confirm the provisional admission.

Provided that if the overall performance of the candidate in respect of the above is found not to be satisfactory, the candidate shall be required to repeat the same within the next six months when his/her performance will be re-evaluated. If the performance is again found not to be satisfactory the Advisory Committee may recommend either a further chance to be given to the candidate to improve his/her performance or a cancellation of the provisional admission granted to the candidate.

The Advisory Committee shall cease to function after the provisional admission of the candidate to the Ph.D. Course is confirmed or cancelled, as the case may be. Candidates holding M.Phil. degree of this University or any other University considered equivalent thereto, as well as teachers of the University of Delhi and its Colleges, teachers of other Universities or Colleges/Institutions affiliated to those Universities, as also teachers of foreign Universities, holding substantive appointments for 3 years may be considered for admission to the course for the Degree of Doctor of Philosophy and be exempted from the operation of provisions mentioned above.

Each student shall be required to give at least the Departmental Seminar and/or demonstrations of his/her research work before submission of the synopsis of the Ph.D. thesis.

The Board of Research Studies may appoint scholars of eminence who may be residing within the territorial jurisdiction of the University, who may not be teachers of the University, as Joint Supervisors in any particular case.

The Board of Research Studies, if it deems fit, permit research work to be carried out partly or wholly at the research institute of the Supervisor/Joint Supervisor of the research student.

6. Candidates for the Degree of Doctor of Philosophy may be enrolled at the beginning of any term in the academic year. However, candidates initially registered for the M.Phil. Programme and allowed to switch-over to the Ph.D. Programme under the provision of Clause 8 of Ordinance VI may be enrolled by the Board at any time during the academic year.

7. Every candidate shall pursue as a student of the University a course of research for not less than two calendar years from the date of registration. However, a candidate who, after completion of the M.Phil. course, is registered for the Ph.D. Course in the Faculty of Science, shall pursue a course of research for not less than two years from the date of submission of dissertation for the M.Phil. Course provided he registers himself for the Ph.D. Course within six months from the date of submission of M.Phil. dissertation. In such a case the candidate shall be required to produce a certificate from the Head of the Department that the scholar was pursuing his research continuously after submission of dissertation.

Provided that where a student has been enrolled as a candidate for the Degree of Doctor of Philosophy in another University and has pursued a course of study for not less than three academic terms, he may be permitted by the Board of Research Studies concerned, on the recommendation of the Head of the Department concerned, to be enrolled as a research student of the University and to submit his thesis after the expiration of not less than three academic terms if he has been working under the same supervisor since his original enrolment.

Moreover no student shall be permitted to be on the Ph.D. rolls for a period exceeding five years, provided, however, the Vice-Chancellor may on the individual merits of each case and on the recommendation of the Board of Research Studies concerned, grant extension of time for submission of thesis to the extent he may deem necessary. The teachers of the University, Colleges, if they continue to be in the service of the University or the College of the University, as the case may be, may, however, be permitted to submit their thesis on the recommendations of the Head of the Department concerned.

8. Every candidate shall pursue his research in Delhi, but he may be permitted by the Board, on the recommendation of the Supervisor, to be absent from Delhi for ordinarily not more than three academic terms, on the ground that it is in the interest of his research that he should work elsewhere:

- (a) No candidate shall undertake any employment during the period of his study without the permission of the Board of Research Studies concerned.
- (b) No candidate shall, without the previous permission of the Board of Research Studies concerned, join any other course of

study or appear at any other examination conducted by the University or a public body.

9. A candidate may, not later than one year after his admission, modify the scheme of his subject with the approval of the Board.

Provided that in the case of the Departments of Mathematics, Statistics and Operational Research, a research scholar will be required to intimate to the Board the exact title of his research work at least six months before the submission of the thesis.

10. A candidate, after completion of research, shall submit the thesis to the University at any time during the second week and the last seven days of any month.

