

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED UNIVERSITY)
B-4 QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**



Bye-Laws Governing the Delegation of Powers"-2009

SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016



No:F.1(164) LBSV/Admn/2009/193-A

Dated: 30.06.2009

NOTIFICATION

In supersession of the existing "Delegation of Powers of the Vice-Chancellor and Registrar"(1990) as amended from time to time, the Bye-Laws Governing the Delegation of Powers"-2009 of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha(Deemed to be University), New Delhi are hereby notified in accordance with the resolution Nos. 58.5, 62.5, 63.2 and 68.7 -(7.) of the 58th, 62nd, 63rd and 68th meetings of the Karya Parishad held on 11.11.2005, 18.12.2006, 23.03.2007 and 22.4.2009 respectively for implementation.

These Bye-Laws have been framed by the Vidyapeetha in pursuance to the Clause-4- (xx) and Rule-11(xxv), 54 (xiii) of the Memorandum of Association of the Vidyapeetha. These bye-laws shall apply to all concerned as specified under these bye-laws with effect from the date of issue of this notification which may be brought to the notice of all concerned for their information and compliance. The employees may have access to the bye-laws which shall be available in the Vidyapeetha's web-site- www.slbsrsv.ac.in. The Bye-Laws shall also be available in the Library and Administration Section for the ready reference of the employees.

This issues with the approval of the Vice-Chancellor.


(BK Mohapatra)
Registrar

Copy for information and necessary action to:-

1. Assistant Registrar(Administration)
2. Assistant Registrar(Accounts)
3. P.S to Vice-Chancellor
4. PS to Registrar
5. System Administrator(Computer Centre) is required to place these bye-laws on the Web-Site of the Vidyapeetha for information of all concerned.
6. Librarian/Library(Incharge)
7. Notice Board
8. Concerned file


(BK Mohapatra)
Registrar



Ph.: 23702334
23454232

All India Council of Auditors & Accountants
अखिल भारतीय लेखापरीक्षक एवं लेखाकार परिषद्

(Registered under Societies Registration Act, 1860)

Regd. Office :

174, AGCR Enclave,
Delhi-110092
Ph. : 22378152

Working Office :

Room No. 001, Ground Floor,
B - Wing, AGCR Building
I.P. Estate, New Delhi-110002

Speed Post
Dated

AICAA/1A/SLBSRSV/2008-09/ 1846

Dated 22.05.2008

To,

The Registrar,
Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha,
Katwaria Sarai,
New Delhi-110016.

Subject: Delegation of Powers and Recruitment Rules of SLBSRSV-Vetting of.

Sir,

Please find enclosed copy of the above mentioned documents with certain modification as considered necessary from the point of view of the Council. However you are free to further modify according to your practical requirements. A provision may be made in the foreword of the Annexure that "wherever the Delegation are not clear or specific, the Rules and Regulation in force in the Govt. of India will be applicable".

A copy of the Director of State 'Allotment Rules' may please be arranged so that the 'Allotment Rule' of SLBSRSV may also be vetted.

ENCL : As above

Yours faithfully
22/5/2008
Administrative Officer.

SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTUB INSTITUTIONAL AREA
NEW DELHI-110 016



A CENTRAL AUTONOMOUS BODY UNDER THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPARTMENT OF HIGHER
EDUCATION, GOVERNMENT OF INDIA

In exercise of the powers conferred upon it under Clause- 4(xx) and Rule - 11(xxv) & 54(xiii) of the Memorandum of Association, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), New Delhi is authorised to frame bye-laws of the Vidyapeetha.

1. Short title and commencement-

These Bye-Laws may be called the "Bye-Laws Governing the Delegation of Powers"-2009 of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016.

These bye-laws shall come into force w.e.f. the date of issue of notification in this regard.

[Signature]

[Signature]

1

[Signature]

[Signature]

2. Extent of Application:

These Bye-Laws shall apply to all concerned of the Vidyapeetha.

