

ANNEXURE

[Note below Rule-176]

Constituents of Urban Agglomerations (UA) - 2001 Census

Abbreviations Used

- | | | | |
|------------|--------------------------|---------|-------------------|
| 1. I.N.A. | Industrial Notified Area | 5. N.P. | Nagar Panchayat |
| 2. M. | Municipality | 6. O.G. | Out Growth |
| 3. M.Corp. | Municipal Corporation | 7. V.P. | Village Panchayat |
| 4. N.M. | Non-Municipal | | |

GUJARAT

01. AHMEDABAD (UA)

- | | |
|--|--|
| (a) Ahmadabad (M Corp+OG) | (iii) Oganaj (OG) |
| (i) Ahmadabad (M Corp.) | (e) Ghatlodiya (M+OG) |
| (ii) Asarva (OG) | (i) Ghatlodiya (M) |
| (iii) Naroda (OG) | (ii) Nirnaynagar
(Ghatlodiya) (Part) (OG) |
| (iv) Nikol (OG) | (f) Memnagar (M) |
| (v) Odhav (OG) | (g) Vastrapur (CT) |
| (vi) Shahwadi (OG) | (h) Vejalpur (M+OG) |
| (vii) Gyaspur (OG) | (i) Vejalpur (M) |
| (viii) Maktampur (OG) | (ii) Ambli (OG) |
| (ix) Saijpur - Gopalpur (OG) | (i) Makarba (CT) |
| (x) Bodakdev (OG) | (j) Sarkhej-Okaf (M+OG) |
| (xi) Hathijan (OG) | (i) Sarkhej-Okaf (M) |
| (xii) Vatva (OG) | (ii) Fatewadi (OG) |
| (xiii) Kathwada (OG) | (k) Kali (M) |
| (xiv) Sola (OG) | (l) Thaltej (CT) |
| (xv) Dhuma (OG) | (m) Vastral (M) |
| (b) Ahmadabad Cantonment (CB) | (n) Ramol (M) |
| (c) Ranip (M+OG) | (o) Gota (CT) |
| (i) Ranip (M) | (p) Singarva (CT) |
| (ii) Chenpur (OG) | (q) Bopal (CT) |
| (d) Chandlodiya (M+OG) | (r) Lambha (CT) |
| (i) Chandlodiya (M) | (s) Jodhpur (M) |
| (ii) Nirnaynagar
(Chandlodiya)
(Part) (OG) | (t) Motera (CT) |
| | (u) Chandkheda (M) |

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02. RAJKOT (UA)

Rajkot (MCorp + OG)

- (i) Rajkot (M Corp.)
- (ii) Manharpur (OG)
- (iii) Madhapar (OG)
- (iv) Anandpar (OG)
- (v) Munjka (OG)
- (vi) Mota Mava (OG)
- (vii) Vavdi (OG)
- (viii) Bedi (OG)
- (ix) Kotharia (OG) (Part)

03. JAMNAGAR (UA)

(a) Jamnagar (MCorp + OG)

- (i) Jamnagar (MCorp)
- (ii) Jamnagar (OG)
- (iii) Port Area (OG)
- (iv) Vibhapar (OG)

(b) Bedi (CT)

(c) Navagam Ghed (M)

04. BHAVNAGAR (UA)

Bhavnagar (MCorp + OG)

- (i) Bhavnagar (MCorp)
- (ii) Ruva (Part) (OG)
- (iii) Tarsimiya (Part) (OG)

05. VADODARA (UA)

(a) Vadodara (MCorp. + OG)

- (i) Vadodara (MCorp)
- (ii) Undera (OG)
- (iii) Karodiya (OG)
- (iv) Harni (OG)
- (v) Sama (OG)
- (vi) Sayajipura (OG)
- (vii) Bapod (OG)
- (viii) Kapurai (Part) (OG)
- (ix) Kalali (OG)
- (x) Chhani (OG)

(b) Jawaharnagar Gujarat Refinery (CT)

(c) Petrochemical Complex INA (INA)

(d) Bajwa (CT)

(e) Tarsali (CT)

(f) Karachiya (CT)

(g) Nandesari (CT)

(h) Nandesari INA (INA)

(i) GSFC Complex INA (INA)

(j) Ranoli (CT)

06. SURAT (UA)

(a) Surat (M Corp+OG)

- (i) Surat (M Corp.)
- (ii) Mota Varachha (OG)
- (iii) Simada (OG)
- (iv) Puna (OG)
- (v) Magob (OG)
- (vi) Gadodara (OG)
- (vii) Dindoli (OG)
- (viii) Bharthan-Vesu (OG)
- (ix) Vesu (OG)
- (x) Pal (OG)
- (xi) Palanpor (OG)
- (xii) Bamroli (OG)
- (xiii) Vadod (OG)
- (xiv) Amroli (OG)

(b) Utran (CT)

(c) Chhapra Bhattha (CT)

(d) Parvat (CT)

(e) Un(CT)

(f) Ichchhapor (CT)

(g) Sachin (CT)

(h) Sachin INA (INA)

SCHEDULE

(See Rule-9.3)

