



**CENTRAL UNIVERSITY OF HARYANA**  
(Established vide Act No. 25 (2009) of Parliament)  
Jant-Pali, Mahendergarh-123029

CUH/UCC/2024/.....**OB**

Date:.....**23/07/2024**

To  
ICT Incharge,  
Central University of Haryana  
Jant-Pali (Mahendergarh)

**Subject: Amendments in the University Consultancy Policy Manual published vide letter No. CUH/2021/Reg.off./1329 Dated: 14/12/2021.**

Sir,

In this regard, it is informed that amendments in the University Consultancy Policy Manual published vide letter No. CUH/2021/Reg.off./1329 Dated: 14/12/2021 has been made and approved by the competent authority in anticipation (Copy of the amendments are attached at Annexure-'A'). The amendments made in the Policy Manual may please be uploaded on the University website and further broadcasted among the faculty/staff of the University for its wide circulation.

This is for your kind information and further necessary action please.

**S Kumar**  
**23/7/2024**

Registrar, CUH

हरीयणा केन्द्रीय विश्वविद्यालय  
Central University of Haryana  
जन्तपल्ल, हरियाणा - 123029  
Haryana - 123029

DA: As above.

Copy to:-

1. Finance Officer, CUH for information please.
2. A.R to Vice Chancellor, for the information of the Hon'ble Vice Chancellor please.

Sr. No.	Existing rule	Amended Rule																				
1	<p>Consultancy Rules &amp; norms: Clause-VI (Budgetary Norms and Distribution of Consultancy funds).</p> <p>UCC Development Fund: B= 0.1D</p> <p>The UCC Development Fund will be utilized by Director-UCC to enhance the Industry University Partnership activities in the University.</p> <p><b>(Page-12 of Consultancy Policy Manual)</b></p>	<p>UCC development fund referred in the Clause-VI (Budgetary Norms and Distribution of Consultancy funds) of Consultancy Policy Manual may be read as under:</p> <p>The 10% funds received in a particular project for UCC Development may be distributed as per below:</p> <ol style="list-style-type: none"> <li>For Category-‘II’ and ‘III’ projects: The distribution of the above said amount shall be 50:50 for UCC Development Fund and dealing staff of UCC &amp; Finance department. Further, the distribution among the dealing staff of UCC and Finance will be 50:50.</li> <li>For category-‘I’: The distribution of the above said amount shall be 70:30 for UCC Development Fund and dealing staff of UCC &amp; Finance department. Further, the distribution among the dealing staff of UCC and Finance will be 50:50.</li> </ol> <p>The above said distribution is illustrated below with the help of an example:</p> <p><b>A. Category- ‘II’ &amp; ‘III’:</b></p> <table border="1" data-bbox="571 1066 1485 1766"> <thead> <tr> <th>Item</th> <th>Share (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Total money received from Client</td> <td>118000/-</td> </tr> <tr> <td>Service Tax</td> <td>18000/-</td> </tr> <tr> <td>Total Contracted Amount (T)</td> <td>100000/-</td> </tr> <tr> <td>Total Expenditure</td> <td>NIL</td> </tr> <tr> <td>University Share</td> <td>50000/-</td> </tr> <tr> <td>Principal Consultant/Co-Consultants/Supporting Staff Share</td> <td>45000/-</td> </tr> <tr> <td>UCC Share</td> <td>5000/-</td> </tr> <tr> <td>50% of UCC share for UCC Development fund</td> <td>2500/-</td> </tr> <tr> <td>50% for dealing staff</td> <td>2500/- = 1250/- among UCC dealing staff + 1250/- among Finance dealing staff</td> </tr> </tbody> </table>	Item	Share (Rs.)	Total money received from Client	118000/-	Service Tax	18000/-	Total Contracted Amount (T)	100000/-	Total Expenditure	NIL	University Share	50000/-	Principal Consultant/Co-Consultants/Supporting Staff Share	45000/-	UCC Share	5000/-	50% of UCC share for UCC Development fund	2500/-	50% for dealing staff	2500/- = 1250/- among UCC dealing staff + 1250/- among Finance dealing staff
Item	Share (Rs.)																					
Total money received from Client	118000/-																					
Service Tax	18000/-																					
Total Contracted Amount (T)	100000/-																					
Total Expenditure	NIL																					
University Share	50000/-																					
Principal Consultant/Co-Consultants/Supporting Staff Share	45000/-																					
UCC Share	5000/-																					
50% of UCC share for UCC Development fund	2500/-																					
50% for dealing staff	2500/- = 1250/- among UCC dealing staff + 1250/- among Finance dealing staff																					