The Supervisor of the candidate shall a month and a half in advance of submission of thesis forward seven copies of abstract of the thesis including chapter of contents and a brief description of the topics discussed for consideration by the Committee of Courses and Studies, to the Head of the Department concerned, under intimation to the Controller of Examinations, University of Delhi, Delhi. The Head of the Department shall take immediate steps for convening a meeting of the Committee of Courses and Studies to consider appointment of examiners. The Supervisors of the thesis as the case may be, if he/she/they is/are not member/s of the Committee of Courses and Studies shall be invited at the said meeting of the Committee of Courses and Studies for consultation in regard to recommending the panel of external examiners who shall be eminent scholars and specialists in the area to which the thesis relates. The recommendations of the Committee of Courses and Studies shall be reviewed by a Committee of the Board of Research Studies concerned and the recommendations considered by the Academic Council. The Examiners shall be appointed by the Executive Council. Three examiners out of the panels approved shall be appointed for each thesis.

Where a thesis is not submitted within the stipulated period as aforesaid, the supervisor shall state the reasons for delay for consideration by the Board of Research Studies.

11. The candidate shall not be permitted to submit his thesis for the degree unless his Supervisor is satisfied that the thesis presented is worthy of consideration for the award of the Ph.D. Degree :

Provided that the application for submission of the thesis will also be countersigned by the Head of the Department concerned.

12. The candidate shall supply 4 printed or typed copies of his thesis which shall comply with the following condition :

It must be a piece of research work, characterised either by the discovery of new facts, or by a fresh interpretation of facts or theories: in either case it should evince the candidate's capacity for critical examination and judgement. It shall be satisfactory so far as its literary presentation is concerned.

13. The candidate shall indicate how far the thesis embodied the results of his own research or observations and in what respects his investigations appear to him to advance the study of the subject of the thesis.

14. The candidate may incorporate in his thesis the contents of any work which he may have published on the subject and shall inform the examiners if he had done so, but he shall not submit as his thesis any work for which a degree has been conferred on him by this or any other University.

15. The examiners shall be free to consult each other before submitting their respective reports. They shall also be free to get clarification about the structure of the thesis, sources of data and some general issues directly from the Supervisor or the Joint Supervisors, as the case may be.

The examiners may recommend that the degree be awarded or that the degree be awarded subject to satisfactory *Viva-Voce* test on issues connected with the thesis or that the thesis be rejected or that the thesis be re-submitted to which effect they may make such suggestions as they deem fit for the improvement of the thesis. In the event of two of the examiners recommending the award of the degree and the third examiner recommending rejection or suggesting improvement of the thesis with a view to its re-submission, the thesis, on the recommendation of the Committee of the Academic Council provided for in Clause 16 hereinafter', shall be referred to a fourth examiner to be selected by the Vice-Chancellor from out of the original panel of examiners. The fourth examiner so appointed shall not be informed of the recommendations of the other three examiners. The recommendation of the fourth examiner shall be final.

The *Viva-Voce* test, if not already held in the manner as aforesaid provided, shall be conducted before the thesis is finally approved for the award of the degree in accordance with the rules prescribed in this behalf.

The candidate, who is required to resubmit the thesis, must do so within one year from the date of supply of comments of the examiners to him by the University, unless extension is specially given by the Board.

A re-submitted thesis may only be examined by the original Board of Examiners, unless they or any of them are unable or unwilling to act and may only be resubmitted once.

16. The reports of the examiners shall be sent by the Controller of Examinations to the Head of the Department concerned, who in consultation with the Supervisor/Joint Supervisors, as the case may be, shall prepare; (i) a summary of the reports and submit the same alongwith the original reports to the Vice-Chancellor for his consideration, (ii) a summary of the technical part of the reports of examiners to be made available to the candidate in case the thesis is either required to be resubmitted or is accepted for the award of the Degree. If the reports of the examiners are not unanimous, the same shall be placed before a Committee of the Academic Council consisting of the Vice-Chancellor/Pro-Vice-Chancellor, Chairman of the Board of Research Studies, for Humanities, Chairman, Board of Research Studies for Sciences, Dean of Faculty concerned, Head of the Department concerned; the Supervisor/Joint Supervisors of the candidate concerned and one Professor nominated by the Vice-Chancellor.

It shall be the function of the Committee after considering the reports of examiners to make a recommendation to refer a thesis to a fourth examiner in terms of Clause 15 or for acceptance or rejection of a thesis, as the case may be, or require a candidate to revise and resubmit his/her thesis. In case the Committee decided to require a candidate to revise and resubmit the thesis in terms of Clause 15, such a decision need not be reported to the Academic Council.