*Letter of cognizance to be taken by a candidate
undergoing physical fitness examination*

No :.....201_____

Place :

Date :

From

The Registrar

@ Anand/Junagadh/Navsari/Sardar Krushinagar Dantiwada Agricultural University

@ Anand/Junagadh/Navsari/Sardar Krushinagar Dantiwada

To :

The Civil Surgeon/Superintendent,

Civil Hospital,

@ Anand/Junagadh/Navsari/Palanpur

**Subject : Medical examination for physical fitness
for University Service**

Sir,

I am directed to request that the bearer _____ a candidate for
employment in the post of _____

In the cadre of _____ Department of the University, may
kindly be examined by you and University furnished with your opinion
regarding his health and age in the prescribed form as recommended by rule-
12 of the Appendix III of the Gujarat Civil Services (General Conditions of
Services) Rules, 2002. Particulars of this candidate are given below :-

@ Delete which are not applicable.

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- (1) Height.
- (2) Figure.
- (3) Personal marks:
 - (1)
 - (2)
 - (3)

This candidate is expected to perform the following duties :-

This candidate had made a declaration before me to the effect that he was not declared unfit for Government / University Service previously by any duly constituted medical authority. This declaration is herewith attached.

Yours faithfully,

(Name)

Registrar

FORM - 1

[See Rules-9.1 & 10]

Form of Medical Certificate

A medical certificate of fitness for University service shall be in the following form :-

1. Name of candidate.....
2. The post to which appointed.....
3. Department of the University in which appointed.....
4. The age according to candidate's own statement.....
5. Age as by appearance to the Medical Officer.....
6. Whether vaccinated or not.....
7. Left hand thumb impression of the candidate.....
8. Marks of identification.....

I certify that I have examined the above mentioned candidate and cannot discover that he has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except _____. I do not consider this a disqualification for employment in the office of _____ as _____.

Signature.....

Seal of office.

Designation.....

Date :

Place :

Note : *In the case of female candidates, the examination will be confined to the general conditions of health and constitution only.*

FORM - 2

[See Rule-14]

Agreement to be entered into by the employee

AGREEMENT entered into this day of the month of of the year two thousand and between (hereinafter called @) on the one part and the _____ Agricultural University (hereinafter called the University) being a body Corporate constituted under the Gujarat Agricultural Universities Act, 2004 as amended up-to-date (hereinafter called the said Act) on the other part.

WHEREAS by a resolution of the Board of Management of the University passed at their meeting held on the it was resolved that the said @ be appointed as # on a starting salary of ₹..... in the pay band of \$ ₹..... and grade pay of \$ ₹ subject to the conditions of service as may be laid down from time to time AND WHEREAS the said @ accepted the said terms of appointment and joined the University service AND WHEREAS it has been considered desirable to reduce to writing the terms

-
- @ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.**
- # Write here the full designation mentioning the Department and the Faculty or Office.**
- \$ Write here the pay band and the grade pay of the post.**
-

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and conditions of service agreed to between the said @ and the University, NOW THESE PRESENT WITNESS that it is hereby agreed by and between the parties hereto as follows :-

1. That the said @ shall abide by the conditions of service such as Gujarat Agricultural Universities Services Rules, Provident Fund Rules, Conduct Rules, Discipline and Appeal Rules etc., as may be laid down by the University from time to time.
2. That at the expiry of the the probation period of _____ years commencing from on which date the said @ took up this appointment in the University, his appointment shall be made as officiating or permanent, provided in the discharge of his duties, the said @ gives satisfaction of which the Board of Management shall be the sole judge.
3. That subject to the age-limit as prescribed under Statute-_____ and subject to what is hereinafter stated the said @ shall be continued in the employment of the University provided however that it shall be competent for either part to terminate this agreement after giving due notice in writing as prescribed under the Rules relating to conditions of service for University employees.

@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.

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4. That the said @ shall be paid his due salary in the pay band and grade pay of his appointment so long as he remains in the service of the University and performs satisfactorily all the duties of his office, and the work entrusted to him or her.
5. That, during the continuance of his service under the terms of the agreement, the said @ shall be a member of the New Defined Contributory Pension Scheme introduced by the State Government vide its Finance Department Resolution No. NPN-2003-GOI-10-P, dated 18th March, 2005 as amended from time to time and that the University may deduct the said subscription from any money that may be payable to the said @ under this agreement or otherwise.
6. That the said @ shall *[give instructions to the students in the Department / College and subject for which he is considered eligible by the University and shall conduct research in the said Department and subject to the satisfaction of the University and] perform such other duties as may be entrusted to him by any competent authority of the University and

@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.

*** Words in large brackets to be scratched out in case of non-teaching employees.**

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shall to the best of his ability carry-out the lawful directions of any office or body of the University to whose authority he may, while this agreement is in force, be subject under the provisions of the said Act or under any Statute or Rules made there under.