*Mani Ku-Sr!*

Sr. No.	Existing rule	Amended Rule																				
		<p><b>B. Category- 'I':</b></p> <table border="1" data-bbox="577 210 1416 871"> <thead> <tr> <th data-bbox="577 210 962 262">Item</th> <th data-bbox="962 210 1416 262">Share (Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="577 262 962 325">Total money received from Client</td> <td data-bbox="962 262 1416 325">118000/-</td> </tr> <tr> <td data-bbox="577 325 962 388">Service Tax</td> <td data-bbox="962 325 1416 388">18000/-</td> </tr> <tr> <td data-bbox="577 388 962 451">Total Contracted Amount (T)</td> <td data-bbox="962 388 1416 451">100000/-</td> </tr> <tr> <td data-bbox="577 451 962 514">Total Expenditure</td> <td data-bbox="962 451 1416 514">NIL</td> </tr> <tr> <td data-bbox="577 514 962 577">University Share</td> <td data-bbox="962 514 1416 577">30000/-</td> </tr> <tr> <td data-bbox="577 577 962 640">Principal Consultant/Co-Consultants/Supporting Staff Share</td> <td data-bbox="962 577 1416 640">63000/-</td> </tr> <tr> <td data-bbox="577 640 962 703">UCC Share</td> <td data-bbox="962 640 1416 703">7000/-</td> </tr> <tr> <td data-bbox="577 703 962 766">70% of UCC share for UCC Development fund</td> <td data-bbox="962 703 1416 766">4900/-</td> </tr> <tr> <td data-bbox="577 766 962 871">30% for dealing staff</td> <td data-bbox="962 766 1416 871">2100/-= 1050/- among UCC dealing staff + 1050/- among Finance dealing staff</td> </tr> </tbody> </table> <p data-bbox="577 892 1478 1092">The name of the dealing staff of UCC and Finance Section will be nominated by Director, UCC and Finance Officer respectively. The total annual income of an individual dealing staff from the Consultancy work shall not exceed his/her Gross Salary for 6 months in the financial year and TDS shall also be deducted as per the rules.</p>	Item	Share (Rs.)	Total money received from Client	118000/-	Service Tax	18000/-	Total Contracted Amount (T)	100000/-	Total Expenditure	NIL	University Share	30000/-	Principal Consultant/Co-Consultants/Supporting Staff Share	63000/-	UCC Share	7000/-	70% of UCC share for UCC Development fund	4900/-	30% for dealing staff	2100/-= 1050/- among UCC dealing staff + 1050/- among Finance dealing staff
Item	Share (Rs.)																					
Total money received from Client	118000/-																					
Service Tax	18000/-																					
Total Contracted Amount (T)	100000/-																					
Total Expenditure	NIL																					
University Share	30000/-																					
Principal Consultant/Co-Consultants/Supporting Staff Share	63000/-																					
UCC Share	7000/-																					
70% of UCC share for UCC Development fund	4900/-																					
30% for dealing staff	2100/-= 1050/- among UCC dealing staff + 1050/- among Finance dealing staff																					
2	<p>Consultancy Rules &amp; norms: Clause-V (Consultancy Proposal initiation and management).</p> <p>Documents to maintain: (Page-10 of Consultancy Policy Manual)</p>	<p>Following additional document will be maintained by the Principal Consultant through his team members and produced as and when required:</p> <p>“The department shall maintain a material register in the laboratories of the department to enter the sample/material received in the lab for testing. The entry of the received material shall be made by the Principal Consultant/laboratory staff in the proposal Performa submitted by the consultant. Proper record of the material/sample shall be made in the concerned Department”.</p>																				
3	<p>Consultancy Rules &amp; norms: Clause-V (Consultancy Proposal initiation and management).</p> <p>Regarding approval of Consultancy Projects and constitution of UCC Committee (Page-10 of Consultancy</p>	<p>An Expert panel shall be made by the UCC wherein the Experts of various discipline shall be included and shall be got approved by the competent authority of CUH.</p> <p>The Consultancy Proposal shall be approved in the following manner:</p> <ol style="list-style-type: none"> <li>Project proposals of amount less than one lakh shall be approved by the Director, UCC.</li> <li>Project proposal of amount one to five lakhs shall be put before the UCC Committee for screening, review and discuss the projects which shall further be approved by the Hon'ble Vice-Chancellor on</li> </ol>																				

*Mary Kur...*

Sr. No.	Existing rule	Amended Rule
	Policy Manual)	<p>the recommendations of the UCC Committee.</p> <p>iii. Project proposal of amount greater than five lakhs shall be put before the UCC Committee including one external expert of related discipline to review and discuss the projects which shall further be approved by the Hon'ble Vice-Chancellor on the recommendations of the UCC Committee.</p> <p>A panel of external experts of various discipline shall be made. Proposal for the same shall be put up by the University Consultancy Cell for the approval of the Competent authority.</p>
4	Form for Approval of Consultancy Project (APPENDIX-II), Page-17 to 19	<p>Following information shall also be mentioned on the Consultancy Project approval form:</p> <p>The consultant shall clearly mention the bifurcation of charges/fee charged to client in the project proposal Performa.</p>
5	Not existing.	<p>The performa approved by CA, Director, UCC and Finance Section attached at <b>Annexure-'I'</b> be issued to the Consultant/Client.</p>
7	<p>Consultancy Rules &amp; Norms: Clause-IV (General Consultancy Rules).</p> <p>The time spent on consultancy and related assignments shall be limited to the non-working hours/days/holidays. However, an individual Consultant/staff member shall not undertake consultancy work for more than 60 man-days in a calendar year. (Page-6 of Consultancy Policy Manual)</p>	<p>The time spent on consultancy and related assignments shall be limited to the non-working hours/days/holidays. However, an individual Consultant/staff member shall not undertake consultancy work for more than 60 man-days in a calendar year. A standard man-day shall be counted for 8 hours. The consultant shall specify the time duration in hours/man-day for each project in the request proposal Performa.</p>

Manoj Kumar  
 10/12/24  
 Director-UCC

# CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम संख्या 25(2009) द्वारा स्थापित)  
गाँव (जांट-पाली), महेंद्रगढ़, हरियाणा  
GST No. -06AAAJC0689F1ZG

## TAX INVOICE

Invoice CUH/2024/UCC/PRN/  
Date

Bill to

Name Central University of haryana  
Address Mahendrgarh

Sr. no.	Description	Name of Client	Amount
1	Name of Project/Details  Project approval No. with Date		

Bank Name Punjab National Bank  
Account No. 7824000100034052  
IFSC PUNB0782400

Total Amount

CGST (9%)

SGST (9%)

IGST (18%)

Grand Total

Customer/Client GST No.:

University Consultancy Cell, CUH

~~ITC~~

Inalu Sani  
(University CA)

Manu →