

## **Guidelines for Sponsored Research Projects**

### **(CENTRAL UNIVERSITY OF HARYANA)**

#### **Allotment of Project Code Number and Opening of Project Account in Bank**

1. Once the PI or the funding agency informs the Vice-Chancellor (who will forward the matter to the Finance Officer through the Registrar) that the Project has been sanctioned and funds are likely to arrive soon, a proactive effort from the Finance Branch is required to track the arrival of funds in the bank and inform the PI so that work can start immediately.
2. If the funds are received in university bank account and not released through PFMS then a new Project Account needs to be opened in Bank and the amount of grant needs to be transferred to that Project Account after transferring the Overhead Charges to the university Receipt Account. If the funds are released through PFMS then there is no need of opening of Project Account in bank and thus no need of transferring the funds from PFMS.
3. On receipt of sanction letter from the funding agency and the first installment of funds of a new project, the Finance Branch will allot a project code number and communicate the same to the PI and other concerned offices within a week. This number must be referred to in all correspondence relating to the project.
4. The effective date of implementation of the project shall be the date of first expenditure in the project or as defined by the funding agency.

5. Any expenditure incurred prior to the allotment of Project code number and after the expiry of tenure of the Project shall not be admissible unless permitted by the funding agency.
6. The expenditure incurred after the date of starting of the project shall be recorded immediately in the Project Register/Software, so as to generate Utilization Certificate within three days when required.

## **Project related Appointments**

### **Advertisement**

1. All positions approved by the funding agency under the project will be filled in after due advertisement at the university website and through notifications about the vacancy/vacancies sent to at least 10 reputed institutions of the country in the relevant discipline. All advertisements must also be displayed on department/school notice boards.
2. The PI should draft the advertisement for staff positions available under the project following the guidelines of the university and the funding agency.
3. The minimum qualifications for Scientific staff or Project Assistant/any other equivalent post under the project will be in conformity with those required by the funding agency and the university. For support staff, the qualifications and remunerations will in general be as per the comparable support staff positions in the university or as per outsourcing policy of the university, unless otherwise specified by the funding agency

in the sanction letter.

4. The PI will provide the notification to the PRO Office for forwarding the same to the Computer Centre for placing it on the university website.
5. Twenty-one days' time should be given for submission of application form from the date of advertisement on university website. The date from which 21 days will be counted should be indicated in the advertisement.
6. The applications may be received by e-mail also.

#### **Selection of Research Staff (RA/SRF/JRF etc.)**

1. If the Funding Agency has laid down specific guidelines with regard to the composition of Selection Committee, the same should be invariably followed otherwise all appointments will be made by a Selection Committee called Project Appointment Committee (PAC) which shall consist of the following:
  - a. PI - Chairperson,
  - b. Co-PI (if any) - member
  - c. Head of the Department - member; and
  - d. One expert to be nominated by the Vice-Chancellor.
2. All appointments on the approved research staff positions under a project will be made through interview.
3. Short-listing of applicants to be called for interview will be made by the PI (and Co-PI, if applicable) and a précis of candidates called for interview will be prepared as given in **Annexure - 2**. No TA/DA will be payable to candidates appearing for interview,

unless specifically provided for under the project/scheme.

4. Proceedings of the Project Appointment Committee (PAC) meeting will be recorded as per proformas in the **Annexure - 3** and **4**.
5. Soon after the meeting of the Project Appointment Committee (PAC), the PI will issue a provisional appointment letter as given in **Annexure - 5** to the selected candidate/s, following which the PI will forward the following documents to the Finance Branch/Research Grants Section.
  - a. Full advertisement placed on University website.
  - b. Selection committee proceedings.
  - c. Two copies of the appointment letter issued to each of the staff.
  - d. Mark-sheets, Experience and other relevant documents of the selected candidate/s.
  - e. Two copies of the Joining Report (as per **Annexure - 6**) of each of the personnel appointed under the project.
  - f. Two copies of the précis showing the bio-data of the candidates who had applied for the position/s.
6. The tenure of the positions sanctioned in the project will be for the period as stipulated in the sanction letter beginning with the actual date of joining, but not before implementation of the project, till termination of the Project. However, the selection committee, based on the request of PI may make appointments for a shorter but definite period, generally not less than six months. This may be

extended by the Dean (Research), based on the recommendation of the PI, beyond six months for the duration of the project i.e. co-terminus with the project. The University will not be responsible for any liability of the project staff beyond the duration of the Project.

