

or Chairperson, Governing Council in the case of a College through Principal for their Consideration.

e) The Vice Chancellor/Chairperson of the Governing Council shall constitute the following Expert Committees for evaluating the proposals:-

I) In the case of a University:

- |                           |                |
|---------------------------|----------------|
| 1. Vice Chancellor        | (In the Chair) |
| 2. Two Subject Experts*   | (Members)      |
| 3. Dean of the Faculty    | (Member)       |
| 4. Head of the Department | (Member)       |

II) In the case of a College

- |                                     |                |
|-------------------------------------|----------------|
| 1. Chairperson of Governing Council | (In the Chair) |
| 2. Two Subject Experts*             | (Members)      |
| 3. Principal of the College         | (Member)       |
| 4. Head of the Department           | (Member)       |

(\*Nominated by the Vice Chancellor/Chairperson of the Governing Council, from the approved panel of experts for the Selection Committees in the University Department/College).

- f) Each of the above Committees shall consider the full papers put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendation on the appointment.
- g) The recommendation of the Committee and the terms of appointment shall be place before Executive/Governing Council of the University/College, as the case may be.
- h) The decision of the Executive/Governing Council shall be final and binding on the teacher.

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- V) Launching of new academic programmes/courses;
  - VI) Introducing innovations in teaching and/or examinations;
  - VII) Undertaking sponsored research projects;
  - VIII) Rendering knowledge based advice/consultancy;
  - IX) Taking up inter-Departmental/Institutional collaboration;
  - X) Organizing of National/International Conferences and/or participating in them;
  - XI) Conducting continuing education programmes and/or associating in them;
  - XII) Undertaking of extension and/or field outreach activities.
- d) Superannuated teachers shall be medically fit to undertake the new appointment.
- e) The service record of superannuated teachers shall be highly satisfactory and they be both morally and ethically sound.

#### 7. Re-employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers at a University/College, shall be as given below:

- a) The University/college Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.
- b) Each CV shall include a detailed account of all the contributions made by the teachers, highlighting his/her achievements during the last five years.
- c) The CV shall be discussed at a formal meeting of the Departmental Council/Committee of the University/College as the case may be, before making the Departmental recommendations.
- d) The departmental recommendation shall be forwarded to the Vice Chancellor in the case of a University through the Dean of Faculty

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- ii) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the Institution or elsewhere.

#### 10. Review:

The performance of a re-employed teacher shall be reviewed periodically, by the University/College. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.

#### 8. Emoluments and Other Privileges:

- a) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same through out the tenure of re-employments.
- b) The institution may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.
- c) A re-employed teacher shall be entitled to casual/Special Casual/Duty leave on a par with teaching faculty in regular service.
- d) The institution shall provide all the essential academic facilities to the reemployed teacher.

#### 9. Duties and Responsibilities:

- l) A re-employed superannuated teacher shall be treated on a par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability to the institution:
  - a) Academic work, like teaching courses, conducting examinations and research guidance;
  - b) Conducting research and/or taking up sponsored research projects;
  - c) Launching continuing education programmes in new and emerging areas;
  - d) Organizing / Attending national / international Conferences / Seminars / Symposia / Workshops;
  - e) Undertaking knowledge-based advisory / consultancy assignments;
  - f) Accepting invitations and delivering Guest Lectures at other institutions;
  - g) Participation in academic/research Committees at the Institution and elsewhere, when required.





काशी हिन्दू विश्वविद्यालय  
BANARAS HINDU UNIVERSITY  
OFFICE OF THE REGISTRAR (GAD)  
VARANASI - 221 005

Ref. No. R/GAD/Amend. of Act. 13 (Audit of Account) / 5176/

Dated 30<sup>th</sup> March, 2009

The Directors of Institutes / Deans of Faculties / Heads of the Departments / Offices / Units,  
The Principal, MMV,  
The Principals of Colleges / Schools,  
The Coordinators / Administrative Wardens / Wardens of the Hostels,  
The Coordinators of Schools / Centres,  
The Controller of examinations,  
The Finance Officer,  
The Chairman, Press, Publication & Publicity Cell,  
The Coordinator, Computer Centre with the request to up load in the web-site of the University,  
The Dy. Registrar & Secretary to Vice-Chancellor,  
The Dy. Registrar, Exams / Development / Academic / Accounts / (Admin.)-I & II / Estates,  
The Dy. Registrar, E.C. Cell, in compliance with ECR No. 41 dated 29.1.2009,  
The P.A. to Rector,  
The P.S. to Registrar,  
**Banaras Hindu University**

Dear Sir / Madam,

The Executive Council vide its Resolution No. 41, dated January 29, 2009 while considering the letter No. F.1-19/2007-Desk (U), dated 13.01.2009 of the Under Secretary, Govt. of India, MHRD, Deptt. of Higher Education, New Delhi regarding the following amendments in Act of the Banaras Hindu University made vide Central Universities Laws (Amendment) Act, 2008 has resolved as under for necessary insertion to be made in the Section 13 of the BHU Act.