3. Authority:-

- i) Clause- 4 (xx) and Rule -11 (xxv) & 54 (xiii) of the Memorandum of Association (MOA) of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi duly registered (vide Registration. No.S-17454 dated 20.01.1987) under the Societies Registration Act, 1860 (Act XXI of 1860) of the Union Territory of Delhi.
- ii) The Resolution Nos. 58.5, 62.5, 63.2, 68.7 -7 of the 58th, 62nd, 63rd and 68th meetings of the Karya Parishad held on 11.11.2005, 18.12.2006, 23.03.2007 and 22.04.2009 respectively.


4. Definitions:

In these rules, unless the context otherwise requires:

- a. 'Vidyapeetha' means Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi.
- b. 'Karya Parishad' means the Karya Parishad (Executive Council) of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi.
- c. "Vitta Samiti" means the Finance Committee of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi
- d. 'Kulapati' means the Vice Chancellor of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi
- e. 'Kulasachiv' means the Registrar of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi
- f. 'Vittadhikari' means the Finance Officer of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi
- g. Memorandum of Association means Memorandum of Association(MOA) duly registered under the Societies Registration Act, 1860(XXI of 1860) vide registration No.S-17454 - 1987 for the time being in force or as amended from time to time as per the prescribed procedures.
- h. Bye-laws' means the bye-laws of the Vidyapeetha for the time being in force or as amended from time to time as per the prescribed procedure.

5. Schedule:

The provisions of these bye-laws, statement showing the details of delegation of powers of the Vice-Chancellor, Registrar and other officers of the Vidyapeetha and any other information relevant to the delegation of powers shall be as specified in the schedule(s) which are quoted below:



	Schedule	Subject	Page No.	
			From	To
1.	"Bye-Laws Governing the Delegation of Powers"-2009		1	21
2.	Schedule-I	Statement showing the delegation of powers of the Vice-Chancellor, Registrar, Deputy Registrar(Admn.) & other officers of the Vidyapeetha	6	17
3.	Schedule-II	Powers under FR & SR	18	19
4.	Schedule-III	Powers under General Financial Rules & Receipt & Payment Rules	20	21

6. Removal of difficulties:-

- The Karya Parishad may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- All existing rules and orders in relation to the matters covered under these bye-laws, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these bye-laws.

7. Interpretation:-

In case of any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Karya Parishad shall be final.

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

8. Amendment of Bye-laws:-

The Karya Parishad shall have the authority to amend, modify, change, withdraw, suspend, relax any or all the provisions of these Bye-Laws. The decisions of the Karya Parishad shall be final and binding on all the employees.

9. Residuary matters:-

In respect of all matters not specifically provided for in these Bye-Laws, the corresponding provisions as prescribed by the Govt. of India, as amended from time to time, shall be followed. In case any particular provision in these bye-laws clashes with any provision of the MOA, the provision of the MOA shall prevail and the provision in these bye-laws shall stand superseded.

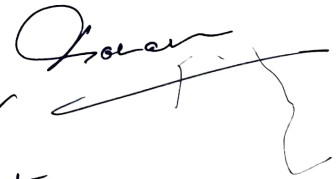
10. Territorial Jurisdiction:

In case of any disputes, the territorial jurisdiction for adjudication shall be New Delhi only.

11. Delegation of Powers :-

i) In accordance with the Rules.31, 33 & 36 of the Memorandum of Association of the Vidyapeetha, the Chancellor and Vice-Chancellor have been delegated with the powers for the smooth functioning of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi. This will continue to be in force as contemplated under these rules of the MOA. However, there is a need for further delegation of powers to certain officers of the Vidyapeetha in order to ensure greater administrative efficiency and transparency in the system.

ii) The Karya Parishad may delegate any or all the powers conferred upon it under Rule-11(xxv) of the MOA to any officer(s) under its control subject to such conditions as the Karya Parishad may deem fit to impose.