Transitory Provisions:

Notwithstanding anything contained in Clause 3, relating to minimum qualifications for admission to the course for the Degree of Doctor of Philosophy:

- (i) Teachers of the University of Delhi and its Colleges, teachers of other Universities or Colleges/Institutions affiliated to those Universities as also teachers of the foreign Universities holding substantive appointments before the promulgation of the amended-clause 3 of the above Ordinance, may be considered for admission to the course for the Degree of Doctor of Philosophy on the basis of qualifications laid down for enrolment to the Course prior to amendment of this Ordinance.
- (ii) Students who have already passed M.Litt. Examination of this University or who are already on rolls of the M.Litt. Course in this University and would be passing M.Litt. Examination now onwards may be considered for admission to the Course for the Degree of Doctor of Philosophy on the basis of having passed the M.Litt. Examination.

DOCTOR OF LITERATURE/DOCTOR OF SCIENCE/DOCTOR OF CIVIL LAWS/DOCTOR OF ENGINEERING & TECHNOLOGY :

- (iii) Departments which are not ready with their M.Phil. programme will continue to register students for the Ph.D. Course for a period, which would not normally extend beyond one academic year, but no one shall be considered for admission to the Ph.D. Course unless he/she has secured at least 55% marks in the Master's Degree Examination or possesses its equivalent qualification.

Note (i) The words 'Head of the Department' occurring in Ordinance VI-A should be read as 'Dean of the Faculty' in respect of the Board of Research Studies for the Medical Sciences.

- (ii) The rules relating to Ph.D. Course in the Faculty of Medical Sciences may be seen at Appendix II to Ordinance II.

Ord. VI-C. Degree of Doctor of Literature/Doctor of Science/Doctor of Civil Laws/Doctor of Engineering & Technology :

1. No candidate shall be eligible to submit his work as specified hereinafter for the Degree of Doctor of Literature/Doctor of Science/Doctor of Civil Laws/Doctor of Engineering & Technology unless :

- (1) three years have elapsed since the candidate obtained the Degree of Doctor of Philosophy either :
- (a) of the University of Delhi; or
 - (b) of any other Statutory University, provided that he is a teacher of the Delhi University and has served in that capacity for at least three consecutive years after obtaining such a degree, and
- (2) has engaged himself in active research work.

2. The Degree Doctor of Literature/Doctor of Science/Doctor of Civil Laws/Doctor of Engineering & Technology will be awarded on the merit of the published work of the candidate which he/she has produced independently. He/she may also present in support of his/candidature (i) unpublished work; and (ii) the work, published or unpublished which he has done jointly with others.

The candidate's work must contain such results as marks an advance in knowledge in his particular field.

3. The candidate shall not submit for consideration any work for which a degree has already been conferred on him in this or any other University.

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4. (a) Application for submitting a work shall be made to the Registrar and shall be accompanied by (i) a list of the candidate's publications; and (ii) a statement showing in what respect the candidate's investigations appear him to advance the cause of his particular field of study; (iii) a statement indicating if he had submitted the work to any other University for such a degree giving the name of the University and the time of submission.

(b) The Board of Research Studies concerned shall seek such advice as it may deem necessary to satisfy itself that the conditions for submission of the work have been fulfilled by the applicant.

(c) The application will then be considered by the Board of Research Studies concerned, and if approved the candidate shall be permitted to submit four copies of his work to the Registrar.

5. Every work shall be referred to a board of three examiners all of whom shall be external examiners. In this respect the names of examiners for work for Doctor of Literature/Doctor of Science/Doctor of Civil Laws/Doctor of Engineering & Technology shall be recommended by the respective Board of Research Studies instead of by Committee of Courses & Studies.

6. The examiners shall declare that the work submitted by the candidate is a distinguished and substantial contribution to learning and merits the award of the Degree of Doctor of Literature/Doctor of Science/Doctor of Civil Laws/Doctor of Engineering & Technology.

7. The candidate whose thesis is not approved by the examiners shall not be allowed to re-submit his thesis for the degree.

8. The reports of the examiners shall be placed before the Committee of the Academic Council as provided under Ordinance VI-B. The Committee shall recommend the award of the Degree when the examiners are unanimous in their recommendations.