7. Appointment of the above staff will be purely on temporary basis and the appointed staff will have no claim for regular appointment in the University on the termination of project.
8. The fellowship shall normally terminate on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by the PI. The Fellowship may be terminated by the funding agency on the recommendation of the PI. The fellowship may also be terminated if the Faculty/Department refuses to continue to provide facilities to the fellow on disciplinary grounds. Same will apply to other staff appointed in the project.
9. If a research staff leaves the project without permission, the stipend due at any time shall not be paid to him/her, till all dues are cleared and certified by the PI.

#### **Settlement of bills related to Salary/Fellowship/Wages**

1. The PIs will have financial power equivalent to that of Head of the Department and same rules as amended from time to time shall be applicable.
2. The payment of bills of salary and clearance of accounts is one of the most important aspects of smooth running of Projects. If Finance Branch has procedural objections to a bill, it should be returned to the PI within 7 days.

Bills which are in order should be cleared and the whole process including the payment should be completed within three weeks of submission of the bills. If the bill is not settled within three weeks from the date of submission, PI should report to the Dean (Research)/Vice-Chancellor.

3. Claim for TA/DA for project related travel by the PI/Co-PI/ other project staff will be made as per the relevant rules.
4. If funds are received through Public Finance Management System (PFMS) then all the payments should be processed through PFMS only.
5. For release of first Salary/Fellowship/Bill, attested copies of the following documents must be submitted by the PI to the Finance Branch along with the first Salary/Fellowship/Wages Bills:
  - a. Proceedings/Minutes of Meetings of the Project Appointment Committee (PAC).
  - b. Advertisement uploaded on the website of the university.
  - c. Appointment Letter/s issued to the Research Staff/Non-Teaching Staff appointed by PAC.
  - d. Joining Report submitted by the Research Staff/Non-Teaching Staff.
6. For settlement of subsequent monthly bills, the attested copies of the following documents must be submitted by the PI to the Finance Branch:
  - a. Monthly Progress Report of the Research Staff/Non-Teaching Staff hired for Project.
  - b. Monthly Attendance Record.

## Purchase Procedures

1. On receipt of the first installment of the project grant from the funding agency, the PI will inform the Finance Officer about the breakup of the received grant under different budget heads, unless already indicated by the funding agency. On receipt of subsequent grants also, the PI shall intimate the breakup to the Finance Officer.
2. Re-appropriation of Funds from one approved item to another will be permitted in the light of specific guidelines of the Funding Agency. PI may also re-appropriate funds (if funding agency does not prohibit this) up-to an extent of 20% from one head to the other, except the non-consumable grant available under the project.
3. All purchases of non-consumable and consumable items and other expenses should be made strictly in accordance with the terms and conditions of the funding agency and as per the GFR 2017 and its amendments/additions from time to time.
4. It will be the responsibility of the PI to maintain proper a) Stock/Inventory Register (Consumable and Non-Consumable, as applicable) b) Job Register and Dispatch /Dairy Registers as required for each project. These registers are also to be maintained at the university level by the General Branch/Stores of the university.
5. All purchases shall be handled and supervised by a committee called the “**Project Purchase Committee (PPC)**” for each project. If the funding agency provides provision for constitution of PPC then committee shall be

notified as per guidelines of the funding agency otherwise the committee shall be notified as per following composition specified by the university.