12. The powers delegations to the officers of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), New Delhi will be subject to the following conditions:

- I. A specific budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
- II. The Vice-Chancellor shall have the powers to sanction expenditure on "New Items" in emergent cases which may be reported to the Vitta Samiti and Karya Parishad at its next meetings for ratification.
- III. There should not be any delegation of powers to the Finance Officer as he is the custodian of the funds. However, the Finance Officer or his nominee may be associated with all the purchase committees, tender opening committees, library committee, campus development committee or any other committee giving recommendations with financial implications. The officers delegated with the financial powers may obtain prior concurrence from the Finance Officer in respect of any case, if he so deems fit.
- IV. All purchases should be decided in accordance with the provisions of the GFR as amended from time to time.
- V. It shall be the duty of the drawing officer to satisfy that the expenditure has been incurred in accordance with the rules on the subject. He shall ensure that the stores have correctly received the goods/articles and taken on charge or services have been satisfactorily rendered. Each bill before being passed on to the Finance and Accounts Branch for payment shall be entered in the Expenditure Control Register to ensure that budgetary allotment does not exceed in any case.
- VI. Powers delegated to a lower authority can be exercised by superior authority or authorities.
- VII. The delegation of powers is subject to observance of rules and procedures prescribed from time to time.
- VIII. Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchases are to be made on expenditure incurred in relaxation of the prescribed procedures, approval of the Kulapati shall be necessary. In such cases, the Kulapati shall act after seeking the opinion of the Finance Officer.

Signature

Signature

22
4
→

Signature
Signature

Signature

BYE-LAWS GOVERNING THE "DELEGATION OF POWERS"- 2009 TO VARIOUS OFFICERS OF SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA(DEEMED TO BE UNIVERSITY)

FINANCIAL POWERS

Schedule-I

S No	Items of Expenditure	Powers Delegated to Vice-Chancellor	Powers Delegated to Registrar	Powers Delegated to Deputy Registrar (Administration)	Powers Delegated to other officers of the Vidyapeetha	Remarks
1	Power to incur contingent expenditure in respect of items other than specified below i) Recurring ii) Non-recurring	Full powers Full powers	Up to Rs. 50,000/- Up to Rs. 1.00 lakh in each case.	----	---	
2	Items of specified delegation of power. Bicycles purchase	Full powers	Full powers	Full powers	---	
3.	<u>Conveyance Hire:</u> (a)Reimbursement of conveyance charges to officers and staff	Full powers at the rates and limits approved from time to time by the Vitta Samiti and Karya Parishad	Full powers at the rates and limits approved from time to time by the Vitta Samiti and Karya Parishad..	---	---	The sanction of the conveyance hiring and reimbursement shall be subject to conditions approved by the Karya Parishad.
	(b) Hiring of Taxi/Buses and other modes of conveyance for official purposes.	Full powers	Full powers up to Rs. 10000 in each case subject to a ceiling of Rs.25000/- in a month.	----	----	The sanction for hiring conveyance for official purposes should be accorded as per the lowest rates to be fixed by the Vidyapeetha (for half day/full day/ km basis) by inviting quotations from at least three agencies.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

4	Electricity and Water charges	Full powers	Full powers	Full powers. No powers for payment of penalty, if any	---	Subject to the amount approved in the budget
5	Furniture and Fixture, Purchase and repair (subject to compliance of prescribed procedures)	Full powers	Up to Rs. 50,000/- in each case	---	---	
6	i) Freight charges	Full powers	Full powers	Full powers	---	
	ii) Demurrage / Whafage	Full powers	Full powers.	Up to Rs. 100 in each case		
7	Hiring of office furniture, electric fans, heaters, clocks and call bells, A.C, cooler	Full powers	Full powers	----	---	
8	Legal charges: i) Fees to Advocates including the fees of Senior Advocate in special cases.	Full powers	Up to Rs. 50,000/- as per the approved rates. No powers to pay un- scheduled fees to any advocate.	----	---	As per the approved rates and within the ceiling limits of the budget.
	ii) Arbitration Fees	Full powers				
9	Municipal rates/taxes, property tax, ground rent to DDA and other tax, if any	Full powers	Full powers	Full powers No powers for payment of penalty, if any	---	Subject to approved amount in the budget.
10	i) Motor Vehicles Purchase	Full powers	--	---	---	Subject to prescribed adherence of procedures.
	ii) Motor Vehicles maintenance, Upkeep and repairs	Full powers	Full powers	Rs. 5000/- in each case		
11.	Construction, Renovation and Maintenance of the Buildings.	Full powers	Up to Rs.50,000/- in each case.	--	---	Subject to recommendations of the Building Committee/Works Committee or any other appropriate body and also by ensuring availability of funds under the appropriate head.
12.	Petty repair works:					
	a) Minor works	Full powers	Full powers			Subject to the recommendations of the works committee or building committee as the case may be.