7. That the said @ shall devote his whole time to the service of the University and shall not, without having first obtaining the permission of the University (a) apply for or accept any post or service carrying remuneration or (b) engage directly or indirectly in any trade, business or occupation or (c) take active part in politics or (d) except in case of accident or emergency or sickness certified by competent medical authority absent himself from his duties without getting due leave sanctioned by the competent authority of the University as per the rules of the University.
8. That the said @ shall not stand as a candidate for any election to a Municipality, District Local Board or any other local authority and shall not also stand as a candidate for election to the State Legislature or Parliament without the previous permission of the Board of Management and he shall refrain from any activity which tends to create communal disharmony.

@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.

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9. That the said @ shall not engage himself in imparting private tuitions, paid or unpaid to any student of the University.
10. That the said @ shall not, without the previous permission of the Vice-Chancellor; accept an examinership at any examination outside the University or accept membership honorary or with remuneration on any outside committees or bodies.
- 10A. * [That the said @ shall not, apply: for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by the said @ or publish the results of any research involving patentable material done by him or under his guidance in the University save with the previous permission of the Vice-Chancellor, and in accordance with such conditions as he may impose from time to time. The Vice-Chancellor shall, after consulting, the Head of the Department decide what is 'patentable material' within the meaning of that expression as used in the present clause and his decision shall be final and binding.]

@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.

*** Words in large brackets to be scratched out in case of non-teaching employees.**

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11. That, if at any time during the period of probation mentioned in clause 2 above, the University is satisfied that the work or conduct of the said @ is not satisfactory it may terminate his service or revert him to the post which he was holding before his promotion, without notice.
12. That the said @ _____ shall furnish security as laid down in the Gujarat Agricultural Universities Services (General) Rules, 2011.
13. In case a dispute arises out of this contract, the decision of the Board of Management shall be final.
14. This agreement shall continue in force until determined by either of the parties hereto giving to the other due notice in writing as required under the rules relating to conditions of service for the University employees to terminate it.

IN WITNESS WHEREOF the party hereto of the one part, has hereunto set his hand and seal and the Common Seal of the Gujarat Agricultural Universities attested by the signature of the Registrar and hereunto affixed on the day and the year first above written.

@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.

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SIGNED BY THE within named

(1)

in the presence-of

..... (Signature of the employee)

Head of the Department

The Common Seal of the Gujarat Agricultural Universities
has been affixed in pursuance of the resolution
of the Board of Management in the presence of
(SEAL)

REGISTRAR

FORM - 3

[See Rule-87]

Application for leave or for extension of leave

1. Name of applicant :
2. Post held :
3. Department/Office/Branch :
4. Pay :
5. House rent drawn in the present post. :
6. Nature and period of leave applied for and date from which required :
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last period of that leave
10. Address during leave period :
11. * In the event of my resignation or voluntary retirement from service, without resuming duties after the expiry of leave, I undertake to refund :-
 - (i) the difference between the leave salary drawn during commuted leave and that admissible during half pay leave, which would not have been admissible, had rule-123.1 not been applied.
 - (ii) the leave salary drawn during leave not due which would not have been admissible had rule-124.1 not been applied.

Signature (with date)

Designation.

12. Remarks and/or recommendation of the Head of Unit.

Signature (with date)

Designation.

Certificate Regarding Admissibility of Leave

Certified that the leave applied for is due and admissible to the employee.

Signature (with date)

Designation.

13. Orders of the Leave Sanctioning Authority.

** Score out if not applicable.*

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FORM - 4

[See Rule-88]

Leave Account of _____ Leave

PART - I - EARNED LEAVE

Particulars of services in the calendar half year		Completed months of service in the half year	E. L. credited at the beginning of half year	No. of days of extra-ordinary leave availed of (Col. 4 Part-III) during the previous calendar half year	E. L. to be deducted (1/10th of the period in Col. 5)	Total E. L. at credit in days (Col. 4 + 11 - 6)	Leave Taken			Balance of E. L. on return from leave (Col. 7-10)	No. & Date of Order sanctioning the Leave	Signature of the Registrar / Head of Unit
From	To						From	To	No. of days			
1	2	3	4	5	6	7	8	9	10	11	12	13

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FORM - 4

[See Rule-88]

Leave Account of _____ Leave (Cont.)

PART - II - HALF PAY LEAVE (On Private affairs and M C including commuted leave and Leave Not Due)

Length of Service			Credit of Leave		Leave Taken Against the earning of half pay			Commuted Leave on Medical Certificate on Full Pay or without Medical Certificate for approved study in the interest of the University *			Commuted leave converted to half pay leave (Twice of 11)	Balance (Col. 5 - 8 - 12)	No. & Date of Order sanctioning the Leave	Signature of the Registrar / Head of Unit
From	To	Completed months of service in the calendar half year	HPL credited at the beginning of half year	Leave at Credit (Col. 4 + 24)	From	To	No. of days	From	To	No. of days				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

PART - II - HALF PAY LEAVE (On Private affairs and M C including commuted leave and Leave Not Due)

						L. N. D. Limited to 360 days in entire Service				
Commuted leave on medical certificate on full pay			Limited to 180 days on H.P.L. Converted to 90 days commuted leave in entire service			Total of leave not due (Col. 18 + 21)	Total half pay leave taken (Col. 12 + 22)	Balance of half pay leave on return from leave (Col. 5 - 23)	No. & Date of Order sanctioning the Leave	Signature of the Registrar / Head of Unit
From	To	No. of days	From	To	No. of days					
16	17	18	19	20	21	22	23	24	25	26

* Limited to commuted leave of 90 days representing 180 days of Half Pay Leave during the entire service

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FORM - 4

[See Rule-88]

Leave Account of _____ Leave (Cont.)