**6. Composition of Project Purchase Committee (PPC) to handle purchases (above value of Rs. 25,000/-) including purchases through GeM, Quotations and Limited Tender Process:**

1	Principal Investigator (PI)	Chairperson
2	Co-Investigator/s (if any)	Member/s
3	Head of the concerned Department	Member
4	One Teacher working in relevant/allied area (nominated by PI)	Member
5	Finance Officer's Nominee (one out of a Panel of Officers of the university above the rank of Section Officer or from among teachers well versed with GFR-2017 & its amendments/additions/deletions provided by FO to the Hon'ble Vice-Chancellor)	Member



**7. Composition of Project Purchase Committee (PPC) to handle purchases under Open Tender Process:**

1	Principal Investigator (PI)	Chairperson
2	Co-Investigator/s (if any)	Member/s
3	Head of the Department	Member
4	One Teacher working in relevant/allied area (nominated by PI)	Member
5	Registrar's Nominee	Member
6	Vice-Chancellor's Nominee (outside the concerned Department)	Member
7	Finance Officer's Nominee (one out of a Panel of Officers of the university above the rank of Section Officer or from among teachers well versed with GFR-2017 & its amendments/additions/deletions provided by FO to the Hon'ble Vice-Chancellor)	Member

8. The Project Purchase Committee (PPC), proposed by the PI and approved by the Vice-Chancellor through Dean (Research) shall be constituted every financial year and the Finance Branch shall be informed

about the same by submitting a copy of the relevant notification along with signatures of the Committee members.

9. The PPC shall be responsible to frame the technical and financial specifications for purchase of items through GeM, Quotations, Tender Process etc.
10. Consumables may be purchased on the basis of rate contracts approved by the University. In case of consumables for which rate contracts are not available, the purchase may be done by the PPC if the value of purchase on single occasion is above Rs. 25,000/-.
11. Purchase of item/s up to Rs. 25,000/- can be made by the PI/Co-PI on single occasion without calling quotations and pre-approval subject to overall annual limit of cumulative amount of Rupees One Lakh. The overall annual limit of cumulative amount of Rupees One Lakh may be increased in case of emergent situations with the approval of Hon'ble Vice-Chancellor.
12. Panel of multiple officers/officials may be authorized by the Vice-Chancellor to place purchase orders or float tenders through GeM to avoid delay in placing orders or floating tenders.
13. To reduce the time involved in purchase process the PIs/Co-PIs be given access of GeM to search items related to their project/s on GeM.
14. The concerned officer/official responsible for operating the GeM Account shall provide the No-availability Certificate to the PPC/PI without any delay in case the required item is not available on GeM.
15. Supply/Purchase Order shall be signed by the PI after scrutiny of the Tender Documents/Quotations obtained from various suppliers. The orders shall be normally placed with the supplier whose quotations are the

lowest, unless for some technical reasons which should be clearly stated and defended by the PPC. In case of any discrepancy, the matter shall be referred to the Vice-Chancellor through Dean (Research) and his/her decision shall be final.

16. Advances will be paid to the PI by cheques drawn in favour of the PI or in favour of the claimant as necessary. The PI will be responsible for rendering the account of such advances. The accounts of advances taken should be rendered within the period of 30 days from the date of drawing the advance. However, this shall not apply in cases of LCs where the money is always with the bank. LCs should be cleared within 30 days of receipt of equipment/material.

17. In case of advances, Proforma Invoice shall be submitted along with request for advance.

### **Inspection of Purchased Items and Maintenance of Stock Registers**

1. The procured items shall be inspected by the PI and Department Council of the concerned Department as per the Purchase Order. If the delivery is found deficient in regard to any of the items covered by the check list, the PI/relevant officer will return the order for compliance. Further, clarifications about any relevant point which is not covered under the check list can be enquired from PI to expedite the process. The reply provided by the PI will be recorded by the relevant office and the matter expedited and cleared within 7 days.
2. Necessary entries of Items (Non-consumables as well as Consumables) examined and accepted by the PI, Inspection Committee, shall be

made in the Stock Registers – Master Stock Registers maintained by E&GA Branch and Project specific Stock Registers maintained by PI.