Q87/E/77

Srbathu

Shen 422 kin Q. 87

	b) Ordinary repairs	Full powers	Full powers	---	----	
	c) Repair and alterations to hired buildings	i) Non-recurring (Full powers) ii) Recurring (Full powers)	Rs. 20000/- p.a. Rs. 5000/- p.a. Rs. 5000/- p.a.			
	d) Stores for a to c	Full powers	Full powers			
13.	EXAMINATION: Expenditure in connection with conduct of examinations, including honorarium to the paper setters , evaluators and to the members of staff for invigilation duties etc.	Full powers	Full powers	--	---	Subject to rates and conditions approved by the Vitta Samiti and Karya Parishad.
14.	Constitution of Sub-Committees and other Committees for activities/different affairs of the Vidyapeetha and payment of honorarium/remuneration and transport hiring charges.	Full Powers	Full powers	--		Payment of honorarium shall be strictly as per the guidelines approved by the Vitta Samiti and Karya Parishad.
15.	MISC.EXPENDITURE: I) Expenditure on entertainment, expenditure on inaugural functions, convocation, conferences and seminar etc. Ii) Entertainment expenses at formal official meetings	Full powers Full powers	Within the financial limit of Rs.50000/- in each case (as per the prescribed guidelines and procedures.) Full powers	-- --	-- --	Strictly as per the guidelines prescribed for the purpose.
16	Posts and Telegraphs charges i) Charges for issue of Letters / telegrams etc.	Full powers	Full powers	Full powers	---	

[Signature]

[Signature]

[Signatures]

17	Purchase of stationery:	Full powers	Rs. 50,000/- in each case	----	---	
18	Stores: Stores i.e. stores required for the working of establishment, equipment and other miscellaneous items	Full powers	Full powers	----	---	Subject to G.O.I. Rules.
19	Printing and Binding	Full powers	Up to Rs.50,000/- in each case	----		Subject to adherence of procedures
20.	Purchase of books and journals	Full powers	Within the financial limit of Rs.50000/- in each case.	--		The powers of Vice-Chancellor/ Registrar are subject to recommendations of the Library Committee.
21.	Advertisement charges	Full powers	Full powers	---	--	Within the approved budgetary allocations.
22	Rent : i) For Hiring of Buildings for office accommodations.	Full powers (as per the rates approved by the Vitta Samiti and Karya Parishad)	Full powers for payment of rent of buildings hired with the approval of the Vitta Samiti and Karya Parishad.	----	---	Note:.. (1) No building will be hired unless:- i)The rent has been certified as reasonable either by CPWD, rent control authority or a Committee of Senior officers including Finance Officer. ii) The area is within the scales of accommodation authorized for various purposes. iii) The lease will not exceed five years in each case and law on the subject. 2. All cases involving Rental of Rs. 5 lakhs per annum and above will be reported to the Karya Parishad.

Q. 17, 18, 19

S. B. K.

22

hij
Sh. K. K.