1. In the Banaras Hindu University Act, 1915, in Section 13, after sub-section (2), the following sub-Section (3) shall be inserted, namely :-

*“(3) A copy of the accounts, together with the auditor's report, shall also be submitted to the Central Government, which shall as soon as may be, cause the same to be laid before both Houses of Parliament.”*

3. After Section 13 of the Banaras Hindu University Act, the following new Section 13 A shall be inserted, namely

*“13A. (1) The annual report of the University shall be prepared under the direction of the Executive Council and shall, be submitted to the Court on or before such date as may be prescribed by the Statutes and shall be considered by the Court in its annual meeting.*

*(2) The Court may communicate its comments thereon to the Executive Council.*

*(3) A copy of the annual report, as prepared under Sub-Section (1), shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.”*

Yours faithfully,

*Sunanda*  
30/3/09  
DY. REGISTRAR (GAD)

*S/S*  
30/3





# काशी हिन्दू विश्वविद्यालय

BANARAS HINDU UNIVERSITY

OFFICE OF THE REGISTRAR (GAD)

VARANASI - 221 005

Ref. No. R/GAD/ Amendment in Ord. 2.1/ 45543

Dated 23<sup>rd</sup> February, 2008

The Directors of Institutes/ Deans of Faculties / Heads of Departments / Offices/Units,  
The Principal of Colleges / Schools,  
The Coordinators of Schools / Centres,  
Prof. A.K.Banerjee, Member, Executive Council,  
Prof. T.V.Ramakrishnan, Member, Executive Council,  
Prof. Anand Mohan, Member, Executive Council,  
Dr. Satya Deo Singh, Member, Executive Council,  
The Coordinator, Computer Centre,  
The Coordinator, Legal Cell, R.O. (Admin.),  
The Coordinator, Technical Cell, V.C. Secretariat,  
The Chairman, Press, Publication & Publicity Cell,  
The Dy. Registrar & Secretary to the Vice-Chancellor,  
The Dy. Registrar, Exams/Development/Academic/Accounts/ (Admin.)-I/(Admin.)-II/Estates,  
The Dy. Registrar & Incharge, Electronic Data Information Cell, R.O. (Finance),  
The Dy. Registrar, E.C. Cell,  
The Dy. Registrar (RAC),  
The P.S. to Registrar,  
Banaras Hindu University.

Dear Sir/ Madam,

It is notified that as per decision of the Executive Council Resolution No. 165, dated October 27, 2007, the existing Ordinance 2.1 prescribing emoluments and terms and conditions of the service of Rector as laid down under Statute 3(4) relating to his age has been amended to read as under :-

***“ The Rector shall be appointed in the manner laid down by the Statute. He shall not be above 70 years of age.”***

Yours faithfully,

DY. REGISTRAR (GAD)

23/2/08





**BANARAS HINDU UNIVERSITY**  
**OFFICE OF THE REGISTRAR(ADMINISTRATION)-GAD**  
**VARANASI- 221 005**

Date: 8.10. 2007

**NOTIFICATION**

In pursuance to the Executive Council Resolution No.107 dated March 14, 2007, the existing Ordinance 43E governing leave rules in respect of teachers of Institute of Medical Sciences has been amended and a copy of the same is enclosed herewith.

Encl: As above(Overleaf)

*Suman*  
8/10/07  
DY. REGISTRAR(GAD)

No. R/GAD/Amendment Ordinance 43 E 1 26662

*Suman*  
8/10  
of date; 08.10.2007

COPY forwarded to the following for information and necessary action:-

1. The Directors of Institutes/Deans of Faculties/Heads of Departments/Offices/Units
2. The Principal of Colleges/Schools
3. The Coordinators of schools/Centres
4. The Chairman, Press, Publication & Publicity Cell
5. Prof. A.K.Banerjee, Member, Executive Council
6. Prof.T.V.Ramakrishnan, Member, Executive Council
7. Prof.Anand Mohan, Member, Executive Council
8. Dr.Satya Deo Singh, Member, Executive Council
9. The Coordinator, Legal Cell, R.O.(Admin).
10. The Coordinator, Technical Cell, V.C. Secretariat
11. The Dy.Registrar & Secretary to the Vice-Chancellor,
12. The Dy. Registrar, Exams/Development/Academic/Accounts/(Admin)-I/(Admin)-II/  
Estates/E.C.Cell
13. The Dy.Registrar & Incharge, Electronic Data Information Cell, R.O.(Finance)
14. The P.S. to Registrar
15. The Section Officer Incharge, Telephone Exchange(GAD)

BANARAS HINDU UNIVERSITY

*Suman*  
8/10/07  
DY. REGISTRAR(GAD)

P.T.O.

## **ORDINANCE 43 E GOVERNING THE LEAVE RULES IN RESPECT OF TEACHERS OF INSTITUTE OF MEDICAL SCIENCES.**

The leave rules as incorporated in the Ordinances for regulation of different kinds of leave shall be uniformly applied to the teachers of the Institute of Medical Sciences, subject to the following provision in respect of Compensatory/ Detention leave.

- (i) The teachers of the Medical Sector of the University may be entitled to compensatory leave if they are required to work under the orders of the competent authority on Sunday/ holidays or weekly off -day (other than during vacation) on 1:1 basis subject to a maximum of 30 days in a year. The balance of leave may be carried forward but the accumulated compensatory leave shall be restricted to overall ceiling of 180 days.
- (ii) If a member of the teaching staff of the Institute of Medical Sciences is required to work under the order of the competent authority during the vacation, he /she shall be entitled to detention leave on 1:1 basis subject to a ceiling of 30 days in a year. The balance of leave can be carried forward but the overall ceiling of Earned leave together with detention leave shall be restricted to 180 days.\*

The above provision is subject to changes, if any, arising out of the reference made of the University Grants Commission regarding rationalization of leave in Institutes Colleges of Medical Sciences attached to Central University which would go to into automatic implementation on receipt of the decision of the University Grants Commission.

\*This limit raised to 240 days in IV Central Pay Commission and subsequently to 300 days in V Central pay Commission.