PART - III - Extraordinary Leave & Other kinds of Leave taken during the service

Kind of Leave	Duration of Leave			No. & Date of Order sanctioning the Leave	Remarks	Signature of the Registrar / Head of Unit
	From	To	No. of days			
1	2	3	4	5	6	7

FORM - 5

[See Rule-95]

***Medical certificate for an employee recommended
leave or extension of leave or commutation of leave***

Signature of employee.....

I, after careful personal examination of the case hereby certify that Shri/Shrimati/Kumari serving in Unit of the _____ Agricultural University and whose signature is given above; is suffering from and I consider that a period of absence from duty of days with effect from is absolutely necessary for the restoration of his health.

Place.....

Signature.....

Dated.....

Designation of the Medical Officer

Note-1 : *The nature and probable duration of the illness should be specified.*

Note-2 : *This Form should be adhered to as closely as possible and should be filled in after the signature of the employee has been taken.*

Note-3 : *Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at earliest possible date by a medical officer not below the rank of a Civil Surgeon of Government Hospital who shall express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the employee to appear before himself or before a medical officer nominated by himself.*

FORM - 6

[See Rules-98 & 124.5]

Medical Certificate of fitness to return to duty

Signature of employee.....

I..... do hereby certify that I have carefully examined Shri/Shrimati/Kumari serving in Unit of the _____ Agricultural University and whose signature is given above, and find that he has recovered from his illness and is now fit to resume duties in University's service. I also certify that before arriving at this decision, I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at my decision.

Place.....

Signature.....

Dated.....

Designation of the Medical Officer

Note : *The original medical certificate(s) and statement(s) (or certified copies thereof) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate.*

FORM - 7

[See Rule-123.6]

***Medical Certificate for commuted leave or extension of
commuted leave, for the illness of a family member***

This is to certify that _____ days of leave would be necessary for Shri/
Shrimati/Kumari _____ serving in
_____ Unit of the _____ Agricultural University for looking after the health
of Shri/Smt/Kum. _____ his wife/husband/legitimate/step son/
daughter/unmarried sister/brother/father/mother who is suffering from
_____ and is under my treatment.

Place.....

Signature.....

Dated.....

Designation of the Medical Officer

FORM - 8

[See Rule-137.2]

Bond for an employee Proceedings on study leave

KNOW ALL MEN MY THESE PRESENTS THAT I _____ resi-
dent of _____ in the District of _____ at present employed
as _____ in the _____ Departments/Office/Branch of the
_____ Agricultural University do hereby bind myself and my heirs executors and
administrators to pay to the _____ Agricultural University (hereinafter called the
University) on demand the sum of ₹ _____ (Rupees _____) to-
gether with interest thereon from the date of demand at rates for the time being in force
on Loans to the Government employees for House Building purposes, if payment is
made in a country other than India the equivalent of the said amount in the currency of
that country converted at the official rate of exchange between that country and India
AND TOGETHER with all costs between attorney and client and all charges and
experience that shall or may have been incurred by the University.

Signed and dated this _____ day of _____ one
thousand nine hundred and _____.

Signature _____

Witness _____

(1)

(2)

WHEREAS I, _____ am granted study leave
from _____ to _____ by the University.

AND WHEREAS for the better protection of the University, I have agreed to
execute this bond with such condition as hereunder is written.

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NOW, the condition of above written obligation is that in the event of my resigning or retiring from University service without returning to duty after the expiry or termination of the period of study leave or extended period of study leave at any time within a period of three years after my return to duty, I shall forthwith pay to the University or as may be directed by the University on demand the said sum of ₹_____ (Rupees_____) together with interest thereon from the date of demand at the rates for the time being in force on loans to the Government employees for House Building purposes.

AND upon my making such payment, the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

I, have agreed to bear the stamp duty payable on this bond.

Signed and delivered by

_____in the presence of witness.

(1)

(2)

ACCEPTED

For and on behalf of the University.

Place.....

Signature.....

Dated.....

Designation.....

FORM - 9

[See Rule-140.1]

Bond for an employee Proceedings on sabbatical leave

KNOW ALL MEN MY THESE PRESENTS THAT I _____ resi-
dent of _____ in the District of _____ at present employed
as _____ in the _____ Departments/Office/Unit of the _____
Agricultural University do hereby bind myself and my heirs executors and administra-
tors to pay to the _____ Agricultural University (hereinafter called the Univer-
sity) on demand the sum of ₹ _____ (Rupees _____) together
with interest thereon from the date of demand at rates for the time being in force on
Loans to the Government employees for House Building purposes, if payment is made
in a country other than India the equivalent of the said amount in the currency of that
country converted at the official rate of exchange between that country and India AND
TOGETHER with all costs between attorney and client and all charges and experience
that shall or may have been incurred by the University.