23.	Maintenance of office equipment & machines, etc.	Full Powers	Full powers as per the agreement approved by Vice-Chancellor.	--	--	
24	Staff paid from contingencies (Labour - Contract workers of different out- side agencies)	Full powers	Full powers	--	--	The exercise of this power will be subject to the guidelines of the CPWD/Govt. of India/UGC or the guidelines issued by the Vitta Samiti and Karya parishad from time to time whichever is applicable and as per the terms and conditions of the agreement.
25	UNIFORMS & LIVERIES: Supply of uniforms, badges and other articles of clothing etc. & washing allowance etc.	Full powers (Strictly as per the Government of India guidelines as amended from time to time)	Full powers (Strictly as per the Government of India guidelines as amended from time to time)	---	--	Subject to the scales prescribed by the Govt. of India and on DGS&D rate contract/ Kendriya Bhandar or authorized dealers of reputed firms as per the Govt. of India Guidelines..
26	Telephones i) Payment of charges ii) Installation	Full powers Full powers for sanctioning installation of Residential & office telephone and also allow call charges.	Full powers, within the approved guidelines ---	Full powers, within approved guidelines in the absence of Vice-Chancellor and Registrar. ---	---	Note:- 1. The installation of residential telephones will be subject to limitations prescribed from time to time. 2. The call charges for residential telephones will be within the limits prescribed from time to time.
27	Entertainment	Full powers	Rs.5000/- subject to a maximum of Rs.10,000/- in a month	---	--	

Signature

Signature

Signature

28	a) Write off of irrecoverable / losses	Rs. 10,000/- for losses of stores not due to theft, fraud or negligence.	Rs. 5,000/- for losses of stores not due to theft, fraud or negligence	---	---	A committee should be constituted before ordering disposal of broken un-serviceable stores and the report obtained for appropriate action.
	b) Losses of stores (including) stamps library books etc.	Up to Rs. 5000/- in each case	Rs.2000/- in each case			
	c) Loss of irrecoverable loans & advances	Rs. 5000/- in each case	----			
	d) Disposal of obsolete broken or un-serviceable stores	Full powers	Rs.5,000/-			
29	Advances:	Full powers	Full powers	--	--	Subject to rules as prescribed in the Financial Rules of G.I. from time to time.
30.	Grant of advances in connection with Leave Travel Concession	Full powers	Full powers	---	--	As per the Government of India rules
31.	Advances of Pay of Group 'C' & "D" on eve of important festivals	Full powers	Full powers	Full powers	--	--do--
32.	Advances in lieu of leave salary	Full powers	Full powers	--	--	--do--
33	General Provident Funds: Withdrawal/Advances	Full powers to sanction part and Final withdrawal	Full powers. Subsequent advances/withdrawal after two, shall be sanctioned with the approval of the Vice-Chancellor.	--	--	--do--
34.	To act as the Controlling officer for the purpose of Leave Travel Concession	Full powers	Full powers.	---	--	As per the Govt. of India rules.
35.	Sanction of Children's Education Assistance and tuition fees	Full powers	Full powers	--	--	-do-
36.	Medical Reimbursement	Full powers	Within a limit of Rs.50,000/-	--	--	As per the approved guidelines of the Vitta Samiti and Karya Parishad.
37.	Condonation of delay in submission of various bills (excluding TA and LTC bills)	6 months maximum	3 months maximum	--	--	Not more than 6 months in any case.

Approved

Shankar

42

Sanjay K. S. S. S.

38.	Security Services Contract: Payments of bills	Full powers Full powers	Full powers Full powers	--- ---	--	As per approved procedure/ approved rates.
39.	Scholarship	Full powers	Full powers	---	--	
40.	i) Staff Quarters-Allotments ii) Cancellation of Allotment iii) Priority Allotment/out of turn allotment and to decide the essential services for allotment under essential category iv) Letting out of Conference Room, Class Rooms, Grounds, Guest House etc. to the out-side agencies/organizations and to the persons for conducting the examinations, seminars, workshop, functions, marriage ceremony etc. v) Constitution of Space Allotment Committee:	Full Powers Full Powers Full Powers Full powers- ^^ Full Powers - ##	Full powers Full Powers --- Full powers ----	--- --- --- --- ---	--	As per the allotment rules as amended from time to time. ---do--- --do-- ^^As per the CPWD rates or the rates as approved by the Vitta Samiti/ Karya Parishad with the recommendations of Space Allotment Committee. ##The Committee will be constituted consisting of the following members: 1. Chairman - Chairman of the UWC 2. AE/JE 3. Co-opting member (s) from the relevant field.