### **NOTE :**

The Director of the Institute of Medical Sciences shall be competent to pass orders calling upon a teacher on the recommendations of the Head of the Department to be on duty during holiday(s)/ vacation (s). In all such cases the orders of the Director shall be obtained in advance. **The Director shall forward all such cases to the office of the Registrar for credit of Compensatory and Detention Leave as admissible under the above rule.**



**BANARAS HINDU UNIVERSITY**  
**OFFICE OF THE REGISTRAR (ADMINISTRATION)-GAD**  
**VARANASI-221 005**

R/GAD/Amendments/Ord.41-Comp.leave/ 17966

Dated: 04.08.2007

7

1. The Directors of Institutes/Deans of Faculties/Heads of Departments/Offices/Units
2. The Principal of Colleges/Schools
3. The Coordinators of schools/Centres
4. The Chairman, Press, Publication & Publicity Cell
5. All the Members concerned of the Press, Publication & Publicity Cell
6. Prof. A.K.Banerjee, Member, Executive Council
7. Prof.T.V.Ramakrishnan, Member, Executive Council
8. Prof.Anand Mohan, Member, Executive Council
9. Dr.Satya Deo Singh, Member, Executive Council
10. The Coordinator, Legal Cell, R.O.(Admin).
11. The Coordinator, Technical Cell, V.C.Secretariat
12. The Dy.Registrar & Secretary to the Vice-Chancellor
13. The Dy.Registrar, Exams/Development/Academic/Accounts/(Admin)-I/(Admin)- II/ Estates
14. The Dy.Registrar & Incharge, Electronic Data Information

Dear Sir/Madam,

This is in continuation of Circular no.AB/CC/Leave Rules/42058 dated 26.11.2005 circulating therewith the leave rules prescribed by the University Grants Commission for teachers of the University/Colleges, duly approved by the Executive Council vide its Resolution no.3 dated 24.10.2005.

The existing Ordinance 41 regarding grant of compensatory leave to the teachers of the University has been repealed in terms of the Executive Council Resolution No.108 dated March 14,2007. Since the new leave rules of the University Grants Commission have come into force with effect from 24.10.2005, no Compensatory Leave will be credited to the leave accounts of the teachers on or after 24.10.2005. However the balance of the compensatory leave available upto 24.10.2005 can now be utilized by them.

Yours faithfully

  
REGISTRAR  


INDUSTRY  
PARADISE  
AS-22

5614  
C-111

1. Introduction

- 1. The Director of Health
- 2. The Registrar of Companies
- 3. The Registrar of Land
- 4. The Registrar of Motor Vehicles
- 5. The Registrar of Births and Deaths
- 6. The Registrar of Marriages
- 7. The Registrar of Wills
- 8. The Registrar of Probate
- 9. The Registrar of Deeds
- 10. The Registrar of Titles
- 11. The Registrar of Land Use
- 12. The Registrar of Planning
- 13. The Registrar of Environmental
- 14. The Registrar of Heritage

2. Objectives

The main objectives of the Department are to provide a high standard of service to the public and to ensure that the Department's activities are carried out in an efficient and economical manner. The Department is committed to the highest standards of integrity and to the promotion of the public interest.

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**BANARAS HINDU UNIVERSITY**  
**OFFICE OF THE REGISTRAR(ADMINISTRATION)-GAD**  
**VARANASI-221 005**

R/GAD/Amendments/Ord.14.1/ 13957

Dated: 10.7.2007

1. The Directors of Institutes/Deans of Faculties/Heads of Departments/Offices/Units
2. The Principal of Colleges/Schools
3. The Coordinators of schools/Centres
4. The Chairman, Press, Publication & Publicity Cell
5. All the Members concerned of the Press, Publication & Publicity Cell
6. Prof. A.K.Banerjee, Member, Executive Council
7. Prof.T.V.Ramakrishnan, Member, Executive Council
8. Prof.Anand Mohan, Member, Executive Council
9. Dr.SatyaDeo Singh, Member, Executive Council
- 10.The Coordinator, Legal Cell, R.O.(Admin).
- 11.The Coordinator, Technical Cell, V.C.Secretariat
- 12 The Dy.Registrar & Secretary to the Vice-Chancellor,
- 13.The Dy.Registrar, Exams/Development/Academic/Accounts/(Admin)-I/(Admin)- II/  
Estates
- 14.The Dy.Registrar & Incharge, Electronic Data Information Cell, R.O.(Finance)
- 15 The P.S. to Registrar

BANARAS HINDU UNIVERSITY

Dear Sir/Madam,

It is notified that as per decision of the Executive Council Resolution No.108 dated March 14, 2007 the existing Ordinance '14.1' governing eligibility for promotion as Readers & Professors of the University under Career Advancement Scheme has been amended by the insertion of an additional clause '14.1.6-A' below the clause '14.1.6' of the Ordinance to be read as under:-

**14.1.6-A " The requirement of Ph.D. for promotion as Reader and Professor under carrier Advancement Scheme for the teachers in the Medical Subjects in the Faculty of Medicine and Faculty of Dental Sciences in the Institute of Medical Sciences, Banaras Hindu University may not be made mandatory."**

Yours faithfully

*[Signature]*  
10/7/07  
DY.REGISTRAR(GAD)  
*[Signature]*  
10/7/07

UNIVERSITY OF MADRAS  
OFFICE OF THE REGISTRAR  
MADRAS

Heads of Departments

Cell

Education & Extension

Council

Library

Medical

Science

Registrar

Accounts

Postmaster

- 1. The Registrar
- 2. The Director of Instruction
- 3. The Principal of College
- 4. The Chairmen, Faculty Councils
- 5. The Members of the Senate
- 6. Mr. A.K. Barua
- 7. Mr. T.V. Ramalingam
- 8. Mr. A. Anand Mohan
- 9. Mr. S. Srinivasan
- 10. The Coordinator, Physical Education
- 11. The Coordinator, Cultural Activities
- 12. The Dy. Registrar & Librarian
- 13. The Dy. Registrar & Accounts Officer
- 14. The Dy. Registrar & Postmaster

Dr. M. Srinivasan

It is notified that the following list of persons has been appointed as Readers in the Department of Science in the University of Madras. The names of the persons are given below in the order of their rank.

