The Gujarat Agricultural Universities Services (General) Rules, 2011

ANNEXURE

[Note below Rule-176]

Constituents of Urban Agglomerations (UA) - 2001 Census

Abbreviations Used

<table>
<thead>
<tr>
<th>No.</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I.N.A.</td>
<td>Industrial Notified Area</td>
</tr>
<tr>
<td>2.</td>
<td>M.</td>
<td>Municipality</td>
</tr>
<tr>
<td>3.</td>
<td>M.Corp.</td>
<td>Municipal Corporation</td>
</tr>
<tr>
<td>4.</td>
<td>N.M.</td>
<td>Non-Municipal</td>
</tr>
<tr>
<td>5.</td>
<td>N.P.</td>
<td>Nagar Panchayat</td>
</tr>
<tr>
<td>6.</td>
<td>O.G.</td>
<td>Out Growth</td>
</tr>
<tr>
<td>7.</td>
<td>V.P.</td>
<td>Village Panchayat</td>
</tr>
</tbody>
</table>

GUJARAT

01. AHMEDABAD (UA)

(a) Ahmadabad (M Corp+OG)

(i) Ahmadabad (M Corp.)

(ii) Asarva (OG)

(iii) Naroda (OG)

(iv) Nikol (OG)

(v) Odhav (OG)

(vi) Shahwadi (OG)

(vii) Gyaspur (OG)

(viii) Maktampur (OG)

(ix) Saijpur - Gopalpur (OG)

(x) Bodakdev (OG)

(xi) Hathijan (OG)

(xii) Vatva (OG)

(xiii) Kathwada (OG)

(xiv) Sola (OG)

(xv) Dhma (OG)

(b) Ahmadabad Cantonment (CB)

(c) Ranip (M+OG)

(i) Ranip (M)

(ii) Chenpur (OG)

(d) Chandlodhiya (M+OG)

(i) Chandlodhiya (M)

(ii) Nirnaynagar

(Chandlodhiya)

(Part) (OG)

(iii) Oganaj (OG)

(e) Ghatlodhiya (M+OG)

(i) Ghatlodhiya (M)

(ii) Nirnaynagar

(Ghatlodhiya) (Part) (OG)

(f) Memnagar (M)

(g) Vastrapur (CT)

(h) Vejalpur (M+OG)

(i) Vejalpur (M)

(ii) Ambli (OG)

(i) Makarba (CT)

(j) Sarkhej-Okaf (M+OG)

(i) Sarkhej-Okaf (M)

(ii) Fatewadi (OG)

(k) Kali (M)

(l) Thaltej (CT)

(m) Vastral (M)

(n) Ramol (M)

(o) Gota (CT)

(p) Singarva (CT)

(q) Bopal (CT)

(r) Lambha (CT)

(s) Jodhpur (M)

(t) Motera (CT)