03/04/2019

S. Bhatnagar

22
S. K. K. K.

41.	ESTABLISHMENT:					
i)	<p>a) Appointing Authority Group 'A'- -Karya Parishad Group 'B' & "C" -Vice-Chancellor Group 'D' -Registrar</p> <p>b) Transfer of post (s) from one department to the other department:</p> <p>1. Teaching 2. Non-Teaching:</p>	<p>*Full powers Full powers Full powers</p> <p>Full powers Full powers</p>	<p>--- --- Full powers</p> <p>--- Full powers</p>	<p>--</p>	<p>--</p>	<p>*Subject to approval of the Karya Parishad in respect of teaching and Group 'A' employees.</p> <p>Subject to ratification by the Karya Parishad.</p>
ii)	<p>A) Constitution of Screening/Short listing Committees</p> <p>B) Extension of date for submission of application for various courses/diploma courses</p> <p>C) Extension of date for submissions of applications for various teaching and non-teaching posts.</p>	<p>Full Powers</p> <p>Full powers</p> <p>Full powers</p>	<p>Full Powers in respect of Group 'B','C' & "D" positions</p> <p>Full Powers</p> <p>Full powers (in the absence of VC)</p>	<p>---</p> <p>----</p>	<p>---</p>	<p>The date of extension must be notified in the web-site of the Vidyapeetha and Notice Board.</p>
iii)	To decide the qualification requirements of any new post not covered under the recruitment rules.	Full powers	---	---	---	On the recommendations of a committee consisting of at least three outside experts with the prior approval of the Karya Parishad.
iv)	Pensionary benefits like sanction of Gratuity, Leave Encashment, pension etc.	Full powers	Full powers	---	---	As per the Govt. of India rules as amended from time to time.

Dr. E. S. J.

Shakti

422

Shuman

Prasen

v)	SANCTION OF LEAVE: TEACHING:- a) LAPSABLE (Casual Leave ,Special Casual Leave, R.H. etc.) b) NON-LAPSABLE: (Earned Leave, half-pay leave, commuted leave, extraordinary leave, study leave, Sabbatical Leave, maternity leave, paternity leave, adoption leave, compensatory leave etc) c) Duty Leave: d) Earned Leave Encashment	Full powers Full powers Full powers Full powers	Full powers except Deans ----- --- ---	---- ---- --- ---	---- --- ---do---	Subject to the recommendations of the concerned Dean/Head of the Department. In exceptional circumstances discretion can be used by the Registrar & Vice-Chancellor as the case may be.
vi)	NON-TEACHING:- a) LAPSABLE (Casual Leave,Special Casual Leave, R.H. etc.) b) NON-LAPSABLE: (Earned Leave, half-pay leave, commuted leave, extraordinary leave, study leave, Sabbatical Leave, maternity leave, paternity leave, adoption leave, compensatory leave etc) c) Duty Leave: d) Earned Leave Encashment	Full powers Full powers Full powers Full powers	Full powers except for himself Full powers Full powers Full powers except for himself	Full powers ++Full powers up to 15 days --- ---	--- 	Subject to the recommendations of the Sectional/Unit-In-charge of the concerned Section/Department.. In exceptional circumstances discretion can be used by the Registrar & Vice-Chancellor as the case may be. ++In case the leave is recommended by the Sectional/Unit In-charge failing which the matter shall be submitted to the Registrar