14.3-A. The following persons have been appointed as Readers in the Department of Science in the University of Madras:

1. Mr. S. Srinivasan  
2. Mr. A. Anand Mohan  
3. Mr. T.V. Ramalingam  
4. Mr. A.K. Barua



# काशी हिन्दू विश्वविद्यालय

BANARAS HINDU UNIVERSITY  
OFFICE OF THE REGISTRAR (GAD)  
VARANASI - 221 005

Ref. No. R/GAD/ Amendment in Ord. 11.A. 3 (C) 8317

Dated 28<sup>th</sup> May, 2007

The Directors of Institutes,  
The Deans of Faculties,  
The Principal of Colleges / Schools,  
The Heads of the Departments / Offices,  
The Finance Officer,  
Prof. A.K.Banerjee, Member, Executive Council,  
Prof. T.V.Ramakrishnan, Member, Executive Council,  
Prof. Anand Mohan, Member, Executive Council,  
Dr. Satya Deo Singh, Member, Executive Council,  
The Chairman, Press, Publication & Publicity Cell,  
The Dy. Registrar, E.C. Cell,  
Banaras Hindu University.

Dear Sir/ Madam,

In pursuance to the Executive Council Resolution No. 64 dated July 7, 2006 the existing Ordinance 11. A.3 (C) governing consideration of application for teaching posts in absentia has been amended with an additional clause to be inserted in the Ordinance as 11. A.3 (C) iv

(iv) *"In the case of Lecturers the Selection Committee may consider in absentia the candidature of an applicant who is abroad".*

Accordingly, the Ordinance 11.A .3 (C) will be read as under :-

- (i) Selection Committee may consider applicants in absentia for the post of Professor.
- (ii) In the case of Readers the Selection Committee may consider in absentia candidature of an applicant who is abroad.
- (iii) The Selection Committee at its discretion may consider even such candidates as have not applied for the post of Professor.
- (iv) In the case of Lecturers the Selection Committee may consider in absentia the candidature of an applicant who is abroad.

Yours faithfully,

REGISTRAR

28/5/07





BANARAS HINDU UNIVERSITY  
OFFICE OF THE REGISTRAR (ADMINISTRATION)-GAD  
VARANASI-221 005

R/GAD/Amend.Ord./

Dated: 31.7.2007

The Dean  
Faculty of Engineering & Technology  
Institute of Technology  
Banaras Hindu University

Dear Sir,

I am directed to inform you that the amendments proposed by the Executive Council vide its resolution no.116 dated March 14, 2007 in the Ordinances and regulations for Undergraduate and Integrated Dual-Degree Programmes in Engineering and Pharmaceutics & Integrated M.Tech.Degree Programmes in Applied Sciences have been treated as approved.

The Ordinances may therefore be implemented accordingly

Yours faithfully

  
DY.REGISTRAR(GAD)

Of date: 31/7

R/GAD/Amend.Ord./ 17033 - 037

COPY forwarded for information and necessary action to:

1. The Director, Institute of Technology
2. The Dy.Registrar & Secretary to Vice-Chancellor, BHU
3. The Dy.Registrar(E.C.Cell), BHU
4. The Dy.Registrar(Academic), BHU

  
DY.REGISTRAR(GAD)

MEMORANDUM  
FOR THE RECORD  
DATE: 10/15/54

Subject: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]



# काशी हिन्दू विश्वविद्यालय

**BANARAS HINDU UNIVERSITY**

**OFFICE OF THE REGISTRAR (GAD)**

**VARANASI - 221 005**

**Ref. No. R/GAD/ Amendment in Ord. 1.14/37004**

**Dated 4<sup>th</sup> December, 2006**

The Directors of Institutes,  
The Deans of Faculties,  
The Principal of Colleges / Schools,  
The Heads of the Departments / Offices,  
The Finance Officer,  
Prof. A.K.Banerjee, Member, Executive Council,  
Prof. T.V.Ramakrishnan, Member, Executive Council,  
Prof. Anand Mohan, Member, Executive Council,  
Dr. Satya Deo Singh, Member, Executive Council,  
The Information & Public Relations officer,  
The Dy. Registrar, E.C. Cell,  
Banaras Hindu University.

Dear Sir/ Madam,

In pursuance to the Executive Council Resolution No. 51 dated July 7, 2006 the existing Ordinance 1.14 governing re-employment of superannuating teachers has been amended and a copy of the same is enclosed herewith.

The amended Ordinance No. 1.14 comes into force w.e.f. the date of the Executive Council resolution i.e. July 7, 2006.

Encl : As above.

Yours faithfully,

**REGISTRAR**





**Ordinance 1.14 relating to re- employment of superannuated teachers of  
the Banaras Hindu University.**

- (a) A teacher of the University shall retire from University service on the last date of the month during which he complete the age of sixty two years ;

Provided that teachers superannuating any time during, the academic session shall be re - employed from the date of superannuation till the end of the session on the 30<sup>th</sup> June following.

- (b) Notwithstanding the provisions of Clause (a) above, the Executive Council may in accordance with these Ordinances re - employ a superannuated teacher with ordinarily 10 years of service in BHU for a term as it may think fit but not exceeding one year in the first instance. The period of such re - employment may thereafter be extended by the Vice - Chancellor on recommendation of the Re - assessment Committee consisting of (i) Rector or VC's Nominee as Chairman and (ii) Director / Dean concerned, as the case may be, and (iii) Head of the Department concerned , for such further period as the Vice - Chancellor may decide, not exceeding beyond the age of 65 years.

Provided further that a re- employed teacher shall not hold any administrative office in the University.