3. The PI shall maintain a register showing inventory of stock and store register etc. in their offices. The inventory register shall interalia indicate the serial number, total number of pages of each register, commencement date and to whom issued duly authenticated by the PI concerned.
4. The bills of supply with Stock Register Entries and GFR Certificate shall be endorsed by the Store Keeper, PI, PPC and Inspection Committee.
5. Each Department should have separate stock register for assets, accession, consumable and non-consumable articles. It will also include the project's assets and consumable articles.
6. Separate account on separate page should be opened for each article purchased with full particulars unless the transactions in respect of articles are small in number, in which case a page may be utilized for recording receipts and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.
7. All entries in the Stock Registers should be signed by the PI and concerned staff of E&GA Branch.
8. Physical verification of stock should be conducted at least once in a year; the result thereof should be reported to the Finance Officer for onward information to the Registrar.
9. Equipment purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body

desires otherwise.

10. On every major item procured out of Projects funds, the following information should be written on the front side of equipment for easy identification in future: -

Name of PI:

Funding Agency:

Project Code:

Cost of Equipment:

Date of Purchase:

### **Payment of Bills**

1. All bills for payment (including advance bill for opening LC and other advance bills e.g. for clearing the items from customs etc.) relating to various purchase orders will be signed and submitted by the PI to the Finance Branch duly completed in all respects for payment. If the Finance/Audit has some objections, the same may be communicated to the PI/PPC within 3 days of receipt of the bill and clarifications may be submitted within another 3 days. The bills shall, generally, be passed for payment within a maximum period of 7 days.
2. If funds are received through Public Finance Management System (PFMS) then all the payments should be processed through PFMS only.
3. The PI should ensure to carefully check the following Checklist before submission of the Bills to the Finance Branch:

## **CHECKLIST for submission of file related to payment of bills**

- i. Stock/Inventory Register entry, GFR certificate, signature of storekeeper/PI/PPC/Inspection Committee with Seal and Date have been provided on the bills [GFR-2017 Rule 208 (ii)].
- ii. The supplier's bill in GST Invoice/Bill of Supply (as the case may be) attached.
- iii. Purchase order with details of items required, rate, quantity, proper specification and total amount along with proper terms and conditions.
- iv. The supplier's bill is in accordance with the purchase order.
- v. In case of advance bill, details of advance/adjustment/purpose etc. should be mentioned properly and necessary entry should be made in the advance register.
- vi. In case of GeM procurement, GeM generated comparative statement, copy of the contract, copy of the GST invoice, CRAC (Consignee Receipt and Acceptance Certificate) are enclosed. Signatures of PPC on each of the submitted documents with seal and date [GFR-2017, Rule-149 (vii)]
- vii. In case of proprietary procurement/single tender enquiry, the specific proprietary certificate from the manufacturer duly stamped and signed, with date by the PI with the approval of PPC is enclosed [GFR-2017, Rule 166].
- viii. In case of equipment, Installation Certificate is enclosed. The details of place (Room/Hall No., Floor No. and Building No. etc.) of installation of equipment must be mentioned in the Installation Certificate.
- ix. Copy of sanction letter is enclosed.
- x. Minutes of all meetings of PPC.
- xi. List of specification of items framed by the PPC/PI for purchase of items through GeM/Quotation.

- xii. No Availability Certificate duly signed by the authorized GeM Buyer/User and PPC in case if the item/s is/are not available on GeM.
- xiii. Original quotations, bearing signatures with date, submitted by at least three suppliers.
- xiv. Comparative statement of at least three quotations, in case the value of item/s is above Rs. 25,000/-.
- xv. Recommendation of the PPC to issue purchase order in favor of L1.
- xvi. Any cutting and overwriting should be strictly avoided; further, if any cutting/overwriting, due to unavoidable circumstances, it must be countersigned by the PI with date.
- xvii. In case of Limited Tender: Tender has been invited from more than three or more approved registered vendors of repute and all are GST registered. GFR-2017 (Rule 162(i)).
- xviii. The Tender documents are dispatched properly as per directive of GFR-2017 [ GFR-2017 (Rule 162(i))].
- xix. Envelopes and all the bid documents are stamped & signed with date by PI.
- xx. The comparative statement is properly prepared with respect to the details of specification of items, terms and conditions of the bidders, specific recommendation of the PPC along with their signature and date [GFR-2017 (Rule 203)].
- xxi. Purchase order is prepared (in triplicate – one for Supplier, one for Finance Branch and one for PI's record) properly with specifications of the items being ordered, Terms and Conditions, quantity, rate and total amount. If any cutting has occurred, it has been countersigned and sealed by PI.

