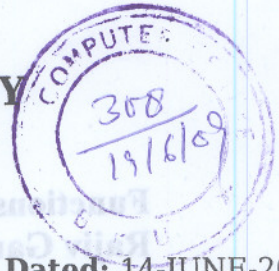


BANARAS HINDU UNIVERSITY
OFFICE OF THE REGISTRAR (GAD)
VARANASI-221 005



Dated: 14-JUNE-2009

NOTIFICATION

In continuation to Notification No. AB/2-A-150/36159 dated 27.12.2008 regarding appointment of Officer-On-Special Duty, Rajiv Gandhi South Campus, Barkachha, it is notified that the functions and the responsibilities specified for the OSD, RGSC, Barkachha is as per annexure overleaf.

Encl: as above (overleaf)

DI. REGISTRAR (GAD)

No. R/GAD/Misc/116/ 9879

, of date: 14.06.2009

COPY forwarded to the following for information and necessary action:

1. The Directors of Institutes/ Deans of Faculties/ Heads of the Departments/Offices/Units
2. The Principal, Mahila Mahavidyalaya
3. The Coordinators of Schools/ Centres
4. The Coordinators/ Administrative Wardens/Wardens of the Hostels
5. Prof. A.K.Ghose, Department of Metallurgical Engineering, I.T.
6. The Officer-On-Special Duty, RGSC, Barkachha
7. The Chairman, Press, Publication and Publicity Cell
8. The Dy. Registrar & Secretary to the Vice-Chancellor
9. The P.A. to Rector
10. The P.S. to Registrar
11. The P.S. to Finance Officer

BANARAS HINDU UNIVERSITY

DI. REGISTRAR (GAD)

Rbsingh/telephone gen/nmm/

*RSY (please so if entry
one is put on Bhu web
Site)
R. P. Singh*

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

**Functions and Responsibilities of Officer on Special Duty (OSD),
Rajiv Gandhi South Campus, Barkachha**

NOTIFICATION

1. OSD shall be the controlling officer of the activities and affairs at the RGSC and shall work under the supervision of the Vice-Chancellor through the Executive Secretary, RGSC. He shall exercise general supervision over the affairs of the RGSC and staff posted there and shall give effect to the decisions of the Core Group and other competent officers of the University.
2. OSD shall be responsible for the proper care, safety and maintenance of the buildings, laboratories, equipments, stores, books and other properties at the RGSC. He shall be responsible for timely preparation of salary, honorarium, scholarship bills and certification of the claims of honorarium to teachers and other bills for payments to be made out of RGSC fund and submission of the same for payment to the competent officer.
3. OSD shall be responsible for the preparation of the time-table, allotment of class room, laboratory accommodation in consultation with the respective Course Coordinators and the Executive Secretary with the approval of the Vice-Chancellor. He shall also be responsible to see that the classes are conducted timely according to the syllabus and time table and for timely conduct of examinations in consultation with the Controller of Examinations.
4. OSD shall be responsible for maintenance of attendance of students, teaching and other staff at the RGSC and grant Casual Leave, Station Leave permission and forwarding of the application of other kinds of leave of the teaching and non-teaching staff at RGSC.
5. OSD shall be responsible for maintenance of discipline amongst the students and employees, teachers at the RGSC and recommend disciplinary action against them for any misconduct.
6. OSD shall also be responsible for the other tasks and responsibilities assigned to him from time to time by the Vice-Chancellor.