- (i) The cases for re - employment of teachers shall be assessed by atleast two outstation experts in the subject appointed by the Executive Council. Their cases shall be further processed only if both the experts have given positive and favourable recommendations for their re-employment. The experts will be paid an honorarium of Rs. 500/- per case. This provision shall also apply to the Ordinance 1.14 (e) (vi) over and above the provisions mentioned therein.
- (C) The Registrar shall invite ordinarily 12 months in advance of superannuation the bio - date / C.V. and proposed programme of work from a teacher in station or on authorized leave and a Confidential Report from the Head of the Department, Dean / Director / Principal concerned along with students appraisal of the Teacher concerned for last three years.
- (d) There shall be Advisory Committee for considering the bio - data / C.V. and making appropriate recommendation to the Executive Council. The composition of the Advisory Committees shall be as follows: -
- (i) The Vice - Chancellor. Chairman
- (ii) Two academics nominated by the Vice - Chancellor, BHU
- The recommendation of the Advisory Committee shall be placed before the Executive Council for consideration and decision.
- (e) While making recommendations the Advisory Committees shall take into consideration the following criteria :
- (i) The state of health of the teacher proposed to be re - employed.
- (ii) Record of service rendered.
- (iii) Contribution to the professional advancement, i.e. teaching, publications, research guidance, organization and development of academic programmes.
- (iv) Recognition achieved at national and international levels.
- (v) Role in enriching the quality of academic life and ethos of the University including extra-curricular activities.
- (vi) Assessment report of the suitability of the teacher for re - employment given by experts in the field of activity of the teacher.
- (f) The decision of the University re - employing a teacher shall be communicated, as far as possible six months before his retirement.
- (g) The terms and conditions of such re - employed teachers including salary, leave and other benefits shall be as determined in the light of similar rules relating to re - employed pensioners.

P.T.O.



**Note :-**

- (i) Contribution to the professional advancement i.e. teaching, publications, research guidance, organization and development of academic programmes be given due weightage / emphasis. The scheme will operate on selective basis for the categories of teachers.
- (ii) The re - employment /further re - employment shall commence from the date of joining after superannuation / expiry of the term of first re - employment.
- (iii) The Head of the Department shall certify that the period of the superannuated teacher having worked / working and also the period of absence after either from the start or after initially working for certain period of time.
- (iv) In case, a superannuated teacher has not continuously worked in the Department, then their period of re - employment will only apply to the time they had earlier worked, if applicable, and then letter from the date they join the re- employment service in compliance of the order of re- employment issued.
- (v) The re - employment to the superannuated teachers is subject to their occupying the house in the campus in accordance with the rules of the housing allotment and as such no one will be allowed in the re- employment if they or any other members of their family own a house situated within the jurisdiction of the Municipal limits of Varanasi or within 8 kms of the BHU and if they have taken a house building loan from the University for the construction of house / purchase of Flat in and around Varanasi.  
Further an affidavit swearing above terms in reference to the house mentioned above certified by a Notary should be submitted by the superannuated teacher being given the re - employment.
- (vi) The medical fitness of the superannuated teachers has to be ascertained by means, preferably which are not embarrassing .
- (vii) The monitoring of such re- employed teachers about their attending to their duties shall be done and if found not satisfactory their re - employment shall be terminated by the Vice - Chancellor without giving any notice.
- (viii) All such re - employed teachers will submit their leave of application other than that of Casual Leave to the Head of the Department concerned for sanction.









# काशी हिन्दू विश्वविद्यालय

**BANARAS HINDU UNIVERSITY**

**OFFICE OF THE REGISTRAR (GAD)**

**VARANASI - 221 005**

**Ref. No. R/GAD/ IV - I (28) / 28643**

**Dated 5<sup>th</sup> October, 2006**  
6

The Directors of Institutes,  
The Deans of Faculties,  
The Principal of Colleges / Schools,  
The Heads of the Departments / Offices,  
The Finance Officer,  
Prof. A.K.Banerjee, Member, Executive Council,  
Prof. T.V.Ramakrishnan, Member, Executive Council,  
Prof. Anand Mohan, Member, Executive Council,  
Dr. Satya Deo Singh, Member, Executive Council,  
The Information & Public Relations officer,  
The Dy. Registrar, E.C. Cell,  
Banaras Hindu University.

Dear Sir/ Madam,

In pursuance to the Executive Council Resolution No. 27 dated March 2, 2006 the existing Ordinance 12 governing Emeritus Professors has been amended and a copy of the same is enclosed herewith

The amended Ordinance No. 12 comes into force with effect from the date of the Executive Council Resolution i.e. March 2, 2006.

**Encl. As above.**

Yours faithfully

**REGISTRAR**

15  
PART II  
CHAPTER



Ref No. RUCAD/IV - 11/2017

The Director of Revenue  
The Director of Public Works  
The Director of Civil Supplies  
The Director of the Land Revenue  
The Director of the Forest  
The Director of the Fisheries  
The Director of the Milk  
The Director of the Poultry  
The Director of the Beekeeping  
The Director of the Sericulture  
The Director of the Handloom  
The Director of the Carpet  
The Director of the Handicraft  
The Director of the Textile  
The Director of the Leather  
The Director of the Paper  
The Director of the Printing  
The Director of the Bookbinding  
The Director of the Stationery  
The Director of the Printing Press  
The Director of the Bookstore  
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The Director of the Museum  
The Director of the Gallery  
The Director of the Theatre  
The Director of the Cinema  
The Director of the Music  
The Director of the Dance  
The Director of the Sports  
The Director of the Games  
The Director of the Recreation  
The Director of the Amusement  
The Director of the Entertainment  
The Director of the Cultural  
The Director of the Educational  
The Director of the Technical  
The Director of the Vocational  
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The Director of the Income Tax  
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## ORDINANCE 12

### EMERITUS PROFESSOR

12. The University may confer the title of "Professor Emeritus" on such of its retiring professor having an authoritative standing in the field and whose long and distinguished service has added luster to the University.