- xxii. Signatures of the PPC have been obtained on first and second pages of the Purchase Order as required together with the name of the members.
- xxiii. Requisite undertakings, EMD and Performance Security/Guarantee are enclosed.
- xxiv. EMD Exemption Certificate from Micro & Small Enterprises (MSEs).
- xxv. Expression of Interest/Letter of Intent, Agreement, Notice Inviting Tender and Tender Documents are attached.
- xxvi. Evaluation method for evaluation of Bids, Non-Disclosure/Confidentiality Clause, Penalty Clause, Exception Handling Clause, Deficiency Clause etc. should be mentioned in Tender Documents and/or Purchase/Work Order.
- xxvii. Under two stage of bidding through either e-tendering or Limited Tender Enquiry: A copy of Technical Evaluation Report duly signed by the Technical Evaluation Committee as per purchase procedure is enclosed [GFR-2017 (Rule 163)].

**Annual statement of Expenditure and Utilization Certificate.**

The PI should prepare the statement of expenditure and utilization certificate of every project as per the time schedule prescribed by the funding agency. The same may be sent to the Finance Branch within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency, or vice-versa. PI shall be responsible for obtaining the Bank Statement and Interest Statement from the Bank if Project Account is maintained in Bank otherwise the Finance Branch shall be responsible to generate PFMS Statement of the PFMS Account.



## **Management of Overhead Charges**

100% of the overall overhead charges shall be transferred to the Receipt Account maintained in Bank by the University towards the development fund or for paying the University utilities bills and engaging required contractual/outsourced staff for the efficient maintenance of the project accounts. The expenditure under this head may be allowed to PI/Co-PI on case to case basis with the recommendation of Dean (Research) and approval of the Vice-Chancellor.

## **Interim progress and accounts report of the Project**

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the concerned official in Finance Office looking after the project who would verify it within a week of submission of the accounts. On verification of accounts, the reports and accounts with a forwarding letter should be returned to the PI for onward transmission to the funding agency. Any minor discrepancy should be solved mutually. In case of any major discrepancy, the PI should approach the Dean (Research)/ Finance Officer to get the matter sorted out.

**Undertaking by the PI/Co-PI**

I/We undertake and certify that

1. This is an original research proposal which has not been simultaneously submitted to any other agency.
2. Proposal has been prepared as per the format prescribed by the funding agency.
3. Clearances, if applicable, from the relevant Committees (Ethical Committee/ Bio- safety Committee/ Animal Ethical Committee) have been obtained and attached with the proposal/ will be obtained before the project gets started and the relevant certificates will be submitted to the authorities in the University and the funding agency.
4. General Infrastructure and related facilities are available in my/our laboratory in the department.
5. The implementation of the project proposal would not involve additional space or other special requirement in the department.

**OR**

Implementation of the project proposal requires additional space or other special requirements as specified here, and these have already been discussed with competent authorities and the required approval/s has/have already been obtained.

6. I / We will abide by all the rules and regulations of the university and the funding agency for implementing the project effectively.
7. Overhead/Institutional Charges have been included in the proposal.

Name/s and Signature/s of PI and Co-PI, if any

Forwarding by

Head of Department

Dean of School

Dean, Research

**Proforma for Précis**

Summary of the candidates called for interview:

Post of \_\_\_\_\_

under Project entitled \_\_\_\_\_

Project Code No. \_\_\_\_\_

Department of \_\_\_\_\_, School of \_\_\_\_\_,

vide CUH Advertisement No. \_\_\_\_\_

1. Number of Applications received: \_\_\_\_\_

2. Minimum Qualification prescribed for calling for interview:

\_\_\_\_\_

3. Number of Candidates called for Interview: \_\_\_\_\_

S. No.	Name & Address	Whether SC/ST/O BC/EWS/PWBD	Sex	Date of Birth	% of marks, year of passing and name of Board/University				Research Experience	Remarks
					10+2	U.G.	P.G.	NET/JRF/SRF		