CHAPTER III

OF UNIVERSITY EXAMINATIONS

Ord. VII. Conditions for Admission to Examinations

1. (1) Subject as hereinafter provided, no member of the University shall be admitted to any examination for a degree of the University other than a Post-graduate degree unless he has pursued a regular course of study as hereinafter prescribed for not less than three academic years.

(2) Subject as hereinafter provided, no member of the University shall be admitted to any examination for a Post-graduate degree unless he has pursued a regular course of study as hereinafter prescribed for not less than two academic years.

(3) Candidates for the examinations for the following Degrees, Diplomas and Certificates shall be required to pursue a regular course of study as shown below :

B.Sc. Nursing (Hons.)	4 academic years
B.A. (Hons.) Music	3 academic years
B.Sc. (Hons.) Home Science	3 academic years
B.Ed.	1 academic year
M.Ed.	1 academic year
LL.B.	3 academic years (Six terms)
M.B., B.S.	5 academic years
B.D.S.	4 academic years
M.Sc. (Medical Biochemistry)	2 calendar years
M.Sc. (Medical Microbiology)	2 calendar years
M.D. (Medicine)	2 calendar years
M.D. (Obstetrics & Gynaecology)	2 calendar years
M.D. (Pathology)	2 calendar years
M.D. (Physiology)	2 calendar years
M.D. (Pharmacology)	2 calendar years
M.D. (Microbiology)	2 calendar years
M.D. (Medical Biochemistry)	2 calendar years
M.S. (Surgery)	2 calendar years
M.S. (Anatomy)	2 calendar years
M.S. (Orthopaedics)	2 calendar years
M.S. (Ophthalmology)	2 calendar years
M.S. (Otolaryngology)	2 calendar years
M.D. (Anaesthesia)	2 calendar years
M.D. (Paediatrics)	2 calendar years
M.D. (Dermatology including Leprosy & Venereal Diseases)	2 calendar years
M.D. (Radio-Diagnosis)	2 calendar years
M.D. (Radio-Therapy)	2 calendar years
M.D. (Social & Prev. Medicine)	2 calendar years
M.D. (Tuberculosis & Resp. Diseases)	2 calendar years

M.D. (Community Health Administration)	2 calendar years
M.D. Psychiatry	2 calendar years
M.D. (Forensic Medicine)	2 calendar years
M.D. (Medical Microbiology)	2 calendar years
D.M. (Cardiology)	3 calendar years
D.M. (Neurology)	3 calendar years
D.M. (Gastroenterology)	3 calendar years
M.Ch. (Cardio-Thoracic Surgery)	3 calendar years
M.Ch. (Neuro-Surgery)	3 calendar years
M.Ch. (Plastic-Surgery)	3 calendar years
M.Ch. (Surgical-Gastroenterology)	3 calendar years
M.Ch. (Paediatric-Surgery)	3 calendar years
Master of Nursing	2 academic years
Master of Business Administration	2 academic years
M.Phil. (English)	2 academic years
M.Phil. (other subjects)	1 academic year
B.Sc. (Home Science)	3 academic years
B.E.	4 academic years
Bachelor of Library Science	1 academic year
Bachelor of Arts (Vocational Studies)	3 academic years
Diploma in Tuberculous Chest Diseases.	1 academic year
Diploma in Russian (General)	2 academic years
Diploma in French (General)	2 academic years
Russian Translator's Certificate	1 academic year
Advanced Diploma in French	1 academic year
Advanced Diploma in German	1 academic year
Diploma in Modern Arabic	1 academic year
Diploma in Panjabi	2 academic years
Diploma in Hindi for Foreign and Non-Hindi knowing Indian students.	2 academic years
Diploma Course in Urdu for foreign and Non-Urdu knowing Indian students.	2 academic years
Post-M.A. Diploma Course in Urdu Palaeography	1 academic year
Diploma in Bengali	2 academic years
Diploma in Chinese Language	1 academic year
Diploma in Tamil	2 academic years
Diploma in Pharmacy	1 academic year
Advanced Diploma in Chinese Language	1 academic year
One-year Intensive Advanced Diploma in Chinese Language	1 academic year
Post-Intensive Advanced Diploma Course in Chinese Language	1 academic year
Diploma in Japanese Language	2 academic years
Advanced Diploma in Japanese Language	1 academic year