ABHAY

Sudhakar

42
Sham

vii)	i) Sanction of annual increment	Full powers	Full powers under FR-26	Full powers under FR-26 in respect of Group 'C' & 'D' staff	--	i) Subject to submission of annual appraisal/ACRs every year.
	ii) Advance increments	Full powers	-----	---		ii) Subject to recommendations of the Selection Committee and approval of the Karya Parishad and strictly as per the orders issued by the GOI /UGC from time to time.
viii)	Permission to Leave the Station	Full powers	Full powers	---	---	
ix)	Acceptance of resignation, Grant & termination of lien	Full powers	-----	-----		
x).	Fixation of Pay	Full powers	Full powers	---		Strictly as per the UGC/Govt. of India rules.
xi)	Forwarding of Application for outside employment	Full powers	Full powers in respect of all employees other than teachers	--		
xii)	Transfers/postings of the employees other than teachers	Full powers	Full powers	---		
xiii)	Disciplinary Authority	Full powers in respect of Teaching and Non-Teaching (Group 'A')	Full powers in respect of Group 'B,' C' and "D" employees.	----		
xiv	NOC for obtaining the VISA/Passport	Full powers	Full powers for issue of NOC for passport	---	---	Subject to vigilance clearance report given by the CVO of the Vidyapeetha.

Signature

Signature

Signature

Signature

Signature

xv	Service Book: a) Attestation b) Verification	Full powers Full powers	Full powers Full powers	Full powers Full powers	-- Full powers to Assistant Registrar (Admn.)	After due endorsement of S.O.(Admn.) and A.R.(Admn.)
42	MISC: i) Declaration of results of different examinations of the Vidyapeetha. ii) Issue of Marks Sheet/Provisional certificates, Migration certificates etc. iii) Issue of Character Certificate iv) Issue of Offer of Appointment/Appointment letters v) Attestation/Verification of NCC forms vi) ACRs of NCC Officers vii) Issue of different office orders, Notifications, circular, certificates, NOCs, correspondence with out-side institutions/organizations etc.	Full powers Full powers Full powers Full powers Full powers Full powers Full powers	Full powers in the absence of Vice-Chancellor Full powers Full powers Full powers subject to prior approval of the competent authority. Full powers --- Full powers	-- Full powers in the absence of AR/D.R.(Exam) Full powers Full powers subject to prior approval of the competent authority. Full Powers --- Full Powers	*Full powers (DR(Exam)/AC/A.R (Exam) *--do--- Full powers to AR(Admn.) --nil Full powers -- *Sectional Head/ Unit Incharge(s) of the concerned sections/ departments	*Subject to approval of the competent authority where-ever required or as the case may be. --do--- *Subject to prior approval of the competent authority or ratification by the competent authority.

Signature

Signature

Signature

	viii) Issue of Identify Cards & other cards, if any to the employees and students of the Vidyapeetha	Full powers	Full powers	Full powers	Full powers to Assistant Registrar (Admn.)	After due endorsement of S.O(Admn.) and S.O.(Academic) as the case may be.
	ix) Issue of Gate Pass	Full powers	Full Powers	*Full powers	*A.R.(Admn.) S.O.(Admn.) - in the absence of A.R.(Admn.)	*Subject to prior approval of the competent authority
	x) Issue of stationery to the staff	Full powers	Full powers	----		
43.	i) Re-appropriation of funds in case of any administrative exigency.	Full powers	Up to Rs.50,000/-	-----	-----	Subject to ratification by the Competent Authority.
	ii) Investment:-					
	Short-term Investment	Full Powers	----	-----	-----	
	Long Term Investment	***Full Powers	-----	-----	-----	***Subject to recommendations of the committee consisting of the following: 1. Vice-Chancellor- Chairman 2 Registrar- Member 3 Finance Officer-Member 4. One external experts from the Central Government/ Central or Deemed to be Universities/Other Central autonomous bodies/Public Sector organizations including financial institutions 5. Assistant Registrar(Accounts)

Signature

Signature

Signature

Signature

POWERS UNDER F.R. & S.R

Schedule-II

S No	Items of Expenditure	Powers delegated to the Vice-Chancellor	Powers Delegated to Registrar	Delegated to	Powers Delegated to Deputy Registrar (Administration)	Remarks
1.	Powers to decide the shortest of two or more routes.	Full powers	-----		-----	
2.	Permission for air travel to non-entitled officers.	Full powers	-----		-----	Vice-Chancellor of the Vidyapeetha may sanction air travel only under urgent and unavoidable circumstances not more than six times a year provided the expenditure is kept with in the allocation under the Head "Traveling Expenses".
3.	To prescribe the headquarters of employees	Full powers	Full powers in respect of Group "B", "C" & "D" employees		-----	
4.	To define the limits of Vidyapeetha's employees sphere on duty.	Full powers	Full powers in respect of Group "C" & "D" employees		-----	
5.	To decide whether a particular absence is absence on duty.	Full powers	Full powers		-----	
6.	To restrict the frequency and duration of journey.	Full powers	Full powers		-----	