Signed and dated this _____ day of _____ one
thousand nine hundred and _____.

Signature _____

Witness _____

(1)

(2)

WHEREAS I, _____ am granted sabbatical leave
from _____ to _____ by the University.

AND WHEREAS for the better protection of the University I have agreed to
execute this bond with such condition as hereunder is written.

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NOW, the condition of above written obligation is that in the event of my resigning or retiring from University service without returning to duty after the expiry or termination of the period of sabbatical leave or at any time within a period of three years after my return to duty I shall forthwith pay to the University or as may be directed by the University on demand the said sum of ₹_____ (Rupees_____) together with interest thereon from the date of demand at the rates for the time being in force on loans to the Government employees for House Building purposes.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

I, have agreed to bear the stamp duty payable on this bond.

Signed and delivered by

_____in the presence of witness.

(1)

(2)

ACCEPTED

For and on behalf of the University.

Place.....

Signature.....

Dated.....

Designation.....

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FORM - 10

[See Rule - 308]

**REGISTER OF SECURITIES FURNISHED BY THE EMPLOYEE
WORKING UNDER _____ UNIVERSITY**

Sr. No.	Name of Incumbent	Amount of Security	Duties performed	Nature of security furnished and period upto which it is valid
1	2	3	4	5

Name of surities with their places of residence	Notes regarding enquiries about solvency of surities	Remarks regarding renewals of fidelity bond etc.
6	7	8

FORM - 11

[See Rule - 309 (1)]

FORM OF PERSONAL SECURITY BOND

(On a Non-Judicial Stamp Paper of ₹ 40)

KNOW ALL MEN BY THESE PRESENTS that I, @ _____, of _____ am held and firmly bound unto the _____ Agricultural University (hereinafter referred to as "the University" which shall, unless excluded by or repugnant to the context, include his successors in office and assigns) in the sum of Rupees _____ (Rs _____) to be paid to the University for which payment, well and truly to be made, I bind myself, my heirs executors, administrators and legal representatives by these presents.

WHEREAS the above bounded @ _____ was on the _____ day of ____ 20 _____ appointed to and now holds the office of the # _____ in the University.

AND WHEREAS the said @ _____ by virtue of such office is bound to collect _____ (here describe the Cashier's/Store Keeper's/Subordinate's nature of the duties) and to keep and render true and faithful accounts of his dealing with all property and moneys which may come into his hands or possession or under his control, such accounts to be kept in the form and manner that may from time to time be prescribed by duly constituted authority, and also to prepare and submit such returns, accounts and other documents as may from time to time be required by him.

@ **Name of the employee**

Designation of the employee

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AND WHEREAS the said @ _____ has, in pursuance of (Rule-4.1 (i) of rules) regarding securities from the employees of the _____ Agricultural University been called upon to execute a bond with two sureties in favour of the University in the above mentioned sum of rupees _____ (₹ _____) for the due and faithful performance by the said @ _____ of the duties of his office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required by him, while holding any office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @, or of any person or persons acting under him for whom he may be responsible.

NOW the condition of the above written bond is such that if the said @ _____ has whilst he has held the said office of _____ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall whilst he shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every the duties thereof respectively and other duties which may from time to time be required by him, while holding any such office as aforesaid and shall duly pay to the University all such moneys as are payable to the University and shall come into his possession or control by reason of the said office and shall duly come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his

@ **Name of the employee**

Designation of the employee

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possession or control by reason of the said office and if the said @ _____ his heirs, executors or administrators shall pay or cause to be paid into the University the amount of any loss or defalcation in the accounts of the University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @ _____ by the University such demand to be in writing and left at the office or last known place of residence of the said @ _____ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, costs or expenses which has been or shall or may at any times or time hereafter during the service or employment of the said @ _____ in such office as aforesaid or any other such offices aforesaid, be sustained, incurred, suffered or paid by the University by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @ _____ or an person or persons acting under him or for whom he may be responsible, then this shall be void and of no effect; otherwise the same shall be and remain in full force.

AND IT IS HEREBY FURTHER AGREED that in the event of the death of the said @ _____ or on the final termination of the service of the said @ _____ whether as such as aforesaid or otherwise, or in the event of the said @ _____ ceasing to hold any office requiring security, this bond shall remain with the University permanently or until it is certain that there is no further necessity for keeping it for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the University owing

@ **Name of the employee**
Designation of the employee

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to the act, neglect or default of the said @_____ or any such other person as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

PROVIDED always that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the University to recover the amount payable under the Bond.

IN WITNESS WHEREOF the said @_____ has hereunto set his hand this _____ day of _____ 20 _____ signed and delivered by the above named @_____ in presence of.

1. _____
2. _____

(Signature)

We hereby declare ourselves sureties for the above said @_____ that he shall do and perform all that has above undertaken to do and perform and in case of his making default therein we hereby bind ourselves jointly and severally to University to forfeit the sum of ₹_____ in which the above said @_____ has bound himself or such other lesser sum as shall be deemed to be sufficient by the University to cover any loss or damage which University may have sustained by reason of such default.

And we agree that the University may without prejudice to any other rights or remedies of the University recover the said sum.