CONDITIONS FOR ADMISSION TO EXAMINATION

One-Year Intensive Advanced Diploma in Japanese Language	1 academic year
Post-Intensive Advanced Diploma Course in Japanese Language	1 academic year
Diplomain Polish (General)	1 academic year
Diploma in Hungarian	1 academic year
Diploma in Bulgarian	1 academic year
Advanced Diploma in Spanish	1 academic year
Diploma in Personnel Management	1 academic year
Diploma in Marketing and Sales Management	1 academic year
Advanced Diploma in Modern Arabic	1 academic year
Advanced Diploma in Modern Persian	1 academic year
Diploma in Linguistics	1 academic year
Diploma in Pali Language & Literature	1 academic year
Advanced Diploma in Applied Linguistics	1 academic year
Diploma in Tebetan Language & Culture	2 academic years
P.G. Diploma in Tourism	2 academic years
P.G. Diploma in Book-Publishing	2 academic years
Sangeet Shiromani (Diploma in Hindustani Music or Karnatak Music)	2 academic years
Diploma in Child Health	1 academic year
Diploma in Anaesthesia	1 academic year
Diploma in Radiation Medicine	1 calendar year
Diploma in Ophthalmology	1 calendar year
Diploma in Otolaryngology	1 calendar year
Diploma in Obstetrics and Gynaecology	1 calendar year
Diploma in Medical Radio Diagnosis	1 calendar year
Diploma in Medical Radio Therapy	1 calendar year
Diploma in Dermatology & Venereal Diseases (D.V.D.)	1 calendar year
Diploma in Microbiology	1 calendar year
Diploma in Health Education	1 calendar year
Diploma in Physical Medicine & Rehabilitation	1 calendar year
Diploma in Immunology & Allergy	1 calendar year
Post Graduate Diploma in International Marketing	1 calendar year
Post-M.A. Diploma in Adult and Continuing Education	1 academic year
Diploma in International Law	1 calendar year
Diploma in Law of International Institutions	1 academic year
Certificate of Proficiency (Russian)	1 academic year (with double periods)
Certificate in German	1 academic year
Certificate in Italian	1 academic year
Certificate in Romanian	1 academic year
Certificate in Swahili	1 academic year

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Certificate in Hausa	1 academic year
Certificate inTamil	1 academic year
Certificate in Telugu	1 academic year
Certificate in Kannada	1 academic year
Certificate in Malayalam	1 academic year
Certificate in Marathi	1 academic year
Certificate in Gujarati	1 academic year
Certificate in Oriya	1 academic year
Certificate in Translation (English-Hindi)	1 academic year
Certificate in Hindi	1 academic year
Certificate in Urdu	1 academic year
Certificate in Modern Arabic	1 academic year
Certificate in Bengali	1 academic year
Certificate in Chinese Language	1 academic year
Certificate in Panjabi	1 academic year
Certificate in Pali Language and Literature	1 academic year
Certificate in Urdu Palaeography	1 academic year
Certificate in Polish Language	1 academic year
Certificate in Forensic Science	1 academic year
Bachelor of Fine Arts (Painting)	4 academic years
Bachelor of Fine Arts (Sculpture)	4 academic years
Bachelor of Fine Arts (Applied Arts)	4 academic years
Bachelor of Ayurvedic Medicine & Surgery	5 academic years
Bachelor of Unani Medicine & Surgery	5 academic years

Eligibility to appear in Semester Examination:

The Master of Nursing Examination shall consist of four Parts :

- (a) Part I examination shall consist of Papers, I, II, III and IV. Every candidate seeking admission to the Master of Nursing Part I examination must have pursued a regular course of study, as hereinafter prescribed for not less than one semester. A candidate who fails to appear or pass the Part I examination may appear again in the subject(s) failed alongwith Part II examination, but no candidate shall be allowed to appear at the examination more than two times.
- (b) Part II examination shall consist of Papers, V, VI & VII and Practical I & II. Every candidate seeking admission to the Master of Nursing Part II examination must have pursued a regular course of study, after completing the Master of Nursing First Semester, as hereinafter prescribed for not less than one Semester. A candidate who fails to appear or pass the Part II examination may appear again in the subject(s) failed along with Part III examination, provided the candidate has passed the Part I examination, but no candidate shall be allowed to appear at the examination more than two times.