Signature

Signature

Signature

Signature

Signature

7.	To grant T.A. to non-officials attending public duties in an honorary capacity and to declare the grade to which they belong.	Full powers	Full powers	-----	
8.	To declare who shall be the controlling officer	Full powers (including himself)	-----	-----	Other than those not decided and delegated under these bye-laws.
9.	Powers to make rules for the guidelines of controlling officers.	Full powers	-----	-----	Subject to ratification by the Karya Parishad.
10	To grant leave other than special Disability Leave to staff	Full powers	Full powers	-----	
11	To decide in a case of doubt whether a particular employee is serving in a vacation deptt. i.e. whether the employee belong to the vocational / non-vocational staff	Full powers	-----	-----	
12	To permit calculation of joining time by a route other than the normal route	Full powers	-----	-----	If not otherwise specified under extant rules.
13	To extend joining time on certain conditions to maximum of 60 days	Full powers	30 days	-----	

[Handwritten signature]

Sibani

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

POWERS UNDER GENERAL FINANCIAL RULES:

Schedule-III

S No	Nature of Item	Power Delegated to Vice-Chancellor	Power Delegated to Registrar	Dy. Registrar (Admn.)	Remarks
1	Power to declare any officer of the Vidyapeetha as Head of the office	Full powers	---	---	
2	To Investigate arrear claim preferred after the expiry of 3 years but not after the expiry of 6 years	Full powers	Full powers	---	
3	To fix the amount of advance and its sanction	Full powers	Up to 50,000/-	Up to 20,000/-	
3A	Waive the recovery or charging of interest on advances under rule 222 to 267 of GFR.	Full powers	---	---	
4	To allow the amount of installments of advances in exceptional cases	Full powers	Full powers	---	
5	Advance for the purchase of conveyances : i) Motor car/ Motor Cycle / Scooter(Two Wheelers) ii) Cycle iii) Computer	Full powers Full powers Full powers	Full powers Full powers Full powers	---	Any relaxations in this regard should be approved by the Vice-Chancellor as per the G.F.R.
6	Advances for the purchase of i) Table fan ii) Festival advance iii) Natural calamity advance iv) Advances of Misc. Advance for Depart. purposes v) Leave salary advance vi) Advance to the family of	Full powers Full powers Full powers Full powers Full powers Full powers	Full powers Full powers Full powers Full powers Full powers Full powers	Full powers Full powers Full powers Up to 5000/- in each case Full powers Full powers	

Signature

Signature

Signature

Signature

Signature

	employees who die while in service				
7	Grant of House Building advance	Full powers	Full powers	----	Subject to availability of funds and strictly as per the Government of India rules.
8	Advances of pay and T.A. on transfer and advance of T.A. on tour / LTC	Full powers	Full powers	Full powers	
9	To determine the form of surety bond to be executed at the time of furnishing security	Full powers	---	---	
10	(a) Disposal of absolute, surplus or unserviceable articles.	Full powers	Up to Rs. 50,000/-	Up to 10,000/- subject to general principles regarding normal life of assets prescribed by Vidyapeetha.	
	b) Condemnation of type writers which are unserviceable.	Full powers	Full powers	Full powers	

POWER AS PER THE RECEIPT & PAYMENT RULES

1	To direct payment of pay and allowances to the claimant, on behalf of a deceased employee without the production of the usual legal authority.	Full powers subject to execution of indemnity bond for double the gross amount with at least two sureties out of which one must necessarily be the employee of the Vidyapeetha.			
---	--	---	--	--	--