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And we also agree that neither of us shall be at liberty to terminate his suretyship, except upon giving to the said University six calender months' notice in writing of our intention so to do and our joint and several liability under this bond shall continue in respect of all acts, embezzlement, defalcations, mismanagements, neglects, failures, misconducts, defaults, disobedience, omissions and insolvencies on the part of the said @_____ until the expiration of the said period of six months.

Dated this the_____day of_____20_____

Signature of sureties in the presence of :

1. _____
2. _____

Signature

In the presence of -

Signature

@ **Name of the employee**

Designation of the employee

FORM - 12

[See Rule - 309 (2)]

**FORM OF SECURITY BOND WHERE SECURITY
IS FURNISHED BY DEPOSITING P. O. SAVING BANK
PASS BOOK**

KNOW ALL MEN BY THESE PRESENTS that I, @, _____
of _____ am held and firmly bound unto the _____ Agricultural
University (hereinafter referred to as "the University") in the sum of
Rupees _____ (₹ _____) to be paid to the University for
which payment, well and truly to be made, I bind myself, my heirs, executors,
administrators and legal representatives by these presents.

WHEREAS the above bounden @ _____ was on
the _____ day of _____ 20 _____ appointed to and now holds the
office of # _____ in the University.

AND WHEREAS the said @ _____ by virtue of
such office is bound to collect _____ (here describe the
Cashier's/Store Keeper's/Subordinate's nature of the duties)

and to keep and render true and faithful accounts of his dealing with all
property and moneys which may come into his hands or possession or under his
control, such accounts to be kept in the form and manner that may from time to
time be prescribed by duly constituted authority, and also to prepare and submit
such returns, accounts and other documents as may from time to time be required
from him.

@ **Name of the employee**

Designation of the employee

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AND WHEREAS the said @ _____ has, in pursuance of Rule-4.1 (ii) of rules regarding securities from the Employees of the _____ Agricultural University delivered to and deposited with the _____ (Designation of Officer) for the time being, the Post Office Savings Bank Pass Book No. _____ of him, the said @ _____ duly endorsed in favour of the _____ (Designation of Officer) or the time being, and showing a sum of rupees _____ (₹ _____) to the credit of the said @ _____ in the Posts Savings Bank at _____ as security for the due and faithful performance by the said @ _____ of the duties of his said office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required to perform, while holding any such office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @ _____ or of any person or persons acting under him for whom he may be responsible.

NOW the condition of the above written bond is such that if the said @ _____ has whilst he has held the said office of # _____ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall, whilst he shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every duties thereof respectively and other duties which may from time to time be required by him, while holding any such office as aforesaid and shall duly pay to the University all such moneys as are payable to the University

@ **Name of the employee**

Designation of the employee

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and shall come into his possession or control by reason of the said office and shall duly come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said @_____ his heirs, executors or administrators shall pay or cause to be paid into the University the amount of any loss or defalcation in the accounts of the said University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @_____ by the University such demand to be in writing and left at the office or last known place of residence of the said @_____ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, costs or expenses which has been or shall or may at any times or time hereafter during the service or employment of the said @_____ in such office as aforesaid or any other offices aforesaid, be sustained incurred, suffered or paid by the University by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @_____ or an person or persons acting under him or for whom he may be responsible, then this shall be void and of no effect; otherwise the same shall be and remain in full force.

PROVIDED ALWAYS and it is hereby declared and agreed that the said Post Office Savings Bank and all moneys for the time being standing to the credit of the said @_____ in the Post Office Savings Bank at _____ and the interest on all such moneys shall be and shall remain with and at the disposal of the _____ (Designation of Officer) for the time being as such security

@ **Name of the employee**

Designation of the employee

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as aforesaid with full power to the University for the time being, as occasion shall require to withdraw from the said Postal Savings Bank the moneys deposited therein and for the time being to the credit of the said @ _____ and interest thereon or so much thereof as shall be required and to apply the same in and towards the indemnity aforesaid to the University otherwise as aforesaid, but that nevertheless the interest accruing on the said money may in the meantime be paid over to the said @ _____ as and when the same shall be realised, if the _____ for the time being shall think fit to do so.

AND IT IS HEREBY FURTHER AGREED that in the event of the death of the said @ _____ or on the final termination of the service of the said @ _____ whether as such _____ as aforesaid or otherwise, or in the event of the said @ _____ ceasing to hold any office requiring security, the said Postal Saving Bank Pass Book and the moneys for the time being to the credit of the said @ _____ in the said Postal Savings Bank and this bond shall remain with and time disposal of the University permanently or until it is certain that there is no further necessity for keeping it for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the University owing to the act, neglect or default of the said @ _____ or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

PROVIDED ALWAYS that the return at any time of the said security shall not be deemed to affect the right of the University to take proceedings upon or under this bond against the said @ _____ or against his heirs, executors,

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administrators or legal representatives after his death, in case any breach of the conditions of this bond shall be discovered after the return of the said security and the responsibility of the said @_____ shall at all times continue and the University shall be fully indemnified against all such loss or damage as aforesaid at any time.