CONDITIONS FOR ADMISSION TO EXAMINATION

- (c) Part III examination shall consist of Papers VIII, IX and X and Practical III. Every candidate seeking admission to Master of Nursing Part III examination must have pursued a regular course of study, after passing Part I examination and completing the Master of Nursing Second Semester, as hereinafter prescribed for not less than one semester. A candidate who fails to appear or pass Part III examination may appear again in the subject(s) failed along with Part IV examination provided the candidate has passed the Part II examination, but no candidate shall be allowed to appear at the examination more than two times.
- (d) Part IV examination shall consist of Papers XI & XII and Practical IV. Every candidate seeking admission to the Master of Nursing Part IV examination must have pursued a regular course of study, after completing, Master of Nursing Third Semester Course, as hereinafter prescribed, for not less than one Semester.

(4) Candidates for the M.B.,B.S. Examination shall be required to pursue a regular course of study for not less than five academic years in accordance with the provisions set out hereinafter.

(4-1) Candidates for the B.D.S. Examination shall be required to pursue a regular course of study for not less than four academic years in accordance with the provisions set out hereinafter.

2. (1) No person shall be deemed to have pursued a regular course of study unless the Principal of his College/Head of the Department concerned in the case of candidates for the B.A.(Pass), B.A. (Vocational Studies), B.Com.(Pass), B.Sc. (General), B.A. (Honours), B.Com. (Honours), B.Sc. (Honours) Degrees, the Principal, School of Correspondence Courses and Continuing Education in the case of students registered with the School, and Head of the Department concerned in the case of candidates for any other Degree or Diploma or Certificate Examination is satisfied that the required conditions in respect of his instruction have been fulfilled.

(2) The required conditions shall not be deemed to have been satisfied in respect of the following degrees unless the candidate has attended not less than two-thirds of lectures and practicals, separately, delivered in his College or the University, as the case may be, for the course of study in each academic year :

- B.A. (Pass) and (Honours) B.A. (Vocational Studies)
- B.Com. (Pass) and (Honours)
- B.A. (Honours) Music
- B.Sc. (General) and (Honours)

Provided that in the case of Honours Courses and B .Sc. (General) Course attendance as above will be required to be put in

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separately in the Main Subject in the case of Honours Courses and in Group 'B' subjects in the case of B.Sc. (General) Course and in the Qualifying/Subsidiary Subjects in each academic year.

Other conditions regarding attendance in respect of these courses shall be as laid down in Appendix II of this Ordinance.

Bachelor of Library Science* (B.Lib. Sc.)

Master of Library and Information Science** (M.L.I.Sc.)

B.Lib.Sc.* /M.L.I.Sc.**

Subject to the provisions of Ordinance VII, no candidate shall be deemed to have pursued a regular course of study for the academic year unless he has attended not less than 50 per cent of the lectures, tutorials and discussion classes, taken together held in each Semester, and not less than two-thirds of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined.

A candidate who does not fulfil the attendance requirements as above at the end of the 1st Semester, shall not be allowed to appear at the 1st Semester Examination and shall be required to discontinue studies for the Course forthwith. Such a candidate may seek fresh admission in the following years in accordance with the eligibility conditions applicable at that time.

In case of a candidate who has put in the requisite attendance at the end of the 1st Semester, but has not been able to put in the requisite attendance in the II Semester and/or in the aggregate of two Semesters, shall not be permitted to appear at the II Semester Examination. Such a candidate will have to rejoin the Course in the II Semester in the year immediately following, if otherwise eligible. In the following year, the requisite attendance put in by such a candidate in the II Semester and the aggregate of his attendance in the I Semester in the previous year and the II Semester of the current year will determine his eligibility to appear at the examination of II Semester of the current year.

The required conditions shall not be deemed to have been satisfied in respect of the following diplomas unless the candidate has attended not less than two-thirds of lectures and practicals separately delivered in his College or the University, as the case may be, for the course of study in each academic year :

- (1) Diploma in Tourism
- (2) Diploma in Book-Publishing
- (3) The required conditions shall not be deemed to have been satisfied in respect of the following Degrees, Diplomas and Certificate