**PROFORMA FOR PREPARATION OF MERIT INDEX OF CANDIDATES BY**  
**MEMBERS OF THE SELECTION COMMITTEE**

<b>S. No.</b>	<b>Name of the candidate</b>	<b>Assessment of experts in respect of candidate</b>	<b>Marks obtained</b>	<b>Remarks</b>

**SIGNATURE OF MEMBERS:**

**PROCEEDINGS OF THE SELECTION COMMITTEE**

Minutes of the meeting of Project Appointment Committee (PAC) held at \_\_\_\_\_AM/PM on \_\_\_\_\_ in the office of \_\_\_\_\_, Department of \_\_\_\_\_, CUH, to select \_\_\_\_\_ (Post) for the Research Project entitled \_\_\_\_\_ (Project Code No.)\_\_\_\_\_.

The following members were present:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

For the post of \_\_\_\_\_, \_\_\_\_\_ candidates were called for the interview, out of which \_\_\_\_\_ turned up. The members of the Project Appointment Committee thoroughly examined the candidates and after due consideration resolve to recommended that:

Dr./Ms./Mr./\_\_\_\_\_ is recommended for temporary appointment as\_\_\_\_\_. The appointment is co-terminus with the Project.

**Signature of the members:**

**PROFORMA FOR PROVISIONAL APPOINTMENT LETTER FOR**  
**RESEARCH/CONTRACTUAL POSITIONS**

Ref. No. \_\_\_\_\_

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Engagement of \_\_\_\_\_ under the sponsored project  
\_\_\_\_\_.

Reference: Your application dated \_\_\_\_\_

Dear Sir/Madam,

On the recommendation of the Project Appointment Committee which met on \_\_\_\_\_, you are **provisionally** engaged on a Job Contract basis, as \_\_\_\_\_

\_\_\_\_\_ on emoluments of **Rs.**

\_\_\_\_\_ (Rupees \_\_\_\_\_ only) per

month, on the following terms and conditions: -



1. The engagement is for the above mentioned externally funded Project only, and is not transferable to any other Project.
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding months/years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
3. It is not an appointment in Central University of Haryana, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in CUH against any post/position.
4. The Contract may be terminated at any time without assigning any reason therefore.
5. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
6. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:
  - i. Medical certificate of health and physical fitness for the contract issued by any registered Medical Practitioner.

- ii. Documentary evidence in support of your date of birth, qualification and caste etc.
7. In case, it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
  8. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work.
  9. You are required to give an undertaking to the affect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.
  10. In the event of any dispute arising out this contract, the decision of the Vice- Chancellor, CUH shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

This provisional engagement is subject to approval by the competent authority.

Yours faithfully,

(Principal Investigator)

**Ref. No.**

**Date:**

Copy to the following for information and necessary action.

1. The Head of the Department of \_\_\_\_\_
2. The Dean, Research, CUH
3. The Registrar, CUH
4. The Finance Officer, CUH

(Principal Investigator)

**JOINING LETTER**

Date:

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Principal Investigator/Co-PI

Title of the Project \_\_\_\_\_

Department of \_\_\_\_\_

School of \_\_\_\_\_

Central University of Haryana

**Subject: Joining report for the post of \_\_\_ under the Project entitled \_\_\_\_\_  
Project Code No. \_\_\_\_\_**

Sir,

Thank you very much for your letter No. \_\_\_\_\_ dated \_\_\_\_\_ regarding  
appointment as \_\_\_\_\_ under the Project entitled

“ \_\_\_\_\_ ” Project Code No. \_\_\_\_\_.

I accept all the terms and conditions mentioned in the appointment letter and  
hereby report on duty w.e.f. \_\_\_\_\_ (F.N./A.N.) and request you to do the  
needful as per University rules.

Thanking you,

Yours faithfully,

\_\_\_\_\_