PROVIDED further that nothing herein contained nor the security hereby given shall be deemed to limit the liability of the said @_____ in respect of the matters aforesaid to the forfeiture of the sum for which this bond is executed and that should the said sum be insufficient to indemnify the University in full for any loss or damage sustained by him in respect of the matters aforesaid the said @_____ shall pay to the University on demand such further sum as shall be deemed by the University for the time being to be necessary in addition to the said sum of rupees _____ (₹ _____) to cover such loss or damage as aforesaid and that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid, it shall be open to the University to recover such further sum payable under this bond as aforesaid.

IN WITNESS WHEREOF the said @ has hereunto set his hand this _____ day of _____ 20 _____ signed and delivered by the above named @ _____ in presence of.

1. _____
2. _____

(Signature)

@ **Name of the employee**
Designation of the employee

FORM - 13

[See Rule - 309 (3)]

**FORM OF SECURITY BOND WHERE SECURITY
IS FURNISHED BY DEPOSITING A FIDELITY
GUARANTEE POLICY**

KNOW ALL MEN BY THESE PRESENTS that I, @_____,
of_____ am held and firmly bound unto the _____ Agricultural
University (hereinafter referred to as "the University") in the sum of
Rupees_____ (₹_____) to be paid to the University for which
payment, well and truly to be made, I bind myself, my heirs executors,
administrators and legal representatives by these presents.

Signed under my hand this_____day of_____20_____

2. WHEREAS the above bounden @_____was on the_____day
of_____20_____appointed to and now holds the office of
#_____ in the University.

AND WHEREAS the said @_____by virtue of
such office is bound to _____(here describe the Cashier's/
Store Keeper's/Subordinate's nature of the duties) and to keep and render true and
faithful accounts of his dealing with all property and moneys which may come
into his hands or possession or under his control, such accounts to be kept in the
form and manner that may from time to time be prescribed by duly constituted

@ **Name of the employee**

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authority, and also prepare and submit such returns, accounts and other documents as may from time to time be required from him.

3. AND WHEREAS the said @_____has, in pursuance of (Rule-4.1 (iii) of rules) regarding securities from the Employees of the _____ Agricultural University delivered to and deposited with the University a fidelity bond issued by _____ Company for the above mentioned sum of ₹_____ (₹_____) as security for the due and faithful performance by the said @_____of the duties of his said office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required from him while holding any such office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @_____ or of any person or persons acting under him for whom he may be responsible.

4. AND WHEREAS the said @_____has entered to the above bond in the penal sum of ₹_____conditioned for the due performance by him the said @_____of the duties of the said office aforesaid and of other duties appertaining thereto or which may lawfully be required for him to indemnify the University and the employees of the University against loss from or by reason of the acts or defaults of the said @_____ and of all every person and persons of aforesaid.

@ **Name of the employee**

Designation of the employee

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5. NOW the condition of the above written bond is such that if the said @_____ has whilst he has held the said office of #_____ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall, while holding the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every duties thereof respectively and other duties which may from time to time be required from him, while holding any such office as aforesaid and shall duly pay to the University all such money and securities for money as are payable or deliverable to University and shall come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said @_____ his heirs, executors or administrators or his legal representatives shall pay or cause to be paid unto the University the amount of any loss or defalcation in the accounts of the University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @_____ by the University such demand to be in writing and left at the office or last known place of residence of the said @_____ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, suits, proceedings, costs, charges and expenses which have been or shall or may at any times or time hereafter during the service or employment of the said @_____ in such office as aforesaid or any such other offices aforesaid be sustained, incurred, suffered, brought, sued or commenced or paid by the University by reason of any act,

@ **Name of the employee**

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embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @ _____ or any person or persons acting under him for whom he may be responsible then the above written bond shall be void and of no effect; otherwise the same shall be and remain in full force.

6. PROVIDED ALWAYS and it is hereby declared and agreed by and between the parties hereto that the said fidelity Bond No _____ so delivered and deposited as aforesaid shall be and remain at the disposal of the said officer (for the time being or the University) as and for part and additional security over and above the above written bond to the University for the indemnity and other purposes as aforesaid with full power to the University or the employees of the University duly authorised in that behalf to obtain and receive payment of the sum or sums of money recoverable or to be received upon or by virtue of the said fidelity bond or a sufficient portion thereof and all benefits and advantages thereof and to apply the same in and towards the indemnity as aforesaid of the University or the employee of the University as the case may require.

7. AND IT IS HEREBY FURTHER AGREED declared by and between the parties hereto that the said @ _____ shall keep the fidelity bond issued by the said company in full force by payment of the premia as and when they fall due and by otherwise confirming to the rules of the said company relating thereto.

8. PROVIDED ALWAYS that the cancellation or lapse at any time of the said fidelity bond shall not be deemed to effect or prejudice the right of the University

@ **Name of the employee**

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to take proceedings upon or under the said bond against the said @ _____ in case any breach of the conditions of this bond shall be discovered after the cancellation or lapse of the said fidelity bond but the responsibility of the said @ _____ shall at all times continue and the University shall be fully indemnified against all such loss or damage as aforesaid at any time.