#### **Selection :**

- (1) Proposals for conferment of such a title may emanate from the Vice -Chancellor/ Departmental Council and / or Academic Council but the final selection shall be made by the Executive Council, who
  - (i) will consult his senior colleagues in the relevant field in the University, and
  - (ii) will obtain the views of the Consultative Committee constituted for the purpose and will place their views / observations / recommendations in writing before the Executive Council.
- (2) **The Consultative Committee shall consist of the following :**
  - (i) The Vice - Chancellor ;
  - (ii) On specialist nominated by the Indian National Science Academy / Indian National Academy of Engineering / Indian Council of Medical Research / Indian Council of Agricultural Research / Indian Council of Social Science Research /Indian Council of Historic Research / Indian Council of Philosophical Research or similar national bodies recognized by the Executive Council, and ;
  - (iii) One specialist nominated by the Executive Council from the panel prepared by the Academic Council for different fields of studies.

#### **Functions :**

- (1) The Professor Emeritus will be free to do academic work in the Department to which he is attached and for which adequate facilities will be provided by the Department concerned.
- (2) He may deliver special lectures, run specialist refresher courses and help research students and members of faculty as necessary.
- (3) He may take research projects sponsored by various funding agencies and associate with him the faculty for collaborating in the project. No routine functions relating to management and accounting of funds will, however, be carried out by him. These functions shall be performed by a Co-Investigator, who is a regular employee of the University.
- (4) He may help the Department / Faculty as a guide and philosopher in its various activities and development programmes.

#### **Privileges :**

- (1) A Professor Emeritus will not draw any salary from the University funds. He shall be paid a fixed honorarium of Rs. 15000/- p.m. and a contingency of Rs. 50,000/- per annum.
  - (1) (a) If the Emeritus Professor is having a Project or assignment from any funding agency having a provision of honorarium and contingency, the total honorarium and contingency (inclusive that of the amount payable in the project ) payable from the University should be limited to Rs. 15,000/- p.m. and Rs. 50,000/- per annum respectively.
  - (2) He will be treated as an 'honoured' member of the department and appropriate facilities (such as furnished office space, and secretarial support etc.) as necessary for his professional work shall be provided by the University as for other Professors.
  - (3) He may also be extended adequate Library and Laboratory facilities for proper pursuance of his academic pursuits.
  - (4) The tenure of appointment as Emeritus Professor shall be upto the age of 70 years.

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5. The Emeritus Professor should be invited to deliver tecture and share cources in the dicipline jointly with other permanent teachers of the Department.
6. The Vice- Chancellor may forward a project proposal from an Emeritus Professor without a Co-Investigator, and further spell out appropriate procedure for administrative and financial responsibility in such cases.
7. Teachers appointed as Emeritus Professor, in occupation of residential accommodation in the campus may be allowed to retain the accommodation free of license fee ordinarily upto the age of 70 years.
  - 7.(a) Those who are not residing in the University campus shall be paid a conveyance allowance of Rs. 400/- per month.
8. The Emeritus Professor will not be saddled with administrative duties.
9. The Emeritus Professor may apply for research schemes as Investigator, and without a Co-Investigator, if they wish. The papers dealing with financial matters may be processed through the Head of the Department.
10. Emeritus Professor shall participate in the meetings of Academic Council, Teachers Council, DRC / SRC, Faculty RDCU as special invitees
11. The existing Emeritus Professors below the age of 70 years be given an option to come over new scheme as enumerated above.
12. The Scheme of the Emeritus Professorship be limited to only 20 Emeritus Professors at any point of time and out of these 20 the housing facilities be limited to only 10 Emeritus Professors.
13. Besides the above an extra ordinary distinguished scholar can be designated as life long distinguished scholar / Professor at large as per decision of the Executive Council.
14. The Emeritus Professor may register Students for Ph.D. as per provisions contained in the Ordinance governing the award of the degree of Doctor of Philosophy/ Vidyavaridhi of Banaras Hindu University approved vide ECR No. 338 dated October 11, 2004.



**BANARAS HINDU UNIVERSITY**

OFFICE OF THE REGISTRAR (GAD)

Varanasi - 221005

Ref: No. R/GAD/ Ord. -"8" (1)B/ 30746

Dated: 19<sup>th</sup> October, 2006

The Directors of Institutes,  
The Deans of Faculties,  
The Principal of Colleges /Schools,  
The Heads of the Departments / Offices,  
The Finance Officer,  
Prof. A.K. Banerjee, Member, Executive Council,  
Prof. T.V. Ramakrishnan, Member, Executive Council,  
Prof. Anand Mohan, Member, Executive Council,  
Dr. Satya Deo Singh, Member, Executive Council,  
The Information & Public Relations Officer,  
The Dy. Registrar, E.C. Cell,  
**Banaras Hindu University**

Dear Sir /Madam,

In pursuance to the Executive Council Resolution No. 71 dated July 7, 2006 the existing Clause 8(1) (B) of Ordinance '8' regarding seniority of employees in Laboratory and workshop sector has been amended to read as under :-

**8 (1) (B)**

Faculty level seniority in respect of Lab./Workshop sector in lieu of existing departmental seniority with following measures be adopted:-

- (i) For the purpose of promotion, all the posts of Laboratory /Workshop sector within a Faculty will be considered together (except for those posts which are to be filled up by direct recruitment). Seniority list of incumbents in these sectors will be prepared as per existing provision / rules /regulations / ordinance in vogue keeping in view of the fact that the inter se seniority between panelists to the particular cadre, if any, may not be disturbed.
- (ii) If a person of 'A' department is promoted against the vacancy of the 'B' department the post of 'B' department will be transferred on loan basis to 'A' department. The person will thus remain in his own department 'A' on promotion. Simultaneously, the lower post vacated by him will be transferred on loan basis to department 'B'. More than two departments may be involved in this cyclic process. The total number of laboratory / workshop posts in each department will not change.
- (iii) The vacancies in respect of direct recruitment to posts be located by the concerned Faculty and the same be informed to the Deputy Registrar (RAC) for taking further course of action at their end.
- (iv) The existing provision for downgrading the post Senior Technical Assistant temporarily as Technical Assistant for promotion of eligible candidates, in case vacancies of Technical Assistants are not available, be adhered to.
- (v) Those posts of Senior Technical Assistant which require very specialized qualifications which are generally not possessed by existing employees in feeder cadre be identified as isolated posts and filled only through direct recruitment. The 100 % promotion rule will apply only to other STA posts which have not been identified as above.