(u) Chandkheda (M)
<table>
<thead>
<tr>
<th>02. RAJKOT (UA)</th>
<th>06. SURAT (UA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rajkot (M Corp + OG)</td>
<td>Surat (M Corp+OG)</td>
</tr>
<tr>
<td>(i) Rajkot (M Corp.)</td>
<td>(i) Surat (M Corp.)</td>
</tr>
<tr>
<td>(ii) Manharpur (OG)</td>
<td>(ii) Mota Varachha (OG)</td>
</tr>
<tr>
<td>(iii) Madhapar (OG)</td>
<td>(iii) Simada (OG)</td>
</tr>
<tr>
<td>(iv) Anandpar (OG)</td>
<td>(iv) Puna (OG)</td>
</tr>
<tr>
<td>(v) Munjka (OG)</td>
<td>(v) Magob (OG)</td>
</tr>
<tr>
<td>(vi) Mota Mava (OG)</td>
<td>(vi) Gadodara (OG)</td>
</tr>
<tr>
<td>(vii) Vavdi (OG)</td>
<td>(vii) Dindoli (OG)</td>
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<tr>
<td>(viii) Bedi (OG)</td>
<td>(viii) Bharthan-Vesu (OG)</td>
</tr>
<tr>
<td>(ix) Kotharia (OG) (Part)</td>
<td>(ix) Vesu (OG)</td>
</tr>
<tr>
<td>(b) Bedi (CT)</td>
<td>(x) Pal (OG)</td>
</tr>
<tr>
<td>(c) Navagam Ghed (M)</td>
<td>(xi) Palanpor (OG)</td>
</tr>
<tr>
<td>03. JAMNAGAR (UA)</td>
<td></td>
</tr>
<tr>
<td>(a) Jamnagar (M Corp + OG)</td>
<td></td>
</tr>
<tr>
<td>(i) Jamnagar (M Corp)</td>
<td></td>
</tr>
<tr>
<td>(ii) Jamnagar (OG)</td>
<td></td>
</tr>
<tr>
<td>(iii) Port Area (OG)</td>
<td></td>
</tr>
<tr>
<td>(iv) Vibharpur (OG)</td>
<td></td>
</tr>
<tr>
<td>(b) Bedi (CT)</td>
<td></td>
</tr>
<tr>
<td>(c) Navagam Ghed (M)</td>
<td></td>
</tr>
<tr>
<td>04. BHAVNAGAR (UA)</td>
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<tr>
<td>Bhavnagar (M Corp + OG)</td>
<td></td>
</tr>
<tr>
<td>(i) Bhavnagar (M Corp)</td>
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</tr>
<tr>
<td>(ii) Ruva (Part) (OG)</td>
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</tr>
<tr>
<td>(iii) Tarsimiya (Part) (OG)</td>
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</tr>
<tr>
<td>05. VADODARA (UA)</td>
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<tr>
<td>Vadodara (M Corp. + OG)</td>
<td></td>
</tr>
<tr>
<td>(i) Vadodara (M Corp)</td>
<td></td>
</tr>
<tr>
<td>(ii) Undera (OG)</td>
<td></td>
</tr>
<tr>
<td>(iii) Karodiya (OG)</td>
<td></td>
</tr>
<tr>
<td>(iv) Harni (OG)</td>
<td></td>
</tr>
<tr>
<td>(v) Sama (OG)</td>
<td></td>
</tr>
<tr>
<td>(vi) Sayajipura (OG)</td>
<td></td>
</tr>
<tr>
<td>(vii) Bapod (OG)</td>
<td></td>
</tr>
<tr>
<td>(viii) Kapurai (Part) (OG)</td>
<td></td>
</tr>
<tr>
<td>(ix) Kalali (OG)</td>
<td></td>
</tr>
<tr>
<td>(x) Chhani (OG)</td>
<td></td>
</tr>
<tr>
<td>(b) Jawaharnagar Gujarat Refinery (CT)</td>
<td></td>
</tr>
<tr>
<td>(c) Petrochemical Complex INA (INA)</td>
<td></td>
</tr>
<tr>
<td>(d) Bajwa (CT)</td>
<td></td>
</tr>
<tr>
<td>(e) Tarsali (CT)</td>
<td></td>
</tr>
<tr>
<td>(f) Karachiya (CT)</td>
<td></td>
</tr>
<tr>
<td>(g) Nandesari (CT)</td>
<td></td>
</tr>
<tr>
<td>(h) Nandesari INA (INA)</td>
<td></td>
</tr>
<tr>
<td>(i) GSFC Complex INA (INA)</td>
<td></td>
</tr>
<tr>
<td>(j) Ranoli (CT)</td>
<td></td>
</tr>
</tbody>
</table>
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.
The Gujarat Agricultural Universities Services (General) Rules, 2011

(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.
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.
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.
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.
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.
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.
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.
**FORM - 4**

[See Rule-88]

*Leave Account of _________ Leave*

**PART - I - EARNED LEAVE**

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

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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)**

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

**L. N. D. Limited to 360 days in entire Service**

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

<table>
<thead>
<tr>
<th>Commuted leave on medical certificate on full pay</th>
<th>Limited to 180 days on H.P.L. Converted to 90 days commuted leave in entire service</th>
<th>Total of leave not due (Col. 18 + 21)</th>
<th>Total half pay leave taken (Col. 12 + 22)</th>
<th>Balance of half pay leave on return from leave (Col. 5 - 23)</th>
<th>No. &amp; Date of Order sanctioning the Leave</th>
<th>Signature of the Registrar / Head of Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>No. of days</td>
<td>From</td>
<td>No. of days</td>
<td>From</td>
<td>No. of days</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
</tbody>
</table>

* Limited to commuted leave of 90 days representing 180 days of Half Pay Leave during the entire service
**FORM - 4**

[See Rule-88]

*Leave Account of _________ Leave (Cont.)*

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

<table>
<thead>
<tr>
<th>Kind of Leave</th>
<th>Duration of Leave</th>
<th>No. &amp; Date of Order sanctioning the Leave</th>
<th>Remarks</th>
<th>Signature of the Registrar / Head of Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>No. of days</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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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.
The Gujarat Agricultural Universities Services (General) Rules, 2011

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 exam-
ined 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__________________ resident 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_____________________) 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)

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.
The Gujarat Agricultural Universities Services (General) Rules, 2011

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__________________ resident 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 administrators to pay to the __________ Agricultural University (hereinafter called the University) 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.
The Gujarat Agricultural Universities Services (General) Rules, 2011

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............................
## FORM - 10

[See Rule - 308]

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Incumbent</th>
<th>Amount of performed Security</th>
<th>Duties</th>
<th>Nature of security furnished and period upto which it is valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of surities with their places of residence of surities of residence</th>
<th>Notes regarding enquiries about solvency</th>
<th>Remarks regarding renewals of fidelity bond etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

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228
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
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
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
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.

__________________________
@    Name of the employee

#    Designation of the employee
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
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

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@   Name of the employee
#   Designation of the employee
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

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@ Name of the employee
#

Designation of the employee
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,
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 OF SECURITY BOND WHERE SECURITY IS FURNISHED BY DEPOSING 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
#

Designation of the employee
The Gujarat Agricultural Universities Services (General) Rules, 2011

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
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
#

Designation of the employee
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
# Designation of the employee
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
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
#
  Designation of the employee
The Gujarat Agricultural Universities Services (General) Rules, 2011

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.

@ Name of the employee
# Designation of the employee
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

@  Name of the employee  
#  Designation of the employee
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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