9. PROVIDED further that nothing herein contained nor in the fidelity bond so deposited shall be deemed to limit the liability of the said @ _____ in respect of the matters aforesaid to the forfeiture of the sum of ₹ _____ or any part or parts thereof and that the said sum be insufficient to indemnify the University in full for any loss or damage sustained by him in respect of the matters aforesaid the said @ _____ shall pay to the University on demand such further sum as shall be deemed by the University to be necessary in addition to the said fidelity bond of rupees _____ (₹ _____) to cover such loss or damage aforesaid and that the University shall be entitled to recover such further sum payable as aforesaid any manner open to them.

Signed and delivered by the above named @ _____ in presence of.

1. _____

2. _____

(Signature)

@ **Name of the employee**

Designation of the employee

FORM - 14

[See Rule - 309 (4)]

FORM OF CASH SECURITY BOND

KNOW ALL MEN BY THESE PRESENTS that I, @ _____, of _____ am held and firmly bound unto the Vice-Chancellor _____ Agricultural University (hereinafter referred to as "the University") in the sum of Rupees _____ (Rs _____) to be paid to the University for which payment, well and truly to be made, I bind myself, my heirs executors, administrators and legal representative by these presents.

WHEREAS the above bounden @ _____ was on the _____ day of _____ 20____ appointed to and now holds the office of # _____ in the University.

AND WHEREAS the said @ _____ by virtue of such office is bound to collect _____ (here describe the Cashier's/Store Keeper's/Subordinate's nature of the duties) and to keep and render true and faithful accounts of his dealing with all property and moneys which may come into his hands or possession or under his control, such accounts to be kept in the form and manner that may from time to time be prescribed by duly constituted authority, and also prepare and submit such returns, accounts and other documents as may from time to time be required from him.

@ **Name of the employee**

Designation of the employee

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AND WHEREAS the said @ _____ has, in pursuance of Rule-4.1 (iv) of rules regarding securities from the employees of the _____ Agricultural University delivered to and deposited with the above mentioned sum of rupees _____ (₹ _____) in cash on security and faithful performance by the said @ _____ of the duties of his said office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required from him, while holding any office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @ _____ or of any person or persons acting under him for whom he may be responsible.

NOW the condition of the above written bond is such that if the said @ _____ has whilst he has held the said office of # _____ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall whilst holding the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every the duties thereof respectively and other duties which may from time to time be required to perform, while holding any such office as aforesaid and shall duly pay unto the University all such moneys as are payable to University and shall come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other

@ **Name of the employee**

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property which shall come into his possession or control by reason of the said office and if the said @_____ his heirs, executors or administrators shall pay or cause to be paid into the University the amount of any loss or defalcation in the accounts of the University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @_____ by the University such demand to be in writing and left at the office or last known place of residence of the said @_____ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, costs or expenses which has been or shall or may at any times or time hereafter during the service or employment of the said @_____ in such office as aforesaid or any such other offices aforesaid be sustained incurred suffered or paid by the University by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @_____ of an person or persons acting under him or for whom he may be responsible then this obligation shall be void and of no effect; otherwise the same shall be and remain in full force.

PROVIDED ALWAYS and it is hereby declared and agreed that the said sum of rupees_____ (₹_____) so delivered and deposited as aforesaid, shall be and shall remain with the University for the time being as such security as aforesaid, with full power to the University of the time being, as occasion shall require, to apply the said sum of rupees_____ (₹_____) or any part thereof, in and towards the indemnity as aforesaid of the University or otherwise as aforesaid.

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AND IT IS HEREBY FURTHER AGREED that in the event of the death of the said @_____ or on the final termination or the service of the said @_____ or in the event of the said @_____ ceasing to hold any office requiring security whether as such as aforesaid, or otherwise the said sum of rupees _____ (₹ _____) or so much thereof as shall then be in deposit and this bond shall remain with the University for 12 calender months for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the University owing to the act, neglect or default of the said @_____ or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

PROVIDED ALWAYS that the return at any time of the said security shall not be deemed to affect the right of the University to take proceedings upon or under this bond against the said @_____ or against his heirs, executors, administrators or legal representatives after his death, in case any breach of the conditions of this bond shall be discovered after the return of the said security and the responsibility of the said @_____ shall at all times continue and the University shall be fully indemnified against all such loss or damage as aforesaid at any time.

PROVIDED further that nothing herein contained nor the security hereby given shall be deemed to limit the liability of the said @_____ in respect of the matters aforesaid to the forfeiture of the sum rupees _____ (₹ _____) and

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that should the said sum be insufficient to indemnify the University in full for any loss or damage sustained by him in respect of the matters aforesaid the said @ _____ shall pay to the University on demand such further sum as shall be deemed by the University to be necessary in addition to the said sum of rupees _____ (₹ _____) to cover such loss or damage as aforesaid and that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the University to recover such further sum payable under this bond as aforesaid.

IN WITNESS WHEREOF the said @ _____ has hereunto set his hand this _____ day of _____ 20 _____

Signed and delivered by the above named @ in presence of.

1. _____
2. _____

(Signature)

@ **Name of the employee**

Designation of the employee