The amended Clause of Ordinance 8 comes into force with effect from the date of the Executive Council Resolution i.e. 7<sup>th</sup> July, 2006.

Yours faithfully,



**REGISTRAR**





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**BANARAS HINDU UNIVERSITY**  
**OFFICE OF THE REGISTRAR (GAD)**  
**VARANASI-5**

Dated : 23<sup>rd</sup> February, 2005

**NOTIFICATION**

It is notified that as per Executive Council Resolution No. 271 dated 23-24 December, 2003 the ordinance under section 'G' – Application of Government Rules of Chapter IV of BHU Calendar framed under Article 18 (1) (K) of the Act has been amended to read as under in terms of section 18 (7) of the BHU Act:-

**“Whenever the University Ordinances regarding terms and conditions of service are silent or incomplete or self inconsistent i.e. inconsistency within the provisions of University rules, the University employees will be governed by rules applicable to comparable Central Government Employees**

  
**REGISTRAR**

No. R/GAD/Amend. to Ord./section "G"/44835

Dated: 23.02.2005

COPY forwarded to the following for information and necessary action:

1. The Directors of Institute,
2. The Deans of the Faculties,
3. The Heads of the Departments/Offices,
4. The Principals of Colleges/Schools,
5. The Finance Officer,
6. The Dy. Registrar & Secretary to V.C.
7. The PS to Registrar.
8. Spare copies.  
Banaras Hindu University.

  
**REGISTRAR**

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BANARAS HINDU UNIVERSITY  
OFFICE OF THE REGISTRAR  
(ADMINISTRATION)  
Varanasi-221005

Ref.No. R/GAD/IV-2 (Ord.10.2)/23220

Dated: 18th Nov., 1996.

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The Directors of Institutes,  
The Deans of Faculties,  
The Heads of Deptts./Offices,  
The Principals of College/Schools,  
Banaras Hindu University.

Dear Sir/Madam,

I am directed to inform you that the Executive Council vide Resolution No.163 dated April 30/ May 1, 1996 has amended the existing Ordinance 10.2 for including the 'Policy and Planning Committee' for Mahila Mahavidyalaya as one of the items. The amended Ordinance 10.2 will now read as under :

10.2 Policy and Planning Committee for Faculties shall consist of :-

(a) For multi-Department Faculty :-

- (i) The present Dean (Chairman)
- (ii) The past Dean preceding the present Dean
- (iii) Teacher likely to be appointed as the next Dean.
- (iv) The Heads of Departments
- (v) Coordinators of Centres of Excellence as approved by the Executive Council.

(b) For Single Department Faculty :-

- (i) The present Dean (Chairman)
- (ii) The past Dean preceding the present Dean.
- (iii) The teacher likely to be appointed as the next Dean.
- (iv) Two seniormost teachers of the Faculty.
- (v) Coordinators of Centres of Excellence (SAP,CAS etc.) as approved by the Executive Council.

The Policy and Planning Committee for the Faculty shall consist of a minimum of five members. In case of Faculties where the membership is less than five, the Dean shall nominate member(s) of the staff of the Faculty, in order of seniority, to bring the number of membership of five.

Provided that in special circumstance the Vice-Chancellor may issue such instructions for constituting Policy and Planning Committee as he considers appropriate to take into account special situations such as specialities in Institute of Medical Sciences.

Terms of reference of the Policy and Planning Committee for Faculties shall be :-

- a) taking decisions in all policy matters which affect the long term growth of the Faculty keeping in view the requirements of continuity and stability and steady and consistent development;

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- b) formulating and finalising Five Year Plan proposals and other development plans;
- c) Co-ordinating the thrust areas for development and research;
- d) creating and Co-ordinating common facilities;
- e) Co-ordinating the examination schedule;
- f) preparing the Annual Reports, maintaining an Up-to-date information regarding the Faculty activities, achievements and other statistical data; and
- g) taking policy decisions on all matters pertaining to discipline and smooth working of the Faculty.

NOTE: In order to ensure the effective working of the Policy and Planning Committee of the Faculties, all recommendations sent by the Deans with respect to Policy and Planning matters the various functionaries of the University be accompanied by a copy of the Resolution passed by the Policy and Planning Committee concerned in respect of the recommendations made.

10.2(A) Policy and Planning Committee for Mahila Mahavidyalaya shall consist of :-

1. Principal -Chair-person
2. The immediate past Principal provided she is in BHU service.
3. The Senior-most teacher of Mahila Mahavidyalaya
4. The Senior-most teachers of Mahila Mahavidyalaya - one each from its units of six faculties -
  - (i) Faculty of Science
  - (ii) Faculty of Arts,
  - (iii) Faculty of Social Sciences
  - (iv) Faculty of Performing Arts
  - (v) Faculty of Visuals Arts
  - (vi) Faculty of Education

The Policy and Planning Committee of Mahila Mahavidyalaya shall work under the following terms of reference :-

- a) Taking decisions in all policy matters which affect the long term growth of the Mahila Mahavidyalaya;
- b) Formulating and finalising Five Year Plan proposals and other development plans;
- c) Creating and Co-ordinating common facilities
- d) Taking policy decision on all matters pertaining to discipline and smooth working of the Mahila Mahavidyalaya;
- e) Preparing Annual Reports, maintaining up-to-date information regarding the activities in the MMV, achievements and other statistical data;
- f) Co-ordinating the teaching and examination schedules.

Yours faithfully,

Copy to Section Officer,  
E.C.Cell, R.O. (Admin.), BHU.  
c/

\_\_\_\_\_  
DY. REG (STRAR (GAD))



(27)

**BANARAS HINDU UNIVERSITY**  
**OFFICE OF THE REGISTRAR (ADMINISTRATION)**  
**VARANASI-221005**

Ref. No. R/GAD/IV-2/

Dated 13<sup>th</sup> April, 1993

The Directors of Institutes,  
The Deans of Faculties,  
The Heads of Departments/Offices,  
The Principals of College/Schools,  
Banaras Hindu University.

Dear Sir/Madam,

I am to inform you that the Executive Council vide Resolution No. 181 dated 5-7<sup>th</sup> September, 1992 has amended the Ordinance 11.5 regarding Policy and Planning Committee of Departments to add the following Note in the existing Ordinance :

*Note : Wherever the required number of teachers for filling the composition of the Policy and Planning Committee is not available or on account of non-eligibility, the Vice-Chancellor may nominate any teacher of the Faculty.*

Now the Ordinance 11.5 alongwith clarification and guidelines will read as given in Annexure.

Yours faithfully,

Sd :- S. N. Singh / 20.4.2003  
DEPUTY REGISTRAR (ADMIN.)

Encl. : As above.

11.5 (1) The Policy and Planning Committee (PPC) for Departments shall consist of :

- (a) For a large department (containing ten or more teachers) :
  - (i) Two senior most teachers of the Department:
  - (ii) The present Head of the Department (Convener):
  - (iii) The past Head of the Department, Preceding the present Head:
  - (iv) The teacher likely to be appointed as the next Head, after the expiry of the terms of the present Head:
- (b) For a small department (containing less than ten teachers)
  - (i) The past Head of the Department ; preceding
  - (ii) The present Head ;
  - (iii) The present Head of the Department ; (convener) ;
  - (v) The teacher likely to be appointed as the next Head, after the expiry of the terms of the present Head:

NOTE 1 : For the Departments as specified at (a) and (b) above, Institute of Medical Sciences shall have representation to super-specialities.

NOTE 2 : The Programme Coordinator of Centre of Advanced Study/Special Assistance Programme etc. be included in the PPC.

NOTE 3 : *Whenever the required number of teachers for filling the composition of the Policy and Planning Committee is not available or on account of non-eligibility, the Vice-Chancellor may nominate any teacher of the Faculty.*

- (2) The Head of the Department shall consult the 'PPC' and take action only after the decisions are taken by the 'PPC' -
- (3) The terms of reference of the 'PPC' shall be :
  - (a) taking decisions in all Policy matter which effect the long-term growth of the Department, keeping in view the requirements of continuity and stability and steady and consistent development;
  - (b) formulating and finalizing five-year plan proposals and other development plans ;
  - (c) selecting thrust areas for development and for research;
  - (d) formulating the qualifications for the posts to be advertised including specifying the specialisations, if any;
  - (e) recommending a list of experts to the Vice-Chancellor who may place the same before the Executive Council;



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- (f) finalizing the equipment to be purchased out of capital grants and their allotment to different laboratories in the department ;
  - (g) preparing the Annual Report, maintaining an up-to-date information regarding the departmental activities, achievements and other statistical date; and
  - (h) taking policy decisions on all matters pertaining to discipline and smooth working of the department.

NOTE : In order to ensure the effective working of the Policy and Planning Committee of the Departments all recommendations sent by the Head of Departments with respect to Policy and Planning matters to various functionaries of the University be accompanied by a copy of the Resolution passed by the Policy and Planning Committee concerned in respect of recommendations made.

The clarification issued vide this office circular No. R/GAD/IV-2/4107, dated 18/21.10.1986:

The Policy and Planning Committee consists of two senior most teachers of the Department. The two seniormost means the two Professors at the top of the Professorial seniority list of the Department. *In respect of the small Department where the strength of the Department is two or three, i.e. Professor, Reader and Lecturer and where a Lecturer cannot be appointed head in such a situation all the teachers of the Department may be associated with the Policy and Planning Committee.* Similarly where there are only two Professors in a Department, the Headship naturally will rotate amongst the Professors. In such a situation the seniormost Reader may also be included in the Policy and Planning Committee.

The guidelines as framed vide Executive Council Resolution No. 195 dated 28-30<sup>th</sup> September, 1991 and circulated under circular No. R/GAD/IV-2/27216, dated 23/27<sup>th</sup> December, 1991 :

- (a) In the event of a teacher not being available under any category of the above Ordinance on account of superannuation, the person holding similar rank preceding him be nominated, if available, the member of the PPC of the Department.
  - (b) *The Vice-Chancellor may nominate a suitable teacher to fill one of the category of membership in the event of a teacher blocking 2 slots of the composition of the PPC.*
-

- (f) financial statements of the company for the year ending 31st March 1986.
- (g) particulars of the company's assets and liabilities as at the end of the year ending 31st March 1986.
- (h) details of the company's working capital for the year ending 31st March 1986.

In order to ensure that the working capital of the company is maintained at a level which will account for the company's requirements for the year ending 31st March 1986, the Board of Directors of the company has resolved to set aside a sum of Rs. 100 lakhs as a reserve for the purpose of meeting the company's working capital requirements for the year ending 31st March 1986.

The classification of the company's assets and liabilities as at the end of the year ending 31st March 1986 is as follows:

The Policy and Finance Committee of the company has recommended that the sum of Rs. 100 lakhs should be set aside as a reserve for the purpose of meeting the company's working capital requirements for the year ending 31st March 1986. The Board of Directors of the company has approved the recommendation of the Policy and Finance Committee and has resolved to set aside a sum of Rs. 100 lakhs as a reserve for the purpose of meeting the company's working capital requirements for the year ending 31st March 1986.

The guidelines of the Government of India regarding the classification of the company's assets and liabilities as at the end of the year ending 31st March 1986 are as follows:

The company's assets and liabilities as at the end of the year ending 31st March 1986 are classified as follows:

Assets: Rs. 100 lakhs

Liabilities: Rs. 100